



# Consent to obtain information – individual

## Who should complete this form?

This form should be completed by:

- An individual who is an applicant for a licence under Part IV of the *Excise Act 1901*
- An individual who will participate in the management or control of the premises specified in the licence application
- Where the applicant is a company – any director, officer or shareholder of the company who would participate in the management or control of the company

The Tax Office may also require consent to obtain information from associates of the applicant who may be able to influence the actions of the applicant in relation to the proposed activities

OFFICE USE ONLY											
Day		Month			Year						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## When completing this form

- Print clearly, using a black pen only.
- Use BLOCK LETTERS.
- Place  in all relevant boxes.

## After completing this form

- Sign the declaration.
- Keep a copy for your records.

➤ Send your completed form to:

■ **Tobacco Industry Group**  
**Australian Taxation Office**  
**PO Box A288**  
**Sydney South NSW 1235**

■ **Alcohol Industry Group**  
**Australian Taxation Office**  
**GPO Box 2318**  
**Adelaide SA 5001**

■ **Fuel and Energy Group**  
**Australian Taxation Office**  
**GPO Box 4525RR**  
**Melbourne VIC 3001**

⚠ This form is used to obtain information to assess the eligibility for licensing under Part IV of the *Excise Act 1901*. This information will be used in the determination of whether the applicant, associate or individual is fit and proper and whether granting a licence will result in risk to revenue.

## Section A: Individual details

### 1 Do you have an ABN?

Yes  Please provide ABN

No  Please provide TFN

ⓘ It is not compulsory for you to provide your ABN or TFN, but it will help us process your application promptly.

### 2 Please provide the following information.

Title: Mr  Mrs  Miss  Ms  Other

Family name

Preferred first name

Business telephone number

         

Mobile phone

         

Fax number

         

➤ Must include a contact number other than a mobile number.

Residential address (This must be a street address. It can not be a post office box number or other delivery point address.)

  


Suburb/town

State/territory

Postcode

Gender: Male  Female

Date of birth

Day Month Year  
  /   /

Place of birth

State/territory

Country

### 3 Preferred language other than English (we may not be able to speak to you in your preferred language at all times)

## Section B: Individual disclosure details

- 4 **Are you the subject of any criminal charge still pending before a court or have you been the subject of a conviction, guilty finding or pecuniary penalty before a court?**  Yes  No
- 5 **Have you been charged, within one year before making this application, of an offence:**  
(a) against a provision of the Excise Act, and/or  
(b) of any law of the Commonwealth, a State or Territory that was punishable by imprisonment for a period of one year or longer or by a fine of 50 penalty units or more?  Yes  No
- 6 **Have you been convicted, within ten years before making this application, of an offence:**  
(a) against a provision of the Excise Act, and/or  
(b) of any law of the Commonwealth, a State or Territory that was punishable by imprisonment for a period of one year or longer or by a fine of 50 penalty units or more?  Yes  No
- 7 **Have you held a licence under the Excise Act that has been cancelled?**  Yes  No
- 8 **Have you participated in the management or control of a company that has had its licence cancelled?**  Yes  No
- 9 **Are you an undischarged bankrupt?**  Yes  No
- 10 **Are you associated (within the meaning of the *Income Tax Assessment Act 1997*) with any person that would mark 'Yes' to any of the questions above?**  Yes  No

### Privacy

The Tax Office is authorised by the *Excise Act 1901* and the *Taxation Administration Act 1953* to collect the information requested on this form. The information will help the Tax Office to administer the excise and taxation laws. Information may be provided to other bodies as authorised by law. These bodies may include agencies such as:

- Centrelink
- Australian Customs Service
- Law Enforcement Agencies
- Director of Public Prosecutions, and
- Australian Bureau of Statistics.

Information about whether or not you are licensed and details of the licence and associated movement permissions may also be provided to individuals or entities who deal, or are proposing to deal with you in relation to excisable goods or goods controlled by the Tax Office.

Where the information collected relates to petroleum licences, information may also be provided to other licence holders for the purposes of determining their eligibility for a grant under the *Energy Grants (Cleaner Fuels) Scheme Act 2004*.

Where the disclosure includes personal information, Information Privacy Principle 11.3 in section 14 of the *Privacy Act 1988* limits its use to the purpose for which it is disclosed.

The Tax Office is authorised by the *Taxation Administration Act 1953* to request your TFN. It is not an offence not to provide your TFN. However, if you do not provide your TFN, the processing of your application will be delayed.

### Complaints, comments or suggestions

We value your complaints, comments and suggestions and use them to improve our processes and the service we provide to you.

If you would like to discuss any excise service or product, we invite you to phone us on **1300 657 162** or email us at **ExciseComplaints@ato.gov.au**

## Section C: Declaration

I,   
Name of person completing this form

CONSENT to the Tax Office

- (a) extracting from its own records, and
- (b) obtaining from the Australian Federal Police or any other police force, details of any firearm licences, details of any criminal charge involving me pending before a court, together with details of any conviction or finding of guilt which may have been recorded against my name, and
- (c) obtaining details from:
- AUSTRAC about reported financial transactions information;
  - Australian Customs Service about my compliance history and any licences and/or permissions I have held;
  - Australian Securities and Investments Commission about a company or a business name or a linked entity;
  - Centrelink about whether I have accessed pensions, allowances and benefits to which I have no entitlement and any other details for the purposes of assessing compliance history;
  - Electoral Rolls in each state or territory about names and addresses;
  - government and non-government entities about whether I am or have been bankrupt;
  - government and non-government entities about my credit history or rating;
  - taxation and revenue agencies in each state and territory about me that relate to administration of laws administered by the Commissioner;
  - the Department of Immigration and Multicultural and Indigenous Affairs about date of birth, name, date of arrival in Australia, and my legal capacity to reside or work in Australia;
  - the Land Title offices in each state or territory about ownership of real estate property;
  - the Registrar of Births Deaths and Marriages in each state or territory about any name change in order for you to assess whether any offences have been committed under another name; and
  - the Road Transport Authority in each state and territory about vehicle registration and driver's licences.

I hereby certify that the personal details provided on this form are true and correct.

Signature

Date / /

Print name

Position held

**!** The information obtained will be used in relation to either a current application or an existing licence and may be used on an ongoing basis to confirm eligibility.

Total number of pages

Please indicate the time taken to complete this form, including getting the necessary information.

Minutes

### **➤** MORE INFORMATION

If you are unsure or need help with this application, you can:

■ **Tobacco Industry Group**  
Australian Taxation Office  
PO Box A288  
Sydney South NSW 1235  
Phone: 1300 137 295  
Fax: 1300 308 268  
Email: [ATO-EXC-Tobacco@ato.gov.au](mailto:ATO-EXC-Tobacco@ato.gov.au)

■ **Alcohol Industry Group**  
Australian Taxation Office  
GPO Box 2318  
Adelaide SA 5001  
Phone: 1300 137 290  
Fax: 1300 130 916  
Email: [ATO-EXC-Alcohol@ato.gov.au](mailto:ATO-EXC-Alcohol@ato.gov.au)

■ **Fuel and Energy Group**  
Australian Taxation Office  
GPO Box 4525RR  
Melbourne VIC 3001  
Phone: 1300 137 292  
Fax: (03) 9285 1168  
Email: [ATO-EXC-Petroleum@ato.gov.au](mailto:ATO-EXC-Petroleum@ato.gov.au)

If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech Relay Service on **1300 555 727**.