

# ASIC Company Transfer Application Form – S004

This form is to be used when applying to transfer your current ASIC to a new employer.

## PART 1 – TO BE COMPLETED BY APPLICANT

### SECTION A – PERSONAL DETAILS

Surname: \_\_\_\_\_

Given Name/s: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Male  Female

Address: \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Telephone Number/s:  Home \_\_\_\_\_

(please tick preferred contact number)  Work \_\_\_\_\_

Mobile \_\_\_\_\_

### SECTION B – CURRENT ASIC DETAILS

ASIC Number: \_\_\_\_\_ ASIC Expiry Date: \_\_\_\_\_

ASIC Designation:  DRW  AUS ASIC Type:  Red  Grey

Company Name: \_\_\_\_\_

### SECTION C – APPLICANT CERTIFICATION

I, \_\_\_\_\_ hereby:

- Confirm that I understand that any replacement ASIC is subject to the same Terms and Conditions formerly signed by me at the time of issue of my original ASIC;
- Certify that the details contained in this application are true and correct and that I understand I must contact DIA immediately if any of the information changes.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## PART 2 – TO BE COMPLETED BY PREVIOUS EMPLOYER

**In order for you to transfer your ASIC to your new employer, we require approval from your previous employer (authorised signatories only):**

I, \_\_\_\_\_ hereby:

- Confirm that the above mentioned applicant no longer requires their ASIC in employment with our company and agree to the above mentioned applicant transferring their current ASIC over to their new employer.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## PART 3 – TO BE COMPLETED BY NEW EMPLOYER

**To be completed by new employer (authorised signatories only):**

### SECTION A – NEW COMPANY DETAILS

Company Name: \_\_\_\_\_

Company Authorised Signatory: \_\_\_\_\_  
(Full Name)

Company Phone Number:  Work \_\_\_\_\_

(Please tick preferred)  Mobile \_\_\_\_\_

Company Email: \_\_\_\_\_

Company Postal Address: \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

### SECTION B – SECURITY ACCESS REQUIREMENTS

All applications for an 'AUS' ASIC must be accompanied by a **separate letter** (on company letterhead) signed by a company authorised signatory, stating the name of all ports for which access is required, the frequency of access and the purpose of access. If supporting documentation is not supplied at the time of submission, an 'AUS' ASIC will not be considered for approval.

Please attach the supporting letter to the **back** of the application form.

Applicants Position: \_\_\_\_\_

- Type of ASIC:
- Red** – Applicant requires access to the Airside Security Zone
  - Grey** – Applicant does NOT require access to the Airside Security Zone
  - DRW** – Darwin International Airport access only
  - AUS** – Australia wide access (supporting letter must be provided)

Reason for access:

(You must be specific in this area; please justify applicant's need to access certain secure areas by stating action and duties involved in position)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION C – EMPLOYER CERTIFICATION

I, \_\_\_\_\_ herby:

- Confirm that the proceeding applicant and employer details are correct and request that an Aviation Security Identification Card (ASIC) be issued to the applicant for the areas indicated in this application;
- Agree to notify Darwin International Airport (DIA) of any changes to the above particulars and to recover and return the ASIC prior to the applicant leaving our employ or upon transfer to a position which no longer has an operational need to retain the ASIC;
- Understand that DIA may exercise its right to suspend production of ASIC's for any company who has expired/unrecovered ASIC's that have not been returned to DIA;

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## SECTION D – PAYMENT

Payment for ASIC Transfer must be made at the **time of submission**, no applications will be accepted without payment.

**ASIC Transfer cost: \$80 (Inc GST)**

**DIA accepts the following methods of payment:**

- Cash
- EFTPOS
- Credit
- Cheque made payable to Darwin International Airport

**ASIC fees are non-refundable, even if an application is unsuccessful or cancelled**

A Single Payment Credit Card Authority Form that we can use for once off payment, without the card holder being present, is available on our website at [www.darwinairport.com.au](http://www.darwinairport.com.au)

**OFFICE USE ONLY****PAYMENT**

Method: CC / CASH / CHEQUE / ACCOUNT

Receipt #: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ADDITIONAL DETAILS** AUS Letter

Security Induction: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial: \_\_\_\_

**Note: If the applicant was exempt from induction with previous company, but the company they are transferring to do not have an exemption, then the induction must be sat prior to the new ASIC being issued.****If they sat the induction with their previous company, they do not need to re-sit.****PROCESSING**

Previous ASIC returned: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial: \_\_\_\_

Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial: \_\_\_\_

Database Updated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial: \_\_\_\_

AusCheck Updated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial: \_\_\_\_

**NOTES****Remember:**

Identifying number to be added to the end of ASIC number before printing, to show how many times the card has been issued to the individual, e.g. first reprint will show '12345(2)'.

**RECEIPT – TO BE COMPLETED ON ISSUE OF ASIC**

I, \_\_\_\_\_ (Print Name) acknowledge receipt of:

Aviation Security Identification Card \_\_\_\_\_ (ASIC Number)

which remains the property of Darwin International Airport and is on loan to me whilst I am employed in my current capacity by the company noted in PART 3 of this application.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_