

Application to transfer biodiversity offsets scheme credits

under the *Biodiversity Conservation Act 2016*

The Department of Planning and Environment has annotated this copy of an application to transfer Biodiversity Offsets Scheme (BOS) credits. This is to assist applicants to complete the form correctly and minimise delays in processing the transfer.

Please note instructions for completion and lodgement have been removed from this version of the form.

Part A: Current credit holder details

The credit holder (owner of credits) must complete this form as per the instructions. If there are more than one credit holder, each must complete the form. Each credit holder should attach proof of their identity.

Trustees who are credit holders must attach a current copy of the trust deed. Corporate trustees must also attach the meeting minutes where it resolved to:

- act as trustee for the trust; and
- transfer biodiversity credits as trustee on behalf of the relevant trust.

Partners representing partnership agreements must attach a current copy of the written partnership agreement (where a written partnership agreement exists) and all partners should execute the form.

Trustees and partners that are:

- individuals should complete A1 (and A2 for multiple partners),
- corporations, local councils, or public authorities should complete A3.

Authorised representatives of trustees or partners should complete A4.

For additional credit holders (owners), please copy this page, complete and attach.

Credit holder

A1 Individual	
Full name	Full name as it appears on the Biodiversity Stewardship Agreement/your proof of identity documents
Contact phone	Primary contact number
Email	Email address for the credit holder. Each credit holder must have their own unique email address.
Street address	Primary residential address as it appears on proof of identity documents
vPostal address	<input type="checkbox"/> Same as residential, or enter postal address
BOAMS customer number	C-XXXXXX
Biodiversity stewardship ID (if applicable)	BS00XX
Credit holding ID (BOAMS)	CH-XXX
Attach one of either the following:	
A1.1 Identification certified by Justice of the Peace	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
A1.2 Identification certified by Australia Post Witnessing Service	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable

Only complete section A1 if the holder/owner of the credits is an individual person. A second individual credit holder can be identified in Part A2.

Parts A1 and A2 must be repeated where there are more than 2 individual credit holders. Repeat Parts A1 and A2 by copying and completing those parts for the additional individuals.

If someone is legally authorised to act on behalf of this individual credit holder (eg. by power of attorney), that person must be identified as an authorised representative in Part A4.

Proof of identity must be attached for the individual identified above.

The [Authority to sign and proof of identity practice guideline](#) provides guidance on acceptable proof of identity.

The person witnessing proof of identity documents **must** comply with relevant witnessing legislation and/or codes. This includes not witnessing your own proof of identity if you are a Justice of the Peace or perform witnessing services at Australia Post.

A2 Individual

Full name	Click or tap here to enter text.
Contact phone	Click or tap here to enter text.
Email	Click or tap here to enter text.
Street address	Click or tap here to enter text.
Postal address	<input type="checkbox"/> Same as residential, or Click or tap here to enter text.
BOAMS customer number	
Biodiversity stewardship ID (if applicable)	
Credit holding ID (BOAMS)	

Attach **one** of either the following:

A1.1 Identification certified by Justice of the Peace	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
A1.2 Identification certified by Australia Post Witnessing Service	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable

A second individual credit holder can be identified in Part A2. Complete this part in the same way as instructed for Part A1.

Parts A1 and A2 must be repeated where there are more than 2 individual credit holders.

If someone is legally authorised to act on behalf of this individual credit holder (eg. by power of attorney), that person must be identified as an authorised representative in Part A4.



A3 Corporation, local council, public authority

Company name	Full name as it is registered on the Australian Business Register
ACN	Australian Company Number (ACN) for the above company Note: Public authorities will not have an ACN.
ARBN	Australian Registered Business Number for the above company (if relevant)
Registered business address	Registered address as it appears on the company extract
Business postal address	Postal address for the company
Business email	Contact email. Must be a unique email address.
BOAMS customer number (if applicable)	C-XXXXXX
Biodiversity stewardship ID (if applicable)	BS00XX
Credit holding ID (BOAMS)	CH-XXX

Attach relevant documentation:

A3.1 Current company extract or other evidence of currency and office holders	<input type="checkbox"/> Attached
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Only complete Part A3 if the holder/owner of the credits is a corporation/business, local council or public authority.

If you complete Part A3, you must identify an authorised representative for the credit holder in Part A4.



A current company extract or other evidence of currency and office holders must be attached. This identifies who is legally authorised to represent the corporation/business, local council or public authority credit holder.



