



OFFICE USE ONLY

Received via: _____

Initials and date: _____

Complete this form if you want to give the NSW Department of Primary Industries (NSW DPI) the authority to correspond with you electronically.

By agreeing to become an e-customer, you authorise for NSW DPI Aquaculture to send all aquaculture documentation to you electronically (instead of receiving paper copies in the mail). This includes, but is not limited to, all formal and informal notices, authorities (for example, aquaculture permits), correspondence and other instruments issued, in line with the Electronic Transactions Act 2000 and the Fisheries Management Act 1994.

You can request to be removed from the e-customer list at any time via email at aquaculture.administration@dpi.nsw.gov.au.

1. Customer details

| Customer details | Give details in space provided |
|------------------------------------------------------|-------------------------------------|
| Name of customer | |
| Customer number | D9 |
| Mailing address of customer | Address Suburb State Postcode |
| Physical address of customer (cannot be a PO Box) | Address Suburb State Postcode |

2. Nominated email addresses

NSW DPI will only correspond with you electronically via the email addresses you nominate for that purpose. No other email addresses will be kept on file by NSW DPI.

| Email contact | Give details in space provided |
|-----------------|---------------------------------------|
| Primary contact | Email address: Contact person: |

| | |
|---------------------------------------------------|---------------------------------------|
| Email contact | Give details in space provided |
| Billing contact (if different to primary contact) | Email address: Contact person: |
| Additional contact | Email address: Contact person: |

3. Customer declaration

All individuals associated with the customer must sign the declaration.

If the customer is a company, the declaration must be signed by two directors, or one director and a secretary. If the company is a sole director/secretary company, then the sole director must state next to their name that they are the “sole director and secretary”.

If the customer is a partnership, all partners must sign.

I/we, the undersigned:

- Agree to be an e-customer for NSW DPI. This involves transacting electronically with NSW DPI, receiving formal and informal notices, authorities, correspondence and instruments issued electronically from NSW DPI, in line with the *Electronic Transactions Act 2000* and the *Fisheries Management Act 1994*.
- Understand that some correspondence may still be sent to your mailing address in paper form.
- Are authorised to make this request.
- Acknowledge that all the information provided in this form is true and correct.
- Understand that giving false or misleading information is a serious offence.
- Understand that I can request to be removed from the e-customer list at any time.

| Name | Signature | Date |
|------|-----------|------|
| | | |
| | | |
| | | |
| | | |

4. Submitting your form

- Mail: NSW Department of Primary Industries, Locked Bag 1, Nelson Bay NSW 2315
- Email: aquaculture.administration@dpi.nsw.gov.au
- Phone enquiries: aquaculture administration on 02 4916 3900

Privacy Collection Notice

Information collected on this application is subject to the *Privacy and Personal Information Protection Act 1998*. You must provide the information for NSW Department of Primary Industries – Fisheries to assess the application and to administer aquaculture leases and permits under the *Fisheries Management Act 1994*. Information collected will be stored securely within the FishOnline system and NSW DPI’s records management system, to which only authorised personnel have access.

NSW DPI – Fisheries may use the information and disclose it to authorised agencies by way of a Memorandum of Understanding, for related administration, regulation, research, and statistical reporting purposes. For example, but not limited to, purposes such as biosecurity matters, licensing with other agencies, industry extension and grant applications. The information may be pooled in a manner not identifying individuals to form industry-based statistics. Information collected may be publicly available on the NSW register of aquaculture permits in accordance with section 154 of the *Fisheries Management Act 1994*. Information collected may also be subject to

other lawful requests for information such as subpoenas or GIPA (Government Information Public Access) requests. Section 19(2)(h) of the *Privacy and Personal Information Protection Act 1998* allows the disclosure of information when permitted or required by an Act (including an Act of the Commonwealth) of any other law.

Any email addresses collected may be used to electronically serve instruments if the customer has agreed to receive documentation from NSW DPI electronically. Information collected will be destroyed when no longer required. You may access or correct your information by contacting NSW DPI, Aquaculture Administration, Locked Bag 1, Nelson Bay NSW 2315, or via email aquaculture.administration@dpi.nsw.gov.au. For more information, please refer to Regional NSW Privacy Statement at regional.nsw.gov.au/privacy and Regional NSW Privacy Management Plan at regional.nsw.gov.au/privacy/privacy-management-plan.