



Application form: Trade Diversification Network

This is not an application form – all applications to join the Trade Diversification Network must be submitted online via the [Austrade website](#).

The purpose of this document is to provide you with the list of required information before you commence an application. Austrade will not accept any version of this document.

Before submitting your application application, please ensure that:

- you have read and understand the minimum conditions for participation, and evaluation criteria, as set out in Sections 3 and 4 of the [Application Guidelines](#).
- you have read and consent to Austrade's [Privacy Policy](#).

☐ No
☐ Yes

☐ No
☐ Yes

Please note that all questions are mandatory unless otherwise specified.

Consortium

Please note that national peak industry bodies may apply to join as part of a consortium. However, the application must be submitted by one national peak industry body who will lead the consortium. All responses in the application will be assumed to refer to the entire consortium. The applying national peak industry body assumes leadership of the consortium, acknowledges that answers to the application form are applicable to every member and assumes liability for those representations.

Question	Guiding notes
----------	---------------

0.1 Are you applying as part of a consortium?	<p><i>Please indicate if your peak industry body is representing other peak industry bodies, for example a state-level counterpart.</i></p> <p><i>If yes, you acknowledge that your answers to the application form are applicable to every member of your consortium, and you are liable for those representations.</i></p> <p><i>If no, please skip this section and proceed to the Minimum Conditions of Participation.</i></p>
The name of your organisation as the lead of the consortium.	
Please list the names of the represented parties.	

Minimum Conditions for Participation

1. Business and Legal information

Question	Guiding notes
1.1 The legal/registered entity name of the organisation*	<i>Please search using the ABN Lookup.</i>
1.2 Australian Business Number (ABN)*	<i>Please search using the ABN Lookup.</i>
1.3 Is your organisation one of the following: <ul style="list-style-type: none"> a body incorporated under the <i>Corporations Act 2001</i> an association, or cooperative, incorporated under an Australian law	<p><i>Note that ineligible organisations include a Commonwealth, state, territory or local government agency or body (including government business enterprises); an individual; unincorporated association; overseas resident/organisation; and any other type or organisation than those listed.</i></p>
1.4 Please select your legal entity type.	<i>Only select one. If you are unsure, please seek professional advice (e.g. from your lawyer or accountant) or refer to the ABN Lookup.</i>

	<i>Please ensure you attach Proof of Entity Type when submitting your application, using the ShareFile link provided.</i>
1.5 Does your organisation have Memorandum of Incorporation, Articles of Association or Constitution that confirms you are a peak industry body, and are in possession of appropriate indemnity insurance?	<i>If "Yes" you will be required to submit these documents to Austrade as attachments to your application, using the ShareFile link provided.</i>
1.6 Does your business operate as not-for-profit, and does not distribute income to shareholders?	<i>Further details about not-for-profit organisations – see the ATO website.</i> <i>Note your organisation must be a not-for-profit and your business structure must reflect this to be eligible.</i>
1.7 Does your organisation have a bank account with an Australian financial institution?	

Governance

Question	Guiding notes
1.8 Is your organisation (or your project partner organisation) included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme'?*	<i>The National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy will come into effect on 1 January 2021. Note that your organisation is not eligible if it is included on this list.</i>
1.9 Has any senior official or person to be involved in delivering your organisation's	<i>You must select at least one of the boxes below. You may be contacted to provide more</i>

activities been subject to any of the following events in the last 5 years?	<i>information and documentation in relation to these events</i>
1.10 Select the appropriate box(es) that relate to any events to which your entity may have been subjected in the last 5 years.	<i>You must select at least one of the boxes below. You may be contacted to provide more information and documentation in relation to these events</i>
1.11 Does your organisation comply with all obligations under all Australian laws, not conduct itself in an unprofessional or unethical manner, and declare any historical matter that may, have a detrimental impact on Australia's trade reputation?	

2. National Representation of merchandise trade or technology sectors

Question	Guiding notes
2.1 Is your organisation national?	<i>Note that to be eligible, you must be a national organisation, rather than an organisation which promotes the interests of a group of Australian businesses in a specific sub-national location (e.g. only one state or territory, or only one local government area).</i>
2.2 Is the core activity of your organisation to promote the interests of a group of Australian businesses (members) that produce physical goods as their primary activity, or represent businesses from the technology sector?	<i>Note that organisations must represent businesses that produce physical goods as their primary activity or belong to the technology sector to be eligible.</i>
2.3 Does your organisation export goods as its primary activity?	<i>Note that organisations which produce and export goods as a primary activity are not eligible.</i>

Evaluation Criteria

Please note that each criterion is weighted equally.