A4 Authorised representative	
Person, company, public authority or other incorporated body you are authorised to act for	Full name of the party you are authorised to represent
Full name	Full name as it appears on the evidence of legal authority to act eg. company extract, power of attorney
Position	Position within the company, public authority or other body
Authorised capacity	Role or other capacity that provides you with legal authority to act on behalf of the above party (see roles with legal authority in Part F)
Contact phone	Primary contact number
Email	Contact email address. Must be a unique email address.
Street address	Primary residential address as it appears on proof of identity documents
Postal address	Postal address for the authorised representative
BOAMS customer number (if applicable)	C-XXXXXX
Biodiversity stewardship ID (if applicable)	BS00XX
Credit holding ID (BOAMS)	CH-XXX
Attach relevant documentation:	
A4.1 Proof of legal authority to sign this application if you are acting on behalf of the credit holder e.g. power of attorney, current company extract, delegation, partnership agreement.	<input type="checkbox"/> Attached
A4.2 Identification certified by Justice of the Peace	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
A4.3 Identification certified by Australia Post Witnessing Service	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
A4.4 Biodiversity Stewardship Agreement and copy of current land title	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable

Complete Part A4 for the person/s that are legally authorised to represent an individual, corporation/business, local council or public authority credit holder.

Part A4 must be repeated where there is more than 1 authorised person. Repeat Part A4 by copying and completing it for the additional authorised person/s.

Those with legal authority to execute this application are set out in Part F. The Authority to sign and proof of identity practice guideline provides guidance on legal authority to sign.

Proof of legal authority of the person identified above to execute the application must be attached.

The Authority to sign and proof of identity practice guideline provides guidance on legal authority to sign.

Proof of identity for that person must be attached.

The person witnessing proof of identity documents **must** comply with relevant witnessing legislation and/or codes. This includes not witnessing your own proof of identity if you are a Justice of the Peace or perform witnessing services at Australia Post.

Where someone else is authorised to represent the credit holder and the current credit holder is the owner of the biodiversity stewardship site, a copy of the Biodiversity Stewardship Agreement and current land title must be attached.

Part B: Credit buyer details

To hold credits under the Biodiversity Offsets Scheme, the credit buyer is required to be registered in the BOAMS system. If you are not already registered in that system, the Department will create an account for you after a completed application is submitted. This form also asks you to identify a designated contact person and contact details for the Biodiversity Offsets Scheme public registers (B5).

Trustees who are credit buyers must attach a current copy of the trust deed. Corporate trustees must also attach the meeting minutes where it resolved to act as trustee for the trust.

Partners representing partnership agreements must attach a current copy of the written partnership agreement (where a written partnership agreement exists) and all partners should execute the form. Trustees and partners that are:

- individuals should complete B1 (and B2 for multiple partners),
- corporations, local councils or public authorities should complete B3.

Authorised representatives of trustees or partners should complete B4.

For additional buyers, please copy the relevant page, complete and attach.

Is this a philanthropic transfer? Yes No

Credit buyer

B1 Individual	
Title	Click or tap here to enter text.
Full name	Full name as it appears on proof of identity documents
Contact phone	Primary contact number
Email	Email address for the credit buyer. Each credit buyer must have their own unique email address
Street address	Primary residential address as it appears on proof of identity documents
Postal address	<input type="checkbox"/> Same as residential, or enter postal address
BOAMS customer number	C-XXXXXX Note: if the buyer has not been previously entered into the BOAM System, they will not have a customer number. A customer number will be created for them as the transfer is processed.

Attach relevant documentation:

B1.1 Identification certified by Justice of the Peace	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
B1.2 Identification certified by Australia Post Witnessing Service	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable

B2 Individual	
Title	Click or tap here to enter text.
Full name	Click or tap here to enter text.
Contact phone	Click or tap here to enter text.
Email	Click or tap here to enter text.
Street address	Click or tap here to enter text.
Postal address	<input type="checkbox"/> Same as residential, or Click or tap here to enter text.
BOAMS customer number	Click or tap here to enter text.

Attach relevant documentation:

B2.1 Identification certified by Justice of the Peace	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
B2.2 Identification certified by Australia Post Witnessing Service	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable

Only complete Part B1 if the buyer of the credits is an individual person.

A second individual credit buyer can be identified in Part B2.

Parts B1 and B2 must be repeated where there are more than 2 individual credit buyers. Repeat Parts B1 and B2 by copying and completing those parts for the additional individuals.

If someone is legally authorised to act on behalf of this individual credit buyer (eg. by power of attorney), that person must be identified as an authorised representative in Part B4.

Proof of identity must be attached for the individual identified above.

The [Authority to sign and proof of identity practice guideline](#) provides guidance on acceptable proof of identity.

The person witnessing proof of identity documents **must** comply with relevant witnessing legislation and/or codes. This includes not witnessing your own proof of identity if you are a Justice of the Peace or perform witnessing services at Australia Post.

A second individual credit buyer can be identified in Part B2. Complete this Part with the same information as identified in Part B1.

Parts B1 and B2 must be repeated where there are more than 2 individual credit buyers.

If someone is legally authorised to act on behalf of this individual credit buyer (eg. by power of attorney), that person must be identified as an authorised representative in Part B4.

B3 Corporation, local council, public authority

Company or other entity	Full name as it is registered on the Australian Business Register
ACN	Australian Company Number (ACN) for the above company Note: Public authorities will not have an ACN.
ARBN	Australian Registered Business Number for the above company (if relevant)
Registered business address	Registered address as it appears on the company extract
Business postal address	Postal address for the company
Business email	Contact email. Must be a unique email address.
BOAMS customer number	C-XXXXXX Note: if the buyer has not been previously entered into the BOAM System, they will not have a customer number. A customer number will be created for them as the transfer is processed.

Attach relevant documentation:

B3.1 Current company extract or other evidence of currency and office holders Attached

Only complete Part B3 if the buyer of the credits is a corporation/business, local council or public authority.

If you complete Part B3, you must identify an authorised representative for the credit holder in Part B4.

A current company extract or other evidence of currency and office holders must be attached. This identifies who is legally authorised to represent the corporation/business, local council or public authority credit holder.

B4 Authorised representative

Person, company, public authority or other incorporated body you are authorised to act for you are authorised to act for	Full name of the party you are authorised to represent
Full name	Full name as it appears on the evidence of legal authority to act eg. company extract, power of attorney
Position	Position within the company, public authority or other body
Authorised capacity	Role or other capacity that provides you with legal authority to act on behalf of the above party (see roles with legal authority in Part G)
Contact phone	Primary contact number
Email	Contact email address. Must be a unique email address.
Street address	Primary residential address as it appears on proof of identity documents
Postal address	Postal address for the authorised representative
BOAMS customer number (if applicable)	C-XXXXXX Note: if the authorised representative has not been previously entered into the BOAM System, they will not have a customer number. A customer number will be created for them as the transfer is processed

Attach relevant documentation:

B4.1 Proof of legal authority to sign this application if you are not named as the credit buyer e.g. power of attorney, current company extract. Attached

B4.2 Identification certified by Justice of the Peace Attached
 Not applicable

B4.3 Identification certified by Australia Post Witnessing Service Attached
 Not applicable

Complete Part B4 for the person/s that are legally authorised to represent the corporation/business, local council or public authority credit buyer.

Part B4 must be repeated where there is more than 1 authorised person. Repeat Part B4 by copying and completing it for the additional authorised person/s.

Those with legal authority to execute this application are set out in Part G. The Authority to sign and proof of identity practice guideline provides guidance on legal authority to sign.

Proof of legal authority of the person identified above to execute the application must be attached.

The Authority to sign and proof of identity practice guideline provides guidance on legal authority to sign.

Proof of identity for that person must be attached.

The person witnessing proof of identity documents **must** comply with relevant witnessing legislation and/or codes. This includes not witnessing your own proof of identity if you are a Justice of the Peace or perform witnessing services at Australia Post.

B5 Public register contact

The designated contact person is the person whose contact details will be placed on the Biodiversity Offsets Scheme credit supply register. The designated person must be the credit buyer itself or be legally authorised to act on behalf of the credit buyer. Information about legal authority required to sign this form on behalf of another person or entity is outlined in the *Authority to sign and proof of identity practice guideline* published on the Department's website.

Person, company, public authority or other incorporated body you are authorised to act for	Full name of the party you are authorised to represent
Full name	Full name as it appears on the evidence of legal authority to act eg. company extract, power of attorney
Position	Position within the company, public authority or other body
Authorised capacity	Role or other capacity that provides you with legal authority to act on behalf of the above party (see roles with legal authority in Part G)
Contact phone	Primary contact number
Email	Contact email address. Must be a unique email address.
Street address	Primary residential address as it appears on proof of identity documents
Postal address	Postal address for the authorised representative
BOAMS customer number (if applicable)	C-XXXXXX Note: if the authorised representative has not been previously entered into the BOAM System, they will not have a customer number. A customer number will be created for them as the transfer is processed

If you are not already registered in BOAMS, the Department will create an account for you after a completed application is submitted.

Attach relevant documentation:

B5.1 Proof of legal authority to act on behalf of the credit buyer if the public register contact is not named as the credit buyer e.g. power of attorney, current company extract. Attached Not applicable

Complete Part B5 for the person/s that will be the designated contact person whose contact details will be placed on the Biodiversity Offsets Scheme credit supply register.

If the designated contact person is not the credit buyer itself, that person must be legally authorised to represent the credit buyer.

Those with legal authority to act on behalf of a credit buyer are set out in Part G. The Authority to sign and proof of identity practice guideline provides guidance on legal authority.

Proof of legal authority of the person identified above the application must be attached.

The Authority to sign and proof of identity practice guideline provides guidance on legal authority.

Proof of identity for that person must be attached.

The person witnessing proof of identity documents **must** comply with relevant witnessing legislation and/or codes. This includes not witnessing your own proof of identity if you are a Justice of the Peace or perform witnessing services at Australia Post.

Part C: Details of biodiversity credits

Details of credits

Provide the details of each credit type you are transferring. The form must only be used to apply to transfer credits from the same credit holding. If you are applying to transfer credits from different credit holdings, a separate form needs to be completed for each credit holding.

C1 Ecosystem credits

Credit 1	
BOAMS Credit Holding ID	CH-XXX
BOAMS Credit ID	CR-XXXX
BOAMS Parent Case ID	8-digit number for the BOAMS case for the registered stewardship agreement
Plant Community Type Name	Name of the Plant Community Type Eg. White Box grassy woodland in the upper slopes sub-region of the NSW South Western Slopes Bioregion
Plant Community Type ID	ID number for the Plant Community Type Eg. 266
Offset Trading Group	Name of Threatened Ecological Community OR name of the vegetation class and percentage cleared value eg. White Box Yellow Box Blakely's Red Gum Woodland
Hollow Bearing Trees	Yes OR No
IBRA subregion	IBRA subregion of the credits Eg. Inland Slopes
Credits transferred (no.)	Number of credits for this PCT to be transferred
Price per credit (excluding GST)	Price paid per credit (excluding GST)
Remaining credits	Number of credits for this PCT remaining under the relevant credit ID

Complete Part C1 for each type of ecosystem credit to be transferred. All information requested by the form must be included.

Part C1 allows for details for three (3) types of ecosystem credits. If more than three (3) types of ecosystem credits are being transferred, repeat Part C1 by copying and completing it for the additional credits.

Credit 2	
BOAMS Credit Holding ID	Click or tap here to enter text.
BOAMS Credit ID	Click or tap here to enter text.
BOAMS Parent Case ID	Click or tap here to enter text.
Plant Community Type Name	Click or tap here to enter text.
Plant Community Type ID	Click or tap here to enter text.
Offset Trading Group	Click or tap here to enter text.
Hollow Bearing Trees	Click or tap here to enter text.
IBRA subregion	Click or tap here to enter text.
Credits transferred (no.)	Click or tap here to enter text.
Price per credit (excluding GST)	Click or tap here to enter text.
Remaining credits	Click or tap here to enter text.

Credit 3	
BOAMS Credit Holding ID	Click or tap here to enter text.
BOAMS Credit ID	Click or tap here to enter text.
BOAMS Parent Case ID	Click or tap here to enter text.
Plant Community Type Name	Click or tap here to enter text.
Plant Community Type ID	Click or tap here to enter text.
Offset Trading Group	Click or tap here to enter text.
Hollow Bearing Trees	Click or tap here to enter text.
IBRA subregion	Click or tap here to enter text.
Credits transferred (no.)	Click or tap here to enter text.
Price per credit (excluding GST)	Click or tap here to enter text.
Remaining credits	Click or tap here to enter text.

C2 Species credits

If you require additional fields, please copy this page, complete and attach to this application.

	Credit 1	Credit 2
BOAMS Credit Holding ID	CH-XXX	Click or tap here to enter text.
BOAMS Credit ID	CR-XXXX	Click or tap here to enter text.
BOAMS Parent Case ID	8-digit number for the BOAMS case for the registered stewardship agreement	Click or tap here to enter text.
Species common name	Species common name eg. Rufous Bettong	Click or tap here to enter text.
Species scientific name	Species scientific name eg. <i>Aepyprymnus rufescens</i>	Click or tap here to enter text.
Credits transferred (no.)	Number of credits to be transferred	Click or tap here to enter text.
Price per credit (excluding GST)	Price paid per credit (excluding GST)	Click or tap here to enter text.
Remaining credits	Number of credits for this species remaining under the relevant credit ID	Click or tap here to enter text.

Complete Part C2 for each type of species credit to be transferred. All information requested by the form must be included.

Part C2 allows for details for four (4) types of species credits. If more than four (4) types of species credits are being transferred, repeat Part C2 by copying and completing it for the additional credits.



	Credit 3	Credit 4
BOAMS Credit Holding ID	Click or tap here to enter text.	Click or tap here to enter text.
BOAMS Credit ID	Click or tap here to enter text.	Click or tap here to enter text.
BOAMS Parent Case ID	Click or tap here to enter text.	Click or tap here to enter text.
Species common name	Click or tap here to enter text.	Click or tap here to enter text.
Species scientific name	Click or tap here to enter text.	Click or tap here to enter text.
Credits transferred (no.)	Click or tap here to enter text.	Click or tap here to enter text.
Price per credit (excluding GST)	Click or tap here to enter text.	Click or tap here to enter text.
Remaining credits	Click or tap here to enter text.	Click or tap here to enter text.

Part D: Total Fund Deposit

An amount is to be paid into the Biodiversity Stewardship Payments Fund before a first transfer of a biodiversity credit is registered. If all the biodiversity credits created in respect of the biodiversity stewardship site are being transferred, the amount payable is the Total Fund Deposit for the site. If only a portion of the biodiversity credits in respect of the biodiversity stewardship site are being transferred, the amount payable is the relevant proportion of the Total Fund Deposit, or the proceeds of sale of the biodiversity credits, whichever amount is greater. The Total Fund Deposit amount is set out in each Biodiversity Stewardship Agreement.

Payments of the Total Fund Deposit must be made to the Biodiversity Conservation Trust and include the relevant biodiversity stewardship agreement number for the reference description. If another party is paying the Total Fund Deposit they should indicate that they are making the payment on behalf of the current credit holder. Refer to the [Biodiversity Stewardship Agreement Landholder guide](#) for information on paying the Total Fund Deposit into the Biodiversity Stewardship Payments Fund.

Once this application has been reviewed and is accepted, you will be advised to contact the Biodiversity Conservation Trust to arrange payment of the Total Fund Deposit or relevant proportion of the Total Fund Deposit. For enquiries about the Total Fund Deposit contact the NSW Biodiversity Conservation Trust on 1300 992 688 or email info@bct.nsw.gov.au.

Select one of the following options:

- | | |
|-----------------------------|--|
| <input type="checkbox"/> D1 | A Total Fund Deposit payment is required.
Fill in the table below to determine the amount to be paid. |
| <input type="checkbox"/> D2 | The Total Fund Deposit has already been satisfied for the Biodiversity Stewardship Agreement ID (proceed to Part E) |
| <input type="checkbox"/> D3 | The credits have been transferred to my/our ownership and no Total Fund Deposit payment is required (proceed to Part E). |

Please indicate if any of the following circumstances relate to this transaction, as particular arrangements may apply. You may be requested to provide additional documentation.

- | | |
|-----------------------------|--|
| <input type="checkbox"/> D4 | The initial holder of credits has died, this is the first transfer of credits and this transfer is part of the distribution of the estate of the person and not part of a sale of the credits.

If D4 applies to this transaction, do the credit buyer(s) wish to defer the payment of the Total Fund Deposit until the second transfer of credits?
<input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <input type="checkbox"/> D5 | The initial holder of the credits is transferring all of the credits and all of the land in respect of which they were created to the same person.

If D5 applies to this transaction, do the credit buyer(s) wish to defer the payment of the Total Fund Deposit until the second transfer of credits?
<input type="checkbox"/> Yes
<input type="checkbox"/> No |
| <input type="checkbox"/> D6 | This is the first transfer of credits and the Biodiversity Stewardship Agreement creating these credits has been varied to add credits.

If D6 applies to this transaction, please include the credit holding ID for all credit holdings associated with the land/Biodiversity Stewardship Agreement. |

Indicate whether payment towards the Total Fund Deposit is required.

If this is the first time these credits have been transferred, payment towards the Total Fund Deposit (TFD) will be required, unless the TFD for the relevant Biodiversity Stewardship Agreement has already been satisfied.

If the credits to be transferred have previously been transferred to your ownership, then payment towards the TFD will not be required.

If payment towards the Total Fund Deposit is required, this payment must be made before the transfer can be processed.

This payment is made to the Biodiversity Conservation Trust (BCT).

Calculating amounts

All dollar amounts below must be specified **excluding GST**.

A	Biodiversity Stewardship Agreement ID (BSA ID)	BS00XX
B	BOAMS Credit Holding ID	CH-XXX
C	BOAMS Credit ID	CR-XXXX; CR-YYYY
D	Total Fund Deposit specified in the Biodiversity Stewardship Agreement (\$ excluding GST)	\$1,000,000
E	Total number of credits created by the Biodiversity Stewardship Agreement	100
F	Number of credits sold in this transfer	50
G	Relevant portion of the Total Fund Deposit ($F \div E \times 100$) (%)	50%
H	Relevant portion of the Total Fund Deposit (\$ excluding GST)	\$500,000
I	Total proceeds from the sale for all credits being transferred (\$ excluding GST)	\$2,000,000
J	Amount deposited into the Biodiversity Stewardship Payments Fund (greater of H or I up to the limit of D) (\$ excluding GST) Please attach a receipt for this payment to this application.	\$1,000,000
K	Amount to be retained by the seller ($I - J$) (\$ excluding GST) Note: GST must also be paid to the seller both for the Total Fund Deposit (J) and any amount to be retained by the seller (K)	\$1,000,000

Where payment towards the Total Fund Deposit is required, all information required by the form must be included.

If payment towards the Total Fund Deposit is required, this payment must be made before the transfer can be processed.

This payment is made to the Biodiversity Conservation Trust (BCT).

Part E: Fee

The fee for this transfer application must be paid before the application can be finalised.

Current fees are available at [Biodiversity Offsets Scheme fees](#).

Fees are exempt from GST by the Commonwealth Treasurer's Division 81 determination under *A New Tax System (Goods and Services Act) 1999* (Cth).

The Department of Planning, Industry and Environment will raise the invoice for the application fee to the payee. Please provide the following details for the invoice:

E1 Invoice raised to		E2 Receipt to (if different to invoice details)	
Name/Company	Click or tap here to enter text.	Name/Company	Click or tap here to enter text.
ARBN/ACN	Click or tap here to enter text.	ARBN/ACN	Click or tap here to enter text.
Mailing address	Click or tap here to enter text.	Mailing address	Click or tap here to enter text.
Email	Click or tap here to enter text.	Email	Click or tap here to enter text.
Phone	Click or tap here to enter text.	Phone	Click or tap here to enter text.

Provide details for the person/company that the invoice and receipt is to be issued to for payment of the application fee.

Payment of the application fee must be received before the transfer can be processed.

Part F: Signature of credit holder transferring credits

This application must be completed and signed by the credit holder of the biodiversity credits that are being nominated for transfer. The options for signing the form according to the credit holder category are set out in the table below.

Credit holder category	Application is signed and certified by
F1 <input type="checkbox"/> Individuals	All the individuals who are credit holders of the biodiversity credits to be transferred
F2 <input type="checkbox"/> A corporation	<ul style="list-style-type: none"> two directors a director and a company secretary the director, if a proprietary company that has a sole director who is also the sole company secretary.
F3 <input type="checkbox"/> A council	<ul style="list-style-type: none"> the general manager in accordance with section 377 of the <i>Local Government Act 1993</i> (LG Act)
F4 <input type="checkbox"/> A public authority other than a council	<ul style="list-style-type: none"> the Chief Executive officer of the public authority.
F5 <input type="checkbox"/> A trust	<ul style="list-style-type: none"> the trustee <p><small>Note: trustees that are individuals should sign and certify this application as individuals. If the trustee is a corporation, the application should be signed and certified by the relevant person(s) listed at F2.</small></p>
F6 <input type="checkbox"/> A partnership	<ul style="list-style-type: none"> all partners <p><small>Note: partners that are individuals should sign and certify this application as individuals. If a partner is a corporation, council or public authority other than a council, the application should be signed and certified by the relevant person(s) listed at F2, F3 or F4.</small></p>

Indicate the category of the credit holder. This dictates the legal authority required by the person executing the application.

Complete the relevant part from Part F8 – F11 based on the credit holder category.

The category of credit holder identified in Part A should match the category identified in Part F.

F7 Declaration by credit holder

I/We, the undersigned credit holders (owner(s)) of the biodiversity credits, acknowledge and agree:

- That I/We own the credits as described in this application.
- That this application will be determined in accordance with the *Biodiversity Conservation Act 2016* and any associated regulations or guidelines as in force from time to time, and that no right or entitlement shall arise pending determination of this application and that any such determination may be subject to conditions.
- That the Crown in right of the State of New South Wales, including its officers, employees, agents and successors ('the State'), accepts no liability in relation to any action, proceeding, claim, demand, cost, loss, damage or expense (including reasonable legal costs or expenses) arising directly or indirectly as a result of or in connection with this application or any act or omission of the State in connection with this application and I/we hereby agree to release and indemnify the State from and against any such action, proceeding, claim, demand, cost, loss, damage or expense to the fullest extent permitted by law.
- That all information contained in this application is accurate, true and complete and that the State will rely on such information.
- That the provision of false or misleading information in, or in connection with, this application is an offence under section 13.10 of the *Biodiversity Conservation Act 2016* and section 307A of the *Crimes Act 1900*.
- That the State does not provide any legal, financial or technical advice in connection with this application and that any such advice, if required, is to be obtained independently.
- That details about any biodiversity credits arising out of this application will be recorded in the publicly available Register pursuant to the *Biodiversity Conservation Act 2016*.
- I/We hereby give consent for the transfer of the biodiversity credits listed in the credit transfer report attached to this application (all owners to sign).

F8 For transfer request made by individual(s)

Photocopy and attach extra pages to include details for more than two credit holders.

Name	Full name as it appears on the Biodiversity Stewardship Agreement/proof of identity document
Signature	
Date	Click or tap to enter a date.
Name	Click or tap here to enter text.
Signature	
Date	Click or tap to enter a date.

All individual credit holders must write their name, sign and date the application. These are any individuals identified in Part A1 or A2 OR their authorised representatives identified in Part A4.

Repeat Part F8 by copying and completing it for each individual credit holder.

F9 For transfer request made by corporation

Executed for and on behalf of the credit holder in accordance with section 127 of the *Corporations Act 2001* (Cth) (if a company) or by a duly authorised officer (for other types of corporation).

