# Office of Environment and HeritageDepartment of Planning, Industry and Environment Transfer biodiversity credits application

This form must be completed and signed by the current credit owner (the person selling the credits) and provide details of the new credit owner.

Note: Separate application forms are required for each transfer involving a different credit owner.

This is an interactive form – please click on boxes and type in. When completed, print the form and sign where appropriate. If you need help completing this form, contact the BioBanking Team on 131 555 or at [biobanking@environment.nsw.gov.au](mailto:biobanking@environment.nsw.gov.au).

## Current owner’s details

|  |  |
| --- | --- |
| The credit register ID for the current owner is: | Click or tap here to enter text. |

## Details of the person to whom credits will be transferred

|  |  |
| --- | --- |
| The credit register ID for the new owner is: | Click or tap here to enter text. |
| Request for new registration | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- |
| **New credit owner (if an individual)** | | | | |
| Category | Private individual  Partnership | | | |
| Last name | Click or tap here to enter text. | | | |
| First name | Click or tap here to enter text. | | | |
| **New credit owner (if a corporation)** | | | | |
| Company | Click or tap here to enter text. | | | |
| ABN | Click or tap here to enter text. | GST registered | | Yes  No |
| Street address | Click or tap here to enter text. | | | |
| Mailing address  (if different from above) | Click or tap here to enter text. | | | |
| **Contact details for new credit owner (for enquiries or notifications)** | | | | |
| Name | Click or tap here to enter text. | | | |
| Phone | Click or tap here to enter text. | Mobile | Click or tap here to enter text. | |
| Email | Click or tap here to enter text. | | | |

|  |  |
| --- | --- |
| **Preferred contact for credits** | |
| Designated email address\* | Click or tap here to enter text. |

\*Note: Designated email address will be displayed on the BioBanking public register. To protect your privacy, we advise you to provide an email address that does not include your name. If you do not have email, you can select to use the BioBanking email address.

## How to transfer biodiversity credits

Complete the following steps to specify the credits to be transferred:

### Step 1

* 1. Go to the [BioBanking public register](https://www.environment.nsw.gov.au/bimsprapp/biobankingpr.aspx)
  2. Click on ‘Enter Biobanking public register’ button.
  3. Select ‘Biodiversity credits’.
  4. Select ‘Search for credit holder’.
  5. Enter credit owner’s credit register ID in the box provided and click ‘Search’.
  6. Click on ‘View credit transfer report as PDF’ button.
  7. Print the ‘Credit(s) transfer report’.

### Step 2

On the Credits transfer report indicate the number of each ecosystem and/or species credits to be transferred from owners listed in section 1of this application to the new owner listed in section 2 of this application.

### Step 3

List the price paid per credit for each credit type on the Credits transfer report. Where credits are sold in a group this is calculated by dividing the total amount by the number of credits transferred.

### Step 4

Complete the distribution of payments (section 5).

### Step 5

Attach the completed Credits transfer report to this application.

## Total Fund Deposit payment

When a biodiversity credit is sold by a biobank site owner, a specified amount from the sale must be paid into the Biodiversity Stewardship Payments Fund to satisfy the Total Fund Deposit. This amount is set out in each biobanking agreement.

A Total Fund Deposit payment is required. Fill in the table below to determine the amount to be paid.

The Total Fund Deposit has already been satisfied for biobanking agreement ID (proceed to section 5).

This is a re-sale of credits and therefore no deposit is required (proceed to section 5).

Specify all amounts below excluding GST.

|  |  |  |
| --- | --- | --- |
| A | Biobanking agreement ID | $ Click or tap here to enter text. |
| B | Total Fund Deposit specified in the biobanking agreement | Click or tap here to enter text. |
| C | Total number of credits created at the biobank site | Click or tap here to enter text. |
| D | Number of credits sold in this transfer | Click or tap here to enter text. |
| E | Relevant portion of the Total Fund Deposit (D ÷ C x 100) | Click or tap here to enter text.% |
| F | Relevant portion of the Total Fund Deposit | $ Click or tap here to enter text. |
| G | Total proceeds from the sale for all credits being transferred | $ Click or tap here to enter text. |
| H | Amount deposited into the Biodiversity Stewardship Payments Fund (greater of F or G up to the limit of B) | $ Click or tap here to enter text. |
| I | Amount paid direct to the seller (G – H) Note: GST must also be paid to the seller both for the for the Total Fund Deposit (H) and any amount paid directly to the seller (I) | $ Click or tap here to enter text. |

Payment of the Total Fund Deposit can be made by EFT, or cheque payable to the ‘Biodiversity Stewardship Payments Fund'.

**EFT/ Direct Deposit**Westpac  
Account name: Biobanking Trust Fund  
BSB 032 001  
Account no 167837

**Cheque**Biodiversity conservation Fund  
Level 14, 59 Goulburn Street, Sydney NSW.

For enquiries about the Total Fund Deposit contact the NSW Biodiversity Conservation Trust on 1300 992 688 or email [info@bct.nsw.gov.au](mailto:info@bct.nsw.gov.au)

## Application Fee

Once the application is received by Department of Planning, Industry and Environment, an invoice will be generated to enable payment of the fee either by credit card or bank transfer.

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

The Deprtment will raise the invoice for the Application Fee. If the payer details differ from the credit purchaser details, please complete this section.

|  |  |
| --- | --- |
| **Invoice raised to:** | |
| Name/company | Click or tap here to enter text. |
| ABN | Click or tap here to enter text. |
| Mailing address | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| **Receipt to:** | |
| Name/company | Click or tap here to enter text. |
| ABN | Click or tap here to enter text. |
| Mailing address | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |

## Signature of owner transferring credits

This application must be completed and signed by all the owners of the biodiversity credits that are being nominated for transfer, or by a person with the legal authority to sign. The various options for signing the form according to owner category are set out in the table below.

|  |  |
| --- | --- |
| **Owner category** | **Application is signed and certified by** |
| Individual | All the individuals who are owners of the biodiversity credits to be transferred |
| Company | the common seal being affixed in accordance with the *Corporations Act 2001*  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. |
| A local council | the general manager in accordance with s.377 of the *Local Government Act 1993* (LG Act)  the seal of the council being affixed in a manner authorised under the LG Act. |
| A public authority other than a council | The chief executive officer of the public authority. |

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).

|  |  |
| --- | --- |
| Signature | Click or tap here to enter text. |
| Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |
|  |  |
| Signature | Click or tap here to enter text. |
| Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

Affix common seal (if signing under seal)

Note: The consent of all owners must be provided to complete the credit transaction. If you are signing on the owner’s behalf you must state the nature of your legal authority and attach documentary evidence (e.g. power of attorney, executor, trustee, company director, etc).

## Lodging the application

Once completed and signed, send the application with all attachments to the BioBanking Team by email to [biobanking@environment.nsw.gov.au](mailto:biobanking@environment.nsw.gov.au)   
If the files are large then a data exchange site can be set up. Contact us by email to organise this.

You can also sumit your application by post:

The BioBanking Team  
Conservation Programs Branch  
Department of Planning, Industry and Environment  
PO Box A290  
Sydney South NSW 1232

Note: You will be notified once credits have been transferred. The public register will be updated to reflect the change in the credit ownership of the credits specified in this application.

## Office use only

|  |  |  |  |
| --- | --- | --- | --- |
| Received date | Completed date | Confirmation issued | Invoice number |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |