



## Purpose of this form

Use this form for any of the following actions:

- create online services portal access for a new company
- add online services portal access for an individual
- remove online services portal access for an individual
- changes to company name and/or address
- change of primary contact
- change of company administrator.

## For more information

Please email [enquiries@apvma.gov.au](mailto:enquiries@apvma.gov.au).

## User access types:

**Company administrator** is responsible for all user access and company detail changes. We are able to contact the company administrator if we cannot get in contact with the company's primary contact. The company administrator also has payment function.

**There can only be one company administrator per company.**

**Payment function** allows users to view invoices and perform annual reporting of sales.

**Primary contact** is listed as the 'applicant' on application forms and is our default contact if we cannot get a response from a member of your company or authorised agents. The primary contact is also the contact for all non-application related correspondence from the Australian Pesticides and Veterinary Medicines Authority (APVMA). This may include, invoices for licensing fees, or annual reporting etc. **There can only be one primary contact per company.**

**Standard user access** is our baseline user access type. This gives staff access to log in, submit and manage applications for the company they represent.

## I would like to:

- ☐ Create online services portal access for a new company

### Complete section A and B

- ☐ Add online services portal access for an individual

### Complete section A, B and G

- ☐ Remove an online services portal access for an individual

### Complete section A, C and G

- ☐ Change company name and/or address

### Complete section A, D and G

- ☐ Change the primary contact

### Complete section A, E and G

- ☐ Change the company administrator

### Complete section A, F and G

## Section A: Company details

**Company name (legal name of the company):**


**ACN or overseas equivalent number:**

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**Street address:**

	Postcode:	

**Postal address:**

	Postcode:	

For all new companies the user added in [Section B](#) will be the company administrator and primary contact by default. However, if you wish to assign different staff to these roles, please complete [Section E](#) and/or [Section F](#).



### Section B: New user information

#### Your responsibilities

When you register, the APVMA provides you with a username and password that can be used to log on to the online services portal. This username and password is linked to your individual account and the company you are authorised to represent. This consequently allows you to access information in relation to applications for the company.

Encryption, together with your username and password, ensures the confidentiality, integrity and authenticity of your electronic transactions. It is your responsibility to protect your password from disclosure to unauthorised individuals. Registered organisations should only allow authorised individuals access to a username, password and personalised identification questions. Do not distribute or publish, in any form, this information to unauthorised individuals.

In signing the form you agree to be responsible for:

- all activities that occur under your username and password
- maintaining the confidentiality of your password and personalised identification questions
- requesting the APVMA to change your password if it becomes known to unauthorised personnel
- requesting the APVMA to change your password if personnel who know the password leave the organisation
- contacting the APVMA if your username, password or personalised identification questions have been lost, stolen or otherwise compromised.

#### Online account access type

Please indicate with a ☒ whether you require access to the payment function:

☐ Yes ☐ No

**Payment Function** allows users to view invoices and perform annual reporting of sales. If only one user is nominated for a new company they will receive this function by default.

First name

Last name

Position/title

Telephone number

Mobile number

Email address

Postal address

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	Postcode:	<input type="text"/>

#### Declaration

I hereby declare that the information provided with this notification is complete and correct.

Giving false or misleading information is a serious offence. A false or misleading declaration may lead to prosecution under the *Criminal Code Act 1995*.

Name:

Signature:

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Date (dd/mm/yyyy):

If creating online services portal access for an individual, **proceed** to [Section G](#).

If adding online services portal access for a new company **proceed** to [return your form](#).



### Section C: Remove online services portal access

List the names of all staff you wish to remove from your company's APVMA online services portal access.

#### Contact name 1

#### Contact name 2

#### Contact name 3

#### Contact name 4

#### Contact name 5

#### Contact name 6

#### Contact name 7

#### Contact name 8

Proceed to [Section G.](#)

### Section D: Changes to company name or address

Only existing companies with an APVMA online services portal account may update their name or address.

If the company name has changed, please include the 'certificate of registration on change of name' from the Australian Securities and Investments Commission.

Note: a change of ACN will require a change of holder. Applications to change the holder of an approval or registration or appoint or change a nominated agent must be made through the APVMA portal ([apvma.gov.au/node/302](http://apvma.gov.au/node/302)).

#### NEW company name

<input type="text"/>
<input type="text"/>

#### NEW company street address

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	Postcode:	<input type="text"/>

#### NEW company postal address

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	Postcode:	<input type="text"/>

Proceed to [Section G.](#)



## Section E: Changes to primary contact

### Your responsibilities

When you register, the APVMA provides you with a username and password that can be used to log on to the online services portal. This username and password is linked to your individual account and the company you are authorised to represent. This consequently allows you to access information in relation to applications for the company.

