

**APPLICATION FOR A LICENCE - FARM/ PREMISES/ FOOD TRANSPORT VEHICLE (DAIRY)**  
**Food Regulation 2004**

Licensing Unit Office Hours: 8.30 - 5.00 (Monday - Friday) Phone: (02) 6552 3000 or 1300 552 406 Fax: (02) 6552 7239  
NSW Food Authority, PO Box 6682 SILVERWATER NSW 1811

In most cases, some food industry sectors are required under legislation to have a licence with the NSW Food Authority in order to run their food business. Businesses that operate without the appropriate licence from the NSW Food Authority are committing an offence under the Food Act and may be prosecuted.

Food businesses that distribute, store or process dairy or dairy products must have a NSW Food Authority licence.

Licensing under this Regulation is used to ensure that a business defined under Clause 23 of the Dairy Food Scheme under Part 4 of the Regulation has the capacity to produce safe food before the food is supplied to the market. The definitions of a dairy business are as follows:

|                              |  |
|------------------------------|--|
| <b>dairy farmer</b>          | a person who carries on the business of producing milk on a dairy farm for human consumption.  |
| <b>dairy produce factory</b> | any building or place at or in which<br>(a) any milk or dairy product is produced or packaged, or<br>(b) any milk is treated or processed after its production if the treatment or processing results in a product that is milk or a dairy product, or<br>(c) any dairy product is treated or processed after its production if the treatment or processing results in a product that is a dairy product,<br>but does not include a building or place used solely as a dairy building or dairy farm, or a building on a dairy farm that is used for, or in connection with, the packaging of unprocessed goat's milk |
| <b>dairy produce store</b>   | any building or place at or in which any dairy product is stored, whether in a cold chamber or otherwise, but does not include any premises used solely for retail purposes.   |
| <b>vehicle vendor</b>        | a person who delivers milk by vehicle and who sells the milk so delivered.   |
| <b>farm milk collector</b>   | any person who collects milk from a dairy farm for delivery or sale, or both, to a dairy produce merchant.   |

**Who needs to be licensed?**

Any business that fall within the definition of a "Dairy farmer, Dairy Produce Factory, Vehicle Vendor, Dairy Produce Store or Farm Milk Collector" under Clause 25 of the *Food Regulation 2004* are required to hold a NSW Food Authority License. Any businesses that fall under the definition of a "dairy business" as provided under Clause 25 of the Food Regulation 2004 require a NSW Food Authority License. These businesses include those who operate as a Dairy Farmer, etc. as set out in the definition section above, who perform any one of the following activities:

- the production of cows milk on a dairy farm for human consumption at a premises.
- the production, packaging or processing of cows milk or dairy products at a premises.
- the storage of milk or dairy products at a premises not used solely for retail purposes.
- the transport or distribution of milk for sale at time delivered.
- the collection and transport of raw milk from a dairy farm for delivery and/or sale to a dairy produce merchant or dairy produce factory.

NB: If you are a dairy farmer involved in the production of raw and processed goat's milk, you will require a separate license.

**What do I need to comply with?**

Any businesses that hold a licence must comply with the following:

- Food Regulation 2004 (NSW)
- Food Act 2003 (NSW)
- Food Standards Code; and
- Development and implementation of an adequate food safety program under the Food Regulation 2004 based on Standard 3.2.1 of the Food Standards Code or Codex HACCP (with the exception of businesses solely storing or transporting these products). The program must accurately outline the hazards associated with the food business' operations. Assistance material is available from the NSW Food Authority's web site at [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au). Where a Food Safety Program is required for businesses under the legislation, failure to have a Food Safety Program available for review at the compliance inspection may result in the non issue of licence to operate.

**What to do next?**

- Complete the licence application form and return it with payment to: NSW Food Authority, PO Box 6682, Silverwater NSW 1811.
- You must not commence operations until the above steps have been completed and you are informed that your licence application has been processed. If the premises and/or vehicles are found to be operating without a licence, enforcement action will be taken.
- Prior to the approval of a licence, a licensing audit or licensing inspection will be carried out to ensure compliance with the Food Standards Code and Food Regulation 2004. If the licensing audit or inspection fails the licence may not be approved and your licence application may be rejected.

