



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 Customer Information Guide* – available at [business.gov.au](http://business.gov.au), or call the Contact Centre on **13 28 46**.

Send your *Tradex* application to your local AusIndustry Office – for details, call the Contact Centre on **13 28 46** or visit [business.gov.au](http://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*.

## Before you Begin

### **About AusIndustry**

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

### **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 visiting [business.gov.au](http://business.gov.au) or phoning the AusIndustry Contact Centre on **13 28 46**.

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)**

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

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

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**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?**

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**7 What is your core business?**

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**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)**

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**11 Business email address (if you have one)**

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**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 ↓

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**17 Preferred method of contact (tick one only)**

<input type="checkbox"/> Email	<input type="checkbox"/> Phone	<input type="checkbox"/> Letter
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**18**

Contact Phone	
Contact Mobile	
Contact Fax	

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

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**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?**

<input type="checkbox"/> No ⇒ go to point 23
<input type="checkbox"/> Yes ⇒ Order Number <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>

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

<input type="checkbox"/> No
<input type="checkbox"/> 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?**

<input type="checkbox"/> No	<input type="checkbox"/> Yes ↓
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If 'Yes', you are not eligible for a Tradex Order. Do not send this application.



## 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 Customer Information Guide* 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 2018* ("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"/>	

Email your application to [Tradex@industry.gov.au](mailto:Tradex@industry.gov.au)  
For additional information please visit [business.gov.au](http://business.gov.au) or call the Contact Centre on **13 28 46**.

\*For more information call the Contact Centre on 13 28 46 or visit [business.gov.au](http://business.gov.au)