

# Application Form – Tradex Scheme

## About the Tradex Scheme

The Tradex Scheme offers approved Tradex order holders up-front exemptions from customs duty and goods and services tax (GST) on eligible imported goods which are intended for export. Details about the program can be found by reading the *Tradex Scheme Act 1999* and the Tradex Scheme Regulations 2018 and the [Tradex Guidelines](https://business.gov.au/-/media/grants-and-programs/tradex/tradexschemeapplicationfortradexorder-docx.docx?sc_lang=en&hash=BFFE540331AB1D3AC9C3329452A96CF1)

For more information visit [business.gov.au](https://business.gov.au/grants-and-programs/tradex-scheme), call **13 28 46** or email [tradex@industry.gov.au](mailto:tradex@industry.gov.au).

## Before applying.

You should familiarise yourself with the Tradex Legislation and the Tradex Guidelines **before** completing your application to determine your eligibility and legal obligations if you are issued a Tradex Order. You are also encouraged to seek independent advice from your Broker, Accountant or Lawyer to ensure you meet the requirements and obligations to apply for and hold a Tradex Order.

## When to apply

To secure the benefits of the Tradex scheme, you must hold a Tradex order **before** you import your goods. You can't use your Tradex order on imports you've already received. Once your Tradex Order application has been approved, you can add, remove or change the description of the nominated goods covered by your Tradex Order by completing a [variation application form](https://business.gov.au/-/media/grants-and-programs/tradex/tradex-scheme-application-for-variation-of-tradex-order-word.docx?sc_lang=en&hash=CDB02132E7BE421DF320B6B317164642) and emailing it to [tradex@industry.gov.au](mailto:tradex@industry.gov.au). If you intend to add nominated goods to your Tradex Order, these must be added and approved before the goods are imported.

You may contact the department before submitting your application to discuss your application by calling 13 28 46 or emailing [tradex@industry.gov.au](mailto:tradex@industry.gov.au).

## How to apply

Completed applications can be submitted by email to [tradex@industry.gov.au](mailto:tradex@industry.gov.au).

When completing the application, be factual and detailed in all responses. All questions must be answered.

If you need more space to include extra information, attach a separate sheet to your application.

The application form contains a list of required attachments that may substantiate or strengthen your application against specific questions. File attachments should relate to specific questions within the application.

## After submitting an application

The department will acknowledge receipt of your application within five working days.

The assessment process can take up to 40 days after all the required information has been provided by you. The following actions can help fast track the assessment process of your application:

* ensure all required sections of the application form are correctly completed and supporting documentation is included,
* ensure the applicant applying for the Tradex order is a registered importer with the Australian Border Force (ABF) in the Integrated Cargo System (ICS). The entity name and ABN (if applicable) registered with ABF must match the name on the Tradex order application form,
* promptly respond to email and phone enquiries from the department; and
* provide additional information and documentation as requested.

Where an application is incomplete, the department will ask you to provide further information. If you do not provide the further information requested, the department will process the application based on the information available and may refuse the application.

When a decision has been made about your application, the department will contact you to advise the outcome of your application.

## Privacy and personal information

Protecting your confidential information is important to us. The confidentiality of information provided to us is protected by the relevant provisions in the *Public Service Act 1999*, the Public Service Regulations, the *Privacy Act 1988* and the *Criminal Code*, as well as the general law. Further information about how we protect your privacy can be found on the [department’s website.](https://www.industry.gov.au/publications/privacy-policy)

## Part A –Eligibility Self Check

### Describe how your proposed Tradex import and export transactions meet the aim of the Tradex Scheme: to strengthen Australia’s competitiveness as a trading nation.

Click to enter text.

### Do you intend to export the nominated goods you are applying for?

Yes\*

No

Section 5 paragraph (1) of the Tradex Scheme Act

The [core criteria](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#core_criteria)for the making by a [person](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#person) of an application for, or an application for a variation of, a [tradex](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html" \l "tradex_order) [order](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#tradex_order) are:

1. that the [person](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#person) intends to import [nominated goods](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#nominated_goods) that are to be subsequently exported

### Are the nominated goods eligible?

Yes\*

No

Section 4 of the Tradex Scheme Act

**Eligible goods** means goods other than:

1. goods intended for sale in an establishment that offers goods for sale free of duties of customs and other taxes; and
2. goods which, if they were produced in Australia, would be subject to duties of excise

