



Please open this form using Adobe Acrobat Reader. Either type in the fields provided or print this form and complete it using a pen and BLOCK LETTERS.

Tick where applicable

Privacy statement

The Australian Border Force (ABF) is collecting your personal information for the purposes of assessing and determining whether you are a fit and proper person as required for an application for one of the following licences or registrations:

- Depot Licence under Part IVA of the *Customs Act 1901* (Customs Act)
- Warehouse Licence under Part V of the Customs Act
- Cargo Terminal Operator or Cargo Handler Registration under Part VAAA of the Customs Act
- Re-mail or Special Reporter Registration under Division 3 of Part IV of the Customs Act.

Your personal information will be used by the ABF to determine whether you are a fit and proper person as required under the Customs Act. Details regarding the criteria to be met in order to be determined as a fit and proper person are outlined in the General Information on this form.

When assessing and determining if you are a fit and proper person, the ABF may disclose your personal information to Australian Federal, State and Territory Police Forces (collectively known as the 'Australian police services'), Australian Criminal Intelligence Commission, AusCheck, Australian Securities and Investments Commission and Insolvency and Trustee Service Australia, other relevant government agencies and law enforcement agencies. These agencies may also disclose your personal information to the ABF and each other during this assessment process.

If you do not provide your personal information to the ABF it may result in you being assessed as not a 'fit and proper person' meaning that the licence or registration may not be granted, renewed or may be suspended.

The ABF will use and store your personal information in accordance with the Australian Privacy Principles in Schedule 1 of the *Privacy Act 1988*.

Further information regarding how your personal information will be handled by the ABF can be found at www.homeaffairs.gov.au/access-and-accountability/our-commitments/privacy or by contacting the Department of Home Affairs' Privacy Officer on 1300 363 263.

General information

Depot Licence

- If you have any conviction for an offence against the *Customs Act 1901* (Customs Act) committed within the 10 years immediately before that decision;
- If you have any conviction for an offence against another law of the Commonwealth, or a law of a State or a Territory, that is punishable by imprisonment for one year or longer, being an offence committed within the 10 years immediately before that decision;
- Whether you are an insolvent under administration;
- If any misleading statement was made under sections 77H or 77J of the Customs Act in relation to the application for the licence by or in relation to the person (individual, a company or a partnership);
- If any such statement was false whether you knew the statement was false; and
- If you have been refused a transport security identification card (Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC)), or had such a card suspended or cancelled, within the 10 years immediately before the decision.

Warehouse Licence

- If you have any conviction for an offence against the Customs Act committed within the 10 years immediately preceding the making of the application;
- If you have any conviction for an offence against another law of the Commonwealth, or a law of a State or a Territory, that is punishable by imprisonment for one year or longer, being an offence committed within the 10 years immediately preceding the making of the application;
- Whether you are an undischarged bankrupt;
- If any misleading statement was made under sections 80 or 80A of the Customs Act in relation to the application by or in relation to the person;
- If any such statement was false whether you knew the statement was false; and
- If you have been refused a transport security identification card (Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC)), or had such a card suspended or cancelled, within the 10 years immediately preceding the making of the application.

Re-mail Reporter Registration

- If you have any conviction for an offence against the Customs Act committed within the 10 years immediately before the decision;
- If you have any conviction for an offence punishable by imprisonment for 1 year or longer against another law of the Commonwealth, or a law of a State or a Territory if that offence was committed within the 10 years immediately before that decision;
- Whether you are an insolvent under administration;
- If in the 2 years immediately before the decision, you have been a director of or concerned in the management of, a company that: has been, or is being wound up; or had its registration as a re-mail reporter cancelled by the Comptroller-General of Customs under paragraph 67K(1)(a), (b) or (d) of the Customs Act;
- If any misleading information or documents has been provided in relation to the person by the applicant under sections 67F(2) or 67G(2) of the Customs Act;
- If any information or document given by or in relation to the person was false whether the applicant knew the information or document was false; and
- If you have been refused a transport security identification card (Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC)), or had such a card suspended or cancelled, within the 10 years immediately before the decision.

