



Complete this form if you wish to access the AquaDirect online system.

AquaDirect is a secure online self-service business system built specifically to provide aquaculture business owners and their appointed agents with access to their business information and transactions 24 hours a day.

If you require any assistance completing this form, please contact Aquaculture Administration on 02 4916 3900 during business hours (Monday to Friday 8.30 am to 4.30 pm excluding public holidays).

Alternatively, you can refer to DPI webpage: [FishOnline - AquaDirect \(nsw.gov.au\)](http://FishOnline - AquaDirect (nsw.gov.au))

1. Your details

All fields are required.

Details required	Give details in space provided
Your name	
Mailing address for all correspondence	Address
	Suburb
	State Postcode
Preferred contact	Contact Person
	Home/Work/Mobile no.
	SMS alerts (if mobile provided above) <input type="checkbox"/> Yes <input type="checkbox"/> No
	Email
Email <i>This will be used as your AquaDirect username and therefore can only be used by one user</i>	

2. Declaration

By signing below, I agree that:

- I have read and agreed to the FishOnline - AquaDirect Terms and Conditions of Use. FishOnline – AquaDirect Terms and Conditions of Use are available on the NSW DPI website at [Terms and Conditions \(nsw.gov.au\)](#).
- I accept full liability for any transactions arising from my use of FishOnline AquaDirect and understand that I am liable for the actions of any agents that I appoint to operate on my behalf on the FishOnline AquaDirect system.
- I agree to transact electronically with NSW DPI, in accordance with NSW DPI requirements, and to receive formal notices electronically from NSW DPI, as allowed for under the *Electronic Transmissions Act 1999*.
- The information provided on this form is to the best of my/our knowledge true and accurate.
- I understand that giving false or misleading information is a serious offence.

Name	Signature	Date

3. How to submit your application

Please email your completed application form to aquaculture.administration@dpi.nsw.gov.au
Scanned copies or screenshots (photos) of the application form will be accepted.

4. What will happen next?

Your application will be processed and your AquaDirect account will be created. Notification of the account creation will be sent to the email address you have provided above. It will come with instructions on how to access and log into the AquaDirect system.

5. Is there anything else you need to do?

You may need to complete an [AquaDirect Agent Authorisation Form](#) if you wish to access an aquaculture account that is not in your individual name e.g. a company or partnership account. Note you will require the following authorisations to access these accounts:

- Partnership account: all persons attached to the account
- Company account: two directors of the company

Privacy Collection Notice

Information collected on this application is subject to the *Privacy and Personal Information Protection Act 1998*. You must provide the information in order for NSW Department of Primary Industries (NSW DPI) to assess the application. 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 may use the information, and disclose it to authorised agencies by way of a Memorandum of Understanding (MOU), for related administration, research and statistical reporting purposes. 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. 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 <https://www.regional.nsw.gov.au/privacy> and Regional NSW Privacy Management Plan at <https://www.regional.nsw.gov.au/privacy/privacy-management-plan>.