



# Application for Registration or Notification to the Secretary of Change of Details of an Establishment ('establishment' includes premises or ship)

## APPLICATION CLASSIFICATIONS

Complete each section as indicated below (please type clearly print all details)

Sections to be Completed		Sections to be Completed	
<input type="checkbox"/> New / Re Registration	A, B, C, D, E, F, H	<input type="checkbox"/> Occupier Change of Name	A, C, E, F, H
<input type="checkbox"/> Assignment of Registration (transfer of registration from current occupier to proposed occupier)		<input type="checkbox"/> Change of Management and/or Authorised Signatories, Agents	A, E, F, H
Proposed Occupier	A, B, C, D, E, F, H	<input type="checkbox"/> Variation of Operations	A, B, D, H
Current Occupier	G		

This application may attract a fee which is payable prior to registration being granted

### SECTION A

Name of applicant/s for registration or currently registered occupier of the registered establishment

Name of Occupier (registered company name or persons name in full)

ACN : : : : : : : :

ABN : : : : : : : : : :

Registration number or reserved number

(Registration number if registered within last seven years)

Alternative trading names of applicant or current occupier  
(registered business names only)



State RBN : : : : : : : :

Vessel name

Address of establishment or home port



State Postcode

Phone number

Facsimile number

Mobile:

Email:

Postal/Business address of applicant or occupier



State Postcode

Phone number

Facsimile number

Mobile:

Email:

### SECTION B

Place and time of inspection

### SECTION C

1. Does the applicant/occupier;  
own the freehold establishment   
or lease the establishment

(Specify the exact arrangements, including duration of lease)



2. If the applicant/occupier does not own the establishment,  
specify in full the name of the Lessor.

Address of Lessor



State Postcode

Phone number

Lease arrangement details including duration of lease





3. Does the applicant/occupier share or  
lease a portion of the premises  
with another person or entity? "Yes" or "No"

Is the other person or entity  
export registered? "Yes" or "No"

Name of the other person/entity

Establishment No.:

## SECTION D

Proposed operations and overseas markets (AQIS staff should be consulted)


Does the applicant or current occupier hold a state licence to operate within the industry for which an export application is now being sought?

Please answer this question "Yes" or "No"

If Yes, please include type, number and date of issue of the licence.

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## SECTION E

### Management Details

List all persons who manage or control the day to day operations of the establishment, or a substantial part of the operations, and any person who has the authority to direct such persons, including the skipper of a fishing vessel. Also include the person who will sign this application.

**Note:** For the purposes of the Prescribed Goods (General) Orders, a person shall be taken to be a person who manages or controls, or is to manage or control, the operations carried on, or to be carried on, in an establishment if the person has or would have, as the case may be, authority to:

- (a) direct the operations, or an important or substantial part of the operations; or
- (b) direct a person who has the kind of authority referred to in paragraph (a) in the exercise of that authority or proposed authority as the case may be.

**1. EXDOC RFP Validators** - Only tick for those persons who are approved to validate RFPs in EXDOC and who require an EXDOC AQA user ID.

**2. Authorised Signatories** - For non meat establishments: only tick those persons who are authorised to sign export documentation for the establishment.

For meat establishments: only tick for those persons as defined as authorised signatories in AQIS Meat notice 98/22.

**Note:** Approval of authorised signatories and agents under the dairy program must be done on a separate form. Please contact Dairy Export Program.

**3. Agent** - Only tick those persons who you are nominating as an agent ie: they are not in direct management and control of the establishment, but will act as an agent for the purpose of validating RFPs for the establishment.

**Note:** At some establishments an individual may be nominated for approval as both an 'RFP Validator' and an 'Authorised signatory'.

Please attach a separate sheet if insufficient space.

Attachment Included? Yes  No

**1. Name in full (please print)** Adding

--

Position (including company directors) and occupation

--

Home address

--

--

State Postcode

Place of birth

--

Date of birth

--

EXDOC RFP Validator

Agent

Authorised signatory

[please tick appropriate box(es)]

**2. Name in full (please print)** Adding

--

Position (including company directors) and occupation

--

Home address

--

--

State Postcode

Place of birth

--

Date of birth

--

EXDOC RFP Validator

Agent

Authorised signatory

[please tick appropriate box(es)]

**3. Name in full (please print)** Adding

--

Position (including company directors) and occupation

--

Home address

--

--

State Postcode

Place of birth

--

Date of birth

--

EXDOC RFP Validator

Agent

Authorised signatory

[please tick appropriate box(es)]

