



Australian Government
Department of Home Affairs

Guide to Completing the Accredited Air Cargo Agent (AACCA) Scheme Application Form



New Application Guide Accredited Air Cargo Agent

This guide should be used alongside the application to become an Accredited Air Cargo Agent under the *Aviation Transport Security Regulations 2005*.

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Disclaimer

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Before relying on any information contained in this document, you should always make your own enquiries, consider your individual circumstances, seek professional advice, and check that the information is accurate and current.

Guide to Completing the Accredited Air Cargo Agent (AACCA) Scheme Application Form	
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Introduction

Purpose of this document

The purpose of this document is to assist businesses to complete their application to become an Accredited Air Cargo Agent.

This document's heading titles align with the content of the Application form. If additional information is required to complete a particular aspect of the application form, the corresponding heading information in this document may be referred to for guidance.

The application form

An application to become an AACA form is available on the Department of Home Affairs (the Department) [website](#). An application for accreditation as an AACA must be completed using the form approved by the Secretary of the Department and include all information identified in the form as being required to undertake this approval process. This includes the evidence as required by the form. An application will not be accepted if the form is not complete. A checklist has been provided at the end of the form to assist applicants ensure that all information and evidence required, is provided. For record keeping purposes, applicants should retain a copy of all documents submitted, including the application form.

The completed form must be submitted by email to:
national.coordinator@homeaffairs.gov.au

Any questions about completing the application form, or about the AACA scheme more generally, should be directed to the Transport Security Guidance Centre at the Department of Home Affairs by:

- Email to: guidancecentre@homeaffairs.gov.au or
- Phone on: 1300 791 581

Red and orange **notes** are used to identify specific instructions regarding whether or not an area of the form requires completion. Following these guides may save time:

Note: You are **only** required to provide this information if the information relates to the business that you undertake.

Note: You are required to provide this information.

As you 'tab' through the form, each box possibly requiring completion has a **click or tap here to enter text** instruction regarding

where to type. These are indicated as a greyed out instruction within a text box.

Telephone number:	Click or tap here to enter text.
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Completing the application form

Before continuing to the body of the form, ensure that you meet the initial criteria required to become an Accredited Air Cargo Agent (AACA) outlined in the *AACA accreditation*

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information section of the application form. This quick eligibility check could save you considerable time and will ensure you have the correct form, and that you have selected the correct process to undertake.

Eligibility check

You **are** only required to complete this form if your business:

- **handles or makes arrangements to securely transport air cargo**
If you are currently undertaking or intend to undertake these tasks and you are not already accredited as an AACA, this is the correct form for you to complete.

You are **not** required to complete this form if your business:

- **is currently an AACA**
You may need to apply to renew your accreditation as an AACA by completing the AACA Application to Renew that can be found on the Department's [website](#).
- **is not currently handling or making arrangements to securely transport air cargo**
Contact the Department by email at GuidanceCentre@homeaffairs.gov.au or by phone on 1300 791 581 if you wish to discuss your current business operations.

Business details

You must complete all sections that apply to your organisation and provide evidence of your operation or intended operation as an Accredited Air Cargo Agent.

Applicant details

Note: You are required to provide this information.

All applicants requesting accreditation as an air cargo agent are required to complete this identifying information allowing the Department to correctly identify your business and efficiently process your application.

Applicant details	
Name of legal entity:	Click or tap here to enter text.
Trading or operating as:	Click or tap here to enter text.
Australian Business Number (ABN):	Click or tap here to enter text.

Applicants must complete the following details in full:

- **Name of legal entity** – include the legal name of your entity here. This information must be **exactly as it appears on the Australian Business Register**.
NOTE: This will be a business name, not the name of an individual unless, as may be the case for a sole trader, the business name is a reflection of the individual's name.
- **Trading or operating as** – include the name your business trades and/or operates as, **exactly as it appears on the Australian Business Register**.
- **Australian Business Number (ABN)** – include your ABN here.

Company details

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Note: You are **only** required to provide this information if the information relates to the business that you undertake.

Company details:	
Australian Company Number (ACN)	Click or tap here to enter text.
Australian Registered Business Number (ARBN):	Click or tap here to enter text.

If your business is registered as a company you are required to complete this part of the form. If your business is not registered as a company, go to the **Partnership details** section.