3. Industry Representation

Question	Guiding notes
3.1 Please identify the industry or industries that your organisation represents.	<i>Maximum 25 words</i>
3.2 Please provide details of how many members belong to your organisation.	<i>Maximum 25 words</i>
3.3 Please indicate the approximate percentage of the industry or industries your members represent.	<i>Maximum 100 words. Please indicate the source of your response.</i>
3.4 Please indicate the key states and territories of relevance to your industry.	<i>Maximum 100 words.</i>
3.5 Please indicate the proportion of your members located in each state and territory.	<i>Maximum 100 words.</i>

4. Export focus

Question	Guiding notes
4.1 What percentage of your members are exporting?	<i>Maximum 25 words.</i>
4.1a If your members are not exporting, are they export ready?	<i>Note that export ready means the business' product is selling well in the Australian market, and the business is ready to work with international customers and distribution partners. Maximum 100 words.</i>

4.2 What are the focus export markets of your members?	<i>Please list up to 10 markets, in order of priority.</i>
4.3 Outline how your industry has been impacted by recent changes in the global exporting environment.	<i>Maximum 300 words.</i>
4.4 Outline any initial plans to support members to diversify their exports, in the context of the changes described above.	<i>Maximum 100 words.</i> <i>Please attach any supporting documentation.</i>
<p>4.4a Please describe:</p> <ul style="list-style-type: none"> • your capacity and capability to support export growth, including access to personnel with the right skills and experience • your access to facilities, capital equipment, technology, intellectual property, administrative systems, including record keeping practices, reporting and required regulatory or other approvals • evidence of previous export projects with similar characteristics and a summary of their impact. Ability to provide track record and experience of key personnel, including management and technical staff, delivering comparable export focused projects <p>any previous or current export plans of relevance.</p>	<i>Maximum 300 words.</i>
<ul style="list-style-type: none"> • If you were to be successful in joining the TDN, what diversification activities would you seek to design with Austrade? <p><i>Note that Austrade will not seek to support any activities which are subject to current government funding.</i></p>	<i>Applicant's Response (300-word limit)</i>

Registered Business Address Details

Requested information	Guiding notes
Floor / Building; Unit; Apartment*	<i>e.g. Level 1 Main Building (not a PO Box)</i>

Street number, name and type*	<i>e.g. 220 Business Street</i>
Suburb/Town*	<i>e.g. Canberra</i>
State*	<i>e.g. ACT</i>
Postcode*	<i>e.g. 2601</i>
Main telephone*	<i>e.g. 02 6262 1234</i>
Main email address*	<i>e.g. admin@test.com.au</i>
Web address	<i>e.g. www.test.com.au</i>

Postal Address Details

Requested information	Guiding notes
Same as registered business address above*	<i>If "No", complete below details. If "Yes", go to the next section.</i>
Floor / Building; Unit; Apartment*	<i>e.g. Level 1 Main Building</i>
Street number, name and type*	<i>e.g. GPO Box 123</i>
Suburb/Town*	<i>e.g. Canberra</i>
State*	<i>e.g. ACT</i>
Postcode*	<i>e.g. 2601</i>

Preferred Authorised Contact

Requested information	Guiding notes
-----------------------	---------------

Title*	<i>e.g. Ms</i>
First name*	<i>e.g. Julia</i>
Last name*	<i>e.g. Roberts</i>
Position*	<i>e.g. CEO</i>
Telephone*	<i>e.g. 02 6289 1234</i>
Mobile	<i>e.g. 0411 222 333</i>
Email address*	<i>e.g. julia@test.com.au</i>

Alternate Authorised Contact

Requested information	Guiding notes
Title*	<i>e.g. Ms</i>
First name*	<i>e.g. Julia</i>
Last name*	<i>e.g. Roberts</i>
Position*	<i>e.g. CEO</i>
Telephone*	<i>e.g. 02 6289 1234</i>
Mobile	<i>e.g. 0411 222 333</i>
Email address*	<i>e.g. julia@test.com.au</i>

Please attach the following:

- Proof of Entity type
- Memorandum of Incorporation, Articles of Association or Constitution
- Evidence of indemnity insurance

- Any supporting documentation in response to any initial plans to support members to diversify their exports

You may attach any other files of relevance to your application.

Please note a ShareFile link will be provided.

SAMPLE