



**AUSTRALIAN TRUSTED
TRADER (ATT)**

**APPLICATION FORM
COMPANION GUIDE**



**Australian
BORDER FORCE**



**AUSTRALIAN
TRUSTED TRADER**
INTERNATIONAL AEO AND TRADE FACILITATION

AUSTRALIAN TRUSTED
TRADER (ATT)

**APPLICATION FORM
COMPANION GUIDE**

WHAT TO EXPECT IN THE TRUSTED TRADER APPLICATION FORM

In the application form, we will ask you to provide the following information in relation to your business:

- Business Details
- Systems and Records
- Personnel Security
- Third Parties
- Physical Security

In order to complete the application form, you may need to consult with various key personnel from across your business and review commercial records and documentation.

Please also ensure your business has considered the standard legal agreement before submitting this form in order to avoid future delays. The agreement is available on the ATT website, or by contacting the ATT Service Desk on 1300 319 024 or trustedtrader@abf.gov.au.

Proposed Validation Dates

Prior to completing this application form, you are requested to choose and enter a preferred date that best suits you and your business for the conduct of an on-site validation activity (please also include an alternative date should your initial preference be unavailable).

Please note, the validation date must be at least two weeks, but less than two months, from the date of submission.

Preferred validation date (DD/MM/YYYY)
Alternative validation date (DD/MM/YYYY)

How to navigate the Application Form:

Please start by visiting www.abf.gov.au/trustedtrader to login to an ImmiAccount, or to create a new login. From here you will be able to 'Begin Application'

READY TO JOIN

Apply now or login via ImmiAccount

To help you navigate the form, you will receive prompts throughout the questionnaire to assist you in filling out the sections.

Click the question icon  for more information on the question.

If you are inactive for more than 10 minutes, you will receive a pop up directing you to save your progress, or navigate to the next page.

If you need assistance:

If at any stage while completing the application form you require assistance, we encourage you to speak with the Australian Trusted Trader Service Desk on 1300 319 024 or email: trustedtrader@abf.gov.au.



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PREPARING FOR YOUR APPLICATION

short guide

The following questions within the application will require detailed information and/or attachments

Question	What you'll need to provide
Part A: Business Details	
Q1. Legal Structure	
Q2. About your business	Provide all details of your business.
Q3. Main Business Contact Details	If your business is a Trust – upload a copy of the Trust Deed and provide additional details of the Trust.
Q4. Alternative Business Contact Details	
Q5. Authorised Business Representative	
Q6. Please indicate which activities your business undertakes in the international supply chain.	Select from options provided.
Q7. Please indicate whether your business holds any accreditations and/or certifications.	Provide details.
Q8. Has your business been involved in international trader for at least two years?	If the answer is no – you are unable to proceed with this application.
Q9. Is your business able to pay all of its debts as and when they fall due?	If the answer is no – you are unable to proceed with this application.
Q10. Overview	Provide a description of your business.
Q11. International Supply Chain	Provide a diagram of your supply chain – example provided.
Part B: Systems and Records	
Q12. If your business is both an importer and exporter of goods, does your business use the same operating system (logistics system) for both imports and exports?	Select N/A if your business either only imports or only exports, or is not involved in this activity. If no – please ensure you answer each subsequent question.
Q13. Is your operating system manual or electronic?	Provide details of which operating systems are manual and which systems are electronic.
Q14. If your business uses an electronic operating system, please select which system is used?	Note: this question (and subsequent questions) are only required where electronic or mixed is selected in Q13.
Q15. Is the operating system above the same as the system used to manage financial transactions?	If no, please provide details in prompted questions from 15a–15e as required.
Q16. Does the operating system enable your business to perform audits and identify discrepancies?	If yes – describe who performs the audits, how this process takes place, and which audit features are available.
Q17. Does the operating system manage and/or provide notification of any compliance requirements?	If yes – describe the process and how your operating system is kept up to date with current compliance related requirements.