Applicants must complete the following details in full if their business is registered as a company:

- **ACN:** if you have an Australian Company Number (ACN), include it here **exactly** as it appears on the Australian Securities & Investments Commission Register.
- **ARBN:** if you have an Australian Registered Business Number (ARBN), include it here **exactly** as it appears on the Australian Securities & Investments Commission Register.

Note: Your ACN and ARBN are **not** the same number. To avoid processing delays, ensure you include the correct information here, **exactly** as it appears on the Australian Securities & Investments Commission Register.

Partnership details

Note: You are **only** required to provide this information if the information relates to the business that you undertake.

Partnership details:	
Full name of each partner:	Click or tap here to enter text.

If your business operates as a partnership you are required to complete this part of the form. If your business does not operate as a partnership, go to the **Incorporated association details** section.

Applicants must provide the full name of each person that is a partner, separated by a comma.

Incorporated association details

Note: You are **only** required to provide this information if the information relates to the business that you undertake.

Incorporated association details:	
Full name of each association member:	Click or tap here to enter text.

If your business operates as an incorporated association you are required to complete this part of the form. If your business does not operate as an incorporated association, go to the **Sole trader/other details** section.

Applicants must provide the full name of each person that is an association member, separated by a comma.

Sole trader/other details

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Note: You are **only** required to provide this information if the information relates to the business that you undertake.

Sole trader/other details:	
Full name of sole	Click or tap here to enter text.

If your business is registered as a sole trader or something other than listed above, you are required to complete this part of the form. If your business does not operate as a sole trader, or something other than the listed categories, go to the **Contact details** section.

The applicant must provide their full name of the person here, or details that fall into the *other* category.

Contact details

Please provide current contact details for the positions identified. If you are accredited as an AACA, these people will have authority to request and approve changes to your Security Program, so the persons nominated should be from your company.

CEO/Managing Director/Director's name:

Note: You are required to provide this information.

You are required to provide the following information:

- The full name of your organisation's Chief Executive Officer, Managing Director, Director or equivalent;
- Position title – identify the title held by the person identified above;
- Telephone number – including area code; and
- Email address.

CEO/Managing Director/Director's name:	Click or tap here to enter text.]
Position title:	Click or tap here to enter text.]
Telephone number:	Click or tap here to enter text.]
Email address:	Click or tap here to enter text.]

Main security contact

Note: You are required to provide this information.

You are required to provide the following information:

- Name of your organisation's main security contact;
- Position title of the organisation's main security contact;
- Telephone number;
- Email address, and
- A 24hr security contact number.

Main security contact name:	Click or tap here to enter text.]
Position title:	Click or tap here to enter text.]
Telephone number:	Click or tap here to enter text.]
Email address:	Click or tap here to enter text.]
24 hour security contact number:	Click or tap here to enter text.]

Alternate contact

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Note: You are required to provide this information.

You are required to provide alternate contact information in the event those identified previously are unable to be contacted.

- Name of your organisation's alternate contact;
- Position title of the organisation's alternate contact;
- Telephone number, and
- Email address.

If there is no available alternate contact for your business, please indicate this by writing 'Not Available' or similar in this section.

Alternate contact name:	<input type="text"/>
Position title:	<input type="text"/>
Telephone number:	<input type="text"/>
Email address:	<input type="text"/>

Operational site details

You must provide contact details for your organisation's sites in Australia that will be covered by your organisation's AACA Security Program.

Principal site

Note: You are required to provide this information.

You must provide contact details for your organisation's principal office in Australia and for each site in Australia that will be covered by your organisation's AACA Security Program.

- **Site name** – include the name by which this site may be identified in the event of an enquiry regarding this site
- **Street address** – include the street number and name
- **Suburb/town** – include the name of the suburb or town in which your principal site is located.
- **State/Territory and postcode** – include either the State or Territory in which this site is located, and the postcode for that area
- **Telephone number** – include the area code and contact telephone number for this site
- **Email address** – include an email address for this site
- **Facsimile number** – if you have a facsimile service, include the number for this site
- **Postal address** – include details of the postal address such as post box number for this site
- **Suburb/town** – include the name of the suburb or town of the postal address for this