**IMPORTANT NOTES**




- A separate licence application must be completed if you have more than one premises – however if the application forms are submitted at the same time only one application fee will be required.
- Please ensure that each page of the application is completed (where applicable) and checked before it is returned as failure to provide all information or signature(s) will result in delays in processing and issuing of the Licence.
- If you require further information or assistance please contact the NSW Food Authority's Licensing Unit on 02 6552 3000 or go to the NSW Food Authority website at [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

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 ABN 47 080 404 416

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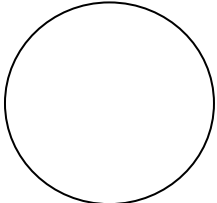
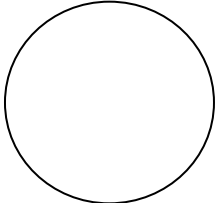
**APPLICANT DETAILS:**

|  |  |  |
|--|--|--|
| <b>Business Structure</b><br>(please tick appropriate box)   | <input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> Association<br><input type="checkbox"/> Other    Give details.....            |  |
| <b>Full Name(s) of all applicant(s)</b><br><ul style="list-style-type: none"> <li>• Sole Trader</li> <li>• Partners</li> <li>• If a Company, please provide name(s) of all Director(s)</li> <li>• If a Trust, please provide name(s) of nominated person(s) to receive correspondence</li> <li>• Association, please provide copy of Certificate of Incorporation</li> </ul> | <b>Family Name (Mr Mrs Miss Ms)</b>  | <b>Given Name(s)</b>   |
| <b>Name of Registered Company (if applicable)</b><br> If a Company, please provide a copy of full ASIC Company Registration Certificate & ABN Certificate  |  | <b>ABN</b>   |
|  |  | <b>ACN</b>   |
| <b>Trust Name (if applicable)</b><br> If a Trust, please provide a copy of full ASIC Company Registration Certificate & ABN Certificate  |  |  |
| <b>Trading Name (if applicable)</b><br> If operating under a trading name, please provide copy of Department of Fair Trading Certificate of Registration of Business Name  |  |  |
| <b>Postal Address of applicant(s) for service of notices</b>   | <b>Business Contact Details:</b><br>Telephone No: (    )<br>Facsimile No: (    )<br>Mobile No:   |  |
| <b>Email address:</b><br>Do you want to receive the NSW Food Authority 'Foodwise' newsletter?  | <input type="checkbox"/> YES – Please send to the above email address.<br><input type="checkbox"/> YES – Please send to the postal address indicated above.<br><input type="checkbox"/> NO – I do not wish to receive the 'Foodwise' newsletter. |  |
| <b>Authorised Contact Name</b>   |  | <b>Authorised Contact's Phone Numbers:</b><br>Telephone No: (    )<br>Facsimile No: (    )<br>Mobile No: |
| <b>Position</b>  | <b>Do you have an existing Food Authority licence?</b><br>If so, please give details.  |  |
|  | Licence No:<br>Customer No:  |  |

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|  |  |
|--|--|
| <b>SIGNATURE(S) OF ALL APPLICANT(S)</b><br><br><ul style="list-style-type: none"> <li>• <i>All applicants must sign individually</i></li> <li>• <i>If a company, show capacity of person signing</i></li> </ul>                | <p>I/We hereby certify that all information provided on this form is true and correct.</p> <p>Date of Application: ____/____/____</p> <p style="text-align: right;">Company Seal (if applicable)</p>    |
| <b>CONSENT OF PRESENT LICENCEE(S) (If applicable)</b><br><br><ul style="list-style-type: none"> <li>• <i>All licencee(s) must sign individually</i></li> <li>• <i>If a company, show capacity of person signing</i></li> </ul> | <p>I/We, the current licencee(s) will/will not continue to conduct a food business using the Premises &amp;/or Vehicle(s) and agree/do not agree to the cancellation of the Licence for the Premises &amp;/or Vehicle(s). My/Our licence number is _____.</p> <p style="text-align: right;">Date: ____/____/____</p> <p style="text-align: right;">Company Seal (if applicable)</p>  |

|  |
|--|
| <b>Office Use Only: DEBTOR CODE:</b> _____ <b>LICENCE NUMBER</b> _____ <b>INVOICE NUMBER</b> _____ |
|--|

