



Australian Government
Department of Home Affairs

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



Application to Renew Guide

Accredited Air Cargo Agent Scheme

This form should be used to apply for **renewal** as an Accredited Air Cargo Agent (AACA) 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 (AACA) Scheme: Application Form to Renew AACA Accreditation	
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Introduction

Purpose of this document

The purpose of this document is to assist businesses to complete their Application to Renew Accredited Air Cargo Agent accreditation. This document's heading titles align with the content of the Application to Renew as an Accredited Air Cargo Agent form. If additional information is required to complete a particular aspect of the application to renew form, the corresponding heading information in this document may be referred to for guidance.

The application form

An Application to Renew as an AACA form is available on the Department's [website](#). An application 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 renewal 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 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 have been used to identify specific instructions regarding whether or not an area of the form requires completion. Following these guides may save considerable time in the application process by saving duplication. For example:

Note: You are **only** required to provide this information if these details have changed since your last submission.

Note: You are required to provide this information even if the information has not changed since your last submission.

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

Telephone number:

Click or tap here to enter text.

where to type. These are indicated as a greyed out instruction within a text box. If you choose to print this form to complete, simply write over this grey text to complete the form.

Completing the application form

Before continuing to the body of the form, there is a quick eligibility check to determine whether you have selected the correct process to undertake.

Eligibility check

Note: You are required to provide this information even if the information has not changed since your last submission.

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

- **is currently an AACA and wish to renew your accreditation**
if you are currently an AACA and wish to continue operating as an AACA, this is the correct form for you to complete
- **continues to handle or make arrangements to securely transport air cargo**
*if you are currently undertaking these tasks **and** you are already accredited as an AACA, this is the correct form for you to complete*

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

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

Are you currently 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 your application for renewal as an AACA.

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

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

Eligibility check	
You must provide evidence that you continue to conduct a business that involves the handling of air cargo or making arrangements for the transport of air cargo.	
Are you currently handling or making arrangements for the transport of air cargo?	<input type="checkbox"/> Yes You may be eligible to renew your AACA accreditation. Continue the application. You will need to supply evidence. See the guide for additional details. <input type="checkbox"/> No You may not be eligible to renew your AACA accreditation. Contact Department – see guide.
Have any of your applicant legal details (Legal Name, ABN, ACN) changed since your last submission?	<input type="checkbox"/> Yes Contact the Department, as you may not be eligible to renew. <input type="checkbox"/> No Enter the details in the Business details section, then continue.

Business details

You must complete all sections that apply to your organisation and provide evidence of your continued operation as an AACA.

Applicant details

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Note: You are required to provide this information even if the information has not changed since your last submission.

All applicants requesting renewal of accreditation as an air cargo agent are required to complete this identifying information, whether or not your details have changed from your last Security Program submission. This information assists us to correctly identify your business with your current accreditation.

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 shown on the Australian Business Register.
- **Trading or operating name** – 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.
- **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. Ensure you include the correct information here, exactly as it appears on the Australian Securities & Investments Commission Register, to avoid processing delays.

- **N/A:** if you do not have either an ACN or an ARBN, then you are required to identify the type of business you are trading as, e.g.: sole trader, etc.

Business details	
You must complete all sections that apply to your organisation and supply evidence of your continued operation as an AACA.	
Applicant details	
Name of legal entity:	<input type="text"/>
Trading or operating as:	<input type="text"/>
Australian Business Number (ABN):	<input type="text"/>
Business Registration Details:	<input type="checkbox"/> ACN: <input type="text"/> <input type="checkbox"/> ARBN: <input type="text"/> <input type="checkbox"/> N/A: Trading type: <input type="text"/>

Contact details

Note: You are **only** required to provide this information if these details have changed since your last submission.

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If there are no changes to your contact details as recorded by the Department, check the 'No' response box, then skip to the **Operational site details** section.

CEO/Managing Director/Director's name:

Note: You are **only** required to provide this information if these details have **changed** since your last submission.

If any of the information in this part has changed since your last application, please provide updated information for your organisation's Chief Executive Officer, Managing Director, Director or equivalent.

Main security contact

Note: You are **only** required to provide this information if these details have **changed** since your last submission.

If any of the information in this part has changed since your last application, please provide updated information for your organisation's main security contact.

