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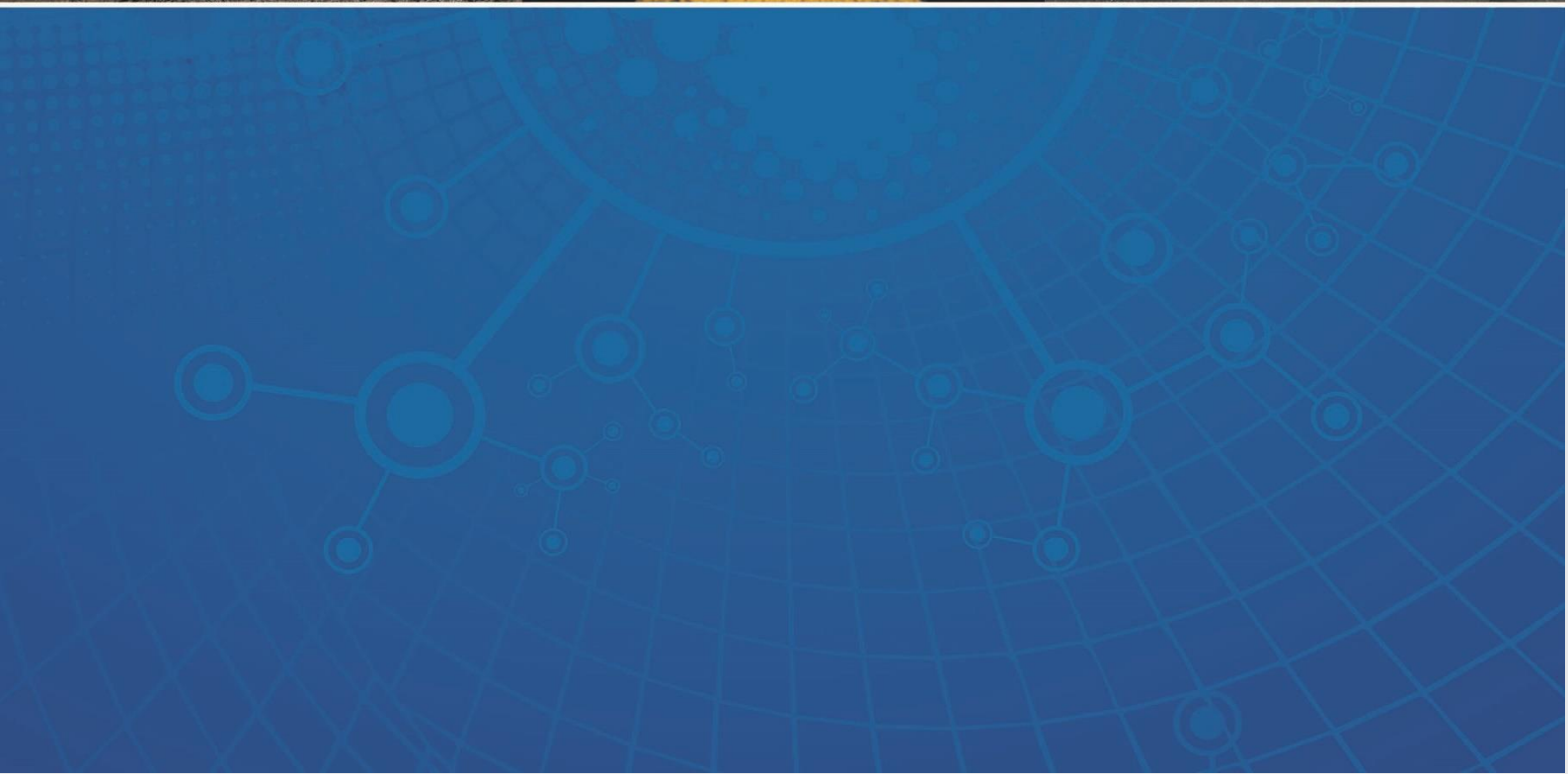
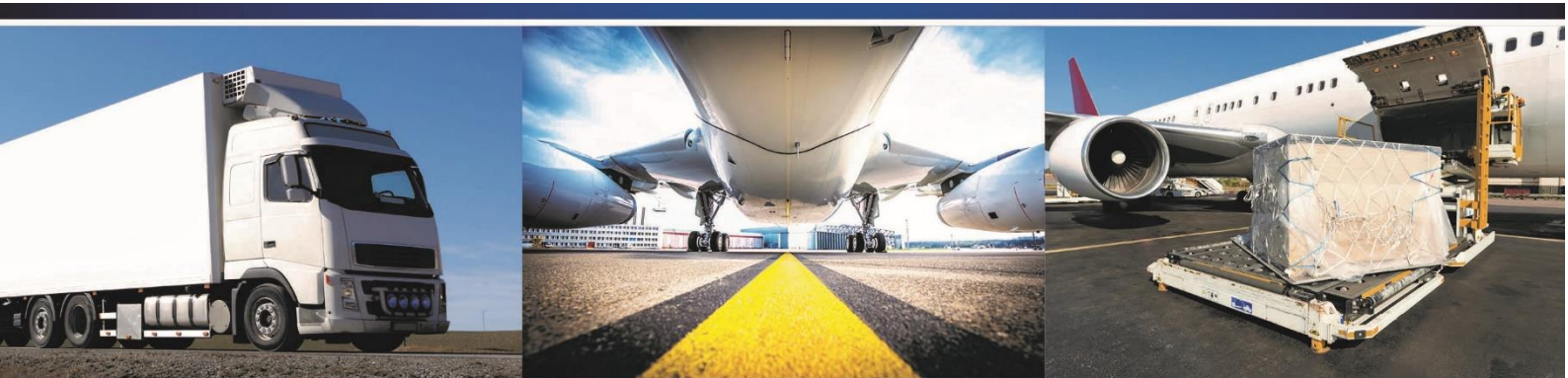


