



**Australian
Competition &
Consumer
Commission**

Our Ref: 57444
Contact Officer: Tess Macrae
Contact Number: 03 9290 1835

21 September 2015

The Registrar of Trade Marks
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WODEN ACT 2606

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Canberra ACT 2601

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By email: FEP@ipaustralia.gov.au

Dear Registrar

Certification Trade Mark Application Nos. 1669132, 1669133 and 1669134

The Australian Competition and Consumer Commission (the ACCC), in accordance with the provisions of the *Trade Marks Act 1995*, has completed its final assessment of Certification Trade Mark (CTM) Nos. 1669132, 1669133 and 1669134.

A certificate detailing the ACCC's assessment is attached, as well as a certified copy of the rules. The applicant has been notified.

If you have any queries on this matter, please contact Tess Macrae on (03) 9290 1835.

Yours sincerely

Lyn Camilleri
Director
Adjudication




Final Assessment of Certification Trade Marks CTMs 1669132, 1669133 and 1669134 lodged by the Australian Institute of Professional Photography Limited

The Australian Competition and Consumer Commission (the ACCC), in accordance with the requirements of the *Trade Marks Act 1995*, has completed its Final Assessment of the above Certification Trade Mark (CTM) applications.

The ACCC's Final Assessment is that it is satisfied that:

- (a) the approved certifiers demonstrate the attributes necessary to competently certify the goods and/or services in respect of which the CTMs are to be registered;
- (b) the rules governing the use of the CTMs would not be to the detriment of the public; and
- (c) the rules governing the use of the CTMs are satisfactory having regard to the principles relating to restrictive trade practices set out in Part IV of the *Competition and Consumer Act 2010* (the Act) and the principles relating to unconscionable conduct (Part 2-2), unfair practices (Part 3-1), and safety of consumer goods and product related services (Part 3-3) in Schedule 2 (Australian Consumer Law) of the Act.

Signed.......... (Deputy Chair)

Date.....18 September 2015.....

Certified copy
 pursuant to section 122(2)(b)
 of the Trade Marks Act 1995

D. D. D. D. 18/9/15
Contributor Date



**RULES FOR
AUSTRALIAN INSTITUTE OF
PROFESSIONAL PHOTOGRAPHY**

**ACCREDITED PROFESSIONAL
PHOTOGRAPHER CERTIFICATION
PROGRAM**

And

**ACCREDITED PROFESSIONAL VIDEO
PRODUCER CERTIFICATION PROGRAM**

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1. INTRODUCTION

These rules (*Rules*) provide guidance to applicants who wish to apply for certification under the Accredited Professional Photographer Program (*APP Program*) or the Accredited Professional Video Producer Program (*APVP Program*) and govern the use of Certification Trade Mark Numbers 1689132, 1689133 and 1689134, which are depicted at Annexure "A" (*CTM*).

1.1. Overview of the APP / APVP Program

The APP Program is operated by the Australian Institute of Professional Photography Limited (ACN 050167498) (*AIPP*) in relation to the provision of qualified and recognised photographers to consumers with an assurance of a pre-determined level or standard of quality of services offered.

Annexure "B" is a copy of the Certificate of Incorporation of the AIPP.

Any individual (which includes a sole trader) or company in Australia that meets the requirements and standards set out in these Rules can apply for the use of the CTM in relation to their services as certified by the AIPP. An individual or company who achieves the certification will be an "Accredited Member" and listed in the AIPP's accredited member database.

1.2 Approved certifiers

The AIPP will assess and certify all applicants to the APP / APVP Program throughout Australia.

If a third party is nominated to act on behalf of the AIPP in respect of the APP / APVP Program they are required to have:

- (a) knowledge of the photography and video production industries;
- (b) relevant experience, qualifications and skills as personnel responsible for the assessment and maintenance of the accreditation scheme
- (c) the ability and resources required to deliver the APP / APVP Program within designated time-frames and in compliance with the AIPP rules and regulations.

1.3 Benefits of the APP / APVP Program

The APP / APVP Program is the result of a desire to create a professional standard and benchmark for those operating within the photography industry.

The APP / APVP Program was developed to create a community and network of leading photography professionals, which the wider community can trust to provide quality work.

Certification under the APP / APVP Program assures that the APP / APVP members have been measured and assessed according to these Rules. As a result, the APP / APVP member may attract consumers to its business outlets by guaranteeing the pre-determined level of quality of its services to the level that consumers expect.

Additional benefits of the certification under the APP / APVP Program are:

- becoming equipped with a better understanding of new techniques and methods of photography, as well as opportunity to learn relevant business skills.
- obtaining access to a wide network of professional photographers.
- obtaining access to specific trade partner offers.
- having direct influence and input on the development of the profession.
- Upon satisfying all requirements, the new member is awarded an APP or APVP certificate with a membership number and an APP or APVP badge. The badge must be used according to the applicable Style Guide (Annexure "H").
- being provided with regular AIPP newsletters giving insights and information relevant to the industry, together with networking opportunities.
- members will be offered discount rates for attendance at functions, events and other trade offers.

2. COMPETENCY

The AIPP recently celebrated its official 50th anniversary of service to professional photographers, but the Association can trace its origins back to 1912.

In the first half of the 20th century Australian professional photographers met together on a State by State level with the Federal Government slowly later introducing legislation that affected photographers on a national basis.

In March 1944 photographers from around Australia first gathered in Sydney to discuss forming a federal body. With wartime restrictions and government impositions on photographers and their supplies the group of State representatives resolved to form a Federal Body to speak as a united voice to represent the profession throughout the country. It also resolved to have an annual conference with an annual election of officers.

In 1962 Claude McCarthy lay the foundations for the current form of the AIPP. Since then the AIPP has expanded to include education for photographers, setting of professional and ethical standards, a prestigious awards system and the most exciting annual judging of professional photography standards

that has become the benchmark and envy of the professional photography world.

The board members of the AIPP are able to advise on and are competent in the accreditation system of the APP / APVP Program. Many of them are directly involved in the industry and are acknowledged experts in their sectors.

The profiles of the current board members of the AIPP may be found on its website at www.aipp.com.au/about/app-board.

