Application for Variation of a Tradex Order to Include or Exclude Particular Goods

Tradex Scheme Act 1999

Details about the Tradex Scheme can be found in the Tradex Customer Information Guide – available at www.business.gov.au.

Send your Tradex application to your local AusIndustry Office – for details, call the Contact Centre on 13 28 46 or visit www.business.gov.au.

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, the Privacy Act 1988 and the Crimes Act 1914, as well as the general law.

The use and disclosure of information provided by applicants for Tradex is discussed in the Guide to Completing the Application for a Tradex Order Form and in the Tradex Customer Information Guide. As part of making this application, applicants are required to declare that they have read the Tradex Customer Information Guide.
About AusIndustry

AusIndustry is the Australian Government’s business program delivery division of the Department of Industry, Innovation and Science.

When to Use This Form

The holder of a Tradex Order may use this form to apply for a Variation of the Order in relation to either or both of the following:

- the exclusion from the Tradex Order of goods of a kind or description specified in the Order; and/or
- the inclusion in the Tradex Order of eligible goods of a kind or description not already specified in the Order

Getting help to fill in your application

You can also get general help to prepare your Tradex application by phoning an AusIndustry Customer Service Manager. For details, call the Contact Centre on 13 28 46 or visit www.business.gov.au.

In the light of the various obligations that apply to holders of Tradex orders, holders applying to vary an order are encouraged to seek independent assistance about the application for variation and the ability to continue to comply with ongoing program obligations.

Important: If you need more space to include extra information, attach a separate sheet to your application.
Business / Applicant Information

1. Applicant’s Tradex Order Number
   Order Number ________________________________

2. Name of Applicant
   **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 __________________________
   Date of Incorporation __________________________
   Date commenced operations ______________________

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. Which of the following accurately describes you or your business / organisation?
   Tick ALL that apply.
   - Individual or Sole Trader
   - Any other unincorporated association or body of persons
   - Registered Company / Corporation
   - Trustee apply on behalf of a trust
   - Partnership
   - Other Specify below

7. What is your ANZSIC code?
   ____________________________________________

8. What is your core business?
   ____________________________________________

9. What are your details for the last financial year?
   **Year/s**  **Annual Turnover**  **Number of Employees**
   ____________________________________________

10. Last day and month of your financial year
    **Day**  **mth**
    ____________________________________________

11. Website address (if you have one)
    ____________________________________________

12. Business email address (if you have one)
    ____________________________________________

13. Trading Name/s (if you trade under another name)
    ____________________________________________

14. Business Street Address
    Street  Suburb  State  Postcode
    ____________________________________________

15. Business Postal Address (if different to above)
    Postal  Suburb  State  Postcode
    ____________________________________________

16. Nominated contact person for Tradex matters
    Mr, Ms, etc Given name/s
    Family name (surname)

17. Contact person’s position.
    - Chief Executive Officer
    - Financial Controller / Accountant
    - Company Secretary
    - Partner
    - Managing Director
    - Manager
    - Director
    - Other Specify below

18. Preferred method of contact (tick one only)
    - Email
    - Phone
    - Letter
    ____________________________________________

19. Contact Phone
    Contact Mobile
    Contact Fax
    Contact email address (if not same as business email)
    ____________________________________________

20. 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
    ____________________________________________

21. Customs Broker details (if you have one)
    Broker Business Name
    ____________________________________________

22. Is there any outstanding Tradex duty liability?
    - No
    - Yes

23. Is the applicant insolvent, under administration or an externally administered body corporate?
    - No
    - Yes
Variation of Goods to be imported under Tradex

Goods to be imported

24 Are the goods you propose to import under Tradex, intended for export by you or another party?
   Yes ☐ No * ☐

25 What goods do you intend to include or exclude from your Tradex order? (Indicate with a tick)

<table>
<thead>
<tr>
<th>Customs tariff chapter number</th>
<th>Description of goods</th>
<th>Include</th>
<th>Exclude</th>
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If more entries - please attach a separate sheet to the application.

26 What will be the estimated value of all nominated goods imported under your Tradex order? $A Estimated value (per year)

27 How much Customs duty would normally be payable on these goods? $A Estimated amount (per year)

Requirements of Tradex Regulations

28 Before being exported, will all goods you propose to import under Tradex be:
   a) Kept in the same condition in which they were imported (ie unused and not mixed with other goods)? Yes ☐ No ☐
   b) Used by being subjected to a process or to treatment for the purpose of producing manufactured goods? Yes ☐ No ☐
   c) Used as inputs in the manufacture of other goods? Yes ☐ No ☐
   d) Used by being otherwise mixed with other goods (eg simple assembly)? Yes ☐ No ☐

29 If 'Yes' applies to b), c) or d) applies, give a brief description of the manufacture, process, treatment or other mixing.

30 Will any of the imported goods be mixed with like goods produced in Australia? Yes ☐ No ☐
   If 'Yes', give a brief description of the mixture.

Export Information

31 Does the applicant intend to export all nominated goods within one year of importation into Australia? Yes ☐ No * ☐
   Give a brief description of the exported goods.

32 Will the applicant be the exporter of the goods? Yes ☐ No * ☐
   Go to Q34

33 If you will not be the exporter, provide the details of who will be the exporter (plus contact details if available).

34 What will be the estimated value of goods to be exported? $A Estimated value (per year)

35 Estimated time from import to export
   Months
   Weeks

36 What is the intended overseas destination of the goods? Country/Countries

*For more information call the Contact Centre on 13 28 46 or visit www.business.gov.au
TRADEX Application for Variation Version October 2015
### Record Keeping Requirements

**37.** Do you have adequate record keeping and accounting systems in place in respect of the goods that are the subject of your application?

- [ ] Yes
- [x] No* ⇒ You are not eligible for a Tradex Order. Do not send this application.

**38.** Will your records show if the goods imported under a Tradex order have been subjected to any of the following actions?

<table>
<thead>
<tr>
<th>Action</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Incorporated with other goods</td>
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<td>Stored</td>
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<td>Incorporated in other goods consumed or used in Australia</td>
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<td>Disposed of, or otherwise dealt with in Australia</td>
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<td>Exported</td>
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<td>Subject to Tradex duty</td>
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### Declaration

**39.** Authorised person declaration.

I declare that:

- I am the applicant (for applications from individuals) or an officer of the applicant who is duly authorised to make this application for the applicant (for incorporated applicants).

- I have read the Tradex Customer Information Guide and understand the obligations applying to holders of Tradex orders under the Tradex Scheme Act 1999 (“the Act”) and the Tradex Scheme Regulations 2008 (“the Regulations”).

- To the best of my knowledge the information provided in this application is true, correct and accurate in all material particulars.

- I understand that the giving of false or misleading information is a serious offence.

- I understand that the applicant may be required to provide further information in support of this application.

Print name of signatory

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<tr>
<th>Mr, Ms, etc</th>
<th>Given name/s</th>
<th>Family name (surname)</th>
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Signature

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<tr>
<th>Date Day</th>
<th>Mth</th>
<th>Year</th>
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