|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref. No.** | | | | |  | |
| ***About the person*** | | | | | | |
|  | | | | | | |
| Person’s title: |  | Person’s full name: |  | | |  |
|  | | | | | | |
| Position Title (within the company): |  | | | | |  |
|  | | | | | | |
| Phone Number: |  | | Fax Number: |  | |  |
|  | | | | | | |
| Email address: |  | | | | |  |
|  | | | | | | |
| Contact address: |  | | | | |  |
|  | | | | | | |

***What information?***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| Classification of the information: |  | Country of origin: |  | Foreign obligation: |  |  |
|  | | | | | | |
| General description: |  | | | | |  |
|  | | | | | | |
| Why does the above person need this information? |  | | | | |  |
|  | | | | | | |

***How will the above information be communicated?***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Describe proposed communication method: |  | | | |  |
|  | | | | | |
| Communication start date: | |  | Communication end date: |  |  |
|  | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Applicant’s signature, and authority details*** | | | | ***ASNO use only*** | | |
|  | | | | ***Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_***  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***For Director General ASNO*** | | |
| Name : |  | |  |
|  | | | |
| Position: |  | |  |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ | | | |
|  | | | | | | |
| Name of Authority Holder: |  | Authority number: | | |  |  |
|  | | | | | | |

Explanatory Notes

|  |  |  |
| --- | --- | --- |
| **Ref No** | A sequential reference number is required for each form of this type submitted by the Permit Holder (eg 001, 002, 003 etc). Where amendments are made to a previously submitted form, please use the same reference with a sequential revision number (eg 2005-003 Rev 1) | |
| **Person’s full name** | Must include all names, as they appear on your employment records, or on any previous application approval. | |
| **Classification of the information** | Determined by reference to a classification guide. |
| **Foreign obligation** | The prescribed International Agreement which the information is subject to. |
| **General description** | For documents, include title and completion date. |
| **Proposed communication method** | The proposed communication method must be appropriate for the classification of the information, and may be stipulated in a classification guide. If in doubt, ASNO should be consulted. |
| **Communication start/end dates** | The communication of information must:   1. not take place until approval has been granted (typically 5 working days after receipt of the application), and 2. take place only between the two dates listed. |
| **Applicant’s Signature** | This form must be signed by a representative of the Permit Holder (i.e. the organisation) who will take responsibility and sign documents on behalf of the organisation. | |

|  |  |
| --- | --- |
| **This form replaces the following form 🡪** | ASO125 (Original – issued 1 January 2002) |