**4. Name in full (please print)** Adding

--

Position (including company directors) and occupation

--

Home address

--

--

State Postcode

Place of birth

--

Date of birth

--

EXDOC RFP Validator

Agent

Authorised signatory

[please tick appropriate box(es)]

5. Name in full (please print) Adding

Position (including company directors) and occupation

Home address

State Postcode

Place of birth

Date of birth

EXDOC RFP Validator

Agent

Authorised signatory

*[please tick appropriate box(es)]*

6. Name in full (please print) Adding

Position (including company directors) and occupation

Home address

State Postcode

Place of birth

Date of birth

EXDOC RFP Validator

Agent

Authorised signatory

*[please tick appropriate box(es)]*

7. Name in full (please print) Adding

Position (including company directors) and occupation

Home address

State Postcode

Place of birth

Date of birth

EXDOC RFP Validator

Agent

Authorised signatory

*[please tick appropriate box(es)]*

8. Name in full (please print) Adding

Position (including company directors) and occupation

Home address

State Postcode

Place of birth

Date of birth

EXDOC RFP Validator

Agent

Authorised signatory

*[please tick appropriate box(es)]*

9. Name in full (please print) Adding

Position (including company directors) and occupation

Home address

State Postcode

Place of birth

Date of birth

EXDOC RFP Validator

Agent

Authorised signatory

*[please tick appropriate box(es)]*

**PERSONS TO BE DELETED**

**SECTION F**

**For Persons Nominated in Management Details**

- 1 Has the person completing this form, or any of the persons listed in Section E of this application;
  - 1.1 been convicted of **any offence** against any law of the Commonwealth or a State or Territory? "Yes" or "No"
  - 1.2 in the last 10 years, been placed on a bond to be of good behaviour and/or been fined without a conviction being recorded against them? "Yes" or "No"
  - 1.3 to their knowledge have any charges outstanding against them? "Yes" or "No"
  - 1.4 had any convictions against a law of any country other than Australia? "Yes" or "No"
  - 1.5 either alone or jointly with another person, owe the Commonwealth any amount by way of:
    - (i) A fee for a service performed at a registered establishment; or
    - (ii) a charge or levy arising under a law of the Commonwealth; or
    - (iii) a penalty for failure to pay a charge or levy arising under a law of the Commonwealth? "Yes" or "No"
  - 1.6 either alone or jointly with another person failed to pay any fee, charge, levy or penalty of that kind within 30 days after the due date for payment? "Yes" or "No"
  - 1.7 previously made a false or misleading statement in any application or notice under the *Export Control Act 1982* or under regulations or orders made under that Act? "Yes" or "No"
  - 1.8 either alone or jointly with another person:
    - (i) been refused a licence, permit or approval to export prescribed goods, or
    - (ii) been granted a licence, permit or approval to export prescribed goods which has been revoked, suspended or cancelled? "Yes" or "No"
  - 1.9 contravened any other notice, instruction, condition or restriction under the *Export Control Act 1982*, or under regulations or orders made under the *Export Control Act 1982*? "Yes" or "No"

If the answer to any part of Section F, Q1 is YES then please specify person, offence penalty date and details. Please attach a separate sheet if insufficient space.


Question 2 in this section relates to the applicant and persons named in Section E, and deals with "ASSOCIATES" of the applicant and persons named in Section E.

**\*IMPORTANT "associate" includes**

- (a) a person who is or was a consultant, adviser, partner, representative or retainer, employer or employee of the person concerned or of any corporation of which the person concerned is an officer or employee or in which the person concerned holds shares; and

- (b) the spouse or de facto spouse of the person concerned; and
- (c) any other person, not referred to in paragraph (a) or (b) who is or was:
  - (i) directly or indirectly concerned in; or
  - (ii) in a position to control or influence the conduct of; a business or undertaking of the person concerned, or of a corporation of which the person concerned is an officer or employee, or in which the person concerned holds shares; and
- (d) a corporation of which the person concerned, or any of the other persons mentioned in paragraphs (a), (b) and (c), is, or was at a relevant date, an officer or employee, or in which the person concerned, or any of those other persons shares or held shares on a relevant date.