3. CERTIFICATION PROCESS

3.1 APP Program

Certification is achieved under the APP Program by undertaking the following processes:

- (a) submitting evidence supporting the Applicant meeting the prerequisite criteria (See Clause 6.1 below);
- (b) providing a portfolio of works to the AIPP which will be assessed by an independent folio assessment panel;
- (c) achieving a minimum pass standard in the portfolio assessment (See clause 6.3 below);
- (d) confirming acceptance and compliance with the:
 - (i) AIPP Code of Professional Practice (Annexure C)
 - (ii) AIPP Membership Terms and Conditions (Annexure D)
 - (iii) AIPP Accredited Membership Business Requirements (Annexure E); and
- (e) attending AIPP Continuing Professional Development seminars (See Clause 11) every year, either online or in person, ensuring at least 1 point of training is obtained under each of the following headings:
 - (i) Photographic Input;
 - (ii) Photographic Output;
 - (iii) Photographic Workflow;
 - (iv) The Business of Photography; and
 - (v) Personal Development.

3.2 APVP Program

Certification is achieved under APVP Program by meeting the following criteria and undertaking the process as shown below:

- (a) submitting evidence supporting the Applicant meeting the prerequisite criteria (See Clause 6.1);
- (b) providing a portfolio of works to the AIPP which will be assessed by an independent folio assessment panel;

- (c) achieving a minimum pass standard in the portfolio assessment (See clause 6.3 below); and
- (d) confirming acceptance and compliance with the:
 - (i) AIPP Code of Professional Practice (Annexure "C")
 - (ii) AIPP Membership Terms and Conditions (Annexure "D")
 - (iii) AIPP Accredited Membership Business Requirements (Annexure "E").

4. SCHEDULE OF FEES

The fee for both the APP and APVP Program is a flat fee and the level of accreditation is not related to the fee charged. This fee is subject to change year to year and is published at www.aipp.com.au/join

<u>Professional Fees</u> :	AUD\$
	(inc GST)
Certification Assessment Fee	\$100.00
Certification Membership Fee (per annum)	\$486.00

6. SERVICES THAT MAY BE CERTIFIED

The services to be certified under the APP / APVP Program are described in Australian Certification Trade Mark Application Nos. 1669132, 1669133 and 1669134 as:

6.1 APP Program

Photographic film editing; photographic library services; photography; education information; event management services (organisation of educational, entertainment, sporting or cultural events); mentoring (education and training); organisation of exhibitions for cultural or educational purposes; providing information, including online, about education, training, entertainment, sporting and cultural activities; electronic publication of information on a wide range of topics, including online and over a global computer network; online (electronic) publication of news; providing online electronic publications (not downloadable); publication of electronic books and journals online; publication of multimedia material online; publication of news; publication of texts (other than publicity texts); arranging and conducting of workshops (training).

5.2 APVP Program

Distribution (other than transportation) of videos; editing of video-tapes; producing of motion pictures, plays and videos; production of video recordings, other than advertising; production of videos; providing online videos, not downloadable; video editing; video entertainment services; video production services, other than advertising; videotape film production, other than for advertising films; education information; event management services (organisation of educational, entertainment, sporting or cultural events); mentoring (education and training); organisation of exhibitions for cultural or educational purposes; providing information, including online, about education, training, entertainment, sporting and cultural activities; electronic publication of information on a wide range of topics, including online and over a global computer network; online (electronic) publication of news; providing online electronic publications (not downloadable); publication of electronic books and journals online; publication of multimedia material online; publication of news; publication of texts (other than publicity texts); arranging and conducting of workshops (training).

6. CRITERIA

6.1 Prerequisites

All applicants to the APP / APVP Program must provide evidence of the following:

- a) a minimum of 2 years of professional work experience in the relevant industry;
- b) business or company registration information with the Australian Business Register or the Australian Securities and Investment Commission (unless the Applicant is a studio employee, photo journalist or employee of a government department);
- c) payment of all relevant insurances required including workers compensation and public liability;
- d) 3 written references from existing clients or suppliers;
- d) any photographic education courses or self education attended/undertaken within the last 2 years;
- d) a summary of intent to operate as an Accredited Professional Photographer/ Accredited Professional Video Producer; and
- e) a portfolio of 20 images or videos for online submission to the Assessment Panel.

Failure to comply with the above entry criteria will result in rejection of the application.

6.2 APP / APVP Program Portfolio Assessment Panel

The APP / APVP Program portfolio assessment is provided by a panel of 3 assessors, who will be selected from the AIPP members achieving 10 years of AIPP membership.

Assessors are also chosen based on their nominated field of expertise.

6.3 Portfolio Assessment Criteria

The APP / APVP Program portfolio assessment is conducted entirely online, with all panel members assessing independently from one another and online.

The principle of the assessment is whether the image or video is of a professional standard. All portfolio images or videos submitted for assessment must meet the following criteria:

- a) images or videos captured by the applicant within the last 24 months;
- b) images or videos must fit the genre that the applicant intends to pursue in the industry, including different subjects, lighting, lense angles and camera angles;
- c) images / videos must be a mix of colour and black and white;
- d) no submission should include two items of the same subject, location or background unless final treatment produces entirely different outcomes;
- e) submissions can only include works that were solely the output of the applicant;
- f) a maximum of 4 from any one particular job; and
- g) a minimum of 75% of works must be from commissioned work, including self-commissioned works.

A pass is achieved by obtaining a minimum mark of 7.5 out of 10 from 2 out of 3 assessors.

Feedback is to be provided by the Assessor if an image/video does not achieve this minimum mark.

7. RE-ASSESSMENT PROCESS

The applicant for certification who is not satisfied with the decision made by the portfolio assessment panel may, for an additional assessment fee (as shown in clause 4), re-submit their portfolio images or videos for re-assessment within one month of receiving notice from the AIPP that they have failed the portfolio assessment; and

If the portfolio fails on the re-assessment, the applicant must then re-start their application for certification. Only one application for re-assessment can be made and no further review is available.

B. COMPLAINTS

8.1 Member to Member Complaints

If a certified member wishes to make a complaint against another certified member, they must submit a formal complaint via the AIPP Complaints Registration Form (Annexure "F").

Once the complaint is received, the complaint will be assessed against the AIPP Code of Professional Practice, which all certified members agree to abide upon becoming certified (Annexure "C").

Each complaint is individually considered by the AIPP board.

8.2 Consumer Complaints about a Certified Member

If a consumer of services provided by a certified member wishes to make a complaint in relation to the quality of the services provided by the certified member they can lodge their complaint with the AIPP via the Complaints Registration Form (Annexure "F").

The AIPP Complaints Committee consisting of two volunteer members of the AIPP will assess the complaint.

The complaint is judged according to whether there has been a breach of the AIPP Code of Professional Practice by the certified member.

If the certified member's behaviour is considered acceptable under the Code of Practice, the complaint is dismissed and the complainant notified. If the certified member's behaviour is considered unacceptable under the Code of Practice the certified member is notified in writing with a warning.

