

OFFICE USE ONLY

Received via: _____

Initials and date: _____

Complete this form if:

1. you want to sign up to be an e-customer, or
2. you are an e-customer and want to update the email addresses you have previously nominated.

As an e-customer, you authorise for the Department to send all aquaculture documentation to you electronically (instead of paper copies in the mail). This includes, but is not limited to, all formal and informal notices, authorities (for example, aquaculture permits), invoices and debt notices, correspondence and other instruments issued, in line with the *Electronic Transactions Act 2000* and the *Fisheries Management Act 1994*.

You can opt of being an e-customer at any time via email via aquaculture.administration@dpiird.nsw.gov.au.

1. Customer details

Customer details	Give details in space provided
Name of customer	
Customer number	D9

2. Nominated email addresses

The Department will correspond with you electronically using the email addresses you nominate. These will be the only email addresses the department will keep on file.

Email contact	Give details in space provided
Contact 1	Email address: Contact person:
Contact 2 (optional)	Email address: Contact person:

3. Nominated billing email address (optional)

You may nominate ONE email address for billing purposes. If you don't, the primary contact nominated above will be used for billing purposes. Formal notices relating to overdue accounts will not be sent to the billing email address.

Email contact	Give details in space provided
Billing contact	Email address: Contact person:

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 company, then the sole director must sign.

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

I/we, the undersigned:

- Agree to be an e-customer. This involves transacting electronically with the Department, receiving formal and informal notices, authorities, correspondence and instruments issued electronically, under the *Electronic Transactions Act 2000* and *Fisheries Management Act 1994*.
- Understand that some correspondence may continue to be sent to our mailing address in paper form.
- Are authorised to make this request.
- Acknowledge that all the information provided in this form is true and correct.
- Understand that giving false or misleading information is a serious offence.

Name	Signature	Date

5. Submitting your form

- Mail: DPIRD Fisheries, Locked Bag 1, Nelson Bay NSW 2315
- Email: aquaculture.administration@dpird.nsw.gov.au

Privacy collection notice

Your information is being collected by the Fisheries division of NSW Department of Primary Industries and Regional Development (the Department), Taylors Beach Road, Taylors Beach NSW 2315 for the purpose of managing the NSW aquaculture industry in line with the *Fisheries Management Act 1994 (FM Act 1994)*. Information collected on this application form is subject to the *Privacy and Personal Information Protection Act 1998 (PPIP Act 1998)*. You must provide the information for the Department to assess the application and to administer aquaculture leases and permits under the *FM Act 1994*. Information collected will be stored within the FishOnline system, as well as finance and records management systems, to which only authorised personnel have access. The information will be destroyed when no longer required.

The Department may use the information and disclose it to other authorised government or private sector agencies for related administration, regulation, research, and statistical reporting purposes. This may include, but is not limited to, purposes related to biosecurity matters, licensing with other agencies, industry extension and grant applications. Information collected may be disclosed to the Department of Planning, Housing and Infrastructure, who provides the Department with a financial service, or to an external debt collection agency for debt collection purposes when an overdue debt is payable under the *FM Act 1994* or the *Fisheries Management (Aquaculture) Regulation 2024*. Information collected may also be subject to other lawful requests for information such as applications under the *Government Information (Public Access) Act 2009* or subpoenas. The information may be pooled in a manner not identifying stakeholders to form industry-based statistics. Information collected may be publicly available on the NSW register of aquaculture permits in line with section 154 of the *FM Act 1994*.

Any email addresses collected may be used to electronically serve instruments if the customer has agreed to receive documentation electronically. You may access or correct your information by contacting the Department via Aquaculture Administration, Locked Bag 1, Nelson Bay NSW 2315, or via email aquaculture.administration@dpird.nsw.gov.au. For more information, please refer to the Department's [Privacy Statement](#) and [Privacy Management Plan](#).