



**Australian Government**  
**Department of Defence**  
Defence Export Control Office

## Client Registration Form

### INFORMATION ABOUT THE CLIENT REGISTRATION FORM

A DECS Client Registration Number (DCRN) is required for all new clients who need to interact with the Department of Defence in relation to export control matters. You will need a DCRN to lodge an application to:

- export goods or supply technology
- register as an Australian Community member for the purposes of the Defence Trade Cooperation Treaty
- become an Intermediate Consignee for the purposes of the Defence Trade Cooperation Treaty
- apply for an International Import Certificate, Delivery Verification Certificate or Non Transfer and End Use Certificate
- register as a Broker
- conduct a brokering arrangement

### DUPLICATE REGISTRATIONS

Defence looks for duplicate registrations by matching the Australian Business Number (ABN) or Customs Client Identification (CCID) and the Postcode. Duplicate registration records may occur where other ABNs, CCIDs or Postcodes are submitted on subsequent registration forms.

### COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

The personal information you provide in this registration form is being collected by the Department of Defence for the purpose of administering export control legislation including the *Customs Act 1901*, the *Defence Trade Controls Act 2012* and the *Weapons of Mass Destruction (Prevention of Proliferation) Act 1995*.

The information you provide will be used to register individuals and companies to use the Defence Export Control System (DECS). Defence may also use the information when undertaking other export control functions including compliance activities, and to contact you with information regarding export controls or the Australia-US Defence Trade Cooperation Treaty. Defence may provide some or all of the information to other Australian Government agencies involved in the administration of export control legislation including the Australian Customs and Border Protection Service, the Department of Foreign Affairs and Trade, the Department of Industry, law enforcement and intelligence agencies. In some circumstances, Defence may be required to provide some of this information to Australia's international regime partners in order to fulfil Australia's reporting and consultation responsibilities. If your registration is for the purposes of participating in the Australia-US Defence Trade Cooperation Treaty, some or all of the information in this form will be provided to the United State Government. Defence will not disclose your personal information beyond these circumstances unless authorised to do so by law.

The Department of Defence has a Defence Privacy Policy. The Defence Privacy Policy contains information on how an individual may apply for access to their personal information and how an individual may apply to have their personal information amended. The Defence Privacy Policy also contains information for individuals on how to make a privacy complaint to Defence if they consider Defence may have breached the Australian Privacy Principles. A copy of the Defence Privacy Policy can be found at [www.defence.gov.au](http://www.defence.gov.au). For more information, the Defence Privacy Officer can be contacted by email at [defence.privacy@defence.gov.au](mailto:defence.privacy@defence.gov.au).

If you require further assistance please contact DECO by telephone on 1800 66 10 66 or by email at [deco@defence.gov.au](mailto:deco@defence.gov.au).



## CLIENT REGISTRATION FORM

### 1. Applicant Details

The Applicant Name should be entered as you want it to appear on all approvals and correspondence. For example, Defence Aviation Repairs, xTreme Electronics Pty Ltd, or Smith Pty Ltd trading as ABC Guns. Once registered with a DECS Client Registration Number (DCRN), all applications submitted will require the use of the same applicant name.

If you are registering for the Defence Trade Cooperation Treaty you must include your Australian Business Number.

For all other registrations:

1. If your activities will involve the export of goods and technology, which will require you to submit an Export Declaration to the Australian Customs and Border Protection Service, we require either your Australian Business Number (ABN) or Customs Client Identification (CCID). You must include the ABN or CCID that is registered with Customs and Border Protection in their Integrated Cargo System (ICS). For more information about registering with ICS contact Customs and Border Protection at [www.customs.gov.au](http://www.customs.gov.au) or 1300 661 066.
2. If your activities will be limited to supplying intangible technology or brokering, and you do not have an ABN, then you should select the "ABN/CCID not required" field.

The Defence Export Control System (DECS) will advise you via email of your DCRN once this form has been accepted. You will need to quote your DCRN and Applicant Name on all applications you lodge.

1.1 Name of Applicant (Company or Individual) \*

1.2 Trading or Registered Business Name

1.3 Australian Business Number (ABN)

1.4 Australian Company Number (ACN)

1.5 Customs Client Identification (CCID)

1.6 ABN/CCID not required

not required

You must provide an ABN, CCID or indicate that an ABN/CCID is not required in Section 1.

### 2. Client Registration Category

2.1 Select the category of applicant that best describes you \*

- Individual or Sole Trader
- Company (Australian Private or Public)
- Partnership
- Trust
- Government
- Foreign (individual, partnership, company or government)
- Other

### 3. Main Business Location or Address

In this section, you should provide the address you want to appear on all correspondence such as permissions, permits, Australian Community Membership notices, and certificates.

Company or Group email address: If you have a company, group or other email address that should be included as a recipient on emails we send, you should enter this address as well as any contact details. This email address must not be the same email address as that of a contact.

3.1 Physical Address - Number and Street Name \*

3.2 Physical Address - Suburb / Town \*

3.3 Physical Address - State

3.4 Physical Address - Postcode

3.5 Physical Address - Country \*

3.6 Website

3.7 Do you have a company or group email address that we should send copies of emails to? \*

- No  
 Yes, Enter email address

3.8 Do you have a different postal address? \*

- No, go to section 5  
 Yes, complete section 4

#### 4. Postal Address

4.1 Mailing Address - PO Box Number

4.2 Mailing Address - Number and Street Name

4.3 Mailing Address - Suburb / Town

4.4 Mailing Address - State

4.5 Mailing Address - Postcode

4.6 Mailing Address - Country

#### 5. Contact Officers (Can add more than one contact officer)

You can restrict who can submit applications on your behalf. If we receive an application from a person who is not recorded in our system, we will seek advice from your listed contacts to discuss the application. You can request us to add or remove contact persons by sending us an email request.

International phone numbers should be entered with a "+", then the International Direct Dialing Prefix (eg 0011), then the Country Code, followed by the phone, fax or mobile number, eg +001118884074747.

5.1 Can only authorised contact officers submit applications on behalf of this client? \*

- No  
 Yes, you must add at least one contact

5.2 Title/Position

5.3 First Name

5.4 Last Name

5.5 Telephone No.

5.6 Mobile No.

5.7 Fax No.

5.8 Email

Add Contact

## 6. Related Businesses

6.1 Is this applicant a parent company?

No

Yes, list the DCRN's or ABN's of subsidiary companies that should be linked to this parent company

6.2 Is this applicant a wholly-owned subsidiary of another company?

No

Yes, answer the following two questions

6.3 What is the business name of the parent company?

6.4 What is the ABN of the parent company? (if applicable)

## 7. Business/Industry Sector Classification

7.1 What classification best describes your business/industry sector, or the goods or technology that you will be supplying?

## 8. Statement by Applicant

### ACKNOWLEDGE

In applying to the Department of Defence, you consent that the information provided in this application may be provided to other Australian Government agencies.

Any person who makes a false or misleading statement in an application may be prosecuted for an offence under Section 136.1 of the *Criminal Code Act 1995*. If found guilty, penalties (including imprisonment) may be imposed by the court.

### STATEMENT BY APPLICANT

I certify that the information in this application is true and correct.

I will promptly inform the Defence Export Control Office of any changes relating to the information provided in this application.

8.1 First Name \*

8.2 Last Name \*

8.3 Position/Title \*

8.4 Email \*

8.5 Contact Phone Number \*

8.6 Date (Auto-completed on submission)

Submit