If 3 consecutive warnings are issued regarding a particular certified member membership will be cancelled.

9. DISPUTE RESOLUTION

9.1 If a dispute arises out of or relates to the APP / APVP Program, other than that which relates to the decision made by the Portfolio assessors of the Certifiers (which should be dealt in accordance with clause 7 above), and once all complaints procedures have taken place (in accordance with clause 8 of this Rule) any aggrieved person may request for a dispute to be resolved with the Board of Directors of the AIPP. If such a request is received the Board will review all materials submitted by the requestor and make a decision within 28 days. The Board's decision is final but may be subject to any external dispute resolution, as shown below.

9.2 External Resolution

If the complainant does not agree with the decision made by the AIPP Board of Directors, within 2 business days of receipt of the decision or such further period as agreed in writing by them) as to:

- (a) the dispute resolution technique and procedures to be adopted;
- (b) the timetable for all steps in those procedures;
- (c) the selection and compensation of the independent person required for such technique; or
- (d) the outcome of the dispute resolved by internal complaints resolution procedures.

the complainant and the AIPP must jointly appoint a mediator or arbitrator to hear and resolve the matter.

10. RENEWAL

Before expiry of the annual licence of certification membership, a Renewal Notice is sent to APP / APVP Program members. An example of such a notice is shown at Annexure "G".

The licence to use the CTM will be renewed a further 1 year upon payment of the Certification Membership fee unless notice of withdrawal of membership is received at least one month prior to the renewal deadline.

11. CONTINUING PROFESSIONAL DEVELOPMENT

Each APP / APVP Program member is required to undertake Continuing Professional Development Education in order to ensure that the member's knowledge remains current and up-to-date every year and prior to the date of Renewal.

APP Program members are specifically required to undertake seminars covering the 5 core components of photography:

- a) photographic input;
- b) photographic output;
- c) photographic workflow;
- d) the business of photography; and
- e) personal development in the field of specific technical skills.

Continuing Professional Development may be provided by either the AIPP or any recognised institutions and may consist of online or offline seminars.

Random audits of member compliance with continuing professional development requirements will be conducted by the AIPP. Non-compliance will result in a letter being sent to the offending member and a decision as to whether this constitutes a breach of the AIPP Membership Terms and Conditions will be made once the member provides their response.

12. WITHDRAWALS, SUSPENSION, REVOCATION OR TERMINATION

12.1 Withdrawal

Any APP / APVP Program member who wishes to withdraw from the certification scheme must notify its intention to the AIPP in writing at any time during the term of membership. Upon confirmation of the withdrawal by the AIPP, the APP / APVP Program member must immediately discontinue using the CTM. However, any payments made by the APP / APVP Program member to the AIPP for the certification will not be refunded unless there was a clear error or omission on the part of the AIPP.

12.2 Suspension, Revocation or Termination

Certification of the APP / APVP Program member may be suspended, revoked or terminated if the member is found to have seriously breached, or consistently breached (being 3 warnings), any provisions of these Rules, the AIPP Membership Terms and Conditions (Annexure "D"), the AIPP Accredited Member Business Requirements (Annexure "E") or the AIPP Code of Professional Practice (Annexure "C").

13. CTM USER REQUIREMENTS

The use of the CTM must be in accordance with:

- the AIPP Membership Terms and Conditions;
- the AIPP Accredited Member Business Requirements;
- the AIPP Code of Professional Practice; and
- APP / APVP Use of Certification Guide (Annexure "H").

13.1 Change to the information in the Certification

The APP / APVP Program member may request changes to details in the certificate. This may include name of the member, address, products and services offering. Requests for such changes must be made in writing to the AIPP.

13.2 Breach of the Rules

A breach of these Rules will be actionable under the *Trade Marks Act 1995* (Cth) and/or the Australian Consumer Law and may also constitute a breach of the Certification requirements. The AIPP reserve all rights in relation to any breach of the Rules by a certified member.

13.3 Compliance with other laws

These Rules do not authorise any APP / APVP Program member to contravene any Australian Commonwealth, State or Territory laws.

13.4 Substitution of a APP / APVP Program member

If there is any change of the APP / APVP Program member, the APP / APVP Program member must immediately notify the change to the AIPP including:

- (a) date of the change; and
- (b) name and certification number of the leaving APP / APVP Program member.

14. VARIATION TO THE RULES

These Rules may be varied from time to time where:

- (a) the AIPP applies to the Australian Competition and Consumer Commission (ACCC) for a variation to the Rules; and
- (b) the ACCC approves the requested variation as required under the *Trade Marks Act 1995* (Cth).

15. PRIVACY INFORMATION

The AIPP may need to collect personal information about the applicant for approval as a certified member of the AIPP under the APP / APVP Program. If this is the case, the collection or management of that personal information will be in accordance with the National Privacy Principles under the *Privacy Act 1988* (Cth).

If there is any concern with the privacy information, applicants or approved users can contact the Executive Officer of the AIPP (as shown in clause 16).

16. FURTHER INFORMATION

Further information about the APP Program can be obtained from the following website:

<http://www.aipp.com.au>

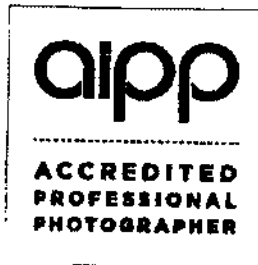
or by contacting:

Executive Officer
Australian Institute of Professional Photography Limited (AIPP)
Suite G.03
171 Union Road
SURREY HILLS VIC 3127
Email: admin@aipp.com.au

ANNEXURE "A"

AUSTRALIAN CERTIFICATION TRADE MARK APPLICATIONS:

1. NO. 1689132 "ACCREDITED PROFESSIONAL PHOTOGRAPHER LOGO"



2. NO. 1689133 "ACCREDITED PROFESSIONAL PHOTOGRAPHER LOGO"



AND

3. NO. 1689134 "ACCREDITED PROFESSIONAL VIDEO PRODUCER LOGO"



To request electronic files of the Trade Mark (in GIF/JPG/EPS format), email: admin@aipp.com.au

ANNEXURE "B"

CERTIFICATE OF INCORPORATION

Australian Institute Of Professional Photography
Limited
323 Princes Highway
Banksta NSW 2216

Certificate of the Registration of a Company

Corporations Act 2001 Paragraph 1274 (2) (b)

This is to certify that

**AUSTRALIAN INSTITUTE OF PROFESSIONAL
PHOTOGRAPHY LIMITED**

Australian Company Number 050 167 498

is taken to be registered as a company under the
Corporations Act 2001 in South Australia.

The company is limited by guarantee.

