



# Application to enter into a food import compliance agreement

Form approved under section 35A of the *Imported Food Control Act 1992*

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## Section A: General information

**Purpose of this form** For food importers to apply to enter into a food import compliance agreement (FICA) with the Department of Agriculture.

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**Before applying** You must have a documented food safety and compliance system in place that covers some or all of the following:

- approved supplier programs
- product specifications
- verification that food imported by you complies with the Australia New Zealand Food Standards Code
- corrective action procedures to address noncompliance
- traceability and stock control processes.

See [food compliance agreements](#).

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**To complete this form** Download the form and enter information in the relevant fields. Ensure you attach the required documents. Use the submit button to email the completed form.

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**Your application must include**

- a completed and signed application form
- where relevant, a copy of a registration or licence as a food business issued by local, state or territory authorities
- evidence of third-party auditing in relation to importing food
- evidence of government food safety accreditation arrangements
- list of foods imported by your business
- relevant extracts from your food safety and compliance system
- a completed credit card/cheque payment form for the application fee (with cheque if applicable). Make cheques payable to Department of Agriculture, Collector of Public Monies.

The FICA application fee of \$1300 covers assessment of the applicant, a desk audit and initial site audit.

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**Post, email your application**

Director  
Imported Food  
Department of Agriculture  
GPO Box 858  
Canberra ACT 2602  
Email [FICA@agriculture.gov.au](mailto:FICA@agriculture.gov.au)  
Phone 02 6272 5488

## Section B: Applicant

### 1 Business name (legal entity name)

Australian business number (ABN)

Australian company number (ACN)

Integrated cargo system number (ICS)

### 2 Business address

Street address (PO box will not be accepted)

Suburb/town/city

State/territory

Postcode

### 3 Postal address

PO Box/Locked bag

Suburb/town/city

State/territory

Postcode

### 4 Primary warehouse address (if different from business address)

Street address (PO box will not be accepted)

Suburb/town/city

State/territory

Postcode

### 5 Contact person

Given name

Family name

Position title

Work phone

(      )

Mobile phone


Email


Fax

(      )

## Section C: Subsidiary companies

### 6 Does the parent company have subsidiaries that will operate under this compliance agreement? Attach a separate sheet if necessary.

No  Go to question 11

Yes  Go to question 7

**7 Company name** (legal entity name)

Australian business number (ABN)

Australian company number (ACN)

**8 Business address**

Street address (PO box will not be accepted)

Suburb/town/city

State/territory

Postcode

**9 Primary warehouse address** (if different from business address)

Street address (PO box will not be accepted)

Suburb/town/city

State/territory

Postcode

**10 Contact person**

Given name

Family name

Position title

Work phone

( )

Mobile phone

Email

Fax

( )

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**Section D: Management and control****11 People in management and control** (attach a sheet if necessary)**Person 1**

Given name

Family name

Date of birth (dd/mm/yyyy)

Position title

Work phone

( )

Mobile phone

Email

Fax

(       )

Street address (PO box will not be accepted)

Suburb/town/city

State/territory

Postcode

## Person 2

Given name

Family name

Date of birth (dd/mm/yyyy)

Position title

Work phone

(       )

Mobile phone

Email

Fax

(       )

Street address (PO box will not be accepted)

Suburb/town/city

State/territory

Postcode

## Person 3

Given name

Family name

Date of birth (dd/mm/yyyy)

Position title

Work phone

(       )

Mobile phone

Email

Fax

(       )

Street address (PO box will not be accepted)

Suburb/town/city

State/territory

Postcode

**Person 4**

Given name

Family name

Date of birth (dd/mm/yyyy)

Position title

Work phone

(      )

Mobile phone

Email

Fax

(      )

Street address (PO box will not be accepted)

Suburb/town/city

State/territory

Postcode

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**Section E: Compliance**

- 12** Has the applicant or any person nominated in Section D as being in management and control been convicted of any offence under the *Export Control Act 1982*, the *Imported Food Control Act 1992*, the *Quarantine Act 1908* or the *Customs Act 1901*?

No

Yes  Attach details of the circumstances

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**Section F: Arrangements, registration and auditing**

- 13** Is the applicant under any other arrangements approved by the Department of Agriculture, such as export registration or quarantine approved premises?

No

Yes  Attach evidence

If 'Yes' provide details

- 14** Is the applicant registered or licensed as a food business with local, state or territory health authorities?

No

Yes  Attach evidence

If 'Yes' provide details

**15** Is the applicant audited by any other third party in relation to importing food (for example, audit bodies or other food companies)?

