



## ASIC APPLICATION APPROVER COMPANY REGISTRATION AND SIGNATORIES

This document is used to register a new company and/or add authorised signatories to approve Aviation Security Identification Card (ASIC) applications or other identification card applications on behalf of your company.

New company registrations must be approved by a sponsor company who verifies and oversees the operational need for employees to have access to workplaces in an airside or landside security zone within Melbourne Airport. Sponsoring Companies must be approved as an "On Airport" provider.

### **Company Signatories in authorised card applications must:**

- Verify that their employee has an operational need to be in an Airside or Landside security zone within Melbourne Airport. ASIC applications can be submitted up to 4-weeks prior to commencing employment with your company.
- Ensure that the applicant has sufficient training in safety and the use of safety equipment relevant to their specific role.
- Ensure APAM Security Services is immediately notified of any changes to the application particulars, changes in circumstances of the applicant and if the company signatories are no longer with the company or if new signatories need to be included.
- Endures the return of the ASIC prior to the applicant leaving employment or upon transfer of the applicant to a position that does not have an operational requirement to hold an ASIC.
- Understand that APAM is not responsible or liable for any loss or damage suffered by the applicant as a result of any delay caused by the AusCheck background checking process.
- Review the process using 1) the Overview Guide and 2) the Application Approver Guide documents, prior to attempting the online ASIC approval process.
- Understand the Privacy Policy and how it's applied to card applications <http://melbourneairport.com.au/privacy-policy>
- Understand that at the time of approval, invoices will be issued and are GST inclusive to companies with a credit account. Any and all payments made are non-refundable. Payments must be made for the application to move forward in the process.

## Company Details

This section is completed by the Company Director, Sole Proprietor or equivalent.  
For national or international companies, the local port manager will be acceptable.

Company Name:  
.....

Company Operational Requirement:  
.....

Company Phone No.:

ABN No.:

Company Email:  
.....

Company Address (Street):  
.....

Suburb:

State:

Postcode:  
.....

The information which the applicant is required to disclose in an ASIC application form will be used by Australia Pacific Airports (Melbourne) Pty Ltd (APAM) for the purpose of establishing the qualifications of the applicant for the issuing of an Aviation Security Identification Card (ASIC).

The applicant is required to consent to certain information being forwarded to AusCheck for the purpose of conducting a background check, also Australian Security Intelligence Organisation (ASIO) for the purpose of conducting Politically Motivated Violence Check (PMV), the Department of Immigration and Citizenship (DIAC) for the citizenship status of the applicant and CRIMTRAC for criminal history. The result of these checks will be disclosed to APAM on a confidential basis. APAM has the right to request information required by this application form under the provisions of the Aviation Transport Security Act 2004 and regulation made under that Act. All information received from the applicant will be kept by APAM in strictest confidence and handled in accordance with the provisions of the Privacy Act 1988.

Once an ASIC is issued, APAM may provide information and/or data collected through the use of your ASIC to the Australian Federal Police for enforcement related activities. APAM may be required to provide information to the Australian Customs Service (Customs) and Australian Border Force (ABF) from time to time about the identity of ASIC holders to ensure compliance with Customs-related laws. In making such information available to Customs and ABF, APAM will take all reasonable steps to ensure that information about the ASIC holder is relevant to a Customs-related law/s.

I have read, understood and agree to the responsibilities and conditions of this registration. I approve the authorised signatory below to authorise employee ASIC applications on behalf of this company.

I also wish to act as an Authorised Signatory. (Please complete a Signatory section on page 3.)

Name:  
.....

Job Title:  
.....

Signature:  
.....

Date:  
.....

On-Airport Sponsor Details

Sponsoring On-Airport Company:  
.....

Contract Manager and Job Title:  
.....

Contact Email:  
.....

Phone:  
.....

## Authorised Signatories

Complete this section for each person/s you authorise to act as an Authorised Signatory to approve ASIC applications. Each signatory will need to add their own company email address as this will act as their unique ASIC Online Login. Generic company email is not acceptable, especially in the case of multiple signatories. Be advised that sub-contractors will not receive a login as the On-Airport support company will approve on your behalf. Refer to the **"ASIC Application Sub-Contractor Overview"**.

To process your application, a signed original (no photocopy) is required for Government compliance and must be received and on file prior to the company being registered.

Please allow up to 5 business days for the company to be registered.

All listed signatories will be notified by email as soon as the company is registered.

■ Please print, complete and physically sign this form and then post to:

**Security Services, Locked Bag 16, Tullamarine VIC 3043**

■ Alternatively, please print, complete and physically hand-deliver this form to:

**Security Services, Building 219, 5-9 Francis Briggs Rd, Melbourne Airport VIC 3045**

### SIGNATORY

Full Name:  
.....

Job Title/Position:  
.....

Email (your unique login):  
.....

Phone:  
.....

*I have read, understood and agree to the responsibilities and conditions of this registration.*

Signature:  
.....

Date:  
.....

### SIGNATORY

Full Name:  
.....

Job Title/Position:  
.....

Email (your unique login):  
.....

Phone:  
.....

*I have read, understood and agree to the responsibilities and conditions of this registration.*

Signature:  
.....

Date:  
.....

## SIGNATORY

Full Name:

Job Title/Position:

Email (your unique login):

Phone:

*I have read, understood and agree to the responsibilities and conditions of this registration.*

Signature:

Date:

## SIGNATORY

Full Name:

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Signature:

Date:

## SIGNATORY

Full Name:

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