The company is a public company.

The day of commencement of registration is
the twelfth day of November 1990.

Issued by the
Australian Securities and Investments Commission
on this fourth day of October, 2004.


A delegate of the Australian Securities and Investments Commission

ANNEXURE "C"

- AIPP CODE OF PROFESSIONAL PRACTICE

AIPP Code of Professional Practice

The AIPP Code of Professional Practice is one of the key differentiators between members of the institute and non members.

All membership categories of the AIPP are bound by this code of practice.

General Matters

1. I agree to be bound by the Memorandum and Articles of Association of the Australian Institute of Professional Photography (AIPP) and abide by the regulations and guidelines of the AIPP as set down from time to time.
2. I will abide by this Code of Professional Practice of the AIPP and recognise the authority of the AIPP Compliance Committee in all matters relating to the interpretation and enforcement of this code.
3. I shall at all times present myself; my photography and photographic services, in such manner as will uphold and dignify my professional status and the reputation of the Institute.
4. I will deal with all users of photography and the public with honesty and integrity. I shall exercise reasonable skill, care and diligence in the discharge of my duties, giving full consideration to the requirements of the client.
5. I will not use any marketing or competitive practice, which violates any Federal or State statute or any decision of a Federal or State court.
6. I shall ensure that advertisements and other public announcements with which my name is associated are not such as would, in the opinion of the Board, bring the Institute into disrepute. I shall ensure that all advertisements or public announcements mentioned comply with the guidelines issued from time to time by the Board.
7. I shall ensure that in conjunction with my name only such designatory letters or other descriptions to which I am entitled are used. (Only businesses in which all employees are members of the AIPP may use "Members of the AIPP" after the business name.

Market Related Matters

8. I shall, if engaged in the fields of wedding and/or portrait photography, allow the client three working days, after the placement of an order or the signing of a contract, during which time the client may change without penalty the extent of such order or contract.
9. I will not utilise any form of "high pressure" selling tactics to book clients or influence clients to place orders.
10. I will reveal all material facts; avoid concealment of information and refrain from the use of innuendoes in advertising and selling that might cause consumers to be misled, so that the truth about services or products may be fully understood. I will provide a complete and comprehensive written price list outlining my services and products prior to undertaking any photographic assignment.
11. I will fulfil all contractual obligations, offer reasonable warranty of products and services, and perform on such warranty without hesitation, where claims are justified. I will ensure that all wedding

photography transactions, including the production of albums, does not take more than three months from the date of order, or a firm delivery date be agreed in writing at the contract stage.

12. I will advertise and sell the merits of my services and products honestly and undertake only assignments that my firm or I can reasonably expect to complete with professional competence.

13. I will refer the client to another suitably qualified and ethical photographer who can best fulfil the client's needs if my organisation or I cannot undertake the work.

14. I will not commit any acts that will discredit the profession and I will refrain from degrading competitors.

15. I will not concurrently engage in any business or occupation, which impairs my rendering of professional image making services.

16. I shall not offer or accept a photograph for reproduction or accept a reproduction fee in respect of any photograph for which I do not own the copyright, without the express permission of the owner of the copyright.

17. I will refund all monies in cases of genuine client hardship and within the period of six months before the date of a booking. A small fee may be retained to cover administrative expenses.

18. I will ensure that any matter referring to copyright is underlined on contracts (or printed in bold type in any new contracts), and that reasonable usage rights for the studio be contractually established at the time of the original contract, and that these rights extend to an agreed level of promotion for the studio, including entry into professional competitions and exhibitions.

19. I acknowledge that every client entering into a contract with an AIPP member is entitled to receive a copy of the Code of Professional Practice

Member Related Matters

20. In whatever capacity I am engaged I shall act in a just and faithful manner towards clients, employers, and employees; towards others with which my work is connected, and towards other members of the AIPP.

21. I will not divulge any confidential information acquired by me during the course of my professional duties to any party.

22. I understand that if I willfully or knowingly condone, or am party to any act perpetrated by others, which contravenes this code, then I shall be as equally responsible as if I had committed such a breach on my own account.

23. I will be responsible for the conduct and performance of any person employed or sub-contracted by me.

Educational Matters

24. I will actively support and where possible assist in the education of all interested persons and the general public in the art and science of professional photography.

25. I will strive at all times to upgrade and improve my knowledge and skills in the profession of photography and related areas.

Photographic Competitions

26. I agree not to produce or endorse (by way of name/association/judging/sponsor) a photographic competition that contains terms and conditions that are considered "unfair" to the entrant.

A Fair competition is one which the entrant retains the copyright and respect the moral rights of images entered; one that requires only the supply of a non-exclusive licence, which will be limited to that use for the promotion and use of that specific competition.

Ideally the non-exclusive licence will be retained for a limited time, and only winning images and finalists should be used in a winners archive for competition related/promotional purposes.

Members are advised that it is preferable not to support a competition by entering (or other endorsements/support), if the competition does not reflect in its Terms and Conditions what is considered to be Fair.

About (/about)

- > [How to Search For A Pro \(/about/how-to-search-for-a-pro\)](#)
- > [What is an Accredited Professional? \(/about/what-is-an-accredited-professional\)](#)
- > [Look for the Logo \(/about/look-for-the-logo\)](#)
- > [Why Use an Accredited Professional? \(/about/why-use-an-accredited-professional\)](#)
- > [Background and History \(/about/background-and-history\)](#)
- > [The AIPP Board \(/about/aipp-board\)](#)

ANNEXURE "D"

- AIPP MEMBERSHIP TERMS AND CONDITIONS

AIPP Membership Terms and Conditions

General Terms & Conditions of Membership - All Members

1. During the last six years you have not had proceedings instituted against you for failure to pay for the supply of goods or services, other than those that have been properly defended on the basis that the same was not properly due and payable.
2. During the last six years you have not had any complaints laid against you in any court or consumer complaints tribunal which have not been properly disposed of in your favour.
3. Your business or employer is not involved in the "grey import" of photographic goods or any import breaching any Customs Law or Importation Law in Australia and that the business complies with all Australian laws.
4. You agree to use your best efforts to properly act in an ethical and professional manner as a representative of the AIPP.
5. You agree to be bound by the Memorandum and Articles of Association of the Australian Institute of Professional Photography Limited (AIPP) and to abide by the regulations and guidelines of the AIPP.
6. **ONLY** AIPP Accredited Professional Photographers can use the APP logo. Only AIPP Accredited Members and Trade Partners can use the AIPP logo.
7. As a member of the AIPP, you consent to allowing the AIPP to communicate with you on all matters by email.