General information continued

Special Reporter Registration

- If you have any conviction for an offence against the Customs Act committed within the 10 years immediately before the decision;
- If you have any conviction for an offence punishable by imprisonment for 1 year or longer against another law of the Commonwealth or a law of a State or Territory if that offence was committed within 10 years immediately before that decision;
- Whether you are an insolvent under administration;
- If in the 2 years immediately before the decision, you have been a director of or concerned in the management of, a company that: had been, or is being wound up; or had its registration as a special reporter in relation to any law value cargo of any kind cancelled by the Comptroller-General of Customs because of a breach of any condition to which the registration of the company as a special reporter was subject;
- If any misleading information or document has been furnished in relation to the person by the applicant under subsection 67EC(2), 67ED(5) or 67EK(12) of the Customs Act;
- If any information or document given by or in relation to the person was false whether the applicant knew the information or document was false; and
- If you have been refused a transport security identification card (Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC)), or had such a card suspended or cancelled, within the 10 years immediately before the decision.

Cargo Terminal Operator or Cargo Handler Registration

- If you have any conviction for an offence against the Customs Act committed within the 10 years immediately before that decision;
- If you have any conviction for an offence against another law of the Commonwealth, or a law of a State or a Territory, that is punishable by imprisonment for one year or longer, being an offence committed within the 10 years immediately before that decision;
- If any misleading statement was made upon a request under subsection 102CF(2) and the Comptroller-General of Customs was considering a direction under Division 5 of Part VAAA of the Customs Act;
- If you have been refused a transport security identification card (Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC)), or had such a card suspended or cancelled, within the 10 years immediately before the decision.

Spent Convictions Scheme

The Commonwealth, State and Territory governments have enacted legislation that protects certain old criminal convictions. Part VIIC of the *Crimes Act 1914* (Cth) (Crimes Act) prohibits the collection, use and disclosure of quashed, pardoned or spent convictions, unless an exclusion applies. There are similar provisions in the other state and territory jurisdictions.

Each Australian police service will apply the relevant Commonwealth, State or Territory legislative spent convictions scheme before disclosing information. Please contact the relevant Australian police agency or seek independent legal advice if you require information regarding the use and disclosure requirements of a particular state's spent convictions scheme.

Completing the form

All individuals in a position of management or control are required to complete and submit this form. The ABF considers a person to be in management or control if they:

- have authority to direct operations or activities at the licensed premises;
- are involved in, or have an influence over, the policies and procedures of the licensed premises; or
- direct the receipt or release of goods at a licensed premises.

A person is considered to be in management irrespective of whether their role is active or passive; and whether they are physically located at the licensed premises.

This includes all directors, managers and Customs Brokers on site and includes (but are not limited to) employees with:

- the authority to direct operations and/or release cargo;
- access to the ICS;
- after hours access; or
- keys to the deadhouse (for s77G depots only).

Complete all sections in this form, including answering the questions in the Criminal / Traffic Charge, Conviction, Pecuniary Penalties or Administrative Action section and signing your consent in the Consent section.

To verify your identification you must provide copies of 100 points of identification. Every copy of each identification must be in colour and certified. Applications without a primary document will not be assessed. Please see '100 Points of Identification Guidelines' at <https://www.abf.gov.au/licensing-subsite/files/100-points-identification-guidelines.pdf>.

Provision of false or misleading information

The ABF requests that you certify that the personal information you provide on this form is correct.

Any deficiency in your answers, or the provision of false or misleading information may result in you being assessed as not a 'fit and proper person' meaning that the licence or registration applied for may not be granted or renewed or may be suspended. You may also be prosecuted for providing false or misleading information.

Licence

Select the licence(s) you are applying for

- Customs Warehouse Licence Cargo Terminal Operator/Cargo Handler Registration
 Customs Depot Licence Re-mail / Special Reporter Registration

Personal details

Family / Surname (current)		Given names	
All other legal names you have been known by		Sex Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate / Intersex / Unspecified <input type="checkbox"/>	
Date of birth / /	Place of birth	State of birth	Country of birth
Drivers licence number	State of issue	Contact number (business hours)	Mobile number
Work email address			

Permanent residential addresses over the last ten years

Addresses	Period of residence	
Full details of all addresses are required, including overseas addresses		
<i>Include Street number and name, Suburb, Postcode, State and Country (if outside Australia)</i>	<i>Month and year</i>	<i>Month and year</i>
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If insufficient space, attach additional details

Criminal / Traffic charge, conviction, pecuniary penalties or administrative action

(i) Are you the subject of any traffic violations, criminal or traffic charge(s) still pending before a court?
 No Yes If Yes, provide details *(If insufficient space, attach additional details)*

