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| Office Use Only |
| Date Received: |
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**Tradex Duty Liability and Payment Form**

***Tradex Scheme Act 1999***

***Deadlines apply.* Send this form to your local AusIndustry Office**.

Details about the *Tradex* Scheme can be found in the *Tradex Customer Information Guide* – available

at [www.business.gov.au](http://www.business.gov.au), or call the Contact Centre on **13 28 46.**

Protecting your confidential information is important to us. The confidentiality of information provided to AusIndustry is protected by the relevant provisions and penalties of the *Public Service Act 1999*, the Public Service Regulations 1999, the *Privacy Act 1988* and the *Crimes Act 1914*, as well as the common law. The use and disclosure of information provided by Tradex Order Holders is discussed in the *Guide to Completing the Application for a Tradex Order Form* and in the *Tradex Customer Information Guide*.

Before you Begin

**Purpose of this form**

This form is to describe the reason/s (circumstance) Tradex duty is being paid and to show the calculated amount of Tradex duty submitted by the Tradex Order Holder.

***Tradex Duty***

Tradex duty is the duty that is payable under section 21 of the *Tradex Scheme Act 1999* and imposed by the *Tradex Duty Imposition (Excise) Act 1999*, *the Tradex Duty Imposition (Customs) Act 1999* and the *Tradex Duty Imposition (General) Act 1999.*

Failure to pay Tradex duty within the prescribed period carries a penalty under Section 28 of the *Tradex Scheme Act 1999.*

**Method of Payment**

This form must be lodged with an AusIndustry office when making a Tradex duty payment and accompanied by a cheque or details of an Electronic Funds Transfer (EFT). For details on making EFT payments see page 4.

Tradex Order Holder Information

|  |  |
| --- | --- |
| **1** | Tradex Order Number |
|  | 2 | 0 |  |  | - |  |  |  |  |

|  |  |
| --- | --- |
| **2** | Name of Tradex Order Holder |
|  | **If individual or sole trader** |
|  | Mr,Ms,etc | Given name/s |
|  | Family name (surname) |
|  | Birth date |  |
|  |  |  |

|  |  |
| --- | --- |
|  | **If company or other incorporated entity** |
|  | Legal/registered name |
|  |  |
|  |  |
|  |  |  |
| **3** | Australian Business Number (ABN)*(if you have one)* |
|  |  |
|  |  |
| **4** | Australian Company Number (ACN)*(if you have one)* |
|  |  |
|  |  |
| **5** | If no ABN please quote CCID*(Customs Client Identifier)* |
|  |  |

|  |  |
| --- | --- |
| **6** | Have any business or contact details changed recently? |
|  |
|  |  | Yes ⇨ | Go to Question 7If your ABN or legal/registered name has changed please contact your nearest AusIndustry office or the AusIndustry Hotline on 13 28 46. |
|  |  |  |
|  |  |  |  |
|  |  | No ⇨ | Go to Question 18 |

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| **7** | Website address *(if you have one)* |
|  |  |
|  |  |  |
| **8** | Business email address *(if you have one)* |
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| --- | --- |
| **9** | Trading name/s *(if you trade under another name)* |
|  |  |
|  |  |
|  |  |  |
|  |  |
| **10** | Business street address |
|  | Street |
|  | Suburb | State | Postcode |
|  |  |  |
| **11** | Business postal address *(if different to above)* |
|  | Postal |
|  | Suburb | State | Postcode |
|  |  |  |
| **12** | Nominated contact person for *Tradex* matters |
|  | Mr,Ms,etc | Given name/s |
|  | Family name (surname) |
|  |  |
| **13** | Contact person’s position |
|  |  |  |
|  |  | Chief Executive Officer |  | Financial Controller / Accountant |
|  |  |  |
|  |  |  |  |  |
|  |  | Company Secretary |  | Partner |
|  |  |  |  |  |
|  |  | Managing Director |  | Manager |
|  |  |  |  |  |
|  |  | Director |  | Other - Specify below ⇩ |
|  |  |  |
|  |  |
|  |  |
| **14** | Preferred method of contact *(tick one only)* |
|  |  | Email |  | Phone |  | Letter |
|  |  |
|  |  |  |
| **15** | Contact phone |  |
|  | Contact mobile |  |
|  | Contact fax |  |
|  |  |  |
|  | Contact email address *(if not same as business email)* |
|  |  |
|  |  |
| **16** | Postal address of contact person *(If not the same as the business postal address)**all Tradex correspondence will be sent here*  |
|  | Street |
|  | Suburb | State | Postcode |
|  |  |  |
| **17** | Customs Broker details *(if you have one)* |
|  | Broker Business Name |
|  |  |
|  | Broker’s Name |  |
|  | Broker’s Phone |  |

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| **18** | Duty Liability Agreements |
|  |  |  |  |  |  |
|  | Do you have a written agreement approved by AusIndustry to reconcile your Tradex duty liability on a periodic basis? |  | Yes |  | No |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  | If **Yes** ⇨Go to Question 19If **No** ⇨Go to Question 20 |  |  |  |  |
|  |  |  |  |  |
|  | For further information regarding reconciliation payment agreements please contact an AusIndustry Office. |

