

Complete this form if you wish to authorise an individual person to be an agent on your behalf in 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.

1. The agent details

The agent is the person you wish to give authority to access your aquaculture account on AquaDirect. All fields are required.

Name of the agent <i>Must be an individual</i>	The agent's email address

2. What aquaculture account do you want the agent to have access to?

Please contact Aquaculture Administration on 02 4916 3900 if you require help in working out what aquaculture account the agent may require access to.

Account number	Account Name
D9 _____	

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

<input type="checkbox"/> View Details Allows the agent to view all your account details, permit, farm and lease holdings
<input type="checkbox"/> Complete Production Returns Allows the agent to view your production returns and submit these returns on your behalf
<input type="checkbox"/> Manage Agents IMPORTANT: By ticking the Manage Agent box you are allowing the agent to self-manage the delegated functions of your online account, including the ability to sub-delegate all or any of the above functions to another person, and to revoke or vary another person's appointment/delegated functions.

4. Declaration

Who is required to sign the declaration?

The aquaculture account holder(s) who is authorising the above agent to have access to their AquaDirect online account.

If the account holder is a company or a partnership, the following persons must sign:

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

By signing below, I/we declare that:

- I have read and agree 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/we have the authority to sign this form on behalf of any parties, shareholders, or other parties with an interest in the authorities listed in this application.
- As the party authorising the agent, I/we understand the authorisations I/we have assigned to the authorised agent and agree to have this person act on my/our behalf accordingly.
- I/we am liable for the actions of any agents that I appoint to operate on my behalf on the FishOnline - AquaDirect system.
- I/we will be bound by all acts or omissions of the FishOnline - AquaDirect agent I/we have authorised, until written notice or revocation of the FishOnline - AquaDirect agent's authority is received by NSW DPI.
- As a permit or leaseholder, I/we 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*. For e-correspondence, NSW DPI will use the email address(es) it has on record for the account holder.
- The information provided on this form is to the best of my/our knowledge true and accurate.
- I/We understand that giving false or misleading information is a serious offence.

Name	Signature	Date

5. How to submit your form

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.

6. What will happen next?

Your application will be processed and the above agent will be provided with access to your AquaDirect online account.

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>.