Specific Terms & Conditions of Membership - Accredited Members

1. You are currently engaged as a professional photographer and you have been so employed for a minimum period of two years.
2. You promise to operate your business in a professional, moral and ethical fashion, and will not bring the AIPP into disrepute in any way.
3. You agree to operate your business in accordance with all Federal, State, Regional and local governing bodies.
4. You will strive at all times to produce photographic images and/or business services that meet the highest standards of professionalism.
5. You will ensure that you comply with all copyright, environmental, staffing, taxation laws and requirements applicable to your business, and that you possess the relevant licensing / requirements to operate a legal and ethical business.
6. You acknowledge that the onus to meet all business requirements lies solely with you, and that the AIPP and/or its office bearers will not and cannot be held responsible in relation to correct licensing for your business.
7. You acknowledge that the AIPP and/or office bearers will not be held responsible any legal responsibility in relation to your business dealings.
8. You will abide by the AIPP policies in regards to cancelling your membership. Which for Full Accredited members, includes removal of AIPP logo and/or AIPP Accredited logo from all of marketing material and where applicable, cessation of use of all APPA honours including AAIPP (Associate), M.Photo (Master of Photographer) etc.
9. All Accredited Members are required to participate in the AIPP CPD program, recording their own professional development with the online form supplied on the members homepage.

Specific Terms & Conditions of Membership - Trade Partner

1. You agree that you are engaged professionally in an ancillary occupation in the photographic

industry OR that you are a representative for a company in the field of professional photography or an ancillary field.

Specific Terms & Conditions of Membership - Emerging Members

1. You agree that you are not working as a professional photographer and that your photography business is operated on a part time or casual basis only.
2. Or cannot meet the outlined criteria for Accredited Membership at the point of application.

Specific Terms & Conditions of Membership - Student Members

1. You agree that you are a student of photography currently studying a photographic course of a minimum Cert IV, approved as a Registered Training Organisation or by a State or Territory Training Accreditation body.

Specific Terms & Conditions of Enthusiast Category

1. You are not offering a service as a practising professional photographer/video producer, either full time, part time or casual.

AIPP Code of Ethics

1. You acknowledge that you are bound by the (http://www.aipp.com.au/AIPP/Find_a_Pro/Code_of_Ethics/AIPP_live/About_AIPP/Code_of_Professionals_Code_of_Practice) and you recognise the authority of the AIPP Board in all matters relating to the interpretation and enforcement of this code, and understand that failure to comply with the ethics can result in cessation of membership and all associated privileges.
2. You agree that if contentious circumstances arise at any time and for any reason your membership status may be reviewed. You further agree to be bound by any ruling or determination that may be made and acknowledge that the AIPP has the right to terminate your membership of the Association and that a decision to do so is final and conclusive.

Additions to the AIPP Code of Ethics regarding Photographic Competitions

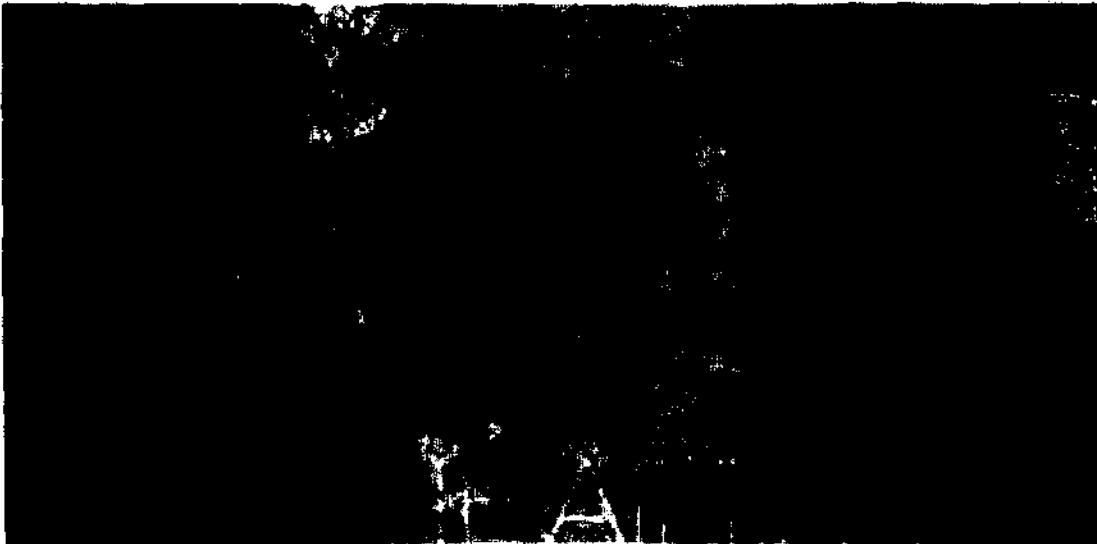
1. Members AGREE not to produce or endorse (by way of name/association/judging/sponsor) a photographic competition that contains terms and conditions that are considered "unfair" to the entrant.
2. A Fair competition is one which the entrant retains the copyright and respect the moral rights of images entered; one that requires only the supply of a non-exclusive licence, which will be limited to that use for the promotion and use of that specific competition.
3. Ideally the non-exclusive licence will be retained for a limited time, and only winning images and finalists should be used in a winners archive for competition related/promotional purposes.
4. Members are advised that it is preferable not to support a competition by entering (or other endorsements/support), if the competition does not reflect in its Terms and Conditions what is considered to be Fair.

Instalment Payment Terms & Conditions

1. By choosing to pay your accredited or emerging membership in twelve monthly instalments, you are agreeing to make the FULL 12 payments over the twelve month period.

About (/about)

- > [How to Search For A Pro \(/about/how-to-search-for-a-pro\)](#)
- > [What is an Accredited Professional? \(/about/what-is-an-accredited-professional\)](#)
- > [Look for the Logo \(/about/look-for-the-logo\)](#)
- > [Why Use an Accredited Professional? \(/about/why-use-an-accredited-professional\)](#)
- > [Background and History \(/about/background-and-history\)](#)
- > [The AIPP Board \(/about/app-board\)](#)



JOIN THE AIPP

The AIPP is the membership organisation of choice for professional and aspiring image makers. To investigate the membership categories available for you click the link below.

