



Food import compliance agreement notification

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

Section A: General information

Purpose of this form For importers who are signatories to the food import compliance agreement (FICA) to notify the Department of Agriculture and Water Resources about:

1. Detection of noncompliant food or initiation of a food recall
2. Change of importer's representative or senior management
3. Changes to the importer's food safety and compliance system (FSCS)
4. Changes to the importer's FICA warehouse register
5. Insolvency.

The FICA importer's representative must complete a separate form for each event.

Before submitting this form See [food import compliance agreements](#) and [imported food inspection scheme](#).

To complete this form

Electronically
You will need the latest version of Adobe Acrobat Reader to save changes to your document.

Manually
Use black or blue pen
Print in BLOCK LETTERS
Mark boxes with a tick or a cross.

Your notification must include

- a completed and signed notification form
- where relevant, laboratory certificate of analysis for noncompliant food
- where relevant, current warehouse register
- where relevant, documents to support variation to food safety and compliance system.

Email your notification

Imported Food
Department of Agriculture and Water Resources
Email auditservices@agriculture.gov.au

Section B: Importer

1 Business name (legal entity name)

2 Business address

Street address (PO Box will not be accepted)

Suburb/town/city

State

Postcode

3 FICA importer contact person

Given name

Family name

Position title

Work phone (include area code)

Mobile phone

Email

4 Purpose of the notification (complete a separate notification for each event)

Detection of noncompliant food or initiation of a food recall ([go to section C](#))

Change of importer's representative or senior management ([go to section D](#))

Changes to the importer's food safety and compliance system ([go to section E](#))

Changes to the importer's FICA warehouse register ([go to section F](#))

Insolvency ([go to section G](#))

Section C: Detection of noncompliant food or initiation of a food recall

5 Date noncompliance was identified (dd/mm/yyyy)


6 What category is the food?

Surveillance

Risk

7 Are you proposing to recall this product?

No  Go to question 9

Yes  Go to question 8

8 The recall is:

Voluntary

Mandatory

Reason for recall

9 Provide details of testing conducted on the noncompliant food. Attach laboratory certificates of analysis for microbiological, chemical or contaminant noncompliance.

Microbial

Type (for example, *Salmonella*, *E. coli*)

Food standards code

Chemical

Type (for example, chlorpyrifos, nitrofurans)

Food standards code

Contaminant

Type (for example, aflatoxins, iodine)

Food standards code

Composition

Type (for example, additives, vitamins)

Food standards code

10 Import declaration

To complete these questions, refer to the original import declaration that included the noncompliant food.

Customs entry number

Line number (line in the import declaration that included the food)

Tarrif code (10 digits)

Commercial description

Supplier code

Supplier name

Producer code

Producer name

Country of origin

Lot code(s) on the noncompliant food

11 Current location of noncompliant food

Business name

Street address (PO Box will not be accepted)

Suburb/town/city

State

Postcode

12 Intended action on noncompliant food

Destruction

Export

Treatment

Downgrade

Provide details of intended action

13 Has the state or territory authority been notified?

No

Yes

Section D: Change of importer's representative or senior management

14 Provide details of people whose names are to be added or removed

Person 1

Add a person

Remove a person

Given name

Family name

Position title

Person 2

Add a person

Remove a person

Given name

Family name

Position title

Person 3

Add a person

Remove a person

Given name

Family name

Position title

15 Provide details of people whose names or roles are to be amended

Person 1

Previously listed as

Given name

Family name

Position title

Update listing as

Given name

Family name

Position title

Person 2

Previously listed as

Given name

Family name

Position title

Update listing as

Given name

Family name

Position title

Person 3**Previously listed as**

Given name

Family name

Position title

Update listing as

Given name

Family name

Position title

Section E: Changes to the importer's food safety and compliance system**16** Has the proposed change been implemented?

No

Yes

If 'Yes', why did this proceed before the Department of Agriculture and Water Resources had conducted a review?

17 Describe the proposed/implemented change to your food safety and compliance system. Attach relevant documents.

Summarise the proposed/implemented change to your food safety and compliance system

18 Describe reasons for the proposed/implemented change**19** List outcomes expected from the proposed/implemented change

Section F: Changes to the importer's FICA warehouse register

20 Provide details of changes to warehousing. Attach your current warehouse register.

Warehouse 1

Add a warehouse

Remove a warehouse

Warehouse 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 (include area code)

Mobile phone

Email

Fax

Warehouse 2

Add a warehouse

Remove a warehouse

Warehouse 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 (include area code)

Mobile phone

Email

Fax

Section G: Insolvency

- 21** Insolvency describes a person's inability to satisfy creditors or discharge liabilities, either because liabilities exceed assets or because of inability to pay debts as they mature (see *Compliance agreement: standard terms*, clause 2.1).

Summarise the insolvency event

Describe proposed action

Date when action will take effect (dd/mm/yyyy)

Section H: Importer signature

To be completed by the importer representative listed in section B of this notification.

Signature

Date (dd/mm/yyyy)

Full name

Section I: 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 and Water Resources in relation to this form is authorised under the *Imported Food Control Act 1992* for the purposes of notifying the department of a change to the food import compliance agreement (FICA) or of a notifiable event that has occurred under a FICA. If the relevant personal information requested in this form is not provided by you, the department will be unable to verify your compliance with FICA requirements.

Personal information may be disclosed to other Australian agencies, including the Department of Immigration and Border Protection, 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.

See our [Privacy Policy](#) web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

Office use only (FICA officer)

Actioned by

Date (dd/mm/yyyy)

Comments

Has the importer provided adequate details?

No

Yes

Has the importer taken adequate and effective action?

No

Yes

Has the importer proposed appropriate action for dealing with the noncompliant food?

No

Yes

Has the importer taken appropriate action where noncompliant food has been released?

No

Yes

Is further action required by Canberra?

No

Yes

Office use only (Canberra)

Actioned by

Date (dd/mm/yyyy)

Comments