



Australian Government

Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts

Creative Economy and the Arts / Office for the Arts / Collections and Cultural Heritage / Cultural Property

# Certificate of Exemption—application form

## Guidance for applicants

### Important information for applicants

This document contains the form to apply for a Certificate of Exemption for an Australian Protected Object (APO) under the [Protection of Movable Cultural Heritage Act 1986](#) (the Act). Your application must be completed in this form in order to be processed.

We will process your application in accordance with the Act and the [Protection of Movable Cultural Heritage Regulations 2018](#) (the Regulations).

Provision of complete and accurate information will allow your application to be processed as quickly as possible.

Please complete a separate application form for each object that you wish to import and subsequently export.

### What is a Certificate of Exemption?

Australia's movable cultural heritage is protected by our laws. The Act and the Regulations protect Australia's movable cultural heritage by regulating the export of APOs.

The National Cultural Heritage Control List (the Control List) sets out the criteria for determining whether an object is an APO.

If granted, a Certificate of Exemption will allow you to export an APO without the need to apply for an export permit under the Act, subject to any conditions contained in the Certificate. A Certificate of Exemption only authorises the export of an object from Australia for the purposes of the Act. There may be other laws or restrictions which apply to the import and export of the object into and out of Australia. Importers and exporters are responsible for ensuring that items meet all import and other export permission requirements for private and commercial purposes.

### Supporting documentation

You must provide clear colour photographs of the object(s). Further information on these requirements can be found in Part B of this application.

## Privacy and use of information

An application for a Certificate of Exemption must be in the form approved by the Minister for the Arts under the Act. In order to process your application, we need to collect some of your personal information through this form (such as your name and contact details). The Act requires a person applying for a certificate to provide an address in Australia for the service of notices.

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department), which administers the Act, will use this information to progress and communicate with you about your application, and to otherwise administer the Act. If you do not provide the information requested, the Department may not be able to process, communicate with you about, and notify you of the outcome of, your application.

The personal information you provide may be shared with the Minister for the Arts, persons holding or occupying a number of Senior Executive Service positions in the Department, and other Departmental officers who are involved in dealing with your application.

Information provided in this application may be published on the Department's website, including the name of the object(s), as well as any unique identifiers such as serial numbers.

The Department will not otherwise disclose your personal information to any third parties, other than where disclosure is permitted or required by law. Do not provide personal information of any third parties, for example the owner of the object/s, without their permission and understanding.

For further information about our privacy obligations (including in relation to how to access or correct personal information or make a complaint) and our contact details for privacy matters, please see the Department's [Privacy policy](#).

All other information provided in this application form will be treated as confidential and will not be further disclosed except to the extent required in order to administer the Act or by law, a Minister or the Parliament.

## False and misleading information

Giving of false or misleading information is a serious offence under the [Criminal Code Act 1995](#). Penalties may apply for the making of false or misleading statements in, or the giving of false information in connection with, your application.

You should ensure that the information included in your application and any documents you provide are complete and accurate to the best of your knowledge.

## How to lodge your application

We prefer applications to be submitted by email to [movable.heritage@arts.gov.au](mailto:movable.heritage@arts.gov.au); however you may also post your application to us at GPO Box 2154, Canberra, ACT 2601.

For assistance please call 1800 819 461.

## Part A

### Applicant details

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Title:

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First name:

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Surname:

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Organisation:

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Address:

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State:

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Postcode:

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Country: (see note below)

Australia

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Telephone:

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Mobile:

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Email: (see note below)

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What is your relationship to the object?

Owner

Authorised agent

Potential buyer

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If you are not the Owner, please confirm that you have authority to apply for this Certificate of Exemption:

Yes

No

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If you ticked no, please provide reason

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If your application is approved, who should the Certificate of Exemption be issued to?

(For example; John Smith, or John Smith's Auction House)

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**Note: Section 13A of the Act requires the provision of an address in Australia for the service of notices. You may update this address at any time by giving notice in writing in the same manner as you submitted this application.**

**Note: The Department will correspond with you in relation to your application, including providing the outcome of your application and any reasons for decision, via the email address included in your application form, unless you indicate another preference.**

**If you are not the Owner, please provide details of the Owner if known:**

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Title:

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First name:

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Surname:

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Organisation:

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Address:

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State:

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Postcode:

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Country:

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Telephone:

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Mobile:

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Email:

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## Part B

### Object details

#### Description of the object

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What is the name of the object?

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What is it? (For example, a painting or a stamp)

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What size is it?

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What age is it?

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What is the current market value?                      AUD

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#### Origins of the object

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When was it made or found?

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Who made or found it?

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Where was it made or found?

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If it was not made or found in Australia, what year did it come to Australia?

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Give details of any publications in which it has been listed or photographed (if applicable)

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#### Photographic requirements

- You must provide clear colour photographs of the object. The object should be clearly visible and identifiable.
- Where the object has a serial, chassis or engine number, photos of this identification must be included. If the number is not accessible an alternative method of identification such as a pencil rubbing of the compliance plate is acceptable.
- A clear scan of a photograph of the object published in a book or catalogue is acceptable.
- For natural science objects, a photo of the actual specimen, or in the case of a collection, a representative sample must be included.
- For very large collections, a photo of the most significant object as well as a photo of a representative example of the collection must be included. Large collections may be inspected.
- The department may request further information, including additional photographs, or access to view the object, in order to accurately assess the significance of the object.

## Part C

### Import details

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Why do you wish to import the object?

(For example; temporary exhibition, auction, research, repair, restoration or conservation, appraisal or valuation, or owner temporarily relocating to Australia)

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Which country is the object being imported from?

(Note; you should check whether the object needs export authorisation from that country or the country of origin.)

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When is the object expected to arrive in Australia?      Month:  
Year:

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When is the object expected to be exported from Australia?      Month:  
Year:

(Note; not all objects are exported from Australia and this is an estimated date should it be.)

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## Part D

### Your statement

I understand and agree that:

- If a Certificate of Exemption is granted, the Certificate may only be relied on for the import and subsequent export of the object(s) described in the Certificate;
- If a Certificate of Exemption is granted, it may be subject to conditions;
- Information provided in this application may be published on the Department's website, including the name of the object(s), as well as any unique identifiers such as serial numbers.

I declare that all information given in this application is correct.

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Signed:

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Date:

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