



## Online forms – Frequently Asked Questions

### Which forms are currently available?

The forms that are currently available online are:

- Notifiable Low Risk Dealings (NLRDs) Reporting form
- Certification of a Physical Containment Facility form
- Accredited Organisation Annual Report form
- Application to vary a DIR licence form
- Application to vary a DNIR licence form
- Application for a licence for importation and processing of bulk grain form
- Application for a licence for inadvertent dealings with a genetically modified organism (GMO)
- Applications for the modification of Certifications (i.e. variation, suspension, lift suspension, surrender)
- Notification of Change in Contacts for Organisations (Change in Key Contacts form)

These forms can be found on the OGTR website.

Forms that are currently being developed or may be released soon are:

- Application for Accreditation of an organisation form
- Application to transfer Certifications and licences
- Some specific DIR and DNIR licence application forms
- Application for Declaration that specified information is confidential commercial information (CCI)

The OGTR will continue to engage and collaborate with organisations throughout the development of all future forms.

### What is the purpose and benefit of using the online forms?

The purpose of using online forms is to improve efficiency of application processes by using modern technology to streamline application submissions. The online forms provide enhanced digital services for applications to the Regulator and help align our processes with stakeholders that use existing reporting systems. The time saved will help the OGTR and our stakeholders better utilise resources so that together we can continually improve business processes.

### Does the tracking number allow me to monitor the progress of my application online?

No. However once the application has been logged by the OGTR, organisations are able to track the progress of their applications using the OGTR ID number provided on the 'Acknowledgement Receipt' email.

The tracking number allows organisations to save the information entered and then resume the same application form within **10 business days**. There is an unlimited number of times you can resume your application and save it again. Each time you resume and save the form, it will allow for it to be saved for another 10 business days. The tracking number can also be shared with others to give access to the application to monitor, edit or approve the application.

### Am I able to see my organisation's profile and details (online portal)?

In order to develop an online portal, an integrated system is required. Although this is a desired goal of the OGTR, it is not currently available as an option. However in anticipation, all online forms are compatible for future integration into an online portal.

### Who can submit the online form?

The OGTR has a policy of requiring applications to be submitted by persons duly authorised by their organisation to submit them. The delegation of authority, to make applications to the OGTR, is established by each organisation as they see fit.

All OGTR online application forms contain a declaration section where the person submitting the form indicates that they have the authority to make the application. Where an organisation requires a manual signature from the authorised person, there is a 'Print and Sign' feature available at the end of the form. The signed copy can then be uploaded as an attachment prior to submission.



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For the notification of NLRDs using the reporting form, IBC's are unable to submit the form themselves unless they are authorised to do so on behalf of the organisation. Submission of NLRD reporting forms needs to be completed by the person or accredited organisation that has been provided with the record of assessment from the IBC.

However, the online forms do have the ability to be saved and then the same application form resumed by others using the same tracking code provided specifically for each form. This gives IBCs the ability to:

- (1) complete the form up to the point of submission;
- (2) forward the tracking code to the submitting organisation for signature or give the tick of approval for submission

### **Are the forms secure?**

Online forms were developed using a platform under a whole-of-government licence that meets accessibility, security (Australian Signals Directorate) and privacy standards. The platform is used by various government bodies including the Office of Drug control, AusIndustry, the Department of Education, Skills and Employment, and is hosted by the Department of Industry. The applications received via the online forms are stored in a secure portal that can only be accessed by OGTR staff for processing.

The online forms are not currently able to be used to submit CCI documents.

### **Where can I go for help?**

You will be able to find the following documents on the [OGTR website](#):

- Simple troubleshooting tips: resolutions to common issues
- NLRD import instructions: how to use the import function on the NLRD Reporting form



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