Name of principal office/site in Australia:	<input type="text"/>	
Physical Address	Street address:	<input type="text"/>
	Suburb/town:	<input type="text"/>
	State/Territory:	<input type="text"/>
	Postcode:	<input type="text"/>
Postal Address	Postal address:	<input type="text"/>
	Suburb/town:	<input type="text"/>
	State/Territory:	<input type="text"/>
	Postcode:	<input type="text"/>
Site Telephone number:	<input type="text"/>	(business hours)
	<input type="text"/>	(after hours)
Email address (site):	<input type="text"/>	
Facsimile number:	<input type="text"/>	(if any)
Does your business have additional sites?	<input type="checkbox"/> Yes If yes, complete the form at Attachment A, which can be copied as many times as required for the number of sites you have.	
	<input type="checkbox"/> No	

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site

- **State/Territory and postcode** – include both the State or Territory and postcode of the postal address for this site

If you have additional sites that require accreditation, insert the details at **Attachment A**. You may add as many additional sites as you require.

Previous designation/accreditation

Note: You are required to provide this information.

You are required to provide details of any previous designation as either a Regulated Air Cargo Agent (RACA) or accreditation as an Accredited Air Cargo Agent (AACA). If your company (or your legal name) was previously accredited as an AACA, or designated a RACA, please indicate this. Approximate dates are sufficient.

Have you previously been accredited as an AACA?

- Answer yes or no to this question by ticking the appropriate box

What was the approximate period of that accreditation?

- If you have previously been accredited as an AACA, click the text entry point to indicate the approximate start and end dates of your accreditation.

Was the accreditation revoked?

- If you have previously been accredited as an AACA, click either the yes or no boxes.
- If you haven't previously been accredited as an AACA, click not applicable

If so, what was the reason for the revocation?

- If your accreditation was revoked, indicate the reason for revocation.
- If you accreditation was not revoked, click not applicable

Have you previously been designated as a RACA?

- Answer yes or no to this question by ticking the appropriate box.

What was the approximate period of that designation?

- If you have previously been designated as a RACA, click the text entry point to indicate the approximate start and end dates of your designation.

Was the designation revoked?

- If you have previously been designated as a RACA, click either the yes or no boxes.
- If you haven't previously been designation as an RACA, click not applicable.

If so, what was the reason for the revocation?

- If your designation was revoked, indicate the reason for revocation.
- If you designation was not revoked, click not applicable.

Were you transitioned from a RACA to an AACA as part of the transition that occurred on 1 November 2016?

Previous designation/accreditation	
You must provide details of any previous designation as either a Regulated Air Cargo Agent (RACA) and accreditation as an Accredited Air Cargo Agent (AACA).	
Have you previously been accredited as an AACA?	<input type="checkbox"/> Yes From: <input type="text" value="Click or tap to enter a date"/> To: <input type="text" value="Click or tap to enter a date"/> <input type="checkbox"/> No
Was the accreditation revoked?	<input type="checkbox"/> Not applicable <input type="checkbox"/> No <input type="checkbox"/> Yes Reason: <input type="text" value="Click or tap here to enter"/>
Have you previously been designated as a RACA?	<input type="checkbox"/> Yes From: <input type="text" value="Click or tap to enter a date"/> To: <input type="text" value="Click or tap to enter a date"/> <input type="checkbox"/> No
Was the designation revoked?	<input type="checkbox"/> Not applicable <input type="checkbox"/> No <input type="checkbox"/> Yes Reason: <input type="text" value="Click or tap here to enter"/>
Were you transitioned from a RACA to an AACA as part of the transition that occurred on 1 November 2016?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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- The legislation in relation to the RACA scheme changed in 2016. If you were a RACA prior to November 2016 and the legislative changes meant you now fitted into the AACA scheme, you would have undergone a transition process from the RACA scheme to the AACA scheme.
- If you were transitioned from the RACA scheme to the AACA scheme, indicate yes.
- If you were not part of this transition, indicate no.

Once you have completed your previous designation/accreditation information, go to the **Operational details** section.

Operational details

Note: You are required to provide this information.

To indicate which type of business you conduct, tick the appropriate box on the form; an accurate assessment of your application will then be undertaken.