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**PREMISES DETAILS:**

|   |   |
|---|---|
| <b>PREMISES TYPE</b><br><b>(please tick appropriate box):</b>               | <input type="checkbox"/> Dairy Farm<br>- State name of dairy produce factory to which applicant(s) intend(s) to supply milk below:<br>_____   |
|   | <input type="checkbox"/> Dairy Produce Store<br>- Please tick the activities to be conducted at the Dairy Produce Store <ul style="list-style-type: none"> <li><input type="checkbox"/> Receiving, dispatch and storage of raw milk.</li> <li><input type="checkbox"/> Storage of refrigerated Dairy Products</li> <li><input type="checkbox"/> Storage of unrefrigerated Dairy Products</li> </ul>   |
|   | <input type="checkbox"/> Dairy Produce Factory<br>- Please tick the activities to be conducted at the Dairy Produce Factory <ul style="list-style-type: none"> <li><input type="checkbox"/> Pasteurisation of raw milk</li> <li><input type="checkbox"/> Produce/Process Butter</li> <li><input type="checkbox"/> Produce/Process Cheese</li> <li><input type="checkbox"/> Produce/Process Cream</li> <li><input type="checkbox"/> Produce/Process Cultured Products</li> <li><input type="checkbox"/> Produce/Process Desserts</li> <li><input type="checkbox"/> Produce/Process Dips</li> <li><input type="checkbox"/> Produce/Process Ice Cream</li> <li><input type="checkbox"/> Produce/Process Other - Dairy products not covered by other processes, eg Kashta &amp; UHT</li> <li><input type="checkbox"/> Produce/Process Powdered Milk</li> <li><input type="checkbox"/> Receive raw milk</li> </ul> |
| <b>NUMBER OF EMPLOYEES</b><br><b>(Dairy Produce Factory only):</b><br>_____ | <b>Note:</b> The number of people working in the premises is determined as the number of staff employed in your processing/storage operation (excluding office staff, delivery drivers, etc). These details will be determined between the applicant and the auditor. The Food Regulation 2004 prescribes the appropriate licence fee (based on the number of people working in the premises) and application fee to be applied to all licences.  |
| <b>PREMISES ADDRESS</b><br><b>(where business will be operating from):</b>  | ▪ Nominated commencement of trading date: _____   |

**COMPLIANCE CONFIRMED BY A FOOD AUTHORITY OFFICER:**  
*NSW Food Authority requires the premises to be inspected to ensure compliance before a licence can be issued.*

 .....  
**FOOD AUTHORITY OFFICER**

 .....  
**SIGNATURE**

 .....  
**COMPLIANCE DATE**

|  |  |
|--|--|
| <b>LICENCE FEE PAYABLE:</b> Please refer to Fee Schedule on page 6             | <b>Amount Payable: \$</b> _____  |
| <b>The fee of \$</b> _____ <b>was received on:</b><br><b>Date:</b> ___/___/___ | <b>Licence Number:</b><br><b>Licence Issued:</b><br><b>Tax Invoice No. Raised:</b> |
| <b>Receipt No:</b> _____   |  |

