

Guide for Change of Details Application

This Guide (AICAS-OM0303) will assist you in providing sufficient information to minimise delays in processing your Application for Change of Details via our Online Application System or using form AICAS-OM0302 correctly to minimise any delays in processing your application. This document, although specifically for hard copy Forms, will also assist with AICAS Online Application System regarding documentation that is required. The Online Application System is faster and easier to use.

Please make certain that you are using the current version of this Guide and Application Form by checking online at www.acas.com.au. Our website also has a Frequently Asked Questions page that can also assist you through the process.

Note1: AICAS is not an approval consultancy and only provides aid for completion of an application and do not provide consulting services.

Therefore, if you are not familiar with the requirements of electrical equipment certification, it is recommended that a specialised approvals consultant be engaged. These consultants know the regulatory requirements and understand the Electrical Equipment Safety Certification Scheme which may save you time, effort and money thus achieving a faster entry of your electrical equipment or product into the marketplace

Note 2: Please take your time to carefully complete all details as requested below and supply all required documentation. An incomplete application may be rejected.

Part A. Application Details

Type of Application: For Online Application click down arrow and select the type or if completing it in a Word document click the applicable box or if completing by hand tick the box.

Enter current **AICAS** Certificate number.

Note: **AICAS** Change of Details Application only applies to an **AICAS** certificate.

Part B1 Certificate Holder's Details

The details required in these fields are on the existing main Certificate.

Business name: Enter the name of the Company who is to be the Certificate holder and will be responsible for the electrical equipment. Unregistered business, company or trading names will not be acceptable.

Street address: The street address as registered under the business name.

Postal address: Enter the business postal address if different from the street address.

ABN/ACN/ARBN: Australian based applicants are to include their Australian Business Number (ABN) or their Australian Company Number (ACN).

International applicants should provide the Australian Registered Body Number (ARBN) under which they conduct business in Australia if applicable.

Contact details: Is the name of the person who owns the business or is an employee of the business who has the delegated authority to act for the business in electrical safety certification matters.

The contact details to include full name, phone and/or mobile numbers and to include country code, email address.

Part B2. Change of Details of current Certificate Holder (Only add the changes)

Only add the changes to the current Certificate Holders details. I.E., if just the address has changed then this will be the only information added to this section.

If changed **ABN, ACN or ARBN** then an Application for Transfer is required.

Part C. Consultant

If a consultant or agent is being used, they must complete the details of their company.

AICAS will direct all communications relating to this application through the contact person as named in Part C.

A Declaration or a letter of authority for the consultant/agent to act on behalf of the applicant must be supplied.

This must also include a declaration regarding AICAS Terms Conditions and Obligations. Note: A template of the required declaration is available at aicas.com.au/application forms. Form no. 0306

Part H. Declaration by Applicant

Note: This manual is subject to change without notice - Any printed copies are considered obsolete

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If the application form is completed by the Applicant, this declaration **must** be signed by the owner of the business whose details appear in Part B1, or

An authorised employee of that business who by their position or appointment has authority to act on behalf of the applicant.

By signing the application form you are declaring that you have a copy of the **AICAS** Terms, Conditions and Obligations, have read and understood the documents and will adhere by them. Any breach of the requirements may result in your Certificate being withdrawn immediately.

Part HC. Declaration by Authorised Consultant – To completed by consultant if applicable

This declaration must be signed by the consultant authorised to obtain product certification on behalf of the applicant.

A copy of the letter of authorisation must accompany the application.

The consultant must ensure that the applicant is supplied with the **AICAS** Terms, Conditions and Obligations and that the applicant provides the consultant with a signed declaration as per above and provide a copy of the signed declaration with this application.

Note: Templates of the required declarations are available at aicasau.com/home/application-forms.

Part I. Payment of Fees

The application fee is required at the time the application is submitted.

The application will not be commenced unless full payment of the fee is received.

A tax/Invoice receipt will be issued for all payments and enclosed with the final letter. All fees are non-refundable regardless of the outcome of the application as stated in the **AICAS** Terms, Conditions and Obligations.

The Schedule of Fees (Form AICAS-OM0400) is available on request or online at www.aicas.com.au.

Payment is available by:

1. Electronic Funds Transfer (EFT): **AICAS** bank details are on the Application Form. When making the payment please ensure that a copy of the payment transaction is forwarded to us by email.

Please note that **AICAS** respects your privacy and is committed to protecting your private information.

If any additional information be needed to assist in completion this application, please contact our office, details below.

Email Application to: info@aicasau.com

Postal & Courier Address:

AICAS Pty Ltd
17B/15 Suscatand Street
Rocklea QLD 4106
Australia