You may tick more than one box from the following:

- **Handle air cargo** – does your organisation currently handle air cargo? If yes, indicate here by clicking this box.
- **Store air cargo** – does your organisation currently store air cargo? If yes, indicate here by clicking this box.
- **Consolidate air cargo** – does your organisation currently consolidate air cargo? If yes, indicate here by clicking this box.
- **Transport uncleared air cargo on behalf of regulated businesses** – does your organisation currently transport uncleared air cargo on behalf of a regulated business? If yes, indicate here by clicking this box.
- **Transport cleared air cargo on behalf of regulated businesses** – does your organisation currently transport cleared air cargo on behalf of a regulated business? If yes, indicate here by clicking this box.
- **Make arrangements with other accredited or regulated businesses to handle, store, consolidate and/or transport air cargo** – does your organisation currently make arrangements with an accredited or regulated business to handle, store, consolidate or transport air cargo? If yes, indicate here by clicking this box.
- **Establish and maintain Regular Customer arrangements in relation to air cargo** – does your organisation currently have Regular Customer arrangement in place? If yes, indicate here by clicking this box.




Operational details	
You must indicate what type of AACA business you intend to operate by ticking the relevant box(es) below:	
AACA business type:	<input type="checkbox"/> Handle air cargo
	<input type="checkbox"/> Store air cargo
	<input type="checkbox"/> Consolidate air cargo
	<input type="checkbox"/> Transport uncleared air cargo on behalf of other businesses
	<input type="checkbox"/> Transport cleared air cargo on behalf of another regulated businesses
	<input type="checkbox"/> Make arrangements with other accredited or regulated businesses to handle, store, consolidate and/or transport air cargo
	<input type="checkbox"/> Establish and maintain Regular Customer arrangements in relation to air cargo

Evidence

If you are handling or making arrangements for the transport of cargo, you must provide evidence of that you are carrying on such a business. If you are not already handling or making arrangements for the transport of cargo, you must provide evidence of intent to carry on such a business.

Are you handling or make arrangements for the transport of cargo?

If you answer **yes** to this question, you will be required to provide evidence. This may include **but is not limited to** evidence of:

-  cargo transportation
-  storage of cargo or paperwork that enables the transport of cargo - e.g.: airway bills and/or other documentation;
-  Name, ABN and contact details of a current RACA or AACA with whom you have an existing commercial relationship.

Evidence	
If you are handling or making arrangements for the transport of cargo, you must provide evidence of that you are carrying on such a business. If you are not already handling or making arrangements for the transport of cargo, you must provide evidence of intent to carry on such a business.	
Are you handling or making arrangements for the transport of cargo?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you intend to commence handling or making arrangements for the transport of cargo?	<input type="checkbox"/> Yes <input type="checkbox"/> No
As appropriate, please provide evidence: <ul style="list-style-type: none"> • that you are already handling or making arrangements for the transport of cargo; or • of your intent to carry on such a business You may attach this evidence to your application form.	Click or tap here to enter text.




Attach copies of the evidence to your application to become an AACA.

If you answer **no** to this question, you may not be eligible to operate as an AACA.

Please contact the Department of Home Affairs for clarification by email at GuidanceCentre@homeaffairs.gov.au or phone on 1300 791 581.

Do you intend to commence handling or making arrangements for the transport of cargo?

If you answer **yes** to this question, you will be required to provide evidence. This may include but is not limited to evidence of:

-  cargo transportation
-  storage of cargo or paperwork that enables the transport of cargo - e.g.: airway bills and/or other documentation;
-  Name, ABN and contact details of a current RACA or AACA with whom you have an existing commercial relationship.

Attach copies of the evidence to this application.

If you answer **no** to this question, you may not be eligible to operate as an AACA.

Please contact the Department of Home Affairs for clarification by email at GuidanceCentre@homeaffairs.gov.au or phone on 1300 791 581.

Applicant undertaking

Note: You are required to complete this section.

This part must be completed in full by all applicants. If the undertaking is not complete, the application to be accredited as an AACA will not be accepted by the Department; accreditation renewal cannot occur until a completed application to renew is received.