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**VEHICLE DETAILS:**

|   |  |   |   |   |   |   |   |
|---|--|---|---|---|---|---|---|
| <b>Food Transport Vehicle Type</b><br>(please tick appropriate box)   | <input type="checkbox"/> <b>Dairy Vehicle Vendor</b> <ul style="list-style-type: none"> <li>▪ Satisfactory arrangements have been made by the applicant to acquire milk supplies from:<br/>_____</li> <li>▪ Nominated commencement of trading date: _____</li> <li>▪ Do you have a Coolroom? (If yes, please complete the Premises Details form on Page 4)<br/> <input type="checkbox"/> <b>YES</b>      <input type="checkbox"/> <b>NO</b> </li> </ul> <input type="checkbox"/> <b>Farm Milk Collector</b> <ul style="list-style-type: none"> <li>▪ State name of dairy factory to which applicant(s) intend(s) to supply milk:<br/>_____</li> </ul>  |   |   |   |   |   |   |
| <b>Location of Vehicle(s) where vehicle kept for Inspection:</b>  |  |   |   |   |   |   |   |
| <b>DESCRIPTION OF VEHICLE(S) DETAILS IN RESPECT OF LICENCE SOUGHT:</b><br><br>(If licensing more than 6 vehicles, please provide details on a separate page and attach it to this form)   | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td> <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br/> <b>Make of Vehicle:</b> _____ (eg Toyota)<br/> <b>Model:</b> _____ (eg Landcruiser)<br/> <b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b>      <input type="checkbox"/> <b>NO</b>      <input type="checkbox"/> <b>N/A</b> </td> </tr> <tr> <td> <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br/> <b>Make of Vehicle:</b> _____ (eg Toyota)<br/> <b>Model:</b> _____ (eg Landcruiser)<br/> <b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b>      <input type="checkbox"/> <b>NO</b>      <input type="checkbox"/> <b>N/A</b> </td> </tr> <tr> <td> <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br/> <b>Make of Vehicle:</b> _____ (eg Toyota)<br/> <b>Model:</b> _____ (eg Landcruiser)<br/> <b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b>      <input type="checkbox"/> <b>NO</b>      <input type="checkbox"/> <b>N/A</b> </td> </tr> <tr> <td> <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br/> <b>Make of Vehicle:</b> _____ (eg Toyota)<br/> <b>Model:</b> _____ (eg Landcruiser)<br/> <b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b>      <input type="checkbox"/> <b>NO</b>      <input type="checkbox"/> <b>N/A</b> </td> </tr> <tr> <td> <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br/> <b>Make of Vehicle:</b> _____ (eg Toyota)<br/> <b>Model:</b> _____ (eg Landcruiser)<br/> <b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b>      <input type="checkbox"/> <b>NO</b>      <input type="checkbox"/> <b>N/A</b> </td> </tr> <tr> <td> <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br/> <b>Make of Vehicle:</b> _____ (eg Toyota)<br/> <b>Model:</b> _____ (eg Landcruiser)<br/> <b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b>      <input type="checkbox"/> <b>NO</b>      <input type="checkbox"/> <b>N/A</b> </td> </tr> </table> | <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br><b>Make of Vehicle:</b> _____ (eg Toyota)<br><b>Model:</b> _____ (eg Landcruiser)<br><b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>N/A</b> | <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br><b>Make of Vehicle:</b> _____ (eg Toyota)<br><b>Model:</b> _____ (eg Landcruiser)<br><b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>N/A</b> | <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br><b>Make of Vehicle:</b> _____ (eg Toyota)<br><b>Model:</b> _____ (eg Landcruiser)<br><b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>N/A</b> | <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br><b>Make of Vehicle:</b> _____ (eg Toyota)<br><b>Model:</b> _____ (eg Landcruiser)<br><b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>N/A</b> | <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br><b>Make of Vehicle:</b> _____ (eg Toyota)<br><b>Model:</b> _____ (eg Landcruiser)<br><b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>N/A</b> | <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br><b>Make of Vehicle:</b> _____ (eg Toyota)<br><b>Model:</b> _____ (eg Landcruiser)<br><b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>N/A</b> |
| <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br><b>Make of Vehicle:</b> _____ (eg Toyota)<br><b>Model:</b> _____ (eg Landcruiser)<br><b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>N/A</b> |  |   |   |   |   |   |   |
| <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br><b>Make of Vehicle:</b> _____ (eg Toyota)<br><b>Model:</b> _____ (eg Landcruiser)<br><b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>N/A</b> |  |   |   |   |   |   |   |
| <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br><b>Make of Vehicle:</b> _____ (eg Toyota)<br><b>Model:</b> _____ (eg Landcruiser)<br><b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>N/A</b> |  |   |   |   |   |   |   |
| <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br><b>Make of Vehicle:</b> _____ (eg Toyota)<br><b>Model:</b> _____ (eg Landcruiser)<br><b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>N/A</b> |  |   |   |   |   |   |   |
| <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br><b>Make of Vehicle:</b> _____ (eg Toyota)<br><b>Model:</b> _____ (eg Landcruiser)<br><b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>N/A</b> |  |   |   |   |   |   |   |
| <b>Motor Vehicle Registration:</b> _____ <b>Year:</b> _____<br><b>Make of Vehicle:</b> _____ (eg Toyota)<br><b>Model:</b> _____ (eg Landcruiser)<br><b>Refrigerated:</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>N/A</b> |  |   |   |   |   |   |   |

**COMPLIANCE CONFIRMED BY A FOOD AUTHORITY OFFICER:**  
*NSW Food Authority requires the vehicle(s) to be inspected to ensure compliance before a licence can be issued.*

