



# International Air Transport Association

Version16- Feb 14

**REGISTER OF PERSONS QUALIFIED IN  
ACCEPTANCE OF DANGEROUS GOODS**

**Application for  
Register Entry**

New     Renew  
 Amend     Cancel

DG CODE: (for Renew, Amend or Delete only)  
**AU100**

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Mr Mrs Miss Ms Dr	<b>Surname:</b>			<b>First Name:</b>			<b>Middle Initial:</b>			
	<b>Home Address:</b>			<b>Employer Name and Address (including Postcode)</b>						
	<b>Town</b>									
	<b>State:</b>		<b>Postcode:</b>		<b>State:</b>		<b>Postcode:</b>			
	<b>DG Certificate Expiry Date:</b> ...../...../.....			<b>Ph:</b> ( 0 )						
	<b>Are you a FULLTIME employee?</b> [ ] Yes [ ] No			<b>Email:</b>						
	Employer's IATA/CASS Location Code:			<b>IATA CODE:</b> 02-3 ...../.....						

**IATA USE ONLY**

**CASS PERIOD:**  
.....

**Amount:**  
.....

**IATA Receipt No:**  
.....

**CASS Data Entry:**  
...../...../.....

**DGR SUBMISSION AND PAYMENT METHOD**

DGR Administration Fee: **AUD77.00** (inclusive of GST)

**Payment Method:**  
The DG registration fee will be automatically charged in the CASS Billing Report

**Document Submission to IATA through customer portal:**

- Provide copy of this form for each individual registrant.
- Provide DGR certificate from a CASA recognised training centre.
- Lodge on line by uploading your documents at <http://www.iata.org/cs>, then select **(Log an Enquiry)** or email to [helpdeskau@iata.org](mailto:helpdeskau@iata.org)

**PLEASE REFER TO THE REVERSE OF THIS FORM FOR TERMS AND CONDITIONS DETAILS.**

**I agree to be bound by the  
Terms and Conditions  
printed on the reverse hereof:**

.....  
Applicant's Signature

...../...../.....  
(Date)

## TERMS AND CONDITIONS

1. The assignment of a Registration number is subject to provision by the Applicant of satisfactory evidence that the Applicant holds a current Dangerous Goods Acceptance certificate and to payment of a fee of **\$70 (plus GST)**. The fee covers the initial administration and registration for the validity of the certificate. Thereafter, the fee (to be determined from time to time) should cover registration for a period not exceeding two years. A written renewal advice will be sent to the Applicant's **employer** before expiry of the Dangerous Goods Acceptance certificate. Failure by the Applicant to pay the renewal fee by the due date will result in removal of the Registration and cancellation of the number.
2. The applicant recognises and agrees that the Cargo Agency Administrator Australia and South West Pacific has the right to reject the application subject to full refund.
3. The Applicant may notify the Agency Administrator Australia and South West Pacific in writing that the Registration number is no longer required. Such notification may be given at any time. In such case, there will be no refund of the fees referred to in paragraph 1 above.
4. **THE REGISTRATION NUMBER IS ALLOCATED IN ORDER FOR MEMBERS AND AIRLINES TO COLLECTIVELY RECOGNISE INDIVIDUALS QUALIFIED TO ACCEPT DANGEROUS GOODS FOR CONSIGNMENT BY AIR.** The Applicant understands that the unauthorised use of the Registration number for any other purpose will normally result in the immediate cancellation of the Registration number and notification thereof to Members. The Applicant undertakes to exercise all due care and to take all reasonable precautions to prevent misuse of their Registration number and agrees that they will be responsible for damage arising from such misuse in case of failure to take such precautions.
5. The applicant shall notify the Cargo Agency Administrator of any changes of data provided in this Application, and shall keep such data up to date.
6. The Applicant expressly authorises the Cargo Agency Administrator to register the information provided by the Applicant and to disclose such registered information to Members or Airlines and to such other persons as the Agency Administrator may deem appropriate. The Agency Administrator will apply all reasonable and due care in processing this Application and any other information provided by the Applicant, in particular with respect to the notification or cancellation of the Registration number assigned to the Applicant. However, the Applicant agrees that neither the IATA Cargo Agency Administrator nor any of its officers or employees will be responsible in the event that the Applicant's Registration number is incorrectly assigned, reproduced, or cancelled, or other information connected with the Registration number is incorrectly processed or represented.
7. The Applicant is responsible to ensure that use of the Applicant's Registration number shall not be used on documentation raised by any employer after the date of cessation of employment.
8. The Applicant expressly recognises that upon signing this form and acceptance of this application, these Terms & Conditions will be binding upon them, and the Applicant undertakes to strictly abide by them.
9. The registration is open only to the IATA Accredited Cargo Agent.
10. IATA is subject to the Commonwealth Privacy Act 1988 (CTH) that came into effect on 21/12/2001. A copy of IATA's Privacy Policy is available on request.