- The applicant: Legal entity name must be as shown on the ABN Register
- Name: Must include both first and last names
- Signature: Either electronically or written, must be as indicated on the form

To complete as a hard copy, **print** the document, sign:

- scan and return by email to: national.coordinator@homeaffairs.gov.au

To complete as an **electronic** copy, type your name where indicated, then click the box to indicate your electronic signature to this agreement, then return by email to: national.coordinator@homeaffairs.gov.au

Applicant undertaking	
Applicant undertaking:	The applicant [Insert applicant's legal entity name here] undertakes that the: <ul style="list-style-type: none"> • information provided in this application to renew AACA Accreditation is true; • applicant is aware that it is an offence for an AACA to fail to notify the Secretary of any change to the information provided in this application within 14 working days of becoming aware of the change; and • applicant is aware it is an offence for an AACA to fail to comply with their AACA Security Program.
Name:	Click or tap here to enter text.
Signature:	Please do one of the following: For those completing this as a printed form: Write your full name here: _____ Sign your name here: _____ or For those completing this form electronically: Type your full name here: Click or tap here to enter text. and: <input type="checkbox"/> Tick or cross here to indicate your electronic signature to this agreement.
Job/Position/Title:	Click or tap here to enter text. <i>(Chief Executive Officer or authorised representative)</i>
Date:	Click or tap to enter a date.

Checklist

This checklist is provided to assist applicants ensure the form is complete prior to submission to the Department. It is recommended to confirm your submission, but not required.

Note: If you do not submit your application in the form approved, and include all information required by the form, your application will not be accepted, and you may be required to resubmit. This will cause delays in the approval process. Please ensure you include all required details, and they are correct prior to submission.

Checklist
Have you completed and attached all the required information and documentation to ensure your application to become an Accredited Air Cargo Agent can be accepted?
Have you completed the following?
<input type="checkbox"/> Business details including legal entity name
<input type="checkbox"/> Information regarding your principal operating site, including business and after hours contact details
<input type="checkbox"/> Information regarding additional operating sites to be included in your Security Program, have been added using Attachment A
<input type="checkbox"/> Information regarding the type of business you conduct
<input type="checkbox"/> Have you signed the undertaking, ensuring that your legal entity name appears <i>exactly</i> as shown on the Australian Business Register?
<input type="checkbox"/> Have you attached all evidence and documents that were requested as part of this application process?
<input type="checkbox"/> Have you contacted the Department to answer any enquiries that may have arisen out of this application process?
Your application to become an Accredited Air Cargo Agent will not be accepted if any information or evidence is missing or the form has not been completed correctly.
This application should be submitted by:
<ul style="list-style-type: none"> • email to: aaca@homeaffairs.gov.au

Any enquiries may be directed to the Department through the Transport Security Guidance Centre by phone on 1300 791 581 or at GuidanceCentre@homeaffairs.gov.au.

Attachment A – Additional operational site(s)

Note: You are **only** required to provide this information if the information relates to the business that you undertake.

If you have additional sites, you must provide contact details for your organisation’s sites if you require them to be covered by your organisation’s AACA Security Program. You will provide details of any additional operational sites using Attachment A to the application form. You may duplicate this attachment as many times as required.

If you have more sites than the form accommodates, additional pages (see template at Attachment A) can be copied then added as required.

If there are any changes to these details, you must notify the Department in writing within seven days by email to: national.coordinator@homeaffairs.gov.au

Additional operational site(s)	
Additional Site Name:	Click or tap here to enter text.
Street address:	Click or tap here to enter text.
Suburb/town:	Click or tap here to enter text.
State/Territory:	Click or tap here to enter text.
Postcode:	Click or tap here to enter text.
Postal address (if different to principal site)	Click or tap here to enter text.
Telephone number:	<input type="text"/> (business hours) <input type="text"/> (after hours)
Email address (site):	Click or tap here to enter text.
Facsimile number:	Click or tap here to enter text.
Additional Site Name:	Click or tap here to enter text.
Street address:	Click or tap here to enter text.
Suburb/town:	Click or tap here to enter text.
State/Territory:	Click or tap here to enter text.
Postcode:	Click or tap here to enter text.
Postal address (if different to principal site)	Click or tap here to enter text.
Telephone number:	<input type="text"/> (business hours) <input type="text"/> (after hours)
Email address (site):	Click or tap here to enter text.
Facsimile number:	Click or tap here to enter text.

- **Site name** – include the name by which this site may be identified in the event of an enquiry regarding this site
- **Street address** – include the street number and name – the site’s physical location
- **Suburb/town** – include the name of the suburb or town in which your site is located.
- **State/Territory and postcode** – include either the State or Territory in which your site is located, and the postcode for that area
- **Postal address** – if the postal address for the additional site(s) is different to the postal address for the principal site, list the additional site(s) postal address here
- **Telephone number** – include the area code and contact telephone number for this site
- **Email address** – include an email address for this site
- **Facsimile number** – if you have a facsimile machine, include the number here