Name of corporation	Click or tap here to enter text.
ACN	Click or tap here to enter text.
ARBN	Click or tap here to enter text.
Name (1)	Full name as it appears on the evidence of legal authority to act eg. company extract, power of attorney.
Position (1)	Click or tap here to enter text.
Signature (1)	
Date	Click or tap to enter a date.
Name of corporation	Click or tap here to enter text.
ACN	Click or tap here to enter text.
ARBN	Click or tap here to enter text.
Name (2)	Click or tap here to enter text.
Position (2)	Click or tap here to enter text.
Signature (2)	
Date	Click or tap to enter a date.

All persons legally authorised to act on behalf of a corporation credit holder must write their name, position, sign and date the application. This is any person identified in Part A4 in respect of a corporation.

Repeat Part F9 by copying and completing it for each legally authorised person.



F10 For transfer request made by council

The general manager in accordance with section 377 of the *Local Government Act 1993* (LG Act).

Name	Full name as it appears on the evidence of legal authority to act eg. company extract, power of attorney.
Signature	
Date	Click or tap to enter a date.

The general manager of a council credit holder must write their name, sign and date the application. This is any person identified in Part A4 in respect of a council credit holder.



F11 For transfer request made by public authority other than a council

The chief executive officer

Name	Full name as it appears on the evidence of legal authority to act eg. company extract, power of attorney.
Signature	
Date	Click or tap to enter a date.

The chief executive officer of a public authority credit holder (that is not a council) must write their name, sign and date the application. This is any person identified in Part A4 in respect of a public authority credit holder.



F12 Witness

Name of witness	Full name
Signature of witness	
Date	Click or tap to enter a date.

Execution of the application by the credit holder/s must be witnessed in accordance with standard witnessing procedures. Witnesses must:

- be over 18 years of age,
- have known the person whose signature they are witnessing for more than 12 months or have taken reasonable steps to ensure the identity of that person,
- be of sound mind, and
- not be a party to the application or have any financial interest in it.

Part G: Signature of buyer

This application must be completed and signed by all buyers of the biodiversity credits that are being nominated for transfer. The options for signing the form according to buyer category are set out in the table.

Buyer category	Application is signed and certified by
G1 <input type="checkbox"/> Individuals	All individuals who are owners of the biodiversity credits to be transferred
G2 <input type="checkbox"/> A corporation	<ul style="list-style-type: none"> Two directors A director and a company secretary The director, if a proprietary company that has a sole director who is also the sole company secretary.
G3 <input type="checkbox"/> A council	<ul style="list-style-type: none"> The general manager in accordance with section 377 of the <i>Local Government Act 1993 (NSW)</i>
G4 <input type="checkbox"/> A public authority (other than a council)	<ul style="list-style-type: none"> The chief executive officer of the public authority
G5 <input type="checkbox"/> A trust	<ul style="list-style-type: none"> the trustee <p><small><u>Note:</u> trustees that are individuals should sign and certify this application as individuals. If the trustee is a corporation, the application should be signed and certified by the relevant person(s) listed at G2.</small></p>
G6 <input type="checkbox"/> A partnership	<ul style="list-style-type: none"> all partners <p><small><u>Note:</u> partners that are individuals should sign and certify this application as individuals. If a partner is a corporation, council or public authority other than a council, the application should be signed and certified by the relevant person(s) listed at G2, G3 or G4.</small></p>

Indicate the category of the credit buyer. This dictates the legal authority required by the person executing the application.

Complete the relevant part from Part G6 – G9 based on the credit holder category.

The category of credit holder identified in Part B should match the category identified in Part G.

G7 Declaration by credit buyer

- That, if D4 or D5 apply to this transaction, I/We agree to defer the payment of the Total Fund Deposit until the second transfer of credits if indicated as such at D4 or D5 respectively
- That this application will be determined in accordance with *the Biodiversity Conservation Act 2016* and any associated regulations or guidelines as in force from time to time, and that no right or entitlement shall arise pending determination of this application and that any such determination may be subject to conditions.
- That the Crown in right of the State of New South Wales, including its officers, employees, agents and successors ('the State'), accepts no liability in relation to any action, proceeding, claim, demand, cost, loss, damage or expense (including reasonable legal costs or expenses) arising directly or indirectly as a result of or in connection with this application or any act or omission of the State in connection with this application and I/we hereby agree to release and indemnify the State from and against any such action, proceeding, claim, demand, cost, loss, damage or expense to the fullest extent permitted by law.
- That all information contained in this application is accurate, true and complete and that the State will rely on such information
- That the provision of false or misleading information in, or in connection with, this application is an offence under section 13.10 of the *Biodiversity Conservation Act 2016* and section 307A of the *Crimes Act 1900*.
- That the State does not provide any legal, financial or technical advice in connection with this application and that any such advice, if required, is to be obtained independently
- That details about any biodiversity credits arising out of this application will be recorded in the publicly available Register pursuant to the *Biodiversity Conservation Act 2016*.