- > [Join the AIPP \(/join\)](#)

ANNEXURE "E"

- AIPP ACCREDITED MEMBER BUSINESS REQUIREMENTS

AIPP Accredited Member Business Requirements

The following are the business requirements of the AIPP for full Accredited Members

- You are required to have an ABN number and are GST registered if your business turnover exceeds the minimum registration level.
- You comply with, and possess any licences required for operating your business in a legal and ethical manner.
- You comply with all requirements set by local, State and Federal authorities which are relevant to your business.
- You comply with Environmental Protection Authority and comply with all relevant Licensing laws and regulations.
- You comply with ALL staffing and employment legislation requirements.
- You comply with Occupational Health and Safety requirements.
- You comply with workers' compensation requirements.
- You comply with all software licensing requirements.
- You comply with all copyright/moral rights, including music licensing, and photographers' rights.
- You comply with all taxation requirements.
- You comply with all superannuation requirements.
- You provide clients with a written agreement.
- You ensure that clients are made fully aware of all their financial obligations prior to entering into a contract or paying for services. Explanation of these financial obligations will not be misleading or concealing in any way.
- You have public liability insurance and OH&S liability insurance as appropriate for your business.

About (/about)

- > [How to Search For A Pro \(/about/how-to-search-for-a-pro\)](#)
- > [What is an Accredited Professional? \(/about/what-is-an-accredited-professional\)](#)
- > [Look for the Logo \(/about/look-for-the-logo\)](#)
- > [Why Use an Accredited Professional? \(/about/why-use-an-accredited-professional\)](#)
- > [Background and History \(/about/background-and-history\)](#)

ANNEXURE "F"

- AIPP COMPLAINTS REGISTRATION FORM

Australian Institute of Professional Photography Complaints Registration Form



Please complete this form and return to AIPP Compliance Committee
G.03 171 Union Road, Surrey Hills VIC 3127 or email to admin@aipp.com.au

Your Details:

Name: Phone:

Email Address:

Photographer / Studio Details:

Name: Phone:

Email Address:

Details of your complaint:

Please tick the box/s that you feel best describe your complaint:

- The photographer failed to arrive for booked assignment/wedding
- The photographer was late for the booked assignment/wedding
- The photographer sent a substitute photographer without consultation
- The photographer failed to deliver goods and/or services as agreed or paid for
- The photographer failed to deliver finished goods in a timely fashion
- The photographer used high pressure or emotional tactics to increase the sale
- The photographer's manner was of an unprofessional nature
- The photographer used copies of our images as samples without our permission
- The photographer's technical quality was below that of the samples shown (i.e. Blurry, too dark, too light etc)

In 50 words or less, please describe the nature of your complaint

IMPORTANT: Please fill in only if your complaint does not fit into any of the above categories.

.....
.....
.....
.....

Thank you for taking the time to forward your complaint to us.

In order to maintain our high standard of membership the AIPP takes complaints against its members very seriously.

As a voluntary organisation we do not have the legal authority to pass judgement or seek compensation on your behalf. A member of our Compliance Committee will be in contact with you in due course. Please note as the Compliance Committee is run by volunteers and dependent on their workload response times will vary.

ANNEXURE "G"

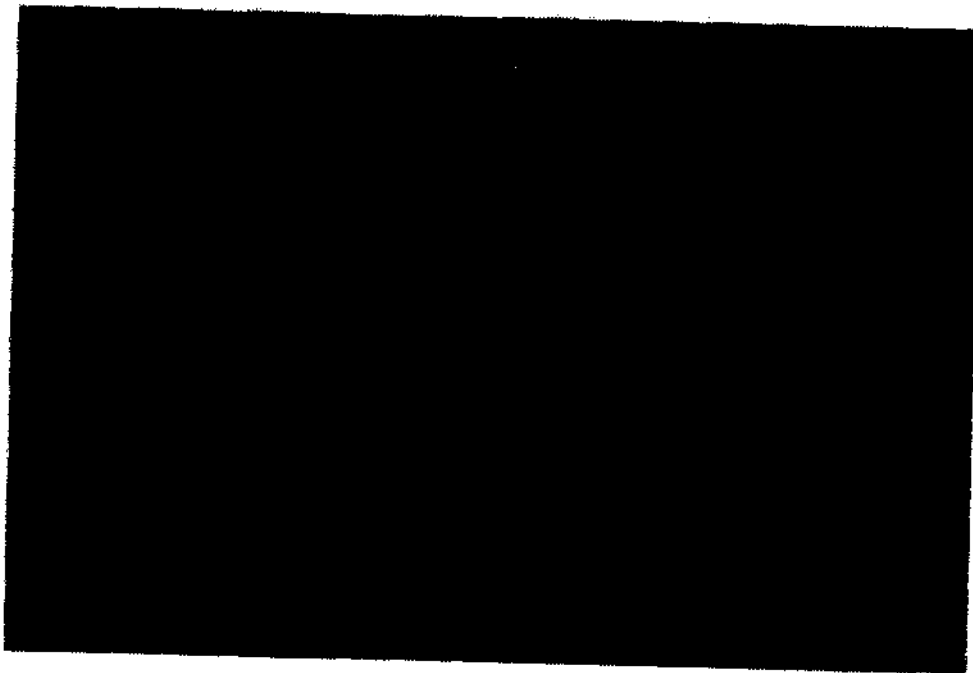
- EXAMPLE OF NOTICE OF RENEWAL

Nina Rossi

From: Randal Armstrong <membership@aipp.com.au@cmail20.com> on behalf of Randal Armstrong <membership@aipp.com.au>
Sent: Friday, 20 March 2015 9:18 AM
To: Nina Rossi
Subject: customer Your AIPP Membership Will Be Due For Renewal at the end of This Month. - Preview

**AUSTRALIAN INSTITUTE OF
PROFESSIONAL PHOTOGRAPHY**

aipp



Hello there,

This is just a follow up reminder that your AIPP Accredited Membership will be due for renewal at the end of this month.

Thank you for continuing to support your industry membership association. A lot has happened in the last 12 months, with much more to come.

One of the most significant developments to impact on our profession and your membership, will happen later this year, the "CERTIFICATION" of the APP

(Accredited Professional Photographer) logo.

This is an initiative we have been working on for the last 5 years and will hopefully result in the ACCC certifying the APP logo and the AIPP accreditation process itself.

Finally, we will have recognition and validation by an external government agency of the profession of photography, and your status as an Accredited Professional.

As we say... "**THIS CHANGES EVERYTHING**". We will have more details of this exciting initiative coming soon.

Renewing Your Membership

Even though your renewal date is not until the end of this month, you can renew your membership now. Simply log on to your [Members Dashboard](#) and select "Manage My Account> My Membership Fees". The renewal process is very simple and will take no more than 2 minutes of your time.

You can renew and pay for your membership in a single annual amount, half yearly, quarterly payments or monthly payments.