No

Yes  Attach evidence

If 'Yes' provide details

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## Section G: Non-primary warehouses

**16** Include all non-primary warehouses (attach a sheet if necessary)

### Warehouse 1

**Company name** (legal entity name)

Street address (PO box will not be accepted)

Suburb/town/city

State/territory

Postcode

### Contact person

Given name

Family name

Position title

Work phone

(      )

Mobile phone

Email

Fax

(      )

List government arrangements or food safety accreditation (attach evidence)

### Warehouse 2

**Company name** (legal entity name)

Street address (PO box will not be accepted)

Suburb/town/city

State/territory

Postcode

### Contact person

Given name

Family name

Position title

Work phone  
(       )

Mobile phone

Email

Fax  
(       )

List government arrangements or food safety accreditation (attach evidence)

### **Warehouse 3**

**Company name** (legal entity name)

Street address (PO box will not be accepted)

Suburb/town/city

State/territory

Postcode

### **Contact person**

Given name

Family name

Position title

Work phone  
(       )

Mobile phone

Email

Fax  
(       )

List government arrangements or food safety accreditation (attach evidence)

## Section H: Food proposed for import under the import compliance agreement

**17** Attach a list of all food currently imported by your business.

**Does the list include:**

Shelf-stable food?

No

Yes

Chilled food?

No

Yes

Frozen food?

No

Yes

## Section I: Importer's representative

**18** The importer's representative is responsible for administering the agreement on behalf of the importer and may perform all functions to be performed by the importer under the food import compliance agreement (see *Compliance agreement: standard terms*, clause 4.2).

Given name

Family name

## Section J: Person authorised to give section 35A(5) certificates

**19** This person is authorised to give a certificate or assurance under the food import compliance agreement (see *Compliance agreement: standard terms*, clause 6.1). This person will be listed in *Compliance agreement: main terms*, clause 8.

Given name

Family name

## Section K: Self-assessment checklist

**20** To be eligible to enter into a food import compliance agreement, applicants must have a food safety and compliance system (FSCS) and premises that meet criteria outlined in this self-assessment checklist. Where practical, attach relevant extracts from your FSCS.

**Management practices** (see *Operational procedures statement*, clause 3)

**Importer FSCS reference**

Management commitment to the system

Organisational structure

Roles and responsibilities of key staff



**Importer FSCS reference**

Management review procedure

Staff training procedure

Overview of the food management system

**Resource management** (see *Operational procedures statement*, clause 4)**Importer FSCS reference**

Premises requirements and maintenance procedures

Pest control

Site security

**Document and data control** (see *Compliance agreement: standard terms*, clause 2 and *Operational procedures statement*, clauses 3.3 and 14)**Importer FSCS reference**

Document control procedure

Control of records

Record retention

**Food safety and compliance assessment** (see *Compliance agreement: standard terms*, clause 3 and *Operational procedures statement*, clause 5)**Importer FSCS reference**

Identify food types

Relevant food standards

Analysis of food safety risks

Product specifications

Product labelling

Verification activity (regarding imported food notices)

**Manufacturer assurance** (see *Operational procedures statement*, clause 6)**Importer FSCS reference**

Assessment of manufacturer's systems

Verification activity

Assessment of Australian third-party providers of warehousing, storage and distribution

**Verification** (see *Operational procedures statement*, clause 9)**Importer FSCS reference**

On-arrival assessment process, including product testing

Internal review procedure

**Process control** (see *Operational procedures statement*, clauses 8 and 13)

**Importer FSCS reference**

Purchasing

Shipping and storage

Clearance of goods

Traceability

**Control of noncompliance** (see *Operational procedures statement*, clause 12)

**Importer FSCS reference**

Corrective and preventive actions

Handling of noncompliant food

Food recall

**Notification** (see *Compliance agreement: standard terms*, clauses 8 and 17 and *Operational procedures statement*, clauses 7 and 10)

**Importer FSCS reference**

Notification requirements

Food subject to Department of Agriculture  
notifications

## Section L: Applicant declaration

To be completed by the person listed in section D of the application.

I declare that the information provided is true and I understand that giving false or misleading information is a serious offence. I will comply with the food import compliance agreement, any other Department of Agriculture requirements, and with procedures carried out in relation to importation of food under the agreement.

I will ensure that all relevant individuals understand and execute their responsibilities. I have read and understood this form and the information provided is true, correct and complete in every particular.

Signature

Date (dd/mm/yyyy)

Full name

## Section M: Privacy notice

‘Personal information’ means any information or opinion about an identified, or reasonably identifiable, individual.

‘Sensitive personal information’ means any information or opinion about an individual’s racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

The collection of personal information by the Department of Agriculture (the department) in relation to this form is authorised under the *Imported Food Control Act 1992* for the purposes of assessing your application to enter into a food import compliance agreement (FICA) with the department. If the relevant personal information requested in this form is not provided by you, the department will be unable to assess your eligibility as a FICA importer.

Personal information may be disclosed to other Australian agencies, including the Australian Customs and Border Protection Service, local, state and territory health authorities, persons or organisations where necessary for these purposes, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. Your personal information will be used and stored in accordance with the Privacy Principles.

By completing and submitting this form you consent to the collection of all personal information, including sensitive personal information, contained in this form.

The department’s [Privacy Policy](#), including information about access to and correction of your personal information, is available on the department’s website.

To contact the department about your personal information or to make a complaint:

**Phone** +61 2 6272 3933

**Post** Privacy Contact Officer  
Department of Agriculture  
GPO Box 858  
Canberra ACT 2601