



## Application to transfer biodiversity credits

This form must be completed and signed by the current credit owner (the person selling the credits) and provide details of the new credit owner (check for correct spelling and ownership details).

**Note:** Separate application forms are required for each transfer involving a different credit owner.

This is an interactive form – please click on boxes and type in responses (each field has unlimited characters). When completed, print the form and sign where appropriate. This form can also be printed and filled in by hand. If you need help completing this form, contact the BioBanking Team on 131 555 or at [biobanking@environment.nsw.gov.au](mailto:biobanking@environment.nsw.gov.au).

### 1 Current owner's details

The credit register ID for the current owner is:

### 2 Details of the person(s) to whom credits will be transferred

The credit register ID for the new owner is:

Request for new registration (complete details below)

New credit owner (if an individual)			
Category	<input type="checkbox"/> Private individual	<input type="checkbox"/> Partnership	
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Dr
Last name			
First name			
New credit owner (if a corporation)			
Company			
ABN		GST registered	<input type="checkbox"/> Yes <input type="checkbox"/> No
Street address			
Address			
Town			
State		Postcode	
Mailing address (if different from above)			
Address			
Town			
State		Postcode	

Contact details for new credit owner (for enquiries or notifications)			
Name			
Phone		Mobile	
Fax		Email	
Preferred contact for credits			
<input type="checkbox"/> Designated email address* (please specify)			
<input type="checkbox"/> OEH to receive initial inquiries from potential buyers and forward these to the landowner		biobanking@environment.nsw.gov.au	

**\*Note:** Designated email address will be displayed on the BioBanking public register. To protect your privacy, we advise you to provide an email address that **does not include your name**. If you do not have email, you can select to use the BioBanking email address.

### 3 How to transfer biodiversity credits

Complete the following steps to specify the credits to be transferred:

- Step 1.** Go to the BioBanking public register at [www.environment.nsw.gov.au/biobanking/bimspr/](http://www.environment.nsw.gov.au/biobanking/bimspr/)
- Click on 'Enter Biobanking public register' button
  - Select 'Biodiversity credits'
  - Select 'Search for credit holder'
  - Enter credit owner's credit register ID in the box provided and click 'Search'
  - Click on 'View credit transfer report as PDF' button
  - Print the 'Credit(s) transfer report'.
- Step 2.** On the *Credit(s) transfer report* indicate the number of each ecosystem and/or species credit(s) to be transferred from owner(s) listed in section 1 of this application to the new owner listed in section 2 of this application.
- Step 3.** List the price paid per credit for each credit type on the *Credit(s) transfer report*. Where credits are sold in a group this is calculated by dividing the total amount by the number of credits transferred.
- Step 4.** Complete the distribution of payments (section 5).
- Step 5.** Attach the completed *Credit(s) transfer report* to this application.

### 4 Total Fund Deposit payment

When a biodiversity credit is sold by a biobank site owner(s) a specified amount from the sale must be paid into the BioBanking Trust Fund to satisfy the Total Fund Deposit. This amount is set out in each biobanking agreement. For more information see *Guide to establishing a biobank site* at [www.environment.nsw.gov.au/biobanking](http://www.environment.nsw.gov.au/biobanking).

<input type="checkbox"/> A Total Fund Deposit payment is required. <i>Fill in the table below to determine the amount to be paid.</i>
<input type="checkbox"/> The Total Fund Deposit has already been satisfied for biobanking agreement ID: (proceed to section 5)
<input type="checkbox"/> This is a re-sale of credits and therefore no deposit is required (proceed to section 5)

Specify all amounts below excluding GST.

A	Biobanking agreement ID	
B	Total Fund Deposit specified in the biobanking agreement	\$
C	Total number of credits created at the biobank site	
D	Number of credits sold in this transfer	
E	Relevant portion of the Total Fund Deposit ( $D \div C \times 100$ )	%
F	Relevant portion of the Total Fund Deposit	\$
G	Total proceeds from the sale for all credits being transferred	\$
H	Amount deposited into the BioBanking Trust Fund (greater of F or G up to the limit of B)	\$
I	Amount paid direct to the seller (G – H) Note: GST must also be paid to the seller both for the for the Total Fund Deposit (H) and any amount paid directly to the seller (I)	\$

Payment of the Total Fund Deposit can only be made by cheque payable to the 'BioBanking Trust Fund'.

