



Automotive Transformation Scheme

Request for ATS Online access form

This form is for Automotive Transformation Scheme (ATS) participants who wish to apply for ATS online access. It will allow ATS participants to submit Quarterly Returns and Third Quarter Business Plan Updates online. It will also allow ATS participants to view their historical and forecast business plan data, a transaction summary and scheme debts.

Completing and submitting the request for ATS Online access

An ATS participant may apply for access to ATS Online by completing this form and forwarding it to their Customer Service Manager by email to ats@industry.gov.au or by post to:

Automotive Section
AusIndustry
GPO Box 2013
CANBERRA ACT 2601

If emailing this form, the original signed form must also be sent via post or hand-delivered during business hours to any AusIndustry office. (Please refer to the AusIndustry's national network on the *Contact us* page at <http://www.business.gov.au/contact-us/Pages/our-network.aspx> to locate a state or regional office near you). The form must be completed by the **current authorised primary ATS contact**.

Once an ATS participant has been granted access to the ATS Online, AusIndustry will treat any information transmitted to us via this access as having been authorised by the ATS participant.

The ATS participant is responsible for the security of the access that is issued to them. AusIndustry should be notified immediately if its security is compromised.

Technical recommendations and procedures

In order to access the new system using *AUSkey* and to ensure satisfactory data encryption, customers need to use one of the following web browsers:

- Microsoft Internet Explorer 7 or above
- Mozilla Firefox 3 or above.

If using a computer running Mac OSX 10.4, 10.5 or 10.6, customers may also use the following browsers:

- Safari 3 or above

Mozilla Firefox 3 or above. If a customer is running Mac OSX 10.7 Lion, they should follow the instructions found at

http://help.abr.gov.au/BC/Index/ABR_%28Australian_business_register%29/About_AUSkey/#Mac_OS

Ensure that SSL (Secure Sockets Layer) Port 443 is open. This is normally open, but the ATS participant may need to check with their Network Administrator.

Point the browser to <https://atsonline.ausindustry.gov.au>.

ATS participants may wish to bookmark the URL above before they proceed to the login page.

In order for the website to operate correctly it is important that the browser's preferences be set to accept cookies and JavaScript must be enabled.

ATS participants must have approved ATS Online access and an *AUSkey*.

Obtaining AUSkey and accessing ATS Online

AUSkey is a single authentication credential, administered by the Australian Business Register, and is part of Government's preferred solution for undertaking secure business to government transactions. Using *AUSkey* you can be confident that the information exchanged is protected, cannot be read by anyone other than the recipient or tampered with during transmission and provides evidence the transaction was performed.

AUSkey is a small piece of software (saved to your computer or a USB stick) that can be used to log into and use participating government agencies' online services, including ATS Online.

In order for an ATS participant to access ATS Online you must first register and install an *AUSkey*.

If you **do not** have an *AUSkey*, you must complete the registration at www.abr.gov.au/auskey. Information about *AUSkey*, how to register and contact details are available at this website.

Once you have obtained an *AUSkey*, you will then need register at ATS Online <https://atsonline.ausindustry.gov.au> using that *AUSkey* and complete and submit this form to AusIndustry, who will then be able to authorise you access for that ATS participant. You will be notified by email when once your access to ATS Online has been authorised.

Privacy and confidentiality

The confidentiality of information provided to AusIndustry, a division of the Department of Industry, Innovation and Science (the Department), by ATS participants is protected by the relevant provisions and penalties of the *Automotive Transformation Scheme Act 2009*, the *Automotive Transformation Scheme Regulations 2010*, the *Public Service Act 1999*, the *Public Service Regulations 1999*, the *Privacy Act 1988*, the *Crimes Act 1914*, the *Criminal Code* and general law.

Subregulation 6.5(1) of the *Automotive Transformation Scheme Regulations 2010* allows the Minister to publish the following information about an ATS participant or a person who was an ATS participant:

- (a) that the person is or was an ATS participant and the period of the person's participation in the Scheme;
- (b) the amount of assistance paid to the person in an ATS year.

Subregulation 6.5(2) of the *Automotive Transformation Scheme Regulations 2010* requires the Minister to publish a notice that the Minister has given a person named in the notice permission to:

- (a) apply for registration as an ATS participant; or
- (b) continue registration as an ATS participant;

(c) on the basis that the registration would be in the national interest.

Detailed confidential information contained in applications may be disclosed for audit purposes to contractors engaged by the Department and to other Commonwealth agencies for audit, reporting and law enforcement purposes. Further, the Department may release confidential information if it obtains the ATS participant's applicant's consent or is required or permitted by law to do so. This could happen, for example, if the Department is required to respond to a resolution of the Parliament, or the order of a court.

Getting help

Please contact your Customer Service Manager or visit business.gov.au or call **13 28 46** if you need assistance with this form. For **AUSkey** general enquiries including registration and technical support call **1300 AUSKEY** (1300 287 539).

Part A - Participant details

Full name of ATS participant applicant (eg. Company ABC Pty Ltd within its own capacity and as trustee of XYZ Trust)

Trading name

Australian Business Number (ABN)

Australian Company Number (ACN)

ATS Registration Number

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Part B – Declaration and signature

B1 Declaration by authorised person

I declare that I am authorised by the ATS participant to complete this form on behalf of the ATS participant and to sign and submit this declaration on behalf of the ATS participant.

I declare that I have read the *Automotive Transformation Scheme Act 2009*, the *Automotive Transformation Scheme Regulations 2010* and the *Automotive Transformation Scheme Order 2010* and the relevant ATS Customer Guidelines and understand my obligations under each of them.

I understand that any documents lodged electronically using the ATS participant's username and password will be deemed to be documents that have been lodged by the ATS participant.

I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this form.

I declare that the information contained in this form is, to the best of my knowledge, true, accurate and complete in all material particulars. I also understand that the provision of false or misleading information or the making of a false or misleading statement to the Australian Government in an application is a serious offence.

Note: Please mark each box to complete the declaration. This form will not be accepted by AusIndustry for assessment unless all of the boxes above are marked.

B2 Authorised signatory details

The person applying for and signing this form must be the current authorised primary ATS contact.