### Do you have adequate record keeping?

Yes\*

No

Section 22 para (2) of the Tradex Scheme Act

The [**required records**](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#required_records) are records containing full particulars of the entry of the goods for home consumption and all subsequent dealings with, and things done in respect of, the goods by the [holder](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#holder), including particulars of:

1. any incorporation of the goods in other goods;
2. the storage of the goods, or of any goods in which they are incorporated, while they are in the possession, custody or ownership of the [holder](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#holder);
3. if the goods, or any goods in which they are incorporated, are consumed or used in Australia by the [holder](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#holder) – the consumption or use;
4. if the goods, or any goods in which they are incorporated, are disposed of, or otherwise dealt with, by the [holder](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#holder) for the purpose of being consumed or used by any other [person](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#person) in Australia – the disposal or other dealing;
5. the [exportation](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#exportation) of the goods or of any goods in which they are incorporated;
6. (f)any payment of [tradex duty](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html" \l "tradex_duty) in respect of the goods;
7. any other matters specified in the regulations.

### Are you eligible to apply for a Tradex Order?

Yes\*

No

Section 4 of the Tradex Scheme Act

A [person](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#person) is [ineligible](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#ineligible) to apply for, or to hold, a [tradex order](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html" \l "tradex_order) if:

1. where the [person](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#person) is an individual--the [person](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#person) is an [insolvent under administration](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#insolvent_under_administration); or
2. where the [person](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#person) is a body corporate--the [person](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#person) is a Chapter 5 body corporate; or
3. where the [person](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#person) is a partnership--any of the partners is an [insolvent under](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#insolvent_under_administration) [administration](http://classic.austlii.edu.au/au/legis/cth/consol_act/tsa1999134/s4.html#insolvent_under_administration) or a Chapter 5 body corporate.

## Part B – Applicant Information

### B1 Which of the following accurately describes the applicant?

#### Entity type (Please tick the appropriate entity type)

Individual

Sole Trader

Partnership

Body Corporate

Any other unincorporated association or body of persons

Trustee applying on behalf of a trust**\***

Other

|  |  |
| --- | --- |
| If **Other**, please specify | Click to enter text. |

**\*Note:** For Tradex Applications submitted on behalf of a trustee, we require you to submit a copy of the trust deed with your application

### B2 Name of Applicant

#### All applicants (where applicable):

|  |  |
| --- | --- |
| Trading names (if trading under a name other than the registered name) | Click to enter text. |

#### Is applicant an indigenous business?

Yes

No

An indigenous business is defined as an entity (including sole traders, companies or indigenous corporations) that has 51% or more of the share capital owned by Aboriginal people

#### If company or other business entity

|  |  |
| --- | --- |
| Legal/registered name | Click to enter text. |

#### If individual

|  |  |
| --- | --- |
| Title (Mr; Mrs; Ms; Dr; Professor; Associate Professor; Other) | Choose an item. |
| If **Other**, please specify | Click to enter text. |
| Given name | Click to enter text. |
| Other name(s) | Click to enter text. |
| Family name | Click to enter text. |
| Date of birth (dd/mm/yyyy) | Click to enter a date. |

#### Does the applicant operate the business from a residential address?

Yes

No

|  |  |
| --- | --- |
| If **Yes**, How long has the applicant operated the business? | Click to enter text. |

### B3 Applicant Business Registrations (where applicable)

|  |  |
| --- | --- |
| Australian Company Number (ACN) | Click to enter text. |
| Australian Business Number (ABN) | Click to enter text. |
| ABN Branch Number (if applicable) | Click to enter text. |
| Date of registration of ABN | Click to enter text. |
| Customs Client Identifier (CCID) | Click to enter text. |
| **Note:** All applicants must be registered on the Integrated Cargo System (ICS) to import Tradex nominated goods. | |
| Is the applicant registered for GST? \* | Yes  No |

#### Overseas Entities (where applicable)

|  |  |
| --- | --- |
| If the applicant is an overseas entity, please provide an Australian Registered Body Number (ARBN): | Click to enter text. |
| If an ACN, ABN or ARBN not supplied please provide a reason | Click to enter text. |

### B4 Applicant Addresses

#### Registered Business Street address (head office)

|  |  |
| --- | --- |
| Address Line 1 | Click to enter text. |
| Address Line 2 | Click to enter text. |
| Address Line 3 | Click to enter text. |
| Suburb/Town | Click to enter text. |
| State/Territory | Click to enter text. |
| If **Other**, please specify | Click to enter text. |
| Postcode | Click to enter text. |
| Country | Click to enter text. |

