



## **AUTOMATIC ENTRY PROCESSING (AEP) FOR FCL SCHEME**

### **Instructions for Completing the Compliance Agreement**

This document provides information for the completion of the Automatic Entry Processing (AEP) for FCL Scheme Compliance Agreement. All relevant Compliance Agreement documentation can be found at the following link:

[Co-Regulation Import Schemes Implemented by AQIS - DAFF](#)

#### **Q1. What does the Compliance Agreement consist of?**

A. The Compliance Agreement comprises the:

- i) Standard Terms document
- ii) Generic Glossary
- iii) Schedule titled **Automatic Entry Processing (AEP) for FCL Scheme**
- iv) Processes and Outcomes Document (POD)
- v) General Policies

More information about Compliance Agreements can be found in the Industry Guide to Import Clearance Compliance Agreements also at the link above.

#### **Q2. What do I have to do?**

A. You will need to do the following:

1. You may be required to complete the Standard Terms document (refer to Q3 to see if you are required to complete a new Standard Terms document).

You will need to insert the following on this document:

- Other Party name and ABN/ACN on page 1
- Other Party contact details at Section 16 on page 14
- Other Party name and ABN/ACN twice, date of signing, name of signatory, position of signatory and signature at Section 17 on page 16.

This can be done either by hand onto printed copies of the documents, or electronically prior to printing. You will need 2 completed original copies of the Standard Terms document.

2. Complete the Schedule for the scheme. You will need to complete a schedule for the Head Office of the business as well as any subsidiaries (refer to Q4 for guidance in relation to subsidiaries). You will need to insert the following on this document:

- Other Party name and ABN/ACN twice, date of signing, signature, name of signatory and position of signatory at Section 9 on page 6.



**Australian Government**

**Australian Quarantine and Inspection Service**

This can be done either by hand onto printed copies of the documents, or electronically prior to printing. You will need 2 completed original copies of the Schedule.

3. Sign each copy of the Standards Terms and the Schedule.
4. Complete the Registration and Request for Details Form, again either on a printed copy or electronically prior to printing.
5. Send both copies of the signed, completed and original Standard Terms documents and the Schedules, together with the completed Registration and Request for Details Form, to AQIS at the following address:

**National Compliance Agreement Co-ordinator  
Industry Partnerships Unit  
Australian Quarantine and Inspection Service  
GPO Box 858  
CANBERRA ACT 2601**

6. Print off 1 copy of the Generic Glossary, the General Policies and the Processes and Outcomes Document to read and keep for your own records, and to meet the Record Keeping requirements of the scheme.

**Q 3. Do I have to sign a new Standard Terms document?**

A. You will be required to sign a new Standard Terms document if:

- i) Your business has changed ABN or ACN since the Standard Terms document was last signed; or
- ii) Your business has been through a restructure since the Standard Terms document was last signed.

If you are unsure of the information previously provided to AQIS in relation to the above scenarios, please contact AQIS on the number or e-mail detailed in Q8.

**Q 4. How do subsidiaries work?**

A. When a business with national offices wishes to enter into a Compliance Agreement, and all these offices share the same ABN/ACN, they may choose from the following options when entering into a Compliance Agreement:

- i) Sign 1 Standard Terms document and one Schedule for each office; or
- ii) Sign 1 Standard Terms document that covers all offices, and then sign one Schedule per office.

**Either option will allow all offices to work independently in relation to any sanctions, unless the offices share Branch IDs.**

Should a business choose **option i**, each office will work independently in relation to any notification provided by AQIS for the scheme. Each individual office will receive any notices from AQIS and will also receive any notification of non-conformities incurred by their office.



**Australian Government**

**Australian Quarantine and Inspection Service**

Should a business choose **option ii**, only the head office will receive any notification provided by AQIS. That is, only the head office will receive notices from AQIS. The head office will also be contacted in relation to all non-conformities regardless of which office the non-conformity was incurred by.

**Q 5. Who must sign the Compliance Agreement?**

- A. If you are a director, manager, or senior executive of the business, and you have responsibility for the business's operations and are authorised to enter into contracts on its behalf, you may sign the Compliance Agreement. The Compliance Agreement does not have to be signed over seal.

**Q 6. What will AQIS do?**

- A. On receipt of all completed and required documentation, AQIS will process your documents and send the completed and endorsed Standard Terms Document and Table of Schedules, as well as one original schedule back to you. AQIS will also retain one copy of these documents.

**Q 7. What are the Operational Procedures Statements?**

- A. The Standard Terms and Schedule make reference to a set of Operational Procedures Statements. The Operational Procedures Statements for the Automatic Entry Processing (AEP) for FCL Scheme consists of the following documents:

- i) Processes and Outcome Document (POD)
- ii) General Policies

**Q 8. Who can I contact if I have problems?**

- A. If you have problems completing the documentation, please contact AQIS Canberra on:
- i) Phone: 02 6272 4893, or
  - ii) E-mail [brokeraccred@aqis.gov.au](mailto:brokeraccred@aqis.gov.au)