Alternate contact

Note: You are **only** required to provide this information if these details have **changed** since your last submission.

If any of the information in this part has changed since your last application, please provide updated information for an alternate contact.

Operational site details

Note: You are **only** required to provide this information if these details have **changed** since your last submission.

If there are no changes to your contact details as recorded by the Department, skip to the **Operational details** section.

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

Principal site

Note: You are **only** required to provide this information if these details have **changed** since your last submission.

If the details for the principal site have changed, please provide the information here:

- **Street address** – include the street number and name

Contact details:	
Have any of these details changed since your last submission?	<input type="checkbox"/> Yes Provide the updated details below. Department notified? <input type="checkbox"/> Yes <input type="checkbox"/> No Effective date: <input type="text"/> <input type="checkbox"/> No Skip to Operational site details section to continue
CEO/Managing Director/Director's name:	<input type="text"/>
Position title:	<input type="text"/>
Telephone number:	<input type="text"/>
Email address:	<input type="text"/>
Main security contact name:	<input type="text"/>
Position title:	<input type="text"/>
Telephone number:	<input type="text"/>
Email address:	<input type="text"/>
24 hour security contact number:	<input type="text"/>
Alternate contact name:	<input type="text"/>
Position title:	<input type="text"/>
Telephone number:	<input type="text"/>
Email address:	<input type="text"/>

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- **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
- **Telephone number** – include the area code and contact telephone number for the site
- **Email address** – include an email address for the site
- **Facsimile number** – if you have a facsimile machine, include the number here
- **Postal address** – include details of the postal address such as post box number
- **Suburb/town** – include the name of the suburb or town of the postal address for this site
- **State/Territory and postcode** – include both the State or Territory and postcode of the postal address for this site

Operational site details	
Have any of these details changed since your last submission?	<input type="checkbox"/> Yes Provide the updated details below. Department notified? <input type="checkbox"/> Yes <input type="checkbox"/> No Effective date: <input type="text" value="Click or tap to enter a date"/> <input type="checkbox"/> No Skip to the Operational details section to continue.
Name of principal office/site in Australia:	<input type="text" value="Click or tap here to enter text."/>
Physical Address	Street address: <input type="text" value="Click or tap here to enter text."/>
	Suburb/town: <input type="text" value="Click or tap here to enter text."/>
	State/Territory: <input type="text" value="Click or tap here to enter text."/>
	Postcode: <input type="text" value="Click or tap here to enter text."/>
Postal Address	Postal address: <input type="text" value="Click or tap here to enter text."/>
	Suburb/town: <input type="text" value="Click or tap here to enter text."/>
	State/Territory: <input type="text" value="Click or tap here to enter text."/>
	Postcode: <input type="text" value="Click or tap here to enter text."/>
Site Telephone number:	<input type="text" value="Click or tap here to enter text"/> (business hours) <input type="text" value="Click or tap here to enter text"/> (after hours)
Email address (site):	<input type="text" value="Click or tap here to enter text."/>
Facsimile number:	<input type="text" value="Click or tap here to enter text"/> (if any)
Does your business have additional sites?	<input type="checkbox"/> Yes If yes, do these details need to be updated? <input type="checkbox"/> Yes - complete the form at Attachment A <input type="checkbox"/> No – use current details for additional sites. <input type="checkbox"/> No

If your organisation has more than one operational site, confirm that the site details are correct. If they require updates, complete Attachment A, which may be duplicated as many times as required. If your organisation has no additional sites, check the 'No' box and continue.

Operational details

Note: You are **only** required to provide this information if these details have changed since your last submission.

If there are no changes to your contact details as recorded by the Department, skip to the **Checklist** section.

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

You may tick more than one box on the form, from the following:

- **Handle air cargo** – does your organisation currently handle air cargo? If yes, what is the date this came into effect. If no, continue to the next question.
- **Store air cargo** – does your organisation currently store air cargo? If yes, what is the date this came into effect. If no, continue to the next question.
- **Consolidate air cargo** – does your organisation currently consolidate air cargo? If yes,

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what is the date this came into effect. If no, continue to the next question.

