

OFFICE USE ONLY

Received via:

Initials & Date:

Complete this form if you want to give the NSW Department of Primary Industries - Aquaculture the authority to deal with you electronically.

1. Customer details

Customer details	Give details in space provided
Name of customer (or company name if applicable)	
Customer number	D9
Mailing address of customer	Address Suburb State Postcode
Physical address of customer (cannot be a PO Box)	Address Suburb State Postcode

2. Add e-customer status

By ticking this box, you authorise NSW DPI - Aquaculture to provide the following documentation that is associated with the above customer electronically (instead of hard copies in the mail) to all email addresses nominated below:

- All formal and informal notices, authorities (e.g. aquaculture permits), correspondence and other instruments issued, as allowed for under the *Electronic Transmissions Act 1999* and *Fisheries Management Act 1994*.

Add e-customer status

Nominated email addresses for e-correspondence:

If there is an email address currently listed on NSW DPI's system that is not nominated below, this email address will be removed from the customer contact details.

Email contact	Give details in space provided
Primary contact	Email address: Contact person:
Additional contact	Email address: Contact person:

3. Remove e-customer status

By ticking this box, you revoke the authorisation previously provided for NSW DPI - Aquaculture to deal with the above customer via electronic means. The department may continue to communicate with you electronically regarding informal matters. However, all formal notices, documents and aquaculture permits will be sent to you as hard copies in the mail via the address NSW DPI has on file.

<input type="checkbox"/> Remove e-customer status

4. Customer declaration

All individuals associated with the customer must sign the declaration.

If the customer is a company, the declaration must be signed by two directors, or one director and a secretary. If the company is a sole director/secretary company, then the sole director must state next to their name that they are the “sole director and secretary”.

If the customer is a partnership, all partners must sign.

I/We, the undersigned:

- Authorise the addition or removal of the e-customer status as indicated above.
- If adding the e-customer status, agree to transact electronically with NSW DPI, and to receive formal and informal notices, authorities, correspondence and instruments issued electronically from NSW DPI, as allowed for under the *Electronic Transmissions Act 1999* and *Fisheries Management Act 1994*.
- Are authorised to make this application.
- Acknowledge that all the information provided in this application is true and correct.
- Understand that giving false or misleading information is a serious offence.

Name	Signature	Date

5. Submitting your application

- Mail: NSW Department of Primary Industries, Locked Bag 1, Nelson Bay NSW 2315
- Email: aquaculture.administration@dpi.nsw.gov.au
- Telephone enquiries: Aquaculture Administration, 02 4916 3900

Privacy Collection Notice

Information collected on this application is subject to the *Privacy and Personal Information Protection Act 1998*. You must provide the information for NSW Department of Primary Industries – Fisheries to assess the application and to administer aquaculture leases and permits under the *Fisheries Management Act 1994*. Information collected will be stored securely within the FishOnline system and NSW DPI’s records management system, to which only authorised personnel have access.

NSW DPI – Fisheries may use the information and disclose it to authorised agencies by way of a Memorandum of Understanding, for related administration, regulation, research, and statistical reporting purposes. For example, but not limited to, purposes such as biosecurity matters, licensing with other agencies, industry extension and grant applications. The information may be pooled in a manner not identifying individuals to form industry-based statistics. Information collected may be publicly available on the NSW register of aquaculture permits in accordance with section 154 of the *Fisheries Management Act 1994*. Information collected may also be subject to other lawful requests for information such as subpoenas or GIPA (Government Information Public Access) requests. Section 19(2)(h) of the *Privacy and Personal Information Protection Act 1998* allows the disclosure of information when permitted or required by an Act (including an Act of the Commonwealth) of any other law.

Any email addresses collected may be used to electronically serve instruments if the customer has agreed to receive documentation from NSW DPI electronically. Information collected will be destroyed when no longer required. You may access or correct your information by contacting NSW DPI, Aquaculture Administration, Locked Bag 1, Nelson Bay NSW 2315, or via email aquaculture.administration@dpi.nsw.gov.au. For more information, please refer to Regional NSW Privacy Statement at regional.nsw.gov.au/privacy and Regional NSW Privacy Management Plan at regional.nsw.gov.au/privacy/privacy-management-plan.