**For further information see sub-orders 47.3 and 47.4 of the Prescribed Goods (General) Orders.**

- 2 Has the person completing this form, or any of the persons listed in Section E of this application have an associate\*;
  - 2.1 who has been convicted of an offence against a law of the Commonwealth or a State or a Territory or another country; "Yes" or "No"
  - 2.2 who either alone or jointly with another person, owe the Commonwealth any amount by way of:
    - (i) A fee for a service performed at a registered establishment; or
    - (ii) a charge or levy arising under a law of the Commonwealth; or
    - (iii) a penalty for failure to pay a charge or levy arising under a law of the Commonwealth? "Yes" or "No"
  - 2.3 who either alone or jointly with another person failed to pay any fee, charge, levy or penalty of that kind within 30 days after the due date for payment. "Yes" or "No"
  - 2.4 who previously made a false or misleading statement in any application or notice under the *Export Control Act 1982*, or under Regulations or Orders made under that Act. "Yes" or "No"
  - 2.5 who either alone or jointly with another person:
    - (i) been refused a licence, permit or approval to export prescribed goods, or
    - (ii) been granted a licence, permit or approval to export prescribed goods which has been revoked, suspended or cancelled "Yes" or "No"
  - 2.6 who contravened any other notice, instruction, condition or restriction under the *Export Control Act 1982*, or under regulations or orders made under the *Export Control Act 1982*? "Yes" or "No"

If the answer to any part of Section F, Q2 is YES then please specify person, offence penalty date and details. Also include full name, date of birth of associate and details of association. Please attach a separate sheet if insufficient space.




**AQIS/FIELD OFFICER USE ONLY**

**AQIS Operations Recommending Officer**

Recommended operations (Refer to code book) and comments affecting registration, where appropriate the charge category and expected volume of export should be included.

Registered operations	QA ON	QA OFF
	Date	Date

Overseas Operations:

Commodity(ies):

Estab Type:

Charge Category:

Expected volume of export  tonnes PA

Is the establishment approved to validate export permit/RFP in accordance with instrument of approval

(please tick appropriate box)  Yes  No

This establishment is operationally suitable for export registration under the *Export Control Act 1982*.

Signature  Date

Printed name in full  Position

**COMPLIANCE REVIEW**

Compliance has no objection to this application.

Signature  Date

Printed name in full  Position

**ACCOUNTS CERTIFICATION**

This establishment meets the financial requirements of part 5 of the Prescribed Goods (General) Orders

Com number  Location

Signature  Date

Printed name in full  Position

**CENTRAL OFFICE USE ONLY**

Overseas Letters

Comments

Meat MSQA: Y / N

EXDOC: Y

In pursuance of Order 19 of the Prescribed Goods (General) Orders, I hereby register the establishment designated in this application as an export establishment for the operations specified.

