



# Re-mail Reporters Application for Registration

- **Approved Form for the purpose of Section 67F of the *Customs Act 1901***

## About This Application Form

- This application form is for registration as a re-mail reporter.
- This form is to be used as a cover sheet for your application. Attach your answers to the questions, together with attachments (*if any*), to this form and sign as indicated.
- We require the requested information under section 67F of the *Customs Act 1901 (Customs Act)* in order to assess your application for registration as a re-mail reporter. The information you give may be disclosed to other Commonwealth agencies in accordance with Part 6 of the *Australian Border Force Act 2015*.
- Address your application to:

Assistant Secretary  
Import Export Policy, Trade and Customs Branch  
Department of Immigration and Border Protection  
5 Chan Street  
Belconnen ACT 2617

## Certification

I hereby apply for registration as a re-mail reporter in accordance with section 67F of the Customs Act.  
I certify that the information contained in this application, which consists of the following attachments:

- Attachment A: answers to questions 1 to 2,
- Attachment B: copy of documentation requested at question 1.3,
- Attachment C: consent letters of personnel referred to at question 1.4,
- Attachment D: copy of documentation requested at questions 1.6,
- Attachment E: company search details requested at questions 1.7,

is true and correct.

\_\_\_\_\_  
Date: \_\_\_\_\_

(Signed in accordance with your business's Partnership Agreement or company's Articles of Association)

## Date of Lodgement

Date application received by an authorised officer

## 1. ABOUT THE APPLICANT

This section asks you to answer some questions about your company/business.

Please provide the following details:

- 1.1 **Full name, address and ABN number of the applicant.**
- 1.2 **The name and phone number of a senior company official who may be contacted in relation to this application.**
- 1.3 **If the applicant is a company, a copy of the applicant's Certificate of Registration of a Company or Certificate of Registration of a Foreign Company or if the applicant is a partnership, a copy of the Partnership Agreement.**
- 1.4 **The name, address (residential and business), and date of birth of the following persons:**
  - if the applicant is a natural person, that person;
  - if the applicant is a partnership, the partners;
  - if the applicant is a company, any director, officer or shareholder of the company who will participate in the management of the affairs of the applicant;
  - employees who will participate in the making cargo reports in relation to re-mail items under section 64AB.

**Applicants should be aware that persons nominated in response to this question will be the subject of a police records check. The information is used to satisfy the requirement that the nominees are "fit and proper" persons for the purposes of section 67H of the Customs Act. In accordance with privacy legislation each person nominated will be required to complete a consent form as attached.**

**If a person chooses not to submit a consent form through you, he/she may return it directly to the Department of Immigration and Border Protection the Department at the address on the front of this application.**

**Should a consent form not be forthcoming from a person nominated by you, the Department of Immigration and Border Protection must take this into account when assessing your application. The failure of an individual to give consent may result in the rejection of your application because the Comptroller-General of Customs cannot determine whether that individual is a "fit and proper" person.**

- 1.5 **In such circumstances the Department of Immigration and Border Protection cannot disclose to you the identity of the person concerned. If the applicant is a company, the street address and postal address of:**
  - the registered office of the applicant company in the State or Territory from which the application will be made; and
  - the head office of the applicant company if the application is not made in the State or Territory where it is located;
- 1.6 **If the applicant is a company, an outline of the shareholding in the applicant company.**
- 1.7 **Formal company search details of the applicant company (as provided by the Australian Securities and Investments Commission - [www.asic.gov.au](http://www.asic.gov.au)).**
- 1.8 Do you have a Depot Licence (*i.e. licenced under section 77G of the Customs Act*)? If your answer is "yes" list the name of the depot, its establishment code and licence number.

## 2. REPORTING RE-MAIL ITEMS

**All cargo arriving in Australia must be reported to the Department of Immigration and Border Protection in accordance with section 64AB of the Customs Act .**

**For the purposes for this Scheme, a "re-mail item" in relation to a ship or aircraft is defined as an item of cargo carried on the ship or aircraft, in respect of which all of the following apply:**

- the item is packaged in an addressed envelope, of paper or other material, whose length plus width does not exceed 80cm;
  - the item consists only of paper;
  - the item and packaging weigh no more than one kilogram;
  - the item either has no commercial value or is a publication in respect of which the following apply:
    - i. the publication is sent from overseas to the addressee as a subscriber to the publication;
    - ii. the subscription is made by a direct dealing with the consignor by either the addressee or another person arranging a gift subscription for the addressee;
    - iii. the value of the publication does not exceed \$1,000; and
  - the item is not mail;
  - the item is not or does not contain prohibited goods;
  - there is no individual document of carriage for the item;
  - the item was consigned on the ship or aircraft by the consignor with other items to different consignees.
- 2.1 If you propose to report re-mail electronically, can you meet the information technology requirements determined by the Comptroller-General of Customs under section 126DA of the Customs Act (*available at [www.border.gov.au](http://www.border.gov.au)*).
  - 2.2 Do you currently import re-mail items to Australia?
  - 2.3 Do you have information or access to information relating to re-mail items intended to be landed in Australia that will allow you to be able to report those items at a level of specificity below the level of sub master air waybill or ocean bill of lading?