For enquiries about the Total Fund Deposit contact the BioBanking Team on 131 555 or email [biobanking@environment.nsw.gov.au](mailto:biobanking@environment.nsw.gov.au)

## 5 Application fee

The credit transfer fee must be submitted with this form.

Fees are listed on the OEH website <http://www.environment.nsw.gov.au/biobanking/participants.htm>

Note: Fees are exempt from GST by the Commonwealth Treasurer's Division 81 determination under *A New Tax System (Goods and Services Tax) Act 1999*.

Application fee payment method (select one)	
<input type="checkbox"/> Cheque	Please make cheque payable to the 'Office of Environment and Heritage, NSW'.
<input type="checkbox"/> Credit card	<input type="checkbox"/> Master card <input type="checkbox"/> Visa Card no <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Expiry date <input type="text"/> / <input type="text"/> Cardholder's name <input type="text"/> Cardholder's signature      Date <input type="text"/> / <input type="text"/> / <input type="text"/>

## 6 Signature(s) of owner(s) transferring credits

This application must be completed and signed by all the owners of the biodiversity credits that are being nominated for transfer, or by a person(s) with the legal authority to sign. The various options for signing the form according to owner category are set out in the table below.

Owner category	Application is signed and certified by
<input type="checkbox"/> Individual(s)	All the individuals who are owners of the biodiversity credits to be transferred
<input type="checkbox"/> Company	<input type="checkbox"/> the common seal being affixed in accordance with the <i>Corporations Act 2001</i> , or <input type="checkbox"/> two directors, or <input type="checkbox"/> a director and a company secretary, or <input type="checkbox"/> the director, if a proprietary company that has a sole director who is also the sole company secretary.
<input type="checkbox"/> A local council	<input type="checkbox"/> the general manager in accordance with s.377 of the <i>Local Government Act 1993</i> (LG Act), or <input type="checkbox"/> the seal of the council being affixed in a manner authorised under the LG Act.
<input type="checkbox"/> A public authority other than a council	The chief executive officer of the public authority.

**I/We hereby give consent for the transfer of the biodiversity credits listed in the credit transfer report attached to this application (all owners to sign).**

Signature		Signature	
Name		Name	
Position		Position	
Date		Date	

Signature		Signature	
Name		Name	
Position		Position	
Date		Date	

Affix common seal (if signing under seal)

**Note:** The consent of all owners must be provided to complete the credit transaction. If you are signing on the owner's behalf you must state the nature of your legal authority and attach documentary evidence (e.g. power of attorney, executor, trustee, company director, etc).

## 7 Lodging the application

Once completed and signed, send the application with all attachments to the BioBanking Team.

**Electronically** – via Email [biobanking@environment.nsw.gov.au](mailto:biobanking@environment.nsw.gov.au)

If the files are large then a data exchange site can be set up. Contact us via the mailbox to organise this.

**Or by post:**

The BioBanking Team  
Ecosystems and Threatened Species Unit  
Environmental Programs Branch (Level 12)  
Office of Environment and Heritage, NSW  
PO Box A290  
Sydney South NSW 1232

**Note:** You will be notified once credits have been transferred. The public register will be updated to reflect the change in the credit ownership of the credits specified in this application.

Published by:  
Office of Environment and Heritage, NSW  
59–61 Goulburn Street, Sydney  
PO Box A290, Sydney South 1232  
Phone: (02) 9995 5000 (switchboard)  
Phone: 131 555 (environment information and publications requests)  
TTY: (02) 9211 4723  
Fax: (02) 9995 5999  
Email: [info@environment.nsw.gov.au](mailto:info@environment.nsw.gov.au)  
Website: [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

OEH 2015/0457  
July 2015

---

### Office use only

Received date

Completed date

Confirmation issued

Invoice number