Encryption, together, with your username and password ensures the confidentiality, integrity and authenticity of your electronic transactions. It is your responsibility to protect your password from disclosure to unauthorised individuals. Registered organisations should only allow authorised individuals access to a username, password and personalised identification questions. Do not distribute or publish, in any form, this information to unauthorised individuals.

In signing the form you agree to be responsible for:

- all activities that occur under your username and password
- maintaining the confidentiality of your password and personalised identification questions
- requesting the APVMA to change your password if it becomes known to unauthorised personnel
- requesting the APVMA to change your password if personnel who know the password leave the organisation
- contacting the APVMA if your username, password or personalised identification questions have been lost, stolen or otherwise compromised
- being the point of contact for all non-application specific correspondence from the APVMA
- being named as the primary contact on all company applications.

### Online account access type

Please indicate with a ☒ whether you require access to the payment function:

☐ Yes ☐ No

**Is the primary contact and company administrator the same person?**

☐ Yes ☐ No

**If yes, in signing the declaration on this page you acknowledge the responsibilities listed for the company administrator on page 5.**

### New primary contact details

**First name**

**Last name**

**Position/title**

**Telephone number**

**Mobile number**

**Email address**

**Postal address**

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	Postcode:	<input type="text"/>

### Declaration

I hereby declare that the information provided with this notification is complete and correct.

Giving false or misleading information is a serious offence. A false or misleading declaration may lead to prosecution under the *Criminal Code Act 1995*.

**Name:**

**Signature:**

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**Date (dd/mm/yyyy):**

**Proceed to [Section G](#)—to be signed by the current company administrator if available, alternatively a letter of authorisation must accompany this form.**



### Section F: Changes to company administrator

If the company administrator is no longer with the company, this form will need to be accompanied by a letter of authorisation from the CEO, Manager of Regulatory Affairs or equivalent.

The letter must be on company letter head and clearly state who is to be appointed the company's administrator.

#### Current company administrator (if known):

#### Your responsibilities

When you register, the APVMA provides you with a username and password that can be used to log on to the online services portal. This username and password is linked to your individual account and the company you are authorised to represent. This consequently allows you to access information in relation to applications for the company.

Encryption, together with your username and password, ensures the confidentiality, integrity and authenticity of your electronic transactions. It is your responsibility to protect your password from disclosure to unauthorised individuals. Registered organisations should only allow authorised individuals access to a username, password and personalised identification questions. Do not distribute or publish, in any form, this information to unauthorised individuals.

In signing the form you agree to be responsible for:

- all activities that occur under your username and password
- maintaining the confidentiality of your password and personalised identification questions
- requesting the APVMA to change your password if it becomes known to unauthorised personnel
- requesting the APVMA to change your password if personnel who know the password leave the organisation
- contacting the APVMA if your username, password or personalised identification questions have been lost, stolen or otherwise compromised
- controlling APVMA online services portal access for the company you represent.

### New company administrator details

#### First name

#### Last name

#### Position/title

#### Telephone number

#### Mobile number

#### Email address

#### Postal address

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	Postcode:	<input type="text"/>

#### Declaration

I hereby declare that the information provided with this notification is complete and correct.

Giving false or misleading information is a serious offence. A false or misleading declaration may lead to prosecution under the *Criminal Code Act 1995*.

#### Name:

#### Signature:

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#### Date (dd/mm/yyyy):

Proceed to [Section G](#)—to be signed by the current company administrator if available, alternatively a letter of authorisation must accompany this form.



### Section G: Company administrator authorisation

To be signed by the current company administrator as listed on the APVMA portal. If the company administrator is no longer with the company, please assign one using [Section F](#) of this form.

As the company administrator, I consent to the APVMA making the changes outlined in this document.

Giving false or misleading information is a serious offence. A false or misleading declaration may lead to prosecution under the *Criminal Code Act 1995*.

**Company administrator name:**

**Company administrator signature:**

**Date (dd/mm/yyyy):**

### Returning your form

Ensure all relevant questions are answered and that the form is signed and dated. Then return to the APVMA by:

Email: [enquiries@apvma.gov.au](mailto:enquiries@apvma.gov.au)

Post: GPO Box 3262, Sydney NSW 2001

### Privacy

Your personal information will be managed in accordance with the *Privacy Act 1988*.

More information about the way in which the APVMA will manage your personal information, including its Privacy Statement, is available at [apvma.gov.au/node/3207](http://apvma.gov.au/node/3207).