



Application Form

Certain Inputs to Manufacture (CIM)

Customs Tariff Act 1995 – Schedule 4 – Items 46 & 47

Application Form

Privacy and confidentiality

The use and disclosure of information provided to AusIndustry, a division of the Department of Industry, Innovation and Science ('the Department'), by applicants for CIM is regulated by the relevant provisions and penalties of the *Customs Act 1901*, the *Public Service Act 1999*, the *Public Service Regulations*, the *Privacy Act 1988*, the Criminal Code and common law.

Information received by delegates of the Chief Executive Officer of Customs, who administer CIM in AusIndustry, is 'protected information' under the *Customs Act 1901*.

The Department will use the information provided in this form for the purposes of delivering the programme in accordance with the *CIM Policy and Administrative Guidelines* and related internal Departmental uses, including policy development and auditing. Primarily, information will be applied to establishing eligibility for assistance under the programme, determining whether the project will be accepted and the amount of duty concession involved, and assisting with compliance activities.

The Department may clarify and validate details in applications by consulting with, and making disclosures of protected information to, other areas of the Department, the Australian Customs and Border Protection Service, the Industry Capability Network, other Commonwealth agencies, Australian industry and industry associations. Applicants should bring to the Department's attention any sensitivities relating to disclosure to any of these organisations.

The Department may also disclose protected information where it is required or permitted by law to do so. This could happen, for example, if AusIndustry is required to respond to a resolution of the Parliament, an order of a court or a demand from a regulatory agency.

NEED MORE INFORMATION?

Visit
business.gov.au
or call
13 28 46

Before beginning

**Applicants should familiarise themselves with the
Certain Inputs to Manufacture (Items 46 & 47)
Policy and Administrative Guidelines
before completing this application form.**

**If the application is being submitted on behalf of an end user, please ensure that written
authority has been provided by the end user.**

When to submit an application

Applications must be submitted before the goods, for which duty relief is sought, are imported. Applications that are lodged after the goods have been imported are deemed to be retrospective and will be refused.

Applicants should discuss their applications with an AusIndustry customer service manager (CSM) before submitting them to AusIndustry. CSMs for CIM may be contacted through:

business.gov.au or by calling 13 28 46

Submitting an application

It is AusIndustry's preference that an application is lodged electronically. This will allow AusIndustry to maximise its responsiveness and allow for the efficient processing of the application. Call the contact centre on 13 28 46 if any difficulties are experienced.

When completing an application, the applicant is advised to be factual and concise in all responses. All questions must be answered and fields within questions marked "*" are mandatory.

While applications, including attachments, may be lodged electronically, for legal reasons, one signed hard copy of the application should be forwarded to The Programme Manager, Certain Inputs to Manufacture, GPO Box 9839, Canberra, ACT, 2601.

After submitting an application

Receipt of complete applications will be acknowledged by AusIndustry within five working days of receipt of a hard copy. Where an application is incomplete, AusIndustry will ask the applicant to provide further information so as to complete the application. If the applicant fails to provide the further information requested, AusIndustry will process the application on the basis of the information available to it and may, thereafter, refuse the application.

Applications will be dealt with in accordance with the [business.gov.au Customer Service Charter](#).

When a decision has been made about an application, the CSM will contact the applicant.

Parts of this application

1. Part A concerns information about the principal applicant.
2. Part B concerns information about the goods for which a tariff duty concession is being sought.
3. Part C concerns the policy criteria.
4. Part D lists attachments to the application.
5. Part E is the declaration and should be completed by the principal applicant or by an employee of the principal applicant who is properly authorised to commit the principal applicant.

Notes on file attachments

File attachments are only required if requested as part of an application, or if they support the application against policy and merit criteria. The application form contains a list of required attachments that may substantiate or strengthen an application against specific questions. File attachments should relate to specific questions within the application.

When sending attachments by post, please ensure they clearly identify the application to which they belong.

- a. Copy attachments to either
 - i. compact discs - CD/DVD or
 - ii. print out two hard copies.
- b. Post to:
The Programme Manager
Certain Inputs to Manufacture
GPO Box 9839
Canberra ACT 2601

Part A – Applicant Information

A1 Which of the following accurately describes the applicant?

