

## Application to retire biodiversity credits

This form is used to apply for the retirement of biodiversity credits under the Threatened Species Conservation Act 1995. 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).

This is an interactive form – please click on boxes and type in responses (each field has unlimited characters). When completed, print the form and sign where appropriate. This form can also be printed and filled in by hand.

### 1 Credit owner's details

Credit register ID:

### 2 How to indicate which biodiversity credits are to be retired

Complete the following steps to specify the credits that are to be retired:

**Step 1** Go to the BioBanking public register at <http://www.environment.nsw.gov.au/bimsprapp/BiobankingPR.aspx>

- a) Click on the 'Biodiversity credits register' link
- b) Select 'Search for credit holder'
- c) Enter credit owner's credit register ID in the box provided and click 'Search'
- d) Click on 'View credit retirement report as PDF' button
- e) Print the 'Credit(s) retirement report'.

**Step 2** On the *Credit(s) retirement report* indicate the number of each ecosystem and/or species credit(s) to be retired from the owner(s) recorded in the credit register.

**Step 3** Attach the completed *Credit(s) retirement report* to this application.

### 3 Purpose of credit retirement

- This application is to retire credits to satisfy the requirements of BioBanking statement ID:
- This application is to retire credits (specify below):
- to comply with a State significant development or State significant infrastructure project approval
  - for conservation purposes
  - other (please specify)

**Note:** Once credits have been retired, they are effectively removed from the market and cannot be transferred or further retired.

## 4 Total Fund Deposit

If any of the credits nominated for retirement have not previously been transferred (sold), payment of the relevant portion of the Total Fund Deposit must be made into the BioBanking Trust Fund. This only occurs if you are retiring credits created on your own biobank site and you have not yet met the full Total Fund Deposit specified in the BioBanking agreement.

<input type="checkbox"/> There are no credits being retired without first having been sold (proceed to section 5)
<input type="checkbox"/> There are credits being retired without first having been sold but the Total Fund Deposit has already been satisfied for BioBanking agreement ID: (proceed to section 5)
<input type="checkbox"/> There are credits being retired without first having been transferred (sold) and a cheque for the relevant portion of the Total Fund Deposit is attached. Payment can only be made by cheque payable to 'BioBanking Trust Fund'. <i>Fill in the table below to determine the amount to be paid.</i>

Specify all amounts below excluding GST.

A	BioBanking agreement ID	
B	Total Fund Deposit specified in the BioBanking agreement	\$
C	Total number of credits created at the biobank site	
D	Number of credits sold in this transfer	
E	Relevant portion of the Total Fund Deposit ( $D \div C \times 100$ )	%
F	Relevant portion of the Total Fund Deposit	\$

Note: GST will need to be remitted separately to the Australian Taxation Office.

For enquiries about the Total Fund Deposit contact the BioBanking Team on 131 555 or email [biobanking@environment.nsw.gov.au](mailto:biobanking@environment.nsw.gov.au)

## 5 Application fee for credit retirement

The application fee must be submitted with this form.

Fees are listed on the OEH website <http://www.environment.nsw.gov.au/biobanking/participants.htm>

<input type="checkbox"/> Fee for credit retirement to meet conditions in a BioBanking statement	
<input type="checkbox"/> Fee for credit retirement without a BioBanking statement	
<input type="checkbox"/> Fee for credit retirement without a BioBanking statement (credit card payment) A total fee of 0.4% (credit card fee) is payable on credit card payments over \$5,000.	

**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*. GST still applies to the credit card fee.

Application fee payment method (select one)	
<input type="checkbox"/> Cheque	Please make cheque payable to the 'Office of Environment and Heritage, NSW'.
<input type="checkbox"/> Credit card	<input type="checkbox"/> Master card <input type="checkbox"/> Visa Card no <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Expiry date <input type="text"/> / <input type="text"/> Cardholder's name <input type="text"/> Cardholder's signature      Date <input type="text"/> / <input type="text"/> / <input type="text"/>

## 6 Signature(s) of applicants

This application must be completed and signed by all the owners of the biodiversity credits that are being nominated for retirement, or by a person(s) 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
<input type="checkbox"/> Individual(s)	All the individuals who are owners of the biodiversity credits to be retired
<input type="checkbox"/> Company	<input type="checkbox"/> the common seal being affixed in accordance with the <i>Corporations Act 2001</i> , or <input type="checkbox"/> two directors, or <input type="checkbox"/> a director and a company secretary, or <input type="checkbox"/> the director, if a proprietary company that has a sole director who is also the sole company secretary.
<input type="checkbox"/> A local council	<input type="checkbox"/> the general manager in accordance with s.377 of the <i>Local Government Act 1993</i> (LG Act), or <input type="checkbox"/> the seal of the council being affixed in a manner authorised under the LG Act.
<input type="checkbox"/> A public authority other than a council	The chief executive officer of the public authority.

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

Signature		Signature	
Name		Name	
Position		Position	
Date		Date	

Signature		Signature	
Name		Name	
Position		Position	
Date		Date	

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).

## 7 Lodging the application

Once completed and signed, send the application with all attachments to the BioBanking Team.

**Electronically** – via Email [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 via the mailbox to organise this.

**Or by post:**

The BioBanking Team  
Ecosystems and Threatened Species Unit  
Environmental Programs Branch (Level 12)  
Office of Environment and Heritage, NSW  
PO Box A290  
Sydney South NSW 1232

**Note:** You will be notified when the credits have been retired and the public register will be updated to reflect the change in status of the credits specified in this application.

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**Office use only**

Received date

Completed date

Confirmation issued

Invoice number

Published by:  
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