



Application for a licence to export meat or notification of change of licence details (EX31)

Form approved under Part 2, Division 2, of the *Australian Meat and Live-stock Industry Act 1997* and the *Australian Meat and Live-stock Industry (Export Licensing) Regulations 1998*

Section A: General information

- Purpose of this form**
1. To apply for a licence to export meat—the fresh or preserved flesh of calves, cattle, goats, lambs, sheep, meat products, meat by-products and edible offal.
 2. To renew a meat export licence.
 3. To notify of a change in name of an existing licensee.
 4. To notify of a change in management or control.

Before applying

Learn about [obtaining a meat export licence](#).
Understand the meaning of ‘conviction’ and ‘spent conviction’ under [subsection 85ZM\(1\) of the Crimes Act 1914](#)
You must have an [AUS-MEAT Certificate of Accreditation](#)
You must be able to demonstrate your financial standing and integrity.

To complete this form

Electronically
You will need the latest version of Adobe Acrobat Reader to save changes to your document.

Manually
Use black or blue pen
Print in BLOCK LETTERS
Mark boxes with a tick or a cross

Your application must include

- a completed and signed application form.
- a copy of your AUS-MEAT certificate of accreditation.

For a partnership:

- a copy of your partnership agreement.
- a copy of your most recent audited balance sheet and profit and loss account.

For an individual:

- a copy of an audited statement of your assets and liabilities (for a period of 12 months ending within three months of the date of your application).

If you are a non-packer exporter:

- a completed [credit card/cheque payment form](#) for the application fee of \$500. Make cheques payable to Department of Agriculture and Water Resources, Collector of Public Monies.

You do not need to pay the fee if you are an occupier of a meat processing establishment registered under the *Export Control Act 1982* or to notify of a change in management or control.

Post or email your application

Use the submit button to email the completed form. Ensure you attach all the required documents.
Residues and Food Branch
Department of Agriculture and Water Resources
GPO Box 858
Canberra ACT 2601
Email exportmeatlicensing@agriculture.gov.au

For more information

Email exportmeatlicensing@agriculture.gov.au
Phone 1800 900 090 (within Australia)
+61 3 8318 6700 (outside Australia)

Section B: Application type

1 Type of applicant (select one)

Application for a new meat export licence (complete all sections)

Application to renew a meat export licence (complete all sections)

Notification of licensee name change (complete sections B, D, E, F, G)

Notification of change in management or control (complete sections B, C, D, E, F, G)

2 Export licence number (if granted within past seven years)

Section C: Applicant/licencee

3 Name of applicant/licensee for licencee

Indicate type of applicant (select one)

Individual

Partnership

Corporation

Title Given name(s) Family name

Date of birth (dd/mm/yyyy)

Business name (legal entity name)

Trust/trustee name

Other trading names

Australian Business Number (ABN)

Australian Company Number (ACN)

4 Business address

Street address (PO Box will not be accepted)

Suburb/town/city State/territory Postcode



Postal address (if the same as your street address, write AS ABOVE)

Suburb/town/city State/territory Postcode

Work phone (include area code)

Mobile phone

Email

Individuals only**5 Do you operate or intend to operate the export meat business in partnership with another individual or a body corporate?**No  Go to question 7Yes  Provide details for each partner/proposed partner. Attach a sheet if necessary.**Partner/proposed partner**

Title

Given name(s)

Family name

Work phone (include area code)

Mobile phone

Email

Fax

Postal address

Suburb/town/city

State/territory

Postcode

Country

Applicant corporations only**6 Foreign direction or control**

Is the corporation a subsidiary of or under the direction or financial control of a foreign corporation, authority or organisation that has direct or indirect control of the importation of meat into the country in which the foreign corporation, authority or organisation was incorporated or established?

No

Yes  Provide the name of the foreign corporation, authority or organisation**Section D: Business type****7 Meat export type (select one or more)**

Cattle

Goat

Meat products

Sheep

Job title

Street address

Suburb/town/city

State/territory

Postcode

Person 3

Title Given name

Family name

Date of birth (dd/mm/yyyy)

Place of birth

Job title

Street address

Suburb/town/city

State/territory

Postcode

Person 4

Title Given name

Family name

Date of birth (dd/mm/yyyy)

Place of birth

Job title

Street address

Suburb/town/city

State/territory

Postcode

Person 5

Title Given name

Family name

Date of birth (dd/mm/yyyy)