Please Note: Even if you have previously given us your credit card details to pay your membership fees, we need you to provide these details again as part of your renewal process. We DO NOT automatically make a direct debit to your account until you renew your membership!

If you choose any of the installment payment options the system will calculate the installment payments necessary based on the actual date you renew your membership. This will ensure that your membership will be paid in full by the time you reach the end of your membership year.

If you need any help renewing your membership, or you would like to discuss your membership renewal, please [contact us HERE](#)

Just in Case...

You haven't yet created your new login to the AIPP website [CLICK HERE](#).

This message was sent by AIPP | www.aipp.com.au
[Privacy Policy](#) | [Contact Us](#) | [Unsubscribe](#)
[If you have trouble reading this email, please click here.](#)

ANNEXURE "H"

- APP / APVP STYLE GUIDE

STYLE GUIDE

aippTM

**ACCREDITED
PROFESSIONAL
PHOTOGRAPHER**

ACCREDITED PROFESSIONAL PHOTOGRAPHER USAGE GUIDE

The "Accredited Professional" logo is the unique mark awarded only to those AIPP members who have achieved the required accreditation standard as an Accredited Professional Photographer (APP).

The use of the logo tells your audience that you are a true professional who has been assessed to a professional standard and who abides by a published Code of Professional Practice, Membership Terms & Conditions and Accredited Business Requirements.

You are encouraged to use the logo on all of your online and business communications, but it is essential that the logo is used in the correct way to consistently represent the Association.

The logos are protected under Australian trademark legislation and can only be used by AIPP accredited members.

CONTENTS

Logo	3
Visual requirements	4
Accessing the logo & various formats	5
Colour models and usage	6
Co-branding	7
Examples	8
Incorrect use of logo	9
Contact	10

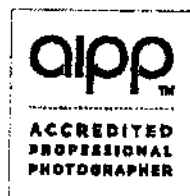
LOGO

PRIMARY LOGO

Where possible, the APP logo square version should be the most commonly used. It is understood that visually this may not always look best and therefore the secondary logo may be used.

The logo comes in two colour choices; black version and a white version.

The black background version is to be used on light backgrounds only and the white background version is to be used on dark backgrounds only.



SECONDARY LOGO

If the square version is not working with the design then the APP circle version logo can be used.

The logo comes in two colour choices; a black version and a white version.

The black background version is to be used on light backgrounds only and the white background version is to be used on dark backgrounds only.



VISUAL REQUIREMENTS

COMPONENTS

The APP logo is made up of four components.



- The APP type lock up
- Dashed line
- Accredited Professional Photographer
- Box Background

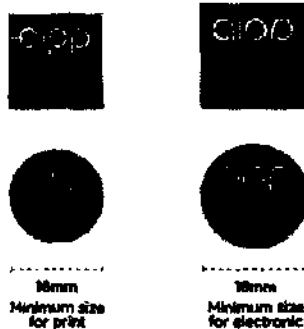
The size and spacing relationship of components are fixed, and should not be altered.

MINIMUM SIZE

To ensure maximum legibility, the logo must not appear any smaller than the minimum size for print and electronic versions. Wherever possible the logo should be reproduced larger than the minimum size.

The minimum size for electronic media for the APP logo is 18mm wide/102 pixels.

The minimum size for print media for the APP logo is 16mm wide.



CLEAR SPACES

Whenever the APP logo is displayed in conjunction with other information, a reasonable amount of space should be given. As a guide, the space around the logo should be equal to the height of the lower case 'r' in 'aipp' - not including the dot.



The clear space exclusion zone applies to all sides of the logo (top, bottom and either side). It applies to graphics, text, page edges, and other elements.

The symbol should be placed on a white background wherever possible. If the background can not be white, it must be uncluttered and provide enough contrast to ensure adequate legibility.

ACCESSING THE LOGO & VARIOUS FORMATS

ACCESSING THE LOGO

The logo may be downloaded at:

www.aipn.com.au/members/logo-logos

You will require your membership log in details.

LOGO FORMATS WE SUPPLY

The APP logo can be downloaded in a variety of formats to suit the specific needs of the user.

You can download the logo in the following formats:

- EPS
- JPG
- PNG

All are compatible with both PC and Macintosh platforms.

You should only ever use an original, unaltered file downloaded from our website. Do not attempt to redesign or amend the symbol.

FILE FORMAT DEFINITIONS

Vector Format (EPS)

Vector files are most commonly used for printed material as they can be resized easily without loosing image quality. Graphic design software is usually required to be able to open and edit an EPS file.

Raster Format (JPG and PNG)

A raster image is a photograph or picture made up of pixels. Raster files are suitable for emailing, placing in Word documents and for web use.

JPG: Suitable for both web and print depending on the resolution of the jpg. It is required that the resolution for print is 300 DPI. It can be used at a lower resolution for internet and web graphics and any screen based publications in RGB format.

PNG: Best for the internet and web graphics as they hold a small file size and allow a transparent background to be used if necessary. PNG files should not be used for print.

COLOUR MODELS & USAGE

COLOUR MODELS DESCRIPTION

CMYK (Cyan, Magenta, Yellow and Black)

These are the colours of the traditional four colour print process (full-colour). RGB images have to be converted to CMYK in the pre-press process in order to run on a printing press.



CYAN	80
MAGENTA	80
YELLOW	80
BLACK	100

RGB (Red, Green and Blue)

These are the colours used to produce images on screens. Sources of RGB images are digital cameras, scanners, video capture and web pages. RGB images are not appropriate for print use.

RGB (Red, Green, Blue)

Web use colour only for screen.



RED	10
GREEN	2
BLUE	3

COLOUR & REVERSE COLOUR

The APP logo is available in colour and reverse colour.

COLOUR



REVERSE COLOUR



CO-BRANDING

SIZE RELATIONSHIP

When featured with your logo, the APP logo may be of equal or smaller size. However, regardless of its comparative size, the APP logo must meet minimum size requirements - 18mm wide for electronic media and 16mm wide for print media.

CLEAR SPACE

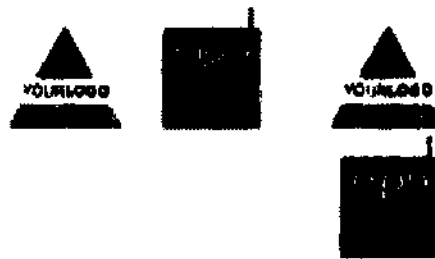
Ensure the clear space between your logo and the APP logo meet the minimum standards. The minimum clear space is determined by the height of the lower case 'i' in 'aipp' - not including the dot.