#### Business postal address (head office)

|  |  |
| --- | --- |
| Is this address the same as the Business Street address above? | Yes  No |

(If **No**, please complete the following)

|  |  |
| --- | --- |
| Address Line 1 | Click to enter text. |
| Address Line 2 | Click to enter text. |
| Address Line 3 | Click to enter text. |
| Suburb/Town | Click to enter text. |
| State/Territory | Click to enter text. |
| If **Other**, please specify | Click to enter text. |
| Postcode | Click to enter text. |
| Country | Click to enter text. |

#### Processing or storage street address (for this application)

|  |  |
| --- | --- |
| Is this address the same as the Business Street address above? | Yes  No |

(If **No**, please complete the following)

|  |  |
| --- | --- |
| Address Line 1 | Click to enter text. |
| Address Line 2 | Click to enter text. |
| Address Line 3 | Click to enter text. |
| Suburb/Town | Click to enter text. |
| State/Territory | Click to enter text. |
| If **Other**, please specify | Click to enter text. |
| Postcode | Click to enter text. |
| Country | Click to enter text. |

### B5 Applicant’s Ultimate Holding Company (where applicable)

|  |  |
| --- | --- |
| Entity 1. Legal/registered name | Click to enter text. |
| Country of incorporation | Click to enter text. |
| Entity 2. Legal/registered name | Click to enter text. |
| Country of incorporation | Click to enter text. |
| Entity 3. Legal/registered name | Click to enter text. |
| Country of incorporation | Click to enter text. |

### B6 Applicant’s Core Business

|  |  |
| --- | --- |
| What is the applicant’s Australian and New Zealand Standard Industrial Classification (ANZSIC) code? Please refer to the [ANZSIC code search](https://www.abs.gov.au/ausstats/abs@.nsf/Latestproducts/1292.0Search12006%20(Revision%202.0)?opendocument&tabname=Summary&prodno=1292.0&issue=2006%20(Revision%202.0)&num=&view=) on the abs.gov.au website. | Click to enter text. |
| What is the applicant’s core business? | Click to enter text. |

### B7 Applicant’s Financials (for the last financial year)

|  |  |
| --- | --- |
| Reporting period end date (dd/mm/yyyy) | Click to enter a date. |
| Sales, total revenue from the sale of goods and services | **$A**Click to enter text. |
| Number of employees/contractors (full time equivalents) | Click to enter text. |
| Exports, total revenue from export sales | **$A**Click to enter text. |
| Taxable income | **$A**Click to enter text. |
| Expenditure on R&D, expenditure on creative work undertaken on a systemic basis | **$A**Click to enter text. |

### B8 Applicant’s Primary Contact (for this application)

|  |  |
| --- | --- |
| Title (Mr; Mrs; Miss; Ms; Dr; Professor; Associate Professor; Other) | Choose an item. |
| Given name | Click to enter text. |
| Other name(s) | Click to enter text. |
| Family name | Click to enter text. |
| Job title | Click to enter text. |

#### Contact Details

|  |  |
| --- | --- |
| Preferred method for correspondence  (E-mail; Phone; Letter) | Choose an item. |
| Office telephone number | Click to enter text. |
| Mobile telephone number | Click to enter text. |
| E-mail address | Click to enter text. |
| **Note-** If your business is overseas, you must have a local contact person | |
| **Street Address**  Is the contact’s street address the same as the applicant’s street address? \* | Yes  No |

(If **No**, please provide a street address below)

|  |  |
| --- | --- |
| Address Line 1 | Click to enter text. |
| Address Line 2 | Click to enter text. |
| Suburb/Town | Click to enter text. |
| State/Territory | Click to enter text. |
| If **Other**, please specify | Click to enter text. |
| Postcode | Click to enter text. |
| Country | Click to enter text. |
| **Postal Address**  Is the contact’s postal address the same as the applicant’s postal address?\* | Yes  No |

(If **No**, please provide a postal address below)

|  |  |
| --- | --- |
| Address Line 1 | Click to enter text. |
| Address Line 2 | Click to enter text. |
| Suburb/Town | Click to enter text. |
| State/Territory | Click to enter text. |
| If **Other**, please specify | Click to enter text. |
| Postcode | Click to enter text. |
| Country | Click to enter text. |

#### Contact’s relationship to Applicant

|  |  |
| --- | --- |
| Is the applicant the contact’s employer? | Yes  No |

(If **No**, please complete the following)

|  |  |
| --- | --- |
| Name of employer | Click to enter text. |
| Australian Business Number (ABN) of employer | Click to enter text. |