Signature  Date

Transaction type and date

Action officer

Transaction checked  EXDOC

Initials and date

## Explanatory Notes - To be Retained by Applicant

<b>What is an EX 26?</b>	An approved form used to apply for export registration or notify a change of detail or arrangements to an export registered establishment.																								
<b>What is an export establishment?</b>	A premise (including a fishing vessel) where prescribed goods are prepared for export and includes slaughter, boning, processing, inspecting, chilling, freezing, holding, producing, packing, treating, handling, dismembering, loading or storing.																								
<b>When does a premise need to be registered with AQIS?</b>	When a premise, including a fishing vessel, intends to produce, prepare, store or handle prescribed goods for export.																								
<b>Who should dairy establishments contact regarding registration of an establishment?</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Victoria:</td> <td style="width: 33%;">Dairy Food Safety Victoria</td> <td style="width: 33%;">03 9426 5999</td> </tr> <tr> <td>New South Wales:</td> <td>Safe Food Production NSW</td> <td>02 9295 5727</td> </tr> <tr> <td>Queensland:</td> <td>Safe Food Queensland</td> <td>07 3405 4800</td> </tr> <tr> <td>Tasmania:</td> <td>Tasmanian Dairy Industry Authority</td> <td>03 6421 7836</td> </tr> <tr> <td>Western Australia:</td> <td>Western Australian Dept. of Health</td> <td>08 9388 4958</td> </tr> <tr> <td>South Australia:</td> <td>AQIS - Dairy Program Officer</td> <td>08 8305 9700</td> </tr> <tr> <td>Northern Territory:</td> <td>AQIS - Dairy Program Officer</td> <td>08 8305 9700</td> </tr> <tr> <td>ACT:</td> <td>Safe Food Production NSW</td> <td>02 9295 5727</td> </tr> </table>	Victoria:	Dairy Food Safety Victoria	03 9426 5999	New South Wales:	Safe Food Production NSW	02 9295 5727	Queensland:	Safe Food Queensland	07 3405 4800	Tasmania:	Tasmanian Dairy Industry Authority	03 6421 7836	Western Australia:	Western Australian Dept. of Health	08 9388 4958	South Australia:	AQIS - Dairy Program Officer	08 8305 9700	Northern Territory:	AQIS - Dairy Program Officer	08 8305 9700	ACT:	Safe Food Production NSW	02 9295 5727
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<b>How can I reserve an establishment number?</b>	A number can be reserved through contacting an AQIS operational person or the documentation section in the AQIS regional office in the capital city of your state - see contact numbers below.																								
<b>What is a prescribed good?</b>	An edible product defined by the Export Control Act 1982 as a prescribed good which includes commodity groups meat, game, poultry, rabbit, fish, dairy, fresh fruit and vegetables, plant and plant products, grains, dried fruit and eggs.																								
<b>What is an occupier?</b>	The legal entity that manages and controls the operations carried out at an establishment and in whose name the establishment is or will be registered. Note: Establishments will only be registered in a company name or the full name(s) of an individual(s) operating a business or in the name of a partnership. For partnerships a copy of the partnership agreement is required.																								
<b>When do I need to complete an EX 26?</b>	<ul style="list-style-type: none"> <li>• if you are seeking registration (including re-registration)</li> <li>• adding or amending persons in management and control</li> <li>• adding or amending authorised signatories or EXDOC RFP validators or Agents</li> <li>• a change in name of occupier</li> <li>• variation of operations*</li> <li>• transferring registration to another entity</li> </ul> <p>* Alternatively you may request this on company letterhead signed by a person in management and control.</p>																								
<b>Who should complete an EX 26?</b>	The person making application and the declaration must be a person in management and control (for a Company the Company Secretary should make an application). For new registrations the person must be a person nominated in management and control of the application.																								
<b>Who should be nominated in management and control?</b>	Any and every person in a position to manage or control the day-to-day operations of the establishment.																								
<b>Who are 'EXDOC RFP Validators'?</b>	For all commodities, any and every persons who are approved to validate RFPs submitted via the electronic certification system EXDOC and who require an EXDOC AQA user ID.																								
<b>Who are 'Authorised signatories'?</b>	For non-meat establishments: any and every persons who are authorised to sign export documentation for the establishment. For meat establishments: any and every person as defined as authorised signatories in AQIS Meat notice 98/22.																								
<b>Who are 'Agents'?</b>	Any and every person who is nominated as an agent by the occupier of an establishment, who are not in direct management and control of an establishment, but act as an agent for the purpose of validating RFPs for the establishment.																								
<b>In regards to fish export documentation are agents required to complete an Agents Authorisation Form?</b>	Yes. Agents validating RFPs for fish exports must complete an agent authorisation form. This form should accompany the EX26. The agent authorisation form may be obtained from an AQIS Fish Export Program Officer.																								
<b>Is there an application fee?</b>	Depending on the type of establishment and application there may be a fee. Information regarding AQIS fees and charges can be obtained from the AQIS Inspection Officer or the AQIS website <a href="http://www.aqis.gov.au">www.aqis.gov.au</a> .																								
<b>Important information which may effect the establishment's application or ability to process.</b>	<p>There are fees and charges which apply for AQIS inspection and inspection related services. Certification provided by AQIS will also attract a charge. Penalties may apply for late payments.</p> <p>Prior to transferring the registration from one occupier to another all outstanding monies owed to AQIS (fees and charges) and AFFA (industry levies) must be paid in accordance with legislative provisions.</p> <p>Persons nominated in management and control will be assessed for fit and proper status which may include criminal history checks.</p> <p>The establishment registration is subject to continuing compliance with the conditions as provided in the Prescribed Goods (General) Orders and the relevant commodity Orders and it will be scrutinised from time to time for technical compliance, indebtedness and fit and proper purposes.</p>																								
<b>How long will application take to process?</b>	Approximately 2 weeks. It should be noted that the application is not approved until the Secretary or their delegate signs the application.																								

**This information is provided as a guide only. An AQIS Officer will be able to provide more detailed advice and information concerning the legislative requirements and may be contacted on:**

NSW 02 8334 7444	VIC 03 8318 6700	WA 08 9334 1555
QLD 07 3246 8755	SA 08 8201 6000	TAS 03 6223 3352
NT 08 8920 7000	CAIRNS 07 4030 7800	TOWNSVILLE 07 4789 7888

**If you think someone you know is breaking Australian quarantine or food inspection laws, we want to hear from you.**

THE AQIS REDLINE 1800 803 006