Q18. Does your business manage and store all commercial records internally, or do you engage a third party service provider to do this on your behalf?	If you select Third Party, give the name and ABN of the company who conducts these services on your behalf.
Q19. Are all your commercial records kept in English or readily translatable into English?	If no – please ensure all records can be readily translated into English, as per subsection 9(3) of the Rule.
Q20. Does your business have processes in place to limit or restrict access to its electronic systems or manual records?	If yes – describe what processes are in place.
Q21. Does your business have measures in place to monitor and review access to its ICT systems and network?	If yes – describe what monitoring and review measures are implemented.
Q22. Has your business had any cases of unauthorised access to data, loss or misuse of data in relation to its operating or financial systems in the past 12 months?	If yes – describe incident details.
Q23. Does your business have backup and recovery measures in place to safeguard its business data against loss?	If yes – describe what these backup measures are.
Q24. Does your business have measures in place to ensure that the information provided to third parties, or the Department, is accurate?	If yes, indicate what measures are used.
Q25. Does your business have any documented security risk assessments for its supply chain?	If yes – upload an example of a recently completed security risk assessment.
Q25 (a). Does your business review these risk assessments?	If yes – explain this process.
Q26. Does your business have employees who are tasked with risk management or a related function?	If yes – provide details of these roles including who these individuals are, and their roles and responsibilities.
Q27. Does your business have identified employees who are tasked with physical security related roles? This could include security managers or site inspectors.	If yes – provide details of these roles including who these individuals are, and their roles and responsibilities.
Part C: Personnel Security	
Q28. Does your business conduct screening of prospective employees?	If yes – indicate which screening measures your business undertakes.
Q29. Does your business have a drug and alcohol policy in place?	If yes – briefly describe the policy.
Q30. If your business conducts criminal history checks, describe whether a policy exists for dealing with an adverse outcome, and if so, what that policy is.	If yes – briefly describe the policy.
Q31. Does your business periodically review its screening processes?	If yes – describe how often these are reviewed.
Q32. Does your business require current staff to self-report any criminal convictions?	If yes – describe how this process takes place, and what the review process includes.
Q33. Does your business provide training on matters to do with supply chain security?	If yes – describe the content of these training sessions.

<p>Q34. Does your business have documented staff exit procedures that ensure relevant access to premises and systems are removed in a timely manner?</p>	<p>If yes – describe your business' termination procedures.</p>
<p>Q35. Do all of the answers you have given in this section also apply to temporary staff including contractors, labour hire etc.?</p>	<p>If the processes differ for contractors or third parties, describe the differences.</p>
<p>Part D: Third Parties</p>	
<p>Q36. Does your business engage a third party to provide international supply chain activities on its behalf?</p>	<p>If yes – provide details and list the third parties engaged by your business.</p>
<p>Q37. Does your business consolidate or deconsolidate offshore?</p>	<p>If yes – identify where this consolidation or deconsolidation (or both) occurs and how this process takes place.</p>
<p>Q38. Does your business have procedures in place to screen and select third parties, including clients or suppliers?</p>	<p>If yes – describe these procedures.</p>
<p>Part E: Physical Security</p>	
<p>Q39. Does your business itself own, rent or control any of the physical premises where international cargo is manufactured, dispatched, received and/or stored?</p>	<p>Please answer yes or no. This question does not apply to domestic cargo.</p>
<p>Q40. If your business itself transports international cargo, does your business have controls in place to preserve the integrity of that cargo while it is in transit?</p>	<p>Please select N/A if your business does not transport cargo itself. If yes – please select which controls are in place.</p>
<p>Q41. If your business interacts directly with containers, does your business have controls in place to preserve the integrity of those containers and guard against unauthorised access or tampering?</p>	<p>Please select N/A if your business does not directly interact with containers. If yes – please select which controls are in place.</p>
<p>Q42. Does your business, or a third party engaged on your behalf, take measures to ensure the security of goods?</p>	<p>If yes – indicate and describe any additional measures.</p>
<p>Part F: Additional Information</p>	
<p>Q43. Is there any information related to your business' compliance history which you would like to provide to the Department?</p>	<p>If yes – declare here.</p>
<p>Q44. Please describe any overarching security policies or frameworks which your business adheres to, including how often these policies/frameworks are reviewed and how they are communicated to staff.</p>	<p>Unless these have been provided or explained previously, please provide details around your security processes.</p>
<p>Q45. Has your business considered the ATT legal agreement internally?</p>	<p>Please answer yes or no.</p>



PREPARING FOR YOUR APPLICATION

full guide

Part A – Business Details

General Information

We need to know who owns your business and how it is structured. This helps us to understand how your business operates and who the key decision makers are. As an Australian Trusted Trader, you may be required to make changes to how your international supply chain operates, and we need to be sure that your business has the authority to make any required changes. We also need visibility of your ultimate corporate structure to understand your business' international supply chain.