#### Other contact details

|  |  |
| --- | --- |
| Business e-mail address (where applicable) | Click to enter text. |
| Website address (where applicable) | Click to enter text. |

### B8 Application Details

|  |  |
| --- | --- |
| Is the applicant currently an importer and/or exporter? | Yes  No |

#### Customs Broker details *(if you have one)*

|  |  |  |
| --- | --- | --- |
| 1. Broker’s Name and Phone | Click to enter text. | |
| 1. Broker’s Name and Phone | Click to enter text. | |
| Has the applicant applied for a Tradex Order in the past? | | Yes  No |
| Name under which the previous application was made | | Click to enter text. |
| Does the applicant have an existing Tradex Order? | | Yes  No |
| Order No | | Click to enter text. |
| If **Yes**, is there any outstanding Tradex Liability? | | Yes  No |
| **Note**: Any outstanding Tradex duty must be paid before a new Tradex order can be issued. | | |

## Part C – The goods to be imported

### C1 Is the applicant currently selling (or intending to sell) any of the nominated goods in Australia?

Yes

No

|  |  |
| --- | --- |
| If **Yes**, what is the percentage proportion between local sale and export? | Click to enter text. |

**Note** – In accordance with s21 of the Tradex Scheme Act 1999. The applicant is liable to pay Tradex duty if the goods are consumed or used in Australia.

### C2 What nominated goods do you intend to import under Tradex?

|  |  |
| --- | --- |
| [**Tariff Classification 4 digit Reference Number**](https://www.abf.gov.au/importing-exporting-and-manufacturing/tariff-classification/current-tariff/schedule-3) | **Description of Nominated Goods**  We require a full description that would allow the nominated goods to be visually identified on import and export. The tariff heading or sub-heading is not sufficient. If the goods are further processed in Australia, include a description of the end product ie, silk fabric rolls imported to manufacture dresses for export. |
| Click to enter text. | Click to enter text. |
| Click to enter text. | Click to enter text. |
| Click to enter text. | Click to enter text. |
| Click to enter text. | Click to enter text. |
| Click to enter text. | Click to enter text. |
| Click to enter text. | Click to enter text. |

**Note:** If more entries – please attach a separate sheet to the application.

### C3 What is the estimated value of the goods?

|  |  |
| --- | --- |
| **$A** Click to enter text. | Estimated value (per year) |

### C4 How much Customs Duty would normally be payable on these goods?

|  |  |
| --- | --- |
| **$A** Click to enter text. | Estimated value (per year) |

### C5 Which country(ies) will the nominated goods be imported from?

Click to enter text.

### C6 How will the nominated goods be imported? (i.e., freight, hand delivery, postal service)

Click to enter text.

## Part D – Goods Processing Information

### D1 Before being exported, will the nominated goods you propose to import under Tradex be:

|  |  |
| --- | --- |
| 1. Kept in the same condition in which they were imported i.e., unused, and not mixed? | Yes  No |
| 1. Subjected to a process or treatment for the purpose of producing manufactured good? | Yes  No |
| 1. Used as inputs in the manufacture of other goods? | Yes  No |
| 1. Used other than as described above. (e.g., simple assembly)? | Yes  No |

### D2 If ‘Yes’ applies to (b), (c) or (d), give a thorough description of the manufacture, process, treatment, or other mixing.

Click to enter text.

### D3 Provide a full description of how and where the goods will be stored or warehoused in Australia from import to export. Include full street addresses.

Click to enter text.

## Part E – Goods Export Information

### E1 Give a description of the goods to be exported.

We need to understand in what form and what the goods will visually look like when exported, if that differs from the imported product.

Click to enter text.

### E2 How will the nominated goods be exported? (i.e., freight, hand delivery, postal service etc)

Click to enter text.

### E3 Describe in detail the transaction of the goods being exported (i.e., are they being sold or returning to original suppler).

Click to enter text.

### E4 Is the applicant the exporter of the goods?

Yes

No

### E5 If not the exporter, provide the details of the exporter (including contact details)

|  |  |
| --- | --- |
| Business Name: | Click to enter text. |
| Contact Name: | Click to enter text. |
| Email: | Click to enter text. |
| Phone: | Click to enter text. |

### E6 What is the estimated value of goods to be exported?

|  |  |
| --- | --- |
| **$A** Click to enter text. | Estimated value (per year) |

### E7 What is the estimated time from import to export?

|  |  |
| --- | --- |
| Months | Click to enter text. |
| Weeks | Click to enter text. |

### E8 What country(ies) will the nominated goods be exported to? (refer to the definition of export in the Tradex Guidelines)

Click to enter text.

