



AUSTRALIAN CUSTOMS NOTICE NO. 2009/29

100 Point identification requirement for 'fit and proper person' checks – Warehouse, Depot and Broker licence applications

In 2002 Customs and Border Protection published an ACN (2002/22) outlining the requirements for establishing the identity of applicants for depot licences required to undergo a 'fit and proper person' check. This notice replaces ACN 2002/22 and clarifies that the requirement applies to all applications for depot, broker and warehouse licences.

When applying for a warehouse or depot licence, Customs and Border Protection requires information about persons nominated as directors, shareholders or employees who will participate in the management and/or control of a proposed premises. The applicant is advised that such persons will be the subject of a police records check. The same requirement applies for applicants for a corporate or nominee brokers licence. These persons are all required to complete a 'consent to obtain personal information' form. Since 2002, as part of the application process and for each person completing the 'consent to obtain personal information' form, Customs and Border Protection has required 100 points of identification.

In addition, any person who commences employment in a position of management or control in a licensed warehouse or depot subsequent to the granting of a licence or becomes a director of a licensed corporate brokerage is also subject to these checks.

Each person required to establish their identity must do so by providing certified copies of the following documents which total 100 points or more:

Primary Documents (70 points) - One document must be supplied from this category. No additional points for multiple documents.

- Birth Certificate
- Citizenship Certificate
- Current Passport
- Expired Passport which has not been cancelled and was current within the preceding two years
- Other document having the same characteristics as a passport including diplomatic documents and some documents issued to refugees

Secondary Documents - One document from each point category can be used for the additional point score.

Category 1 (40 Points) - Must have a photograph and a name

- Driver's Licence issued by an Australian State or Territory
- Licence or permit issued under a law of the Commonwealth, State or Territory Government - (e.g. a boat licence)
- Identification card issued to a public employee
- Identification card issued by the Commonwealth, State or Territory Government as evidence of the
- person's entitlement to a financial benefit
- An identification card issued to a student at a tertiary institution

Category 2 (35 Points) - Must have a name and address

- A document held by a cash dealer giving security over your property
- A mortgage or other instrument of security held by a financial body
- Document from your current employer or previous employer within the last 2 years
- Land Titles Office record
- Document from the Credit Reference Association of Australia

Category 3 (25 Points) - must have a name and signature

- Marriage certificate (for maiden name only)
- Credit Card
- Foreign Driver's Licence
- Medicare Card (signature not required on Medicare Card)
- EFTPOS Card

Category 4 (25 Points) - must have a name and address

- Electoral Roll compiled by the Australian Electoral Commission and available for public scrutiny
- Records of public utility - phone, water, gas, electricity bill
- Records of a financial institution
- A record held under a law other than a law relating to land titles
- Council rates notice

Category 5 (25 Points) - must have a name and address

- Rent/Lease agreement
- Rent receipt from a licensed real estate agent

Category 6 (25 Points) - must have a name and date of birth

- Record of a primary, secondary or tertiary educational institution attended by you within the last 10 years
- Record of professional or trade association of which you are a member

Any details about individuals contained within the warehouse, depot or broker application forms, associated information or information obtained as a result of police record checks is personal information and will remain confidential in accordance with the Information Privacy Principles of the *Privacy Act 1988* and the requirements of section 16 of the *Customs Administration Act 1985*.

Any questions in relation to this notice should be directed to the Customs licensing area at (licensing@customs.gov.au)

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For
Chief Executive Officer