.....  
**FOOD AUTHORITY OFFICER**      **SIGNATURE**      **COMPLIANCE DATE**  
 .....

|  |  |
|--|--|
| <b>LICENCE FEE PAYABLE:</b> Please refer to Fee Schedule on page 6 <b>Amount Payable: \$</b> _____ |  |
| The fee of \$ _____ was received on:<br>Date: ___/___/___      Receipt No:                         | <b>Licence Number:</b><br><b>Licence Issued:</b><br><b>Tax Invoice No. Raised:</b> |

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**FEE SCHEDULE – PREMISES**

**Please Note:**

- The licence fee for the Dairy Produce Store is not payable if a Dairy Produce Store is being applied for by a Dairy Vehicle Vendor who will be using it to store of their own milk and or dairy products.
- The Licence fee structure for Class 2, Class 3 and Class 6 Dairy Produce Factories are currently under review and will be advised upon application.
- For applications on an existing License, please submit form with application fee \$50.00 only. An invoice for the license fee will then be returned to you for payment.

| Activities authorised by licence  | No. Employees | Application Fee? | Application Fee | Licence Fee  |
|-----------------------------------|---------------|------------------|-----------------|--------------|
| <b>Dairy Farm</b>                 | N/A           | Yes              | \$50.00         | \$330.00     |
| <b>Dairy Produce Store</b>        | N/A           | Yes              | \$50.00         | \$304.00     |
| <b>Dairy Produce Factory</b>      |               |                  |                 |              |
| Class 1 - Milk processing factory | 1 to 10       | Yes              | \$50.00         | \$835.00     |
| Class 2 - Milk processing factory | 11-70         |                  |                 | Under Review |
| Class 3 - Milk processing factory | 71+           |                  |                 | Under Review |
| <b>Dairy Produce Factory</b>      |               |                  |                 |              |
| Class 4 - Dairy product factory   | 1-10          | Yes              | \$50.00         | \$835.00     |
| Class 5 - Dairy product factory   | 11-30         |                  |                 | \$1,678.00   |
| Class 6 - Dairy product factory   | 31+           |                  |                 | Under Review |

**FEE SCHEDULE – VEHICLE**

**Please Note:**

- In cases where more than one vehicle is to be licensed at the same time, only one licence and application fee is to be paid.
- For applications on an existing License, please submit form with application fee \$50.00 only. An invoice for the license fee will then be returned to you for payment.

| Activities authorised by licence | No. Employees | Application Fee? | Application Fee | Licence Fee |
|----------------------------------|---------------|------------------|-----------------|-------------|
| Dairy Vehicle Vendor             | N/A           | Yes              | \$50.00         | \$200.00    |
| Farm Milk Collector              | N/A           | Yes              | \$50.00         | \$542.00    |

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**PAYMENT METHODS FOR A FOOD AUTHORITY LICENCE APPLICATION INCLUDE:**
**A. PAYMENT BY CHEQUE OR MONEY ORDER**

Please mail money order or cheque (crossed 'Not negotiable' and made out to NSW Food Authority) along with completed application form to PO Box 6682, Silverwater NSW 1811

**B. PAYMENT BY BPAY®, INTERNET BANKING OR TELEPHONE**

If you wish to make payment by any of the above methods, please submit your completed application form without payment to the Licensing Unit by:

- Fax to (02) 6552 7239;
- Post to PO Box 232, Taree NSW 2430; or
- Email to [licensing@foodauthority.nsw.gov.au](mailto:licensing@foodauthority.nsw.gov.au)

An invoice will then be forwarded to you for payment.

Please note, we do not have a facility for American Express

**CHECKLIST**

To avoid any delays in the processing of your application, please ensure all relevant documentation is submitted with this application form.

- Application form completed and signed
- Company registration certificate attached (where applicable)
- Certificate of registration of business name attached (where applicable)
- Certificate of incorporation attached (where applicable)
- ABN certificate (where applicable)
- Payment attached

**Please return all pages of your Food Authority licence application to:**
**NSW Food Authority**  
**PO Box 6682**  
**SILVERWATER NSW 1811**

|                 |              |
|-----------------|--------------|
| OFFICE USE ONLY |              |
| Date Received:  | Amount paid: |
| Customer Code:  | Receipt no:  |