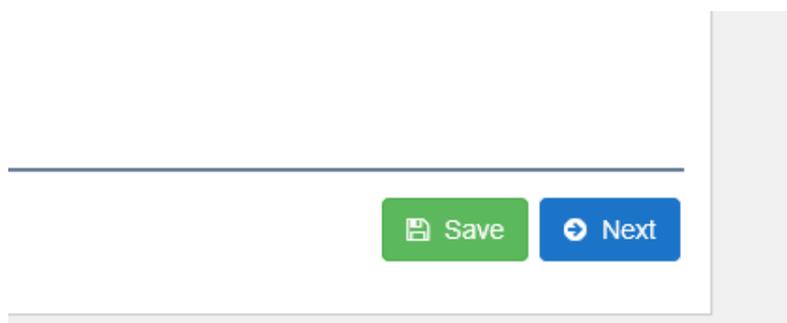




Online Application for the Grant of an Exemption - User guide

Useful tips for completing the application form

- If you wish to stop completing the form and resume at a later stage, you can save the information you have inserted by clicking the “Save” button on the right hand corner at the bottom of the form.
- When providing phone number details on Part A, please maintain the following format: (08) xxxx xxxx or 04xx xxx xxx.



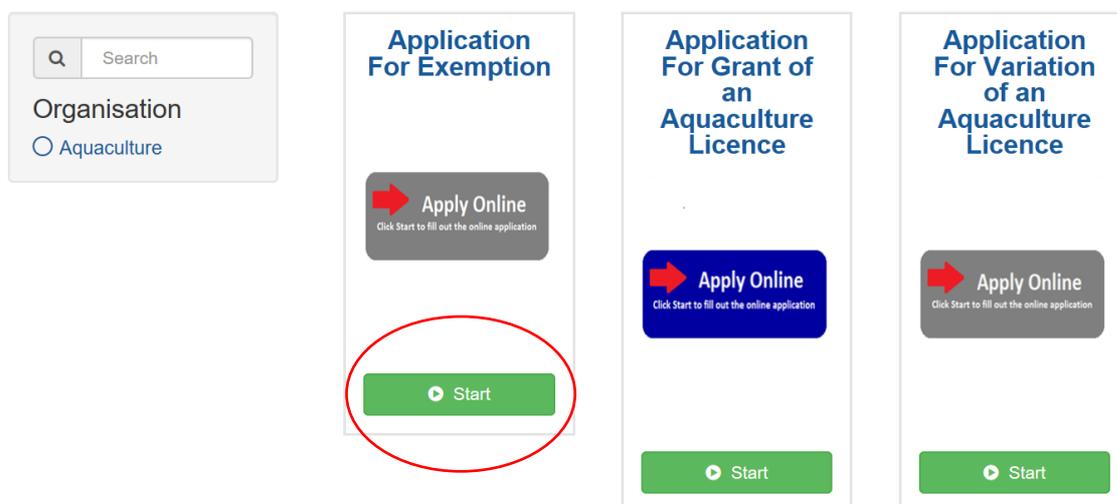
- You can go back to the previous page by clicking “Back” at the bottom of the page. Please note that you can only continue by pressing “Next” if the required fields on that page are filled in.
- Should you have any enquiries in relation to the application process please email aquaculture@dpird.wa.gov.au.

Step by step Instructions for Lodging the Application Form

1. To apply for an exemption online, please register by following the instructions on our [website](#).
2. After you have registered and set up a password, please go to the following page to start completing the form <https://aqua.fish.wa.gov.au/#/login>

Go to Form Vault and click on the start button.

Form Vault



3. The next page outlines general information on the application. Please read and click “Next” at the bottom right hand corner of the page to move to Part A of the application.
4. Complete the personal details of the applicant. Please note that you will not be able to proceed unless all required fields (marked with an asterisk) have been completed. Part B of the application requires the applicant to provide more detail on the proposed activities. Depending on if the proposed activities are for research or broodstock collection purposes, or both, the corresponding additional information sheet(s) appears. Open the document and attach the relevant documents and forms by clicking on the “add files” button and click next to continue.

The screenshot shows the 'Application For Exemption' form, specifically Part B - Exemption Information. The form is divided into sections: 'Purpose for which Exemption is sought' and 'Please provide the information specified in the following checklist'. The 'Add files...' button is circled in red. The form also includes a 'Back' button and 'Save' and 'Next' buttons at the bottom.

Application For Exemption
Part B - Exemption Information

▼ Purpose for which Exemption is sought

* What is the purpose for which an Exemption is sought?
 Aquaculture Research Broodstock Collection

* If Yes, please specify
 Research only (no sale of products) Commercial purposes (sale of products)

▼ Please provide the information specified in the following checklist

- Additional Information Sheet (Aquaculture Research)

* You must attach completed document here

[+ Add files...](#)

Maximum allowed size per file is 2.0 GB.

[← Back](#) [Save](#) [Next](#)

5. Part C is a summary of the information you have inserted. Please take the time to review. If you have encountered a mistake you can click the back button at the bottom left hand side of the page to move back to the part that you would like to amend. If everything is correct please tick the declaration boxes and click on “Next” to continue.

6. Part D is the execution of the application. The correct fee should appear at the start of the page. Please fill in the applicant's name and specify if the applicant is one person or a corporation. In the case of a corporation, please complete the signature document (highlighted in blue) and attach a scanned photo ID as described on the form.

General Information

Part A - Applicant

Part B - Exemption Information

Part C- Applicant's Declaration

Part D - Execution of Application

Submission

Application For Exemption

Part D - Execution of Application

Total Fee Payable

\$290.00

* Print Applicant Name

* Is the applicant more than one person or a corporation?

Yes No

If more than one person, or corporation is applying, complete the **Signature document**.

The Department requires the identity of signatories to be verified. Please attach a copy of photo identification (i.e. driver's licence, passport, proof of age card) of all signatories.

* You must attach photo ID and Signature document (if applicable) here.

[+ Add files...](#)

Maximum allowed size per file is 2.0 GB.

* Date

[Back](#) [Confirm](#)

If the applicant is one person, please sign on the line and attach a scanned photo ID.

The Department requires the identity of signatories to be verified. Please attach a copy of photo identification (i.e. driver's licence, passport, proof of age card) of all signatories.

* You must attach photo ID and Signature document (if applicable) here.

[+ Add files...](#)

Maximum allowed size per file is 2.0 GB.

* Signature

Please sign on the line below

[Clear](#)

* Date

[Back](#) [Confirm](#)

7. Click on the green "confirm" button. You will subsequently receive an email acknowledgement with a receipt number. Please keep this email for your records.

8. You will automatically be directed to Part E of the application to provide payment details. Complete the required fields and proceed by clicking on the button "Pay Now". A payment receipt will be emailed to you.

Part A - Applicant

Part B - Exemption Information

Part C - Applicant's Declaration

Part D - Execution of Application

Part E - Payment

Submission

Application For Exemption

Part E - Payment

Card number

XXXXXXXXXXXXXXXXXXXX

Expiry date

MM YY

Security code

CVN

Name on card

Back Pay Now

9. Aquaculture Branch has now received your application. If you are required to provide further information, you will be notified.

You will be able to track the stages of your application online by accessing your account.