ALIGNMENT

Our preference is for the APP logo to be positioned to the right of your logo with the bottom edges aligned, as shown in the example below.



Align bottom edges



We recommend placing the APP logo in the bottom right corner, ensuring you apply the minimum exclusion zones. See 'Minimum clear space or exclusion zones' on page 4.

EXAMPLES

BUSINESS CARDS

Size: 90mm x 55mm
 Symbol size: Minimum 16mm width

Example 1

FIRST LAST NAME
 Business Manager
 PO BOX 8000, Town/City 0000
 2 Road name Suburb Town/City 0000

Phone: 0200 4300
Fax: 0200 4301
 Home: 0200 4302
 www.companysite.com



Example 3

FIRST LAST NAME

Business Manager
 PO BOX 8000, Town/City 0000
 1 Road name Suburb Town/City 0000
 Phone: 0200 4300
 Fax: 0200 4301
 Home: 0200 4302
 www.companysite.com



Example 2

FIRST LAST NAME
 Business Manager
 PO BOX 8000, Town/City 0000
 2 Road name Suburb Town/City 0000

Phone: 0200 4300
Fax: 0200 4301
 Home: 0200 4302
 www.companysite.com

FIRST LAST NAME



Example 4



Business Manager
 PO BOX 8000, Town/City 0000
 2 Road name Suburb Town/City 0000
 Phone: 0200 4300
 Fax: 0200 4301
 Home: 0200 4302
 www.companysite.com

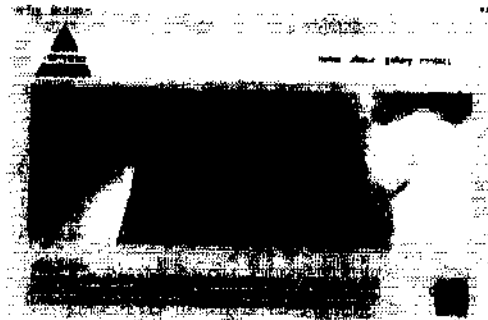
FIRST LAST NAME



WEBSITES

Various layout of websites
 Symbol size: Minimum 102px width for web media

Example 1



Example 2

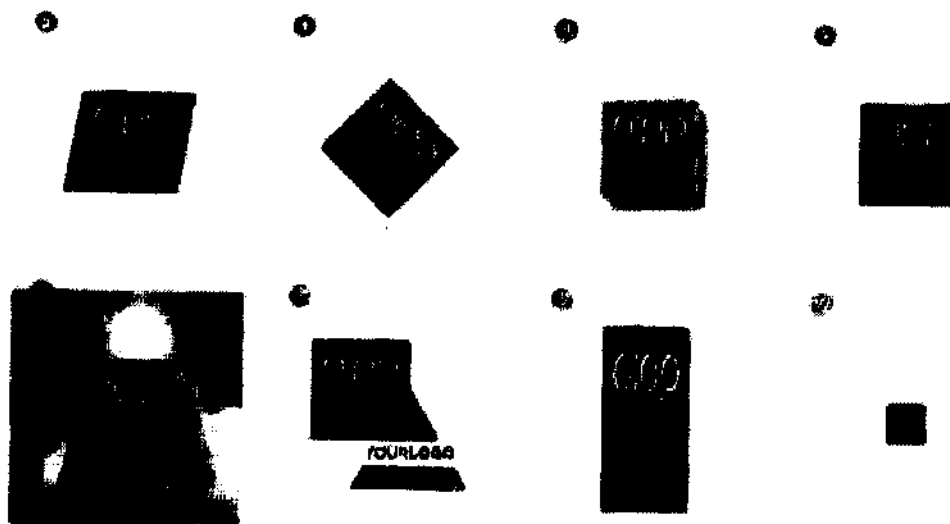


INCORRECT USE OF LOGO

INCORRECT USE

The following are examples of incorrect use of the APP logo:

1. using the symbol without approval from the association
2. attempting to redesign or amend the symbol
3. rotating the symbol or placing it on an angle
4. applying superfluous effects to the symbol - for example, key lines, drop shadows, glows or outlines
5. altering the colour of the symbol
6. placing the symbol on a patterned, photographic or complicated background
7. allowing other elements within the exclusion zone or obscuring the symbol in any way
8. distorting the symbol to fit a space or application
9. supplying the symbol to any external service provider or other entity without permission from the association
10. using the symbol below the minimum size requirements.



CONTACT

For more information contact the Membership
Manager Randal Armstrong on:

E: randal.armstrong@aipp.com.au

T: (03) 9888 4111

Australian Institute of Professional Photography
Suite G.03, 171 Union Road
Surrey Hills Victoria 3127

STYLE GUIDE

ACCREDITED
PROFESSIONAL
VIDEO PRODUCER

.....
aipp 
TM

ACCREDITED PROFESSIONAL VIDEO PRODUCER USAGE GUIDE

The "Accredited Professional" logo is the unique mark awarded only to those AIVP members who have achieved the required accreditation standard as an Accredited Professional Video Producer (AVP).

The use of the logo tells your audience that you are a true professional who has been assessed to a professional standard and who abides by a published Code of Professional Practice, Membership Terms & Conditions and Accredited Business Requirements.

You are encouraged to use the logo on all of your online and business communications, but it is essential that the logo is used in the correct way to consistently represent the Association.

The logos are protected under Australian trademark legislation and can only be used by AIVP accredited members.

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Examples	8
Incorrect use of logo	9
Contact	10

LOGO

PRIMARY LOGO

The logo comes in two colour choices; black version and a white version.

The black background version is to be used on light backgrounds only and the white background version is to be used on dark backgrounds only.



VISUAL REQUIREMENTS

COMPONENTS

The APVP logo is made up of four components.



- Accredited Professional Video Producer
- Dashed line
- The AIPP type lock up
- Box Background

The size and spacing relationship of components are fixed, and should not be altered.

CLEAR SPACES

Whenever the APVP logo is displayed in conjunction with other information, a reasonable amount of space should be given. As a guide, the space around the logo should be equal to the height of the lower case 'l' in 'aipp' - not including the dot.



MINIMUM SIZE

To ensure maximum legibility, the logo must not appear any smaller than the minimum size for print and electronic versions. Wherever possible the logo should be reproduced larger than the minimum size.

The minimum size for electronic media for the APVP logo is 18mm wide/102 pixels.

The minimum size for print media for the APVP logo is 16mm wide.



16mm
Minimum size
for print



18mm
Minimum size
for electronic

The clear space exclusion zone applies to all sides of the logo (top, bottom and either side). It applies to graphics, text, page edges, and other elements.

The symbol should be placed