Ownership and Contacts

Q1. Legal Structure

Select whether your business operates as a Company, Sole Trader, Partnership or Trust and upload attachments to support your selection.

If you select Partnership, you must provide additional details for each Partner including the full name, date of birth, email address and contact details in the below format.

If you select **Trust**, you must upload a copy of the **Trust Deed** and details of the purpose of the Trust as **separate attachments**.

In a word document you must also answer the following questions:

1. What is the purpose of the Trust?
2. Who are the beneficiaries of the Trust?
3. Who are the Trustees of the Trust?
 - a. Provide additional details for each Trustee and Beneficiary (including corporate entities) as per the format below.
4. What is the nature of the business?
5. What part in the international supply chain do they play?
6. Do they import? Do they export? If so, what product/s do they handle?

Personnel type	Title	Given name	Family name	Date of birth	Email address	Position title	Contact number 1	Contact number 2

Q2. About your business

ABN	Address line 1
ACN	Address line 2
Legal name	Suburb/Town
Trading name	State
Website	Postcode
Small business	Country

Q3. Main Business Contact Details

Title	Given name
Family name	Position title
Contact number 1	Contact number 2
Email address	

Q4. Alternative Business Contact Details

Title	Given name
Family name	Position title
Contact number 1	Contact number 2
Email address	

Q5. Authorised business representative

On occasion, your business may receive invitations to attend events with the Minister, Comptroller-General of Customs and other dignitaries. Please provide the contact details of an appropriate individual who can represent your business at this level; this is normally your CEO, CFO or Managing Director.

Title	Given name
Family name	Position title
Contact number 1	Contact number 2
Email address	



Supply Chain and Accreditation

Q6. International Supply Chain Activities

We need to know what activities your business undertakes in the international supply chain. For example, you may primarily be an exporter, though you may also import supplies to support your business. We will assess your business' activities against the applicable standards of supply chain security and trade compliance.

Please indicate which activities your business undertakes in the international supply chain, including those activities that may be ancillary to the core activities of your business.

- Importer/exporter
- Importer (no export)
- Exporter (no import)
- Customs broker
- Freight forwarder
- Cargo terminal
- Transporter/cargo carrier
- Storage facility/depot.

Q7. Accreditations and Certifications

Please indicate whether your business holds any accreditations and/or certifications, including if a branch or subsidiary of your business currently holds accreditations as an Authorised Economic Operator in another country.

For example, your business; X Importing Co, may have an overseas subsidiary, X Importing Co NZ, which holds a New Zealand Authorised Economic Operator status. Should that be the case, please provide details in the description field.

Your business may also have other accreditations such as ISO 9001, regulatory approvals from the Therapeutic Goods Administration (TGA) or Wine Australia

etc. Please provide details of these accreditations and certifications.

If there are any certifications and/or accreditations your business holds which do not fit into this list, please ensure you select 'other' in the drop down menu and provide further detail in the description field.

*Note: evidence of accreditations or certifications will be verified at an on-site validation. The accompanying capability statements will also be inspected for adherence to Departmental standards.

Q8. Has your business been engaged in international trade for at least two years?

Please answer yes or no to this question.

If the answer is no, you are unable to proceed with this application. Please reapply when your business has been engaged in international trade for at least two years.

Q9. Is your business able to pay all of its debts as and when they fall due?

Please answer yes or no to this question.

If the answer is no, you are unable to proceed with this application. Please reapply when your business is able to prove financial solvency.

Q10. Overview

Please provide a brief description/overview of the business that you are seeking accreditation for.

For example, X Importing Co is an electronics business, specialising in the importation of Cell phones, and the export of cell phone accessories. X Importing Co became publically listed in 2001, and has been actively exporting to China, Hong Kong and New Zealand since 2010, as well as importing parts and accessories for our products since 2008. X Importing Co headquarters is based primarily out of Perth WA, and has product retailers in all capital cities of Australia.

If your business is a Trust, please also ensure you describe how the beneficiaries of the Trust interact with the business. Please also describe if there are any plans (within 12 months) for significant structural changes within the business (for example name changes, international expansion, mergers or acquisitions).