Entity type* (Please tick the appropriate entity type)

- Individual
- Sole Trader
- Partnership
- Body Corporate
- Any other unincorporated association or body of persons
- Trustee applying on behalf of a trust
- Other

If other, please specify

A2 Name of Applicant

All applicants (*where applicable*):

Trading names (*if trading under a name other than the registered name*)

If company or other business entity

Legal/registered name

If individual

Title (Mr; Mrs; Ms; Dr; Professor; Associate Professor; Other)

Given name

Other name(s)

Family name

Date of birth (dd/mm/yyyy)

A3 Applicant Business Registrations (*where applicable*)

Australian Company Number (ACN)

Australian Business Number (ABN)

ABN Branch Number (if applicable)

Is the applicant registered for GST?*Yes

Overseas Entities (*where applicable*)

If the applicant is an overseas entity, please provide an Australian Registered Business Number (ARBN):

If the applicant is an overseas entity, please provide an Australian Registered Business Number (ARBN):

If an ACN, ABN or ARBN, not supplied please provide a reason

A4 Applicant Addresses

Registered Business street address (head office)

Address Line 1*

Address Line 2

Address Line 3

Suburb/Town*

If **Other**, please specify

Postcode

Country*

Business postal address (head office)

Is this address the same as the Business street address above?* Yes

(If **No**, please complete the following)

Address Line 1*

Address Line 2

Address Line 3

Suburb/Town*

If **Other**, please specify

Postcode

Country*

Project/Activity street address (for this application)

Is this address the same as the Business street address above?* Yes

(If **No**, please complete the following)

Address Line 1*

Address Line 2

Address Line 3

Suburb/Town*

If **Other**, please specify

Postcode

Country*

Website address (where applicable)

Business e-mail address (where applicable)

A5 Applicant's Ultimate Holding Company (where applicable)

Legal/registered name

Country of incorporation

A6 Applicant's Core Business

What is the applicant's Australian and New Zealand Standard Industrial Classification (ANZSIC) code? Please refer to the [ANZSIC codes list](#):

What is the applicant's core business?*

A7 Applicant's Financials (for the last financial year)

Reporting period end date (dd/mm/yyyy)

Annual turnover (\$)

Number of employees/contractors (full time equivalents)

A8 Applicant's Primary Contact (for this application)

Title (Mr; Mrs; Ms; Dr; Professor; Associate Professor; Other)

Given name

Other name(s)

Family name

Job title* (Chief Executive Officer; Company Secretary; Managing Director; Director; Financial controller/Accountant; Partner; Manager; R&D Manager; Business Development Manager; Other)

Contact Details

Preferred method for correspondence* (E-mail; Phone; Letter) Phone

Office telephone number

Mobile telephone number

Office fax number

E-mail address

Street Address

Is the contact's street address the same as the applicant's street address?*

(If **No**, please provide a street address below)

Address Line 1*

Address Line 2

Address Line 3

Suburb/Town*

If **Other**, please specify

Postcode

Country*

Postal Address

Is the contact's postal address the same as the applicant's postal address?*

(If **No**, please provide a postal address below)

Address Line 1*

Address Line 2

Address Line 3

Suburb/Town*

If **Other**, please specify

Postcode

Country*

Contact's relationship to Applicant

Is the applicant the contact's employer?*

(If **No**, please complete the following)

Name of employer

Australian Business Number (ABN) of employer

Part B – Goods Description

- B1** What is your Customs Client Identifier?
- B2** Identify the item number against which a concession is being sought. Item 46
- B3** Name the goods for which concessional entry is being sought.
- B4** Provide a clear description of the goods in the form that they are to be imported. Attach any relevant written and illustrative descriptive material, and technical drawings.
- B5** What is the end product to be produced using these goods?
- B6** Provide details on how the goods are to be used as inputs into a manufacturing process undertaken in Australia.
- B7** Provide the Tariff classification of the goods.
- B8** Provide details and/or copies of relevant applications for Tariff Advice.
- B9** What is the expected customs value (A\$) of the imported goods per annum?
- B10** Is the applicant the end user of the goods? Yes

If the application is being made on behalf of end users of the goods, and not for the exclusive end use of the applicant, the applicant should complete the end user details in the following two tables and include written authority from end users to apply on their behalf.

Part B10 – End User Details Attachment

Please complete the following two tables:

Table 1: End users: business information

Trading Name	ABN/ACN	Core Business	Estimated annual Contract for purchase of the good. \$000's	Street Address	Suburb/Town	State/ Territory	Post code

Table 2: End users: contact details

Please enter details for each user listed in Table 1

Business names and contact details

Trading Name (of Business)	Legal/ registered name	Position (of contact person)	Given Name	Family Name	Phone number	Email address

B11 What is the duty rate and expected annual customs duty payable (without a concession)?

a) duty rate percent

b) expected annual customs duty payable (A\$) (without a concession)

B12 What are the proposed shipping arrangements?

B13 What will be the source of supply and country of origin?

B14 Provide details and/or copies of any Tariff Concession Order (TCO) application refused.

B15 Provide details and/or copies of written advice from the Industry Capability Network (ICN) detailing Australian manufacturers of substitutable goods.

B16

Part C – Policy Criteria

Before completing this section:

Item 46 applicants should familiarise themselves with the requirements of Attachment A of the *CIM Policy and Administrative Guidelines*.