Place of birth

Job title

Street address

Suburb/town/city

State/territory

Postcode

Person 6

Title	Given name	Family name
Date of birth (dd/mm/yyyy)	Place of birth	
Job title		
Street address		
Suburb/town/city	State/territory	Postcode

Person 7

Title	Given name	Family name
Date of birth (dd/mm/yyyy)	Place of birth	
Job title		
Street address		
Suburb/town/city	State/territory	Postcode

Person 8


Title	Given name	Family name
Date of birth (dd/mm/yyyy)	Place of birth	
Job title		
Street address		
Suburb/town/city	State/territory	Postcode

Section F: Compliance

12 Have you or any of the people in management or control, as listed at section E, been:

- charged with an offence against a law of the Commonwealth or a state or territory for which the maximum penalty is a period of imprisonment or a fine of at least \$1 000
- convicted (within the meaning given by subsection 85ZM(1) of the *Crimes Act 1914*) of an offence against a law of the Commonwealth or a state or territory for which the maximum penalty is a period of imprisonment or a fine of at least \$1 000?


No

Yes  Provide details. Attach a sheet if necessary.

13 Do you or any of the people listed at section E owe, or have you or they ever owed, the Commonwealth for:

- a fee, charge or levy payable under a law of the Commonwealth?
- a penalty for failing to pay such a fee, charge or levy?

No

Yes  Provide details. Attach a sheet if necessary.

14 Have you or any of the people listed at section E failed to comply with:

- a condition of an export licence
- an order made under the *Australian Meat and Live-stock Industry Act 1997*
- a direction given under the Act
- a condition of a licence of any other kind issued by the Commonwealth, a state or a territory or an authority of the Commonwealth, a state or a territory?


No

Yes  Provide details. Attach a sheet if necessary.

15 Have you or any of the people listed at section E:

- ever been refused an export licence
- ever been refused a licence of any other kind by the Commonwealth, a state or a territory or an authority of the Commonwealth, a state or a territory
- ever had a licence to export meat or livestock suspended or cancelled?

No

Yes  Provide details of the licence refusal or suspension. Attach a sheet if necessary.

Section G: Applicant declaration

To be completed by the applicant listed in section C or, if the applicant is a corporation, the director of the corporation listed at Person 1 in section E.

I declare that the information I have provided is true and correct. I understand that it is a criminal offence under the *Criminal Code Act 1995* to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months imprisonment.

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

Section H: Privacy notice

Privacy notice

'Personal information' means any information or opinion about an identified individual or an individual who is reasonably identifiable.

'Sensitive personal information' is a subset of personal information and includes any information or opinion about an individual's racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

By completing and submitting this form, you consent to the collection of all personal information, including sensitive personal information, contained in this form.

The Department of Agriculture and Water Resources collects your personal information, as defined in the *Privacy Act 1988* (Cwlth), under the *Australian Meat and Live-stock Industry Act 1997* and the Australian Meat and Live-stock Industry Regulations 1998 to assess your application and related purposes. If you fail to provide some or all of the personal information requested in this form, the Department of Agriculture and Water Resources will not be able to process your application.

The Department of Agriculture and Water Resources may disclose your personal information to relevant authorities in an importing country and other Australian government agencies, persons or organisations where necessary for these purposes, provided the disclosure is consistent with the *Privacy Act 1988* and other relevant laws. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

By completing and submitting this form you consent to the disclosure of all personal information in this form to relevant authorities in the importing country. The department has not taken steps to ensure that relevant authorities in the importing country do not breach the Australian Privacy Principles. This means that:

- relevant authorities in the importing country will not be accountable under the Privacy Act
- you may not be able to seek redress under the Privacy Act
- you may not be able to seek redress in the overseas jurisdiction.

Relevant authorities in the importing country may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.

See the department's [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

OFFICE USE ONLY

Licence administrator

1 Is this application complete?

No Return form to applicant

Yes

2 Has a fit and proper check been completed by Compliance Division?

No

Yes

3 Has a debt check been completed by Finance and Business Support Division?

No

Yes

4 Has the applicant or director declared a conviction for any individual listed in section E?

No

Yes Refer application to Compliance Division

Licence administrator

Officer full name

Position

Branch

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Secretary or delegate

Delegation required under section 10 of the *Australian Meat and Live-stock Industry Act 1997*

Licence granted

No

Yes

Licence fee applies

No Provide establishment number of related establishment

Yes

Officer full name

Position number

Branch

Signature (enter signature or type your name)

Date (dd/mm/yyyy)