



An Australian Government Initiative



Office Use Only
Date Received:

Application for a Tradex Order *Tradex Scheme Act 1999*

Details about the *Tradex* Scheme can be found in the *Tradex* Guidelines – available on the AusIndustry website at www.ausindustry.gov.au.

Send your *Tradex* application to your local AusIndustry Office – for details call the AusIndustry Hotline on 13 28 46 or visit www.ausindustry.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* Guidelines. As part of making this application, applicants are required to declare that they have read the *Tradex* Guidelines.

Before you Begin

About AusIndustry

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

***Tradex* – strengthening international competitiveness**

Delivered by AusIndustry, the *Tradex* Scheme aims to strengthen the international competitiveness of Australian businesses.

The Scheme provides up-front Customs duty and GST exemptions on eligible imported goods that are to be exported or used as inputs to other goods that are to be exported. *Tradex* offers an alternative to duty drawback arrangements where an importer of goods intended for export, pays customs duty and GST at the time of import and then claims it back after export of the goods.

Providing information to AusIndustry

The information you provide in this application form will help AusIndustry to determine whether you are eligible for a *Tradex* order. It is important that you answer all the questions clearly and correctly.

Checking if you are eligible for *Tradex*

Before you apply for a *Tradex* order, please check that you meet the 'eligibility requirements', starting at question 24 and 'record keeping requirements', starting at question 37 of this form.

Getting help to fill in your application

Please refer to the *Guide to Completing the Application for a Tradex Order Form* for help in filling out this form. The guide lists each question and provides a short explanation to help you fill in your form correctly.

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

In light of the various obligations that apply to holders of *Tradex* orders, applicants for *Tradex* are encouraged to seek independent assistance about the application and ability 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 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

2 Australian Business Number (ABN)
(if you have one)

3 Australian Company Number (ACN)
(if you have one)

4 If no ABN please quote CCID
(Customs Client Identifier)

5 Which of the following accurately describes you or your business / organisation?
Tick ALL that apply.

<input type="checkbox"/> Individual or Sole Trader	<input type="checkbox"/> Any other unincorporated association or body of persons
<input type="checkbox"/> Registered Company / Corporation	<input type="checkbox"/> Trustee applying on behalf of a trust
<input type="checkbox"/> Partnership	<input type="checkbox"/> Other Specify below ↓

6 What is your ANZSIC code?

7 What is your core business?

8 What are your details for the last financial year?

Year/s	Annual Turnover	Number of Employees

9 Last day and month of your financial year

Day		/	mth	

10 Website address (if you have one)

11 Business email address (if you have one)

12 Trading Name/s (if you trade under another name)

13 Business Street Address

Street		
Suburb	State	Postcode

14 Business Postal Address (if different to above)

Postal		
Suburb	State	Postcode

15 Nominated contact person for Tradex matters

Mr, Ms, etc	Given name/s	
Family name (surname)		

16 Contact person's position

<input type="checkbox"/> Chief Executive Officer	<input type="checkbox"/> Financial Controller / Accountant
<input type="checkbox"/> Company Secretary	<input type="checkbox"/> Partner
<input type="checkbox"/> Managing Director	<input type="checkbox"/> Manager
<input type="checkbox"/> Director	<input type="checkbox"/> Other Specify below ↓

17 Preferred method of contact (tick one only)

Email
 Phone
 Letter

18

Contact Phone	
Contact Mobile	
Contact Fax	

Contact email address *(if not same as business email)*

19 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

20 Customs Broker details (if you have one)

Broker Business Name

Broker's Name

Broker's Phone

21 Does the applicant have an existing Tradex Order?

No ⇒ go to point 23
 Yes ⇒ Order Number

22 If 'Yes', is there any outstanding Tradex duty liability?

No
 Yes ⇒ Outstanding duty has to be paid before issue of another Tradex order.

23 Is the applicant insolvent, under administration or an externally administered body corporate?

No Yes ↓
 If 'Yes', you are not eligible for a Tradex Order. Do not send this application.

Eligibility Requirements

Goods to be imported

- 24** Are the goods you propose to import under *Tradex*, intended for export by you or another party?
 Yes Go to next question No You are not eligible for *Tradex*.
 Do not send this application.*

- 25** What goods do you intend to import under *Tradex*?

Customs Tariff chapter number	Description of goods

If more entries - please attach a separate sheet to the application.

- 26** What is the estimated value of these goods? Estimated value (per year)

- 27** How much Customs duty would normally be payable on these goods? 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), 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 is the estimated value of goods to be exported? 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 AusIndustry Hotline on 13 28 46 or visit www.ausindustry.gov.au

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
- 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?
- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| Incorporated with other goods | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stored | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Incorporated in other goods consumed or used in Australia | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disposed of, or otherwise dealt with in Australia | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Exported | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Subject to <i>Tradex</i> duty | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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* Guidelines and understand the obligations applying to applicants and 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

Mr, Ms, etc	Given name/s
Family name (surname)	

Signature

Date Day Mth Year

Declaration continued

Signatory's position

<input type="checkbox"/> Chief Executive Officer	<input type="checkbox"/> Financial Controller / Accountant
<input type="checkbox"/> Company Secretary	<input type="checkbox"/> Partner
<input type="checkbox"/> Managing Director	<input type="checkbox"/> Manager
<input type="checkbox"/> Director	<input type="checkbox"/> Other Specify below ↓
<input type="text"/>	

Send your application to your closest AusIndustry Office. Details of these offices are available on the AusIndustry website www.ausindustry.gov.au or call the AusIndustry Hotline on 13 28 46.