## Part F – Record and Account Keeping Information

### F1 What are your account keeping systems and how will they track the nominated goods from import to export, including warehousing, assembly, manufacturing, refinery processing and transportation?

You will need to provide the department with these documents if/when requested.

Click to enter text.

### F2 Will your records track the following information covering the goods imported under the Tradex Order?

|  |  |
| --- | --- |
| 1. Full import document information | Yes  No |
| 1. Where and when stored | Yes  No  N/A |
| 1. Incorporated with other goods consumed or used in Australia | Yes  No  N/A |
| 1. Disposed of, consumed, or otherwise dealt with in Australia | Yes  No |
| 1. Exported \* | Yes  No |
| 1. Subject to Tradex Duty | Yes  No |
| 1. Export information on goods traceable back to import document line \* | Yes  No |
| 1. Kept for 5 years at a place in Australia? | Yes  No |

\*Tourist Refund Scheme report data is not adequate evidence of record keeping for Tradex Scheme purposes.

## Part G – Declaration

### Authorised person declaration

I/the applicant declare/s that

* I am the applicant (for applications from individuals), a partner, or an officer of the applicant who is duly authorised to make this application for the applicant (for incorporated applicants).
* I have read the *Tradex Policy and Administrative Guidelines* and understand the obligations applying to applicants and holders of Tradex orders under the *Tradex Scheme Act 1999 (“*the Act*”)* and the *Tradex Scheme Regulations 2018 (“*the Regulations*”)*.
* To the best of my knowledge the information provided in this application is true, correct and accurate in all material particulars.
* I understand that the giving of false or misleading information is a serious criminal offence and may result in prosecution.
* I understand that the applicant may be required to provide further information in support of this application.
* I/the applicant have/has maintained and will maintain for at least 5 years all records that substantiate that I/the applicant am/is carrying on or have/has carried on the activities in respect of the good in accordance with the information in this application form.

**\*Indicates a required question**

### G1\* Application signatory details

|  |  |
| --- | --- |
| Are you the applicant or an employee of the applicant? | Yes  No |

(If **No**, please also complete question G2, External entity details.)

|  |  |
| --- | --- |
| Title (Mr; Mrs; Miss; Ms; Dr; Professor; Associate Professor; Other) | Choose an item. |
| Given name | Click to enter text. |
| Other name(s) | Click to enter text. |
| Family name | Click to enter text. |
| Job title (select where applicable) | Chief Executive Office  Company Secretary  Managing Director  Director  Financial controller/Accountant  Partner  Manager  R&D Manager  Business Development Manager  Other (please specify) |
| If **Other**, please specify. | Click to enter text. |

### G2 External entity details

All external entity signatories

|  |  |
| --- | --- |
| Trading name *(where trading under another name)* | Click to enter text. |

If company or other business entity

|  |  |
| --- | --- |
| Legal/registered name | Click to enter text. |

If individual or no ABN

|  |  |
| --- | --- |
| Date of birth (dd/mm/yyyy) | Click to enter a date. |
| Phone number | Click to enter text. |
| E-mail address | Click to enter text. |

### G3\* Signature

|  |  |
| --- | --- |
| Signature |  |
| Date (dd/mm/yyyy) | Click to enter a date. |

## Applicant Feedback

The department requests that the following questions be answered to assist in meeting its customer service obligations.

Please note that the answers to these questions are not compulsory and do not form part of the application or assessment process.

### How did the applicant find out about the Tradex Scheme? (One or more may be selected.)

|  |  |
| --- | --- |
| business.gov.au |  |
| 13 28 46 |  |
| Newspaper/magazine article |  |
| Advertisement |  |
| Internet |  |
| Direct mail/e-mail |  |
| Industry group |  |
| Word of mouth |  |
| Department staff |  |
| Other (Please specify.) |  |

### Please provide an estimate of time taken to complete the form.

Include:

1. The time actually spent reading the instructions, working on the questions and obtaining the information.
2. The time spent by all employees in collecting and providing this information.

|  |  |
| --- | --- |
| Hours | Click to enter text. |
| Minutes | Click to enter text. |

### Please check all questions to ensure that the application is complete.

**Note:** Applicants should only submit a final and complete application. Significant changes to the application, particularly the inclusion of new material, will not be allowed, although the Australian Government may allow an applicant to make minor corrections to the application.