



This form can be used to apply to act as a claims agent under the Tasmanian Freight Equalisation Scheme (TFES) Ministerial Directions.

1 Agent details

Individual name or business name

Australian Business Number (if applicable)

 - - -

Postal address

 Postcode

Physical address if different to postal address

 Postcode

Phone number

Mobile number

Email

Privacy notice

3 You need to read this

Privacy and your personal information

The privacy and security of your personal information is important to us, and it is protected by law. We need to collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicesaustralia.gov.au/privacy

Declaration

4 I have read and agree to comply with the Directions by the Minister for the Department of Infrastructure, Transport, Regional Development and Communications set out in the Ministerial Directions for the operation of the Tasmanian Freight Equalisation Scheme, including notifying claimants of the amount of TFES assistance received within 30 days of a claim outcome, and to retain claimant information and supporting documentation in a readily accessible system for 5 years.

The above information to the best of my knowledge and belief, is not false or misleading in any material particular.

I declare that the information I have provided in this form is complete and correct.

I understand that giving false or misleading information is a serious offence.

Name of individual or person representing the business

Title or Position, if applicable

See 'Who can authorise this form' on page 2.

Signature

Date

 / /

See 'Returning this form' on page 2.

Checklist

2 I have provided the following information:

Certified copy of driver licence or passport (individual applicant only)

Description (100 words or less) of how the information management system used covers all claimants on whose behalf the applicant intends to lodge claims. For example, 'Business uses Small Business Software Product Y that has management information capacity for up to 500 customers.'

Example of a de-identified customer record.

Example of a customer invoice with business details that match those of the applicant and clearly show estimated dollar value of TFES assistance relevant to claim.

Example of a customer notification showing the actual amount of TFES received in relation to that claim.

A statutory declaration:

- Stating that the applicant is neither a person whose business allows them to set the price of shipping goods, nor is involved in a non arms length commercial arrangement with such a person, and
- Disclosing any shareholding or cross ownership arrangements the applicant has with businesses that set the price of shipping goods.



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Ministerial Directions

Ministerial Directions for the Tasmanian Freight Equalisation Scheme are available at:
infrastructure.gov.au/transport/programs/maritime/tasmanian/scheme.aspx

Who can authorise this form

If a business is applying to act as a claims agent, then the form must be certified by:

- an owner
 - a partner
 - a director
 - a company secretary, or
 - the manager of the company, for example, Chief Finance Officer or General Manager.
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Verifying your identity

In the case of an applicant who is an individual, supply a certified copy of your driver licence or passport.

Statutory declaration

Statutory declaration forms are available from the Attorney-General's Department website ag.gov.au

Returning this form

Return this completed form to:

Email: **tfes.support@servicesaustralia.gov.au**

Post: **Services Australia
Tasmanian Transport Schemes
GPO Box 1269
Hobart TAS 7001**

Fax: **(03) 6208 9976**

For more information

Go to servicesaustralia.gov.au/tfes

Call us on **131 158** call charges may apply