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| **19** | Agreed Method/s |  |  |
|  | **Duty payment details** | Description of Goods: |  |
|  | ❑ Goods consumed or used in Australia❑ Goods disposed of, or otherwise dealt with in Australia❑ Other Tradex non-compliance issues❑ Goods not exported within the approved period |  |  |
|  |  |  |
|  | Approved Agreed Method (if applicable): |  |
|  |  |  |
|  |  |  |  |  |
|  | Reconciliation period:  | \_\_ / \_\_/ \_\_ **to** \_\_/ \_\_/ \_\_ |  |  |
|  | Amount of Tradex Duty | $A\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  |  |  |  |

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| **20** | Other Duty Payments (attach a schedule if insufficient space) |  |
|  | **Customs Entry Number** | **Tariff Chapter Classification** |  |  | **Tradex Duty Amount** |  |
|  |  |  |  |  |  |  |  |  |  |  | First two digits  |  |  |   |  |  | **$A**\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | Description of Goods: |  |  |
|  | ❑ Goods consumed or used in Australia - date \_\_ / \_\_/ \_\_❑ Goods disposed of, or otherwise dealt with in Australia – date \_\_ / \_\_/ \_\_❑ Other Tradex non-compliance issues - date \_\_ / \_\_/ \_\_❑ Goods not exported within the approved period – date \_\_ / \_\_/ \_\_ |  |  |
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|  | **Customs Entry Number** | **Tariff Chapter Classification** |  |  | **Tradex Duty Amount** |  |
|  |  |  |  |  |  |  |  |  |  |  | First two digits  |  |  |   |  |  | **$A**\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | Description of Goods: |  |  |
|  | ❑ Goods consumed or used in Australia - date \_\_ / \_\_/ \_\_❑ Goods disposed of, or otherwise dealt with in Australia - date \_\_ / \_\_/ \_\_❑ Other Tradex non-compliance issues - date \_\_ / \_\_/ \_\_❑ Goods not exported within the approved period - date \_\_ / \_\_/ \_\_ |  |  |
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|  | **Customs Entry Number** | **Tariff Chapter Classification** |  |  | **Tradex Duty Amount** |  |
|  |  |  |  |  |  |  |  |  |  |  | First two digits |  |  |   |  |  | **$A**\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | Description of Goods: |  |  |
|  | ❑ Goods consumed or used in Australia - date \_\_ / \_\_/ \_\_❑ Goods disposed of, or otherwise dealt with in Australia - date \_\_ / \_\_/ \_\_❑ Other Tradex non-compliance issues - date \_\_ / \_\_/ \_\_❑ Goods not exported within the approved period - date \_\_ / \_\_/ \_\_ |  |  |
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|  | **Customs Entry Number** | **Tariff Chapter Classification** |  |  | **Tradex Duty Amount** |  |
|  |  |  |  |  |  |  |  |  |  |  | First two digits |  |  |   |  |  | **$A**\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | Description of Goods: |  |  |
|  | ❑ Goods consumed or used in Australia - date \_\_ / \_\_/ \_\_❑ Goods disposed of, or otherwise dealt with in Australia - date \_\_ / \_\_/ \_\_❑ Other Tradex non-compliance issues – date \_\_ / \_\_/ \_\_❑ Goods not exported within the approved period - date \_\_ / \_\_/ \_\_ |  |  |
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Payment Details

|  |  |
| --- | --- |
| **21** | Please supply payment details: |
|  |  |
|  | **Cheques** Make payable to: **AusIndustry – Tradex duty**  |

|  |
| --- |
| Cheque Account Name |
|  |
| Cheque Number | Date of cheque |
|  | \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |
|
| Cheque Amount |
| $A\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ |

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|  | **EFT Payments** Direct credit to:**BSB No. 092-009 Account No. 118662**Reference ID should include the word Tradex plus your Tradex order number and the Month and year of payment. For example: Tradex 2010-990 Jan 2012 |

|  |  |
| --- | --- |
| Reference ID: | Date of payment |
|  | \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |
|
| Payment reference number | Payment Amount |
|  | $A\_\_\_\_\_ \_\_\_\_\_\_\_\_ |
|

When you make an EFT payment please also forward your payment details to AusIndustry by either e-mail:

E-mail: CPM@industry.gov.au; and copying in

 TradexNSW@industry.gov.au

**or** fax to:

Fax: 02 6213 6808

Declaration

|  |  |
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| **22** | Authorised person declaration. |
|  | I declare that: |
|  | * I am the person who holds the Tradex Order (for payments by individuals) or an officer of the entity that holds the Tradex Order and I am duly authorised to make this payment and declaration (for payments by incorporated entities).
 |
|  | * I declare the above information provided in this form, together with any attached statement or schedule is true, correct and accurate in all material particulars.
* I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this form.
* I understand that the giving of false or misleading information is a serious offence.
 |
|  |  |  |
|  | Print name of signatory |
|  | Mr,Ms,etc | Given name/s |
|  | Family name (surname) |

|  |  |
| --- | --- |
|  | Signatory’s position |
|  |  |  |
|  |  | Chief Executive Officer |  | Financial Controller / Accountant |
|  |  |  |
|  |  |  |  |  |
|  |  | Company Secretary |  | Partner |
|  |  |  |  |  |
|  |  | Managing Director |  | Manager |
|  |  |  |  |  |
|  |  | Director |  | Other Specify below ⇩ |
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|  |  |
| --- | --- |
|  |  |
|  | Signature |
|  |  |
|  |  | Day |  | Month |  | Year |
|  | **Date** |  |  | / |  |  | / |  |  |  |  |

Send this form to your local AusIndustry Office. Details of these offices are available at [www.business.gov.au](http://www.ausindustry.gov.au) or call Contact Centre on **13 28 46**.