I/We hereby give consent for the transfer of the biodiversity credits listed in the credit transfer report attached to this application (all owners to sign).

G8 For application made by individuals

Photocopy and attach extra pages to include details for more than two buyers of the biodiversity credit(s)

Name	Full name as it appears on proof of identity documents
Signature	
Date	Click or tap to enter a date.
<hr/>	
Name	Click or tap here to enter text.
Signature	
Date	Click or tap to enter a date.

All individual credit buyers must write their name, sign and date the application. These are any individuals identified in Part B1 or B2 OR their authorised representatives identified in Part B4.

Repeat Part G8 by copying and completing it for each individual credit buyer.

G9 For transfer request made by corporation

Executed for and on behalf of the buyer in accordance with section 127 of the *Corporations Act 2001* Cth (if a company) or by a duly authorised officer (for other types of corporation)

Name of corporation	Click or tap here to enter text.
Name (1)	Full name as it appears on the evidence of legal authority to act eg. company extract, power of attorney.
Position (1)	Click or tap here to enter text.
Signature (1)	
Date	Click or tap to enter a date.
Name of corporation	Click or tap here to enter text.
Name (2)	Click or tap here to enter text.
Position (2)	Click or tap here to enter text.
Signature (2)	Click or tap here to enter text.
Date	Click or tap to enter a date.

All persons legally authorised to act on behalf of a corporation credit buyer must write their name, position, sign and date the application. This is any person identified in Part B4 in respect of a corporation.

Repeat Part G9 by copying and completing it for each legally authorised person.

G10 For transfer request made by a council

The general manager in accordance with section 377 of the *Local Government Act 1993* (LG Act)

Name	Full name as it appears on the evidence of legal authority to act eg. company extract, power of attorney.
Signature	
Date	Click or tap to enter a date.

The general manager of a council credit buyer must write their name, sign and date the application. This is any person identified in Part B4 in respect of a council credit buyer.

G11 For transfer request made by public authority other than a council

The chief executive officer.

Name	Full name as it appears on the evidence of legal authority to act eg. company extract, power of attorney.
Signature	
Date	Click or tap to enter a date.

The chief executive officer of a public authority credit buyer (that is not a council) must write their name, sign and date the application. This is any person identified in Part B4 in respect of a public authority credit buyer.

G12 Witness	G12 Witness
Name of witness	Full name
Signature of witness	
Date	Click or tap to enter a date.

Execution of the application by the credit holder(s) must be witnessed in accordance with standard witnessing procedures. Witnesses must:

- be over 18 years of age
- have known the person whose signature they are witnessing for more than 12 months or have taken reasonable steps to ensure the identity of that person,
- be of sound mind, and
- not be a party to the application or have any financial interest in it

Part H: Privacy Note

The Department is subject to the *Privacy and Personal Information Protection Act 1988* in managing your personal information. The Department's [Privacy Management Plan](#) describes how it meets these obligations.

When you submit this application, you will provide your personal information to the Department. This includes your name yet may also include other information. You may also provide other personal information when you complete this form. Personal information means information or an opinion about an individual whose identity is apparent or can reasonably be ascertained.

The Department is collecting your personal information for the purpose of administering the Biodiversity Offsets Scheme. The Department may only use your personal information in a way which is consistent with this purpose, which could include contacting you in relation to this application.

The provision of personal information is voluntary, yet for the purpose of verifying the identity of the owner and buyer for the transfer of the biodiversity credits, if you do not provide it, we may not be able to process your application.

Details (including personal information such as the public register contact details at B5) about any biodiversity credits arising out of this application will be recorded in the publicly available Register pursuant to the *Biodiversity Conservation Act 2016* and clause 9.4 of the *Biodiversity Conservation Regulation 2017*.

We will not disclose your personal information to anybody else, unless you have given consent, or we are required to do so by law.

Your information will be held securely by the Department at 4 Parramatta Square, 12 Darcy Street, Parramatta NSW 2150, where applications are received. The information will be secured in an encrypted database.

You have a right to access your personal information. You also can request that your personal information be updated and corrected. If you wish to do so, please telephone the Department's Privacy Officer on 9860 1400 or email patiunit@planning.nsw.gov.au

Part I: Offences for misleading information

It is an offence, under section 13.10 of the *Biodiversity Conservation Act 2016*, to make a statement that you know to be false or misleading in a material particular in, or in connection with, this application. A corporation found guilty of an offence against section 13.10 is liable to a penalty not exceeding \$1.65 million. An individual found guilty of an offence against section 13.10 is liable to a penalty not exceeding \$330,000. Providing false or misleading information is also an offence under section 307A of the *Crimes Act 1900*.

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