Item 47 applicants should familiarise themselves with Attachment B of the *CIM Policy and Administrative Guidelines*.

C1 Attach an independent technical assessment detailing the performance advantage of the imported raw materials or intermediate goods (identified in B2) in producing the specific end product (identified in B4) over Australian-produced goods.

The assessment must include:

- The names of Australian suppliers or manufacturers used in the comparison as supported by evidence from the ICN; and
- The relevant qualifications of the independent technical expert undertaking the technical assessment.

The assessment must also include the following declaration by the person undertaking the assessment:

“I have made appropriate inquiries and to the best of my knowledge neither I nor my relatives, associates and acquaintances have any personal, business or professional interests in the party that has engaged me to do the assessment and I am not aware of any other factor that would give rise to a real or apparent conflict of interest in relation to that party, having regard to my duties as an independent technical assessor”.

Part D – Attachments to the application

The following documents, where applicable, must accompany this application form. Please ensure that the attachments clearly identify the application to which they belong.

List of attachments to the application

- | | |
|--|---|
| D1. Description of goods (see question B4). | <input type="checkbox"/> Attached to this application <input type="checkbox"/> Not applicable |
| D2. Application for Tariff Advice (see question B8.) | <input type="checkbox"/> Attached to this application <input type="checkbox"/> Not applicable |
| D3. End user details (see question B9). | <input type="checkbox"/> Attached to this application <input type="checkbox"/> Not applicable |
| D4. Authority to apply on behalf of an end user (see question B9). | <input type="checkbox"/> Attached to this application <input type="checkbox"/> Not applicable |
| D5. Tariff Concession Order refusal (see question B14). | <input type="checkbox"/> Attached to this application <input type="checkbox"/> Not applicable |
| D6. Industry Capability Network advice (see question B15). | <input type="checkbox"/> Attached to this application <input type="checkbox"/> Not applicable |
| D7. Other supporting information (see question B17). | <input type="checkbox"/> Attached to this application <input type="checkbox"/> Not applicable |
| D8. Independent Technical Assessment (see question C1). | <input type="checkbox"/> Attached to this application <input type="checkbox"/> Not applicable |

Part E – Declaration

Authorised person declaration

I/the applicant declare/s that

- The information contained in this application together with any statement attached is, to the best of my/the applicant's knowledge, true, accurate and complete in all material particulars.
- I/the applicant have/has maintained and will maintain for at least 5 years all records that substantiate that I/the applicant am/is carrying on or have/has carried on the activities in respect of the good in accordance with the information in this application form.
- I/the applicant have/has read items 46 & 47 of Schedule 4 of the *Customs Tariff Act 1995* and the *Certain Inputs to Manufacture Policy and Administrative Guidelines* and understand all my/its obligations under them.
- I/the applicant have/has the written authority, where relevant, of end users to make an application on their behalf.

I/the applicant understand/s that

- AusIndustry may ask me/the applicant to provide clarification, further information or documentation in order to verify the information supplied in this application form.
- It is a serious offence under the *Customs Act 1901* to make a statement to a delegate of the Chief Executive Officer of Customs that is false or misleading in a material particular.

E1 Application signatory details

Are you the applicant or an employee of the applicant?*

(If **No**, please also complete question E2, External entity details.)

Title (Mr; Mrs; Ms; Dr; Professor; Associate Professor; Other)

Given name

Other name(s)

Family name

Job title* (Chief Executive Officer; Company Secretary; Managing Director; Director; Financial controller/Accountant; Partner; Manager; R&D Manager; Business Development Manager; Other)

E2 External entity details

All external entity signatories

Trading name (where trading under another name)

If company or other business entity

Legal/registered name

If individual or no ABN

Date of birth (dd/mm/yyyy)

Contact details

E-mail address

E3 Signature*

Date*

***Indicates a required field**

Applicant Feedback

AusIndustry requests that the following questions be answered to assist in meeting its customer service obligations. Please note that the answers to these questions are not compulsory and do not form part of the application or assessment process.

How did the applicant find out about the Certain Inputs to Manufacture Program? (One or more may be selected.)

- newspaper/magazine article
- advertisement
- internet
- direct mail/e-mail
- industry group
- word of mouth
- AusIndustry staff
- Hotline
- other (Please specify.)

Please tick this box if information about AusIndustry's products and services is not required in future.

Please provide an estimate of time taken to complete the form.

Include:

1. The time actually spent reading the instructions, working on the questions and obtaining the information.
2. The time spent by all employees in collection and providing this information.

Hours Minutes

Please check all questions to ensure that the application is complete.

Note: Applicants should only submit a final and complete application. Significant changes to the application, particularly the inclusion of new material, will not be allowed, although the Australian Government may allow an applicant to make minor corrections to the application.