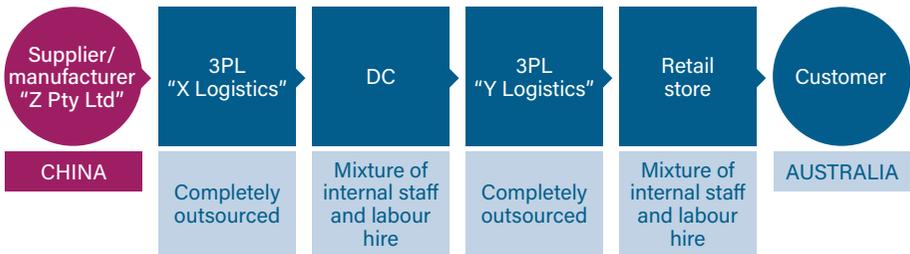
Q11. International Supply Chain Diagram

Please upload a description of how the activities identified in Q6 are performed by your business, including how your business interacts with any third parties. A diagram or flowchart depicting your activities, and the flow of goods in your international supply chain, assists us in understanding your business.

Please ensure that the attachment(s) you upload demonstrates (as applicable):

- The goods and services provided by your business
- The countries your business imports and exports from/to
- Activities that are undertaken by third parties on behalf of your business
- Any regulated goods you deal in (for example, highlight any goods that require a license or permit to import/export or other conditional requirements that apply to their handling such as dangerous goods).

A simple example of a generic diagram is show below.



You are required to upload your own version.

Part B – Systems and Records

Operating and Financial Systems

The Department is required to understand how your business manages its commercial systems and records. This provides the Department with a clearer understanding of how your business manages and stores its records, and whether the Department can assess accurate and complete documentation when required. Of particular interest are your business' operating systems for managing cargo and logistics, and financial systems (noting that these may be the same).

Q12. If your business is both an importer and exporter of goods, does your business use the same operating system (logistics system) for both imports and exports?

Select N/A if your business either only imports or only exports, or is not involved in this activity.

If no, please ensure you answer each subsequent question from the perspective of the major activity of the entity (either importing or exporting), and then include an answer for the minor activity in the comments field of each section.

Q13. Is your operating system manual or electronic?

Please provide details of which operating systems are manual and which systems are electronic.

Q14. If your business uses an electronic operating system, please select which system is used.

Note: this question (and subsequent questions) are only required where electronic or mixed is selected in Q13.

Q15. Is the operating system above the same as the system used to manage financial transactions?

If no, please provide details in prompted questions, from 15a–15e as required.

Q16. Does the operating system enable your business to perform audits and identify discrepancies?

If yes, please describe who performs the audits and how this process takes place, and which audit features are available. For example; user logs, timestamps, and user identification.

Q17. Does the operating system manage and/or provide notification of any compliance requirements?

If yes, please describe how this process takes place and which compliance requirements the system alerts you to. Please also describe how your operating system is kept up to date with current compliance related requirements. Compliance related requirements could include permits, licenses, tariff classifications and Australian Harmonized Export Comodity Classifications.

Records

Q18. Does your business manage and store all commercial records internally, or do you engage a third party service provider to do this on your behalf?

If you select Third Party, you will be required to provide the name and ABN of the company who conducts these services on your behalf.

Q19. Are all your commercial records kept in English or readily translatable into English?

Please answer yes or no. If no, please ensure all records can be readily translated into English, as per subsection 9(3) of the Customs (Australian Trusted Trader Programme) Rule 2015.

Q20. Does your business have processes in place to limit or restrict access to its electronic systems or manual records?

The Department must be satisfied that your entity's electronic systems and/or manual records are secure. If yes, please describe what processes are in place.

Q21. Does your business have measures in place to monitor and review access to its ICT systems and network?

If yes, please describe what monitoring and review measures are implemented.

For example, once a year X Importing Co has their IT department completely review all IT systems. IT system access is removed at time of employee termination, and is reviewed against a current employee staff list every six months. The IT department also mitigates cyber intrusion by implementing application whitelisting, patching applications and minimising administrative privileges.

Q22. Has your business had any cases of unauthorised access to data, loss or misuse of data in relation to its operating or financial systems in the past 12 months?

If yes, please describe what the incident was, what was involved and how the entity responded, and what has since been done to reduce the possibility of this type of incident happening again.

Q23. Does your business have backup and recovery measures in place to safeguard its business data against loss?

If yes, please describe what these backup measures are, including how frequently data is backed up, how long the entity retains backup data for, and how the entity recovers its data from the backup system.