Australian Government
Department of Home Affairs



**CYBER AND
INFRASTRUCTURE SECURITY
CENTRE**

Guide to Completing the Accredited Air Cargo Agent (AACCA) Application form for new applicants



Guide to completing the AACA accreditation application form for new applicants:

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

The Department of Home Affairs (the Department) makes all reasonable efforts to ensure that the information provided in this document is accurate. However, the contents of this document are provided as a general guide only. The Department does not guarantee the accuracy, currency or completeness of any information contained in this document. The Department will not accept responsibility or liability for any loss, however caused, arising from the use, or reliance upon, the contents of this document.

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 accredited as 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 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 all 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

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.

Completing the application form

Before continuing to the body of the form, it is recommended applicants ensure that their business meets the initial criteria required to become an Accredited Air Cargo Agent (AACA) as outlined in the *AACA accreditation information* section of the application form. This quick eligibility check could save you considerable time and ensures the correct form, and that you have selected the correct process to undertake.

Eligibility check

The Accredited Air Cargo Agent (AACA) scheme is intended for businesses that handle and make arrangements for the secure transport of cleared air cargo with a security declaration.

Cargo that has been examined by a Regulated Air Cargo Agent (RACA) under an examination notice or, that has originated from a Known Consignor (KC), is determined to be cleared once the RACA or KC applies a Security Declaration to the consignment.

A Security Declaration indicates that cargo is cleared and ready to be uplifted on an aircraft. An AACA **cannot** examine air cargo or issue a Security Declaration.

Cargo which has been cleared for uplift on an aircraft by a Known Consignor or a RACA retains its cleared status to another regulated business if transported and/or stored by an AACA in a secure manner. As an AACA, you must ensure that cleared air cargo is secured at all times to prevent any unauthorised access or interference.

If you **do not** handle or make arrangements for the transport of cleared air cargo that has security declaration, you may not be eligible to be accredited as an AACA.

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You are only required to complete this form if your business handles, or makes arrangements to securely transport, cleared air cargo with a security declaration.

If you are currently undertaking, or can prove you intend to undertake, these tasks and you are not already accredited as an AACA, this is the correct form for you to complete.

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

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.

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.

Note: Trusts cannot be accredited as an AACA but Trustees may become accredited.

Company details

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

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.

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Partnership details

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

If your business operates as a partnership you are required to complete this part of the form. A partnership is two or more individuals who carry on a business as partners. 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**.

