



# Application to be an approved certifying body (organic goods)

Under the Export Control (Organic Goods) Rules 2021, an approved certifying body is the holder of an approved arrangement for organic goods certification operations.

This form is approved under section 377(1)(b) of the *Export Control Act 2020* (the Act).

## Section A: General information

**Purpose of this form** The form is for applicants of a proposed arrangement for organic goods certification operations.

### To complete this form

#### Applicants:

- learn about the [organic exports regulatory framework](#)
- understand the requirements for proposed arrangements for organic goods certification operations under chapter 5 of the Export Control (Organic Goods) Rules 2021
- understand the requirements of approved certifying bodies to issue and manage organic goods certificates
- understand the required administrative arrangements for approved certifying bodies to certify goods for export
- understand fit and proper person requirements under sections 372 and 373 of the Act, including the meaning of 'associate' under section 13 of the Act
- understand the meaning of 'conviction' and 'spent conviction' under subsection 85ZM(1) of the *Crimes Act 1914*. Applicants are not required to disclose spent convictions
- see [export fees and charges](#).

### To complete this form

#### Electronically

You need the latest version of Adobe Acrobat Reader to save changes to this form on your computer or device. Download the [Adobe Acrobat Reader mobile app](#) for your smartphone or tablet.

#### Manually

Use black or blue pen

Print in BLOCK LETTERS

Mark boxes with a tick or a cross

### Your application must include

Please note that in addition to this form, applications should include documentation that addresses all aspects of the organic goods certification operations, including demonstration of compliance with the organic exports regulatory framework and ability to meet importing country certification requirements.

Has additional documentation been included?

Yes

No

### Post or email your application

Organic Exports Program  
Department of Agriculture, Fisheries and Forestry  
GPO Box 858  
Canberra ACT 2601  
Email [OrganicExports@agriculture.gov.au](mailto:OrganicExports@agriculture.gov.au)

## Section B: Applicant

### 1 Entity details

Entity name

### 2 Australian business registration

Australian Business Number (ABN)

Australian Company Number (ACN)

### 3 Trading name (registered business names only)

### 4 Entity address

Street address

Suburb/town/city

State/territory

Postcode

Postal address

Suburb/town/city

State/territory

Postcode

Work phone (include area code)

Mobile phone

Email

## Section C: Persons who manage or control an approved certifying body

### 5 List staff who have or would have authority to direct:

- a. the certification operations, or an important or substantial part of the organic goods certification operations, within the entity or proposed entity, or
- b. another person who has or would have the authority to direct a person as described in 5(a) in the exercise of that authority or proposed authority, or
- c. another person who has or would have authority to sign and issue Organic Goods Certificates

*\*Should there be insufficient space on this form to list all the persons who manage or control organic goods certification operations, please provide this information on a separate sheet and attach it to this form.*

#### Person 1: the applicant (if applicable, insert director (or equivalent) details)

Title                      Given name    Family name

Date of birth (dd/mm/yyyy)    Place of birth

Job title

Street address

Suburb/town/city

State/territory

Postcode

#### Person 2

Title                      Given name    Family name

Date of birth (dd/mm/yyyy)    Place of birth

Job title

Street address

Suburb/town/city

State/territory

Postcode

#### Person 3

Title                      Given name    Family name

Date of birth (dd/mm/yyyy)    Place of birth

Job title

Street address

Suburb/town/city

State/territory

Postcode

**Person 4**

Title          Given name                          Family name

Date of birth (dd/mm/yyyy)    Place of birth

Job title

Street address

Suburb/town/city                                  State/territory                          Postcode

**Person 5**

Title          Given name                          Family name

Date of birth (dd/mm/yyyy)    Place of birth

Job title

Street address

Suburb/town/city                                  State/territory                          Postcode

**Person 6**

Title          Given name                          Family name

Date of birth (dd/mm/yyyy)    Place of birth

Job title

Street address

Suburb/town/city                                  State/territory                          Postcode

**6 Have you attached information relevant to additional persons?**

No

Yes

## Section D: Compliance

- understand fit and proper person requirements under sections 372 and 373 of the Act, including the meaning of 'associate' under section 13 of the Act.
- understand the meaning of 'conviction' and 'spent conviction' under subsection 85ZM(1) of the *Crimes Act 1914*. Applicants are not required to disclose spent convictions.
- This section must be completed for all persons listed in Section C:

**7 Have you or any of the people listed at section C been convicted (within the meaning given by subsection 85ZM(1) of the *Crimes Act 1914*) of any offence against any law of the Commonwealth or a state or territory?**