Accuracy and Risk Assessment

Q24. Does your business have measures in place to ensure that the information provided to third parties, or the Department, is accurate?

Please indicate what measures the entity uses:

- Checklists
- Guides/manuals
- Standard Operating Procedures
- Quality assurance

- Cross-checking
- Other – if 'Other' is selected, please describe.

** Please note, these documents will be verified during the on-site validation.*

Risk Assessments

The Department needs to know how your business undertakes security risk assessments and protects against identified risks posed to its international supply chain activities. This will help us understand how your business assesses its operational context, and whether it adequately protects against risk. Examples of security risk assessments could include:

- External/internal audits
- Site visits (with minimum thresholds to be achieved)
- Physical site assessments
- Identification of any threats to the integrity of the goods.

Q25. Does your business have any documented security risk assessments for its supply chain?

If you have answered yes, please upload an example of a recently completed security risk assessment.

Please indicate which themes your risk assessments cover?

- Personal security
- Transport security
- Goods security
- Physical security
- Container security
- Other.

**Please note, these documents will be verified during the on-site validation*



Further information on Security Risk Management Requirements can be found on pages 18–19.

Q25 (a). Does your business review these risk assessments?

Please explain this process including how often they are reviewed.

Employee roles

Full Staff Lists

In assessing your application to become an Australian Trusted Trader, the Department needs to assess all risks posed to your international supply chain, including those which may be posed by personnel. The requirement of the staff list is mandated by Part 3, subsection 14(6)(e) of the Customs (Australian Trusted Trader Programme) Rule 2015.

Who do I need to include in the staff list?

The Department requires the details of employees, and others contracted to perform roles that have either access to, or ability to influence, your international supply chain. This could include (but is not limited to) persons with:

- Access to areas where goods are held for consolidation or deconsolidation

- Responsibility for reporting and record keeping of information related to the movements of goods
- Access to IT Systems
- After-hours access (including keys, alarm codes, swipe access)
- Authority to direct operations and/or release cargo
- Those who manage or oversee any of these areas.

The staff list you provide must include full name, date of birth and position held as per the table below.

If you have provided a staff list within the last six months for the purposes of applying for a s77G Depot or a s79 Warehouse license, please contact the Trusted Trader Service Desk on 1300 319 024 or trustedtrader@abf.gov.au.

Any personal information provided in the staffing list is collected, stored, used and disclosed in accordance with the Australian Privacy Principles in Schedule 1 of the Privacy Act 1988. Further information regarding how personal information is handled can be found in the Privacy Notice at www.homeaffairs.gov.au/privacy.

The staff list you provide must include the following information:

Given name	Middle name (if present)	Family name (surname)	Date of birth	Position held

Q26. Does your business have employees who are tasked with risk management or a related function?

If yes, please provide details of these roles including who these individuals are, their roles and responsibilities.

Q27. Does your business have identified employees who are tasked with physical security related roles?

Please provide details of these roles including who these individuals are, and their roles and responsibilities.

Part C – Personnel Security

Policy and Training

The Department must be satisfied that your business has appropriate personnel security measures in place in relation to the personnel employed and any contractors or third parties engaged to undertake activities on behalf of, or with, your business.

Q28. Does your business conduct screening of prospective employees?

If yes, please indicate which screening measures your business undertakes:

- Reference Checks
- Criminal History Checks
- VEVO Checks

If your business conducts other checks, including identity assurance activities (driver's licence, passport etc.) please describe.

Q29. Does your business have a drug and alcohol policy in place?

If yes, please briefly describe what the policy is, what measures are taken, and what the process is for dealing with an adverse outcome.

Q30. If your business conducts criminal history checks, please describe whether a policy exists for dealing with an adverse outcome, and if so, what that policy is.

If this doesn't apply to you, please write N/A.

Q31. Does your business periodically review its screening processes?

If yes, please describe how often these are reviewed.

Q32. Does your business require current staff to self-report any criminal convictions?

If yes, please describe how this process takes place, and what the review process includes.

Q33. Does your business provide training on matters to do with supply chain security?

If yes, please describe the content of these training sessions, including whether the security of goods is covered and whether your business trains staff in handling personal importations (i.e. imports received at the business address on behalf of staff for private use or consumption).

Q33 (a). Please describe what type of training your business provides for its staff on its policies and procedures, and whether this includes training on reporting obligations to the Department.

