

|  |
| --- |
| Office Use Only |
| Date Received: |
|  |

**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 7  If 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 |

|  |  |  |
| --- | --- | --- |
| **7** | Website address *(if you have one)* | |
|  |  | |
|  |  |  |
| **8** | Business email address *(if you have one)* | |
|  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | |  | | | | | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 19  If **No** ⇨Go to Question 20 |  |  |  |  |
|  |  |  |  |  |
|  | For further information regarding reconciliation payment agreements please contact an AusIndustry Office. | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  |  |  | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 \_\_ / \_\_/ \_\_ | | | | | | | | | | | | | |  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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 \_\_ / \_\_/ \_\_ | | | | | | | | | | | | | |  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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 \_\_ / \_\_/ \_\_ | | | | | | | | | | | | | |  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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 \_\_ / \_\_/ \_\_ | | | | | | | | | | | | | |  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |

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\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ | |

|  |  |
| --- | --- |
|  |  |
|  | **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](mailto:CPM@industry.gov.au); and copying in

[TradexNSW@industry.gov.au](mailto:TradexNSW@industry.gov.au)

**or** fax to:

Fax: 02 6213 6808

Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| **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 ⇩ |
|  |  |  | | |
|  |  | | | |
|  |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | | | | | | | | | | | |
|  | 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**.