No

Yes  Provided details (attach more pages if necessary)

**8 Have you or any of the people listed at section C, either alone or jointly with another person:**

- a. been refused a licence, permit or approval to export prescribed goods, or**
- b. been granted a licence, permit or approval to export prescribed goods which has been revoked, suspended or cancelled?**

No

Yes  Provided details (attach more pages if necessary)

**9 Have you or any of the people listed at section C, alone or jointly with another person, made a false or misleading statement in any application or notice under the *Export Control Act 1982* or the *Export Control Act 2020*, or under Regulations, Rules or Orders made under the *Export Control Act 2020* or the *Export Control Act 1982*?**

No

Yes  Provided details (attach more pages if necessary)

**10 Have you or any of the people listed at section C previously contravened any other notice, instruction, condition or restriction under the *Export Control Act 1982* or the *Export Control Act 2020* or under any regulations, orders or rules made under these Acts?**


No

Yes  Provided details (attach more pages if necessary)

**11 Do you or any of the people listed at section C, alone or jointly with another person, owe the Commonwealth any amount by way of:**

- a. a fee for a service performed at a registered establishment; or
- b. a charge or levy arising under a law of the Commonwealth; or
- c. a penalty for failure to pay a charge or levy arising under a law of the Commonwealth?

No

Yes  Provided details (attach more pages if necessary)

## Associates

**12 Do you or any of the people listed at section C have an associate who:**

- a. has been convicted (within the meaning given by subsection 85ZM(1) of the Crimes Act 1914) of any offence against any law of the Commonwealth or a state or territory?
- b. alone or jointly with another person, owes the Commonwealth for:
  - i. a fee for service performed at a registered establishment
  - ii. a charge or levy
  - iii. a penalty for failure to pay a charge or levy?
- c. has made a false or misleading statement in any application or notice under the *Export Control Act 1982* or the *Export Control Act 2020* or under regulations, orders or rules made under those Acts
- d. has been refused a licence, permit or approval to export prescribed goods
- e. has been granted a licence, permit or approval to export prescribed goods that has been revoked, suspended or cancelled
- f. has failed to comply with any direction under the *Export Control Act 1982* the *Export Control Act 2020* or under Regulations or Rules made under that Act?

No

Yes  If yes, please provide details (attach more pages if necessary), including the following information relevant to each associate identified:

- Title
- Given name(s)
- Family name
- Date of birth (dd/mm/yyyy)
- Place of birth
- company name and ABN
- position (including if company director) and occupation
- home address (address, suburb/town/city, state/territory, postcode)

## Section E: Applicant declaration

**To be completed by the individual listed as Person 1 in section B.**

I declare that the information I have provided is true and correct and I have conducted the due diligence to compile relevant information on people listed in section C in management and control and proposed signatories of the Organic Good Certificates, and their associates.

I understand that:

- it is a criminal offence under the *Criminal Code Act 1995* to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law.
- a person may commit an offence or be liable to a civil penalty if they make a false or misleading statement in an application or provide false or misleading information or documents (see sections 136.1, 137.1 and 137.2 of the *Criminal Code Act* and sections 367, 368, and 369 of this Act).

I declare that I have prepared my approved arrangement and meet all organic export regulatory requirements and importing country requirements.

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

## Section F: Privacy notice

‘Personal information’ means any information or opinion about an identified, or reasonably identifiable, individual.

‘Sensitive personal information’ is a subset of personal information and means any information or opinion about an individual’s racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

The Department of Agriculture, Fisheries and Forestry (the department) collects your personal information (as defined in the Privacy Act 1988) in relation to this form for the purposes of assessing your application. The department is authorised under the Export Control Act 2020 to assess your application and related purposes. If you fail to provide some or all of your personal information, we will not be able to process your application.

The department may disclose your personal information to relevant authorities in an importing country and other Australian agencies where necessary for these purposes, provided the disclosure is consistent with the Privacy Act 1988 and other relevant laws. Your personal information may also be disclosed to relevant employees within your organisation for the purpose of approving your licence and to maintain the currency of your personal information for the purpose of the licence. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

By completing and submitting this form you consent to the collection, use and disclosure of all personal information, including sensitive information, in this form to the relevant authorities in the importing country.

The department has not taken steps to ensure that the relevant authorities in the importing country do not breach the Australian Privacy Principles. This means that:

- relevant authorities in the importing country will not be accountable under the Privacy Act 1988
- you will not be able to seek redress under the Privacy Act 1988
- you may not be able to seek redress in the overseas jurisdiction.

Relevant authorities in the importing country may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.

See our [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.