



Application for Registration of Scientific Organisation for Exchange of Scientific Specimens

Under Sections 303CC, 303CD and 303DD of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) the export or import of a specimen is allowed, without a permit, if it is taken to be part of a registered, non-commercial exchange of scientific specimens between scientific organisations. Regulation 9A.01 of the *Environment Protection and Biodiversity Conservation Regulations 2000* outlines the conditions for these exchanges and the standards to be met by organisations wishing to be registered.

Who should fill out this form

You will need to complete this form if your organisation intends to exchange scientific specimens (either CITES or Australian native) and:

1. your organisation is based in Australia or an external territory AND/OR
2. your organisation is based overseas and intends to exchange non-CITES Australian native specimens and **is not already registered** with your relevant CITES Authority for the exchange of CITES specimens. You can check the registration status of an overseas organisation via the CITES register of scientific institutions - https://www.cites.org/eng/common/reg/e_si.html

Important notes

- The form must be completed by scientific organisations wanting to be registered for non-commercial exchange of scientific specimens. The exchange system allows for the export or import of preserved specimens and/or live plants by museums or herbaria. Live animals cannot be exported or imported under this system.
- There are severe penalties for knowingly making false or misleading statements in this application form.
- It is recommended that the head of the organisation sign this form.
- A reference to "CITES" in this form means the Convention on International Trade in Endangered Species of Wild Fauna and Flora.
- A reference to "the Act" in this form means the *Environment Protection and Biodiversity Conservation Act 1999*.
- A reference to a "prescribed specimen" in this form means a specimen other than a live animal.
- A reference to "the organisation" in this form means the scientific organisation identified in Question 1 of this form.

Lodging the application

Please send the application and all supporting documentation to the email or postal address below:

Postal address: The Director
Wildlife Trade Assessments Section
Department of the Environment and Energy
GPO Box 787, CANBERRA ACT 2601

Email: wta@environment.gov.au **Phone:** (02) 6274 1900 (option 2)

Please provide an estimate of the time taken to complete this form.

Include:

- The time actually spent reading the instructions, working on the questions and obtaining the information
- The time spent by all employees in collecting and providing this information

Hours and Minutes

1. Legal/registered name of Scientific Organisation

2. Trading name (if different to legal/registered name)

3. Australian Business Number (ABN) if applicable

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4. Australian Company Number (ACN) if applicable

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5. Street address

Address		
City/Town/Suburb		
State	Postcode	Country

6. Postal address

if same as Street address, tick here

Address		
City/Town/Suburb		
State	Postcode	Country

7. Contact details (include country code if not Australia, or area code in Australia)

Telephone number – work / mobile

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E-mail address

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8. Does your organisation intend to exchange CITES listed specimens?

(Non-Australian organisations wishing to exchange CITES specimens must be registered with the CITES Management Authority of their country)

No **Go to next question**

Yes **Go to next question**

9. Is your organisation listed on the Index Herbariorum?

No **Go to next question**

Yes **Go to 12**

10. Is your organisation situated in Australia (or an external territory of Australia)?

No **Go to next question**

Yes **Go to 12**

11. Is your organisation already registered with an overseas CITES authority for the non-commercial exchange of CITES listed scientific specimens? (see page 1 point 2 for how to check your registration status)

No Your organisation will only be registered to exchange non-CITES Australian native specimens. Go to next question.

Yes Your organisation is already registered to exchange CITES specimens. Australia recognises that registration and your organisation may also exchange Australian native specimens. You therefore do not need to complete this application.

12. Does your organisation meet **ALL** of the following standards?

- (a) Collections of animal or plant specimens, and records of them, are permanently housed and professionally curated.
- (b) Specimens are accessible to all qualified users, including those from other institutions.
- (c) Accessions are properly recorded in a permanent catalogue.
- (d) Keeps permanent records for loans and transfers of specimens to other institutions.
- (e) Acquires specimens primarily for research that is to be reported in scientific publications.
- (f) Specimens are prepared and collections are arranged in a way that ensures their utility.
- (g) Keeps accurate data on specimen labels, permanent catalogues and other records.
- (h) Acquires and keeps specimens in accordance with the laws of the jurisdiction in which it operates.
- (i) Specimens of species mentioned in Appendix I to CITES are permanently and centrally housed under its direct control, and managed in a way that prevents the use of the specimens for decoration, trophies or other purposes incompatible with the principles of CITES.

No **Please attach reasons**

Yes

13. Names of persons within the organisation that are to be authorised to exchange specimens.
(Attach a list if insufficient space)

Person 1

Mr, Ms, etc Given name/s

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Family name (Surname)

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Position within the Organisation

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Person 2

Mr, Ms, etc Given name/s

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Family name (Surname)

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Position within the Organisation

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Person 3

Mr, Ms, etc Given name/s

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Family name (Surname)

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Position within the Organisation

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Person 4

Mr, Ms, etc Given name/s

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Family name (Surname)

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Position within the Organisation

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Person 5

Mr, Ms, etc Given name/s

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Family name (Surname)

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Position within the Organisation

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14. Declaration by Head of organisation

I declare that:

1. The particulars provided in this form are true and correct in every detail.
2. I will ensure that the organisation acquires and possesses (and will acquire and will possess) prescribed specimens only in accordance with the laws of the Commonwealth, a State, a Territory, or of the country in which the organisation is situated.

Name of organisation

Name of Head of organisation

Mr, Ms, etc Given name/s

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Family name (Surname)

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Position in organisation

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Signature of Head of organisation

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Date

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