If your business operates as an incorporated association you are required to complete this part of the form. An incorporated association is a legal entity separate from its individual members incorporated under the state or territory in which it operates. If your business does not operate as an incorporated association, you are not required to complete this section.

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

Trustee of a trust

A trust cannot be accredited as an AACA, only the appointed trustee of the trust may apply for accreditation as an AACA as they are considered to be the responsible legal entity. The trustee can be any form of legal entity with relevant ACN/ABN.

Organisation structure

Please provide an organizational structure chart depicting reporting lines for job roles within the company. Any parent companies and/or related subsidiary companies should also be identified in the chart.

If the Organisation has previously been regulated under the Aviation Transport Security Act as an AACA, Known Consignor or RACA, you must declare this accordingly. This includes any other legal entities/business names the directors or employees have been employed with.

Include the following:

- The name and ABN of the business that was regulated;
- Specify if the business was regulated as an AACA, Known Consignor or RACA;
- The approximate period of accreditation as an AACA, approval as a Known Consignor or designation as a RACA;
- If the accreditation/approval/designation was revoked and if so, specify the reason for revocation.

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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.

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.

Alternate contact

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. You must also provide a reason regarding why an available alternate contact does not exist.

Operational/storage 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. This includes sites where you will handle and/or store cleared air cargo with a security declaration.

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
- **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 site
- **State/Territory and postcode** – include both the State or Territory and postcode of the postal address for this site
- **Type of address** - specify if the address is a residential address in which individuals reside at, or a commercial address used for business purposes.

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

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 cleared air cargo with a security declaration** – does your organisation currently handle cleared air cargo that has a security declaration? If yes, indicate here by clicking this box.
- **Store cleared air cargo with a security declaration** – does your organisation currently store cleared air cargo that has a security declaration? If yes, indicate here by clicking this box.
- **Transport cleared air cargo with a security declaration on behalf of regulated businesses** – does your organisation currently transport cleared air cargo that has a security declaration on behalf of a regulated business? If yes, indicate here by clicking this box.

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- **Make arrangements with other accredited or regulated businesses to handle, store, and/or transport cleared air cargo with a security declaration** – does your organisation currently make arrangements with an accredited or regulated business to handle, store or transport cleared air cargo that has a security declaration? If yes, indicate here by clicking this box. **You must also handle, store or transport cleared air cargo with a security declaration in order to meet the eligibility criteria for AACA accreditation.**

Contracts with other Regulated Businesses

If your business has been contracted by another Regulated Business (that is, another AACA, a Known Consignor or a RACA) to handle, store or transport cleared air cargo that has a security declaration, you must also complete Attachment B.

Evidence

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

Are you handling or making arrangements for the transport of cleared air cargo that has a security declaration?

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

- 📎 Name, ABN and contact details of a Regulated Business with whom you have an existing commercial relationship to transport or handle cleared air cargo.
- 📎 Written evidence (email/letter) from a Regulated Business confirming your business transports cleared air cargo that has a security declaration.

Submit the evidence with your application to become an AACA.

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

Please contact the Department of Home Affairs for clarification by email at national.coordinator@homeaffairs.gov.au.

Do you intend to commence handling or making arrangements for the transport of cleared air cargo that has a security declaration?

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

- 📎 a letter or contract from a Regulated Business specifying their intent to use your business to transport cleared air cargo that has a security declaration
- 📎 the name, ABN and contact details of each Regulated Business with whom you have an existing commercial relationship .

Attach copies of the evidence to this application.

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Applicant undertaking

Note: You **are** required to complete this section.

This part must be completed in full by all applicants and by an Authorised contact. If the undertaking is not complete, the application to be accredited as an AACA will not be accepted by the Department;

- 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 submit 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 submit by email to: national.coordinator@homeaffairs.gov.au

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.

Attachment A - Additional operational/storage 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/storage 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.

- **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
- **Type of address** - specify if the address is a residential address in which individuals reside at, or a commercial address used for business purposes.

Attachment B – Commercial Contracts with Regulated Businesses

You must provide the details of any Regulated Business with whom you have a commercial contract with to handle, transport or store cleared air cargo that has a security declaration.

A Regulated Business is another Accredited Air Cargo Agent, a Known Consignor or a Regulated Air Cargo Agent.