For example, once a year, X Importing Co holds a three-day lecture-style mandatory training session on a range of topics including WHS, security review, reporting obligations, and key updates within the company. Those who are unable to attend are required to review the lectures from our online training system.

Q34. Does your business have documented staff exit procedures that ensure relevant access to premises and systems are removed in a timely manner?

If yes, please describe your business' termination procedures including timeframes, approval requirements and record retention.

For example, X Importing Co has an Exit Checklist which documents the handover and destruction of company IDs and the



return of keys and/or security codes, requires a signature from both the departing employee and their direct supervisor or manager. The checklist is then provided by the Supervisor or Manager to the IT and HR departments for finalisation, including the removal of IT system access.

Q35. Do all of the answers you have given in this section also apply to temporary staff including contractors, labour hire etc.?

If the processes differ for contractors or third parties, describe the differences, including any reliance you place on third parties and the relevant processes involved.

Part D – Third Parties

Third Parties

The Department is interested in the types of third parties engaged by your business, if any, and how these third parties are involved in your business' international supply chain.

We need to know how your business manages its engagement with third parties, in order to better understand your business' international supply chain security.

Business' that engage third parties to undertake activities related (directly or indirectly) to their international supply chain, will be dependent on the security standards and proper conduct of these parties in order to ensure the security of goods.

Please list the third parties engaged by your business:

Type of service	Name of business	ABN	Address of facility	Other type of service	Is there a consent, written contract in place?

Q36. Does your business engage a third party to provide international supply chain activities on its behalf?

If yes, please provide details.

For example, X importing Co may use the services of Customs Broker Y Ltd for logistics and freight forwarding, and mandatory reporting to government agencies. The Department requires this information in order to know which services are being undertaken by your business, and which are outsourced.

Please list the third parties engaged by your business as per the table format below.

Q37. Does your business consolidate or deconsolidate offshore?

If yes, please identify where this consolidation or deconsolidation (or both) occurs and how this process takes place, including if this service is outsourced to a third party.

Q38. Does your business have procedures in place to screen and select third parties, including clients or suppliers?

If yes, please describe these procedures, including how you select a third party supplier, and the screening procedures for those who undertake work on your behalf, if different to the way you would screen a prospective employee.

Part E – Physical Security

Premises

The Department must be satisfied that your business takes appropriate physical security measures throughout its international supply chain, especially in relation to its premises, transportation and any dealings with containers and goods.

Q39. Does your business itself own, rent or control any of the physical premises where international cargo is manufactured, dispatched, received and/or stored?

Please answer yes or no. This question does not apply to domestic cargo.

Q39 (a). Please enter how many sites question 37 applies to (e.g. 3)

Q39 (b). Does your business apply the same physical security standards and features to each of the sites identified in question 39(a) above?

If no, please indicate how the sites differ, and to what extent.

Q39(c). Please describe the security features available at your business' sites identified in question 39.

For multiple sites, click 'Add Site' and complete the required information.

- Locks on doors/windows
- Site name
- Swipe card access
- Site function
- ID cards/uniforms
- Number of employees

- Visitor register/tracking
- Vehicle register/tracking
- Perimeter barrier
- CCTV
- Alarm system
- Security guards
- Overnight security monitoring
- All of the above
- Other.

Transport

Q40. If your business itself transports international cargo, does your business have controls in place to preserve the integrity of that cargo while it is in transit?

Please select N/A if your business does not transport cargo itself.

If yes, please select which controls are in place:

- Locks/seals
- Inspections
- Unload procedures
- Recording of damage/loss
- Reconciliation procedures
- Notification procedures
- All of the above
- Other.

If other, please briefly describe these measures.



Q41. If your business interacts directly with containers, does your business have controls in place to preserve the integrity of those containers and guard against unauthorised access or tampering?

Please select N/A if your business does not directly interact with containers.

If yes, please click the controls in place:

- Seal inspections
- Seal security and storage measures
- 7 point container check (documented)
- Pack/unpack procedures
- Repair/modification procedures
- Secure storage/location
- Record keeping procedures
- Structural inspections
- All of the above
- Other.

If other, please briefly describe these measures.

Q42. Does your business, or a third party engaged on your behalf, take measures to ensure the security of goods?

If yes, select the measures undertaken:

- Stocktakes
- Cycle counts
- Other.