(ii) Do you have any conviction(s) or finding(s) of guilt which are less than ten (10) years old, or any juvenile conviction(s) or finding(s) of guilt which are less than five (5) years old?
 No Yes If Yes, provide details *(If insufficient space, attach additional details)*

(iii) Do you have any conviction(s) or finding(s) of guilt which are over ten (10) years old, (or five (5) years for juvenile conviction(s) or finding(s) of guilt) where the sentence imposed was greater than thirty (30) months imprisonment?
 No Yes If Yes, provide details *(If insufficient space, attach additional details)*

(iv) Have you been refused a Maritime Security Identification Card (MSIC) or Aviation Security Identification Card (ASIC) or had an MSIC or ASIC suspended or cancelled?
 No Yes If Yes, provide details *(If insufficient space, attach additional details)*

Attachments

100 points of certified identification is mandatory for the applicant and at least one identity document supplied must contain a colour photograph.

Please tick when you have attached the required documents.

Primary document (attach **one** only) – 70 points

- | | |
|--|---|
| <input type="checkbox"/> Birth certificate | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Citizenship certificate | <input type="checkbox"/> Other document with the same characteristics as a passport |

Secondary document (attach **one** or more as required)

- | | |
|---|--|
| <input type="checkbox"/> Australian driver licence – 40 points | <input type="checkbox"/> EFTPOS or Bank card – 25 points |
| <input type="checkbox"/> International driver licence – 25 points | <input type="checkbox"/> Utility bill with name and address – 25 points |
| <input type="checkbox"/> Marriage certificate – 25 points | <input type="checkbox"/> Other identification document with name and address – 25 points |
| <input type="checkbox"/> Medicare card – 25 points | |

Declaration

I hereby declare that:

- I have read all the instructions and information on this form and also '100 Points of Identification Guidelines' and understand that I may not have to disclose information or answer questions about convictions protected by the various Commonwealth, State and Territory Spent Convictions Schemes.
- I understand that the Comptroller-General of Customs is required under the Customs Act to determine whether I am a fit and proper person for the purposes of granting the above licence or registration and in doing so must have regard to certain criteria as outlined in the 'General information'.
- I consent to:
 - the ABF accessing and using its own records and databases that relates to me to confirm my personal details, civil and criminal history;
 - the ABF forwarding my details on this form and any attachments to, the Australian Criminal Intelligence Commission, any Australian police services and/or other law enforcement agencies;
 - the Australian Criminal Intelligence Commission, any Australian police service and/or other law enforcement agencies accessing and extracting from their records relevant information relating to me;
 - the Australian Criminal Intelligence Commission, the Australian police services and/or other law enforcement agencies disclosing relevant information relating to me to the ABF and each other;
 - the ABF forwarding my details to AusCheck to access their records relating to whether I have been refused, had cancelled or suspended an ASIC and/or MSIC and disclosing that information to the ABF;
 - the ABF forwarding my details to the Australian Securities and Investments Commission, Insolvency and Trustee Service Australia to confirm whether or not I am bankrupt or an insolvent under administration and disclosing that information to the ABF.
 - my personal information in this form being used by the Australian police services for law enforcement purposes including the investigation of outstanding criminal offences.
 - the ABF taking into account any information provided by me on this form, or that was given to the ABF by the Australian Criminal Intelligence Commission, the Australian police agencies, other law enforcement agencies, AusCheck, Australian Securities and Investments Commission, Insolvency and Trustee Service Australia or other government agencies, as a result of the checks undertaken by them, when assessing me, my company or partnership, or my employer's suitability as a fit and proper person, company or partnership under the Customs Act.
 - the ABF disclosing to the applicant for, or holder of, the relevant licence or registration, the results of my assessment if the information is considered to constitute grounds for not granting the licence or registration or revoking or suspending the licence or registration presently held by them.
- I have fully completed this form and the personal information I have given relates to me and is correct.

Signature	Full name (BLOCK LETTERS)	Date / /
Company name		State
Position held	Licence Number	Establishment ID / Special Reporter Number

Submitting this form

When the form and requested attachments have been completed, please submit your application to:

Australian Border Force
 Customs Licensing
 GPO Box 9984
 SYDNEY NSW 2001

Email: licen@abf.gov.au (if emailing, the original documentation must be sent by post to the above address)

You may submit the consent form through your employer or directly to the ABF.