

## OFFICE USE ONLY

Received via: \_\_\_\_\_

Initials and date: \_\_\_\_\_

Complete this form if you want to authorise an individual to be set up as an agent, who can transact on your behalf in the AquaDirect online system.

AquaDirect is a secure online self-service business system built specifically to provide aquaculture lease and permit holders, as well as their appointed agents, with online access to their business information and transactions. For more information, refer to [FishOnline - AquaDirect \(nsw.gov.au\)](https://nsw.gov.au/fishonline/aquadirect)

If you need assistance with this form, contact Aquaculture Administration on 1300 603 845 during business hours or email [aquaculture.administration@dpird.nsw.gov.au](mailto:aquaculture.administration@dpird.nsw.gov.au).

## 1. Your details

Provide your details as the aquaculture customer (may be an individual, partnership or company).

Details required	Give details in space provided
<b>Your customer name</b> <i>Can be an individual, partnership or company</i>	
<b>Your customer account</b> <i>The account that the agent/s will have online access to</i>	D9 _____
<b>Mailing address</b>	Address  Suburb  State _____ Postcode _____
<b>Preferred contact person</b>	
<b>Phone number for preferred contact</b>	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile  Number: _____ If a mobile is provided, do you authorise for the mobile number to be used for SMS alerts? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Email address for preferred contact</b>	

## 2. Your agent/s

Provide details of the individual/s who you want to give authority to access your aquaculture account on AquaDirect.

Name of the agent <i>Must be an individual</i>	Their email address <i>This will be used as their username login</i>

If you want to set up multiple agents for your aquaculture account, you may provide additional agent details below. Otherwise skip this section.

Name of the agent <i>Must be an individual</i>	Their email address <i>This will be used as their username login</i>

## 3. What permissions do you want to give to the agent/s?

All agents listed above will be given the same level of access. If you would like to set up different permissions for multiple agents, you will need to submit a separate form for each agent.

<input type="checkbox"/> <b>View details</b> Allows the agent/s to view all your account, permit, farm and lease holding details.
<input type="checkbox"/> <b>Complete production returns</b> Allows the agent/s to view your previous production returns and submit future production returns on your behalf.
<input type="checkbox"/> <b>Manage agents</b> Allows the agent/s to manage their (and any other agent's) access to your online account. This includes the ability to set up and assign any of these permissions to new agents, to revoke and/or to vary another agent's access to your account.
<input type="checkbox"/> <b>Complete transactions</b> Allow the agent/s to complete online transactions on your customer account, lease and permit holdings (for example, to renew a lease online).

## 4. Declaration

### Who is required to sign the declaration?

The customer who is authorising the above agent/s to have access to their AquaDirect online account. If the customer is a company or a partnership, the following persons must sign:

- For a partnership, all partners must sign.
- For a company, two directors must sign (unless it is a sole director company).

**By signing this declaration, I/we:**

1. Am/are authorised to make this application.
2. Agree that we have read and agree to the FishOnline - AquaDirect [Terms and Conditions](#).
3. Agree to transact electronically with the Department, and to receive formal and informal notices, authorities, correspondence and instruments issued electronically, under the *Electronic Transmissions Act 1999* and *Fisheries Management Act 1994*.
4. Understand the permissions that have been assigned to the authorised agents and agree to have these person/s act on my/our behalf accordingly.
5. Understand that I/we are bound by all acts or omissions of the authorised agent/s that have been appointed to operate on my/our behalf, until written notice or revocation of the agent/s authority is received by the Department.
6. Acknowledge that all the information provided in this form is true and correct.
7. Understand that giving false or misleading information is a serious offence.

Name	Signature	Date

## 5. How to submit your form

- Mail: DPIRD Aquaculture Administration, Locked Bag 1, Nelson Bay NSW 2315
- Email: [aquaculture.administration@dpird.nsw.gov.au](mailto: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](mailto:aquaculture.administration@dpird.nsw.gov.au). For more information, please refer to the Department's [Privacy Statement](#) and [Privacy Management Plan](#).