If your business takes other measures to ensure the security of goods, please briefly describe.

Part F – Additional Information

Declaration

This section provides the Department important information in order to assist in assessing your business' application.

Please also ensure your business has considered the standard legal agreement before submitting this form in order to avoid future delays.

Q43. Is there any information related to your business' compliance history which you would like to provide to the Department? This could include previous breaches of customs-related laws and what action was taken to remediate.

For example, if you have received any non-compliance breaches of customs-related laws such as misuse of tariff classifications, undervaluation of goods etc. please declare these here.

Please note: the Department will assess its own records regarding your business' trade compliance and other customs-related issues.

Q44. Please describe any overarching security policies or frameworks which your business adheres to, including how often these policies/frameworks are reviewed and how they are communicated to staff.

Unless these have been provided or explained previously, please provide details around your security processes.

Q45. Has your business considered the legal agreement internally?

Please answer yes or no.

To avoid delays, please review a copy of the legal agreement available on the ATT website, or by contacting the ATT Service Desk on 1300 319 024 or trustedtrader@abf.gov.au.

Q46. Declaration

By clicking "Yes" in the below field, you are representing that you understand and agree with the statement below. This will also constitute an electronic signature.

I declare that the information provided throughout this form is true and correct to the best of my knowledge.

electronic confirmation

Application – ATT803505
Your Australian Trusted Trader (ATT) Application has been submitted.
An ATT representative will contact you in due course once your Application has been reviewed. If you have any questions in the meantime please email the "Trusted Trader" mailbox at trustedtrader@abf.gov.au or call 1300 319 024
Regards
Australian Trusted Trader Team

Full name of person making this declaration:

Date:

Once successfully submitted you will receive electronic confirmation on the portal as per the below sample.

Security Risk Management Requirements

What is Risk Management?

Risk management is the identification, assessment and prioritisation of risks with a coordinated application of resources to minimise, monitor, and control the probability and/or impact of events.

Security risk management is the specific culture, processes and structures that are directed towards maximising the benefits of security in support of business objectives. Adopting a risk based approach allows a business to prioritise their activities based on the likelihood and consequence of a risk being realised. It also assists businesses to maximise outcomes while minimising the occurrence or effects of events that may negatively affect outcomes.

Why do Trusted Traders need a Security Risk Management process?

The Department requires businesses to assess and formally implement a security risk management process, as exploitation of the international supply chain can have multiple negative effects, not just on a

business, but also on the wider community. Understanding who may be in a position to exploit your supply chain, and how they would undertake this exploitation, is pivotal to a meaningful supply chain security risk assessment.

The key to a secure international supply chain is effective security management, built on a clear understanding of the security risks and ability to accurately assess threats and identify vulnerabilities. In order to understand and develop a security risk management process, businesses need to identify:

- Areas of vulnerability within their international supply chain
- Who would exploit their international supply chain and why
- How their supply chain could be exploited and why
- What would be the likelihood of this occurring
- What would be the consequence



- Appropriate measures to reduce risk to a tolerable level
- Residual risks (such as doing business on the internet) and allocate responsibility for managing these risks.

What is an appropriate level of Risk Management?

An appropriate level of security risk will vary from business to business, however the process should be transparent and justifiable. Risk avoidance is not risk management. Regardless of a business' supply chain, functions or security concerns, the central messages for managing security risks are:

- Security risk management is the responsibility of each staff member including contractors within the entity
- Risk management, including security risk management, is part of day-to-day business
- The process for managing security risk is logical and systematic, and should form part of the standard management process of the business
- Changes in the threat environment are to be monitored, and necessary adjustments made, to maintain an acceptable level of risk and a balance between operational needs and security.

What is the goal of Security Risk Management?

The goal of Security Risk Management is to embed risk management as part of the culture of the business, where a shared understanding of risk leads to well informed decision making. To achieve this, businesses should:

- Establish the scope of any security risk assessment and identify the specific supply chain, people, information and/or assets to be safeguarded.
- Determine the threats to people, information and assets in Australia and abroad, and assess the likelihood and impact of a threat occurring.
- Assess the risk based on the adequacy of existing safeguards and vulnerabilities.
- Implement any supplementary protective security measures that will reduce the risk to an acceptable level.

Further Information

AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines.

HB 167:2006 Security Management Handbook.

ISO 28000:2007 Specification for Security Management Systems for the Supply Chain.

For more information

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