- **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, what is the date this came into effect. If no, continue to the next question.
- **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, what is the date this came into effect. If no, continue to the next question.
- **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, what is the date this came into effect. If no, continue to the next question.
- **Establish and maintain Regular Customer arrangements in relation to air cargo** – does your organisation currently have Regular Customer arrangement in place? If yes, what is the date this came into effect. If no, continue to the next question.

Operational details	
Have any of these details changed since your last submission?	<input type="checkbox"/> Yes Provide the updated details below. <input type="checkbox"/> No Skip to the Undertaking to continue.
Indicate the type of business you conduct:	<input type="checkbox"/> Handle air cargo Department notified? <input type="checkbox"/> Yes <input type="checkbox"/> No Effective date: <input type="text" value="click or tap to enter a date"/>
	<input type="checkbox"/> Store air cargo Department notified? <input type="checkbox"/> Yes <input type="checkbox"/> No Effective date: <input type="text" value="click or tap to enter a date"/>
	<input type="checkbox"/> Consolidate air cargo Department notified? <input type="checkbox"/> Yes <input type="checkbox"/> No Effective date: <input type="text" value="click or tap to enter a date"/>
	<input type="checkbox"/> Transport uncleared air cargo on behalf of other businesses Department notified? <input type="checkbox"/> Yes <input type="checkbox"/> No Effective date: <input type="text" value="click or tap to enter a date"/>
	<input type="checkbox"/> Transport cleared air cargo on behalf of another regulated businesses Department notified? <input type="checkbox"/> Yes <input type="checkbox"/> No Effective date: <input type="text" value="click or tap to enter a date"/>
	<input type="checkbox"/> Make arrangements with other regulated businesses to handle, store, consolidate and/or transport air cargo Department notified? <input type="checkbox"/> Yes <input type="checkbox"/> No Effective date: <input type="text" value="click or tap to enter a date"/>
	<input type="checkbox"/> Establish and maintain Regular Customer arrangements in relation to air cargo Department notified? <input type="checkbox"/> Yes <input type="checkbox"/> No Effective date: <input type="text" value="click or tap to enter a date"/>

For each box ticked, ensure you also provide the supplementary information regarding whether or not you've notified the Department. Please ensure to inform the Department of the effective date (the date the change happened) so we can ensure your organisation has not missed any important notifications.

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 renew your accreditation 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 electronic or written, must be as indicated on the form

To complete as a hard copy, print the document, sign, and then 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:	<p>The applicant [Insert applicant's legal entity name here] undertakes that:</p> <ul style="list-style-type: none"> • the information provided in this application to renew AACA Accreditation is true; • the 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 • the 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:	<p>Please do one of the following:</p> <p>For those completing this as a printed form:</p> <p>Write your full name here: _____</p> <p>Sign your name here: _____</p> <p>or</p> <p>For those completing this electronic form:</p> <p>Type your full name here: Click or tap here to enter text. and:</p> <p><input type="checkbox"/> Tick or cross here to indicate your electronic signature to this agreement.</p>
Job/Position/Title:	Click or tap here to enter text.
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 renewal 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 renew your AACA accreditation can be accepted?
- Have you completed the following?
- Business details including legal entity name
 - Information regarding your principal operating site, including business and after hours contact details, if it has changed since the approval and acceptance of your last Security Program
 - Information regarding additional operating sites, if it has changed since the approval and acceptance of your last Security Program
 - Information regarding the type of business you conduct, if it has changed since the approval and acceptance of your last Security Program
 - Have you signed the undertaking, ensuring that your legal entity name appears exactly as shown on the Australian Business Register?
 - Have you attached all evidence and documents that were requested as part of this application process?
 - Have you contacted the Department to answer any enquiries that may have arisen out of this application process?
- Your application to renew your AACA accreditation 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 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 these details have changed** since your last submission.

If there has been a change you are required to provide details of all sites and/or facilities operated by the applicant that would be covered by the AACA Security Program. You may duplicate this attachment as many times as required.

Only sites and/or facilities where air cargo will be examined and receive clearance should be listed. Sites and/or facilities where air cargo is not examined, such as corporate headquarters, should not be listed.

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:	Click or tap here to enter text. (business hours) Click or tap here to enter text. (after hours)
Email address (site):	Click or tap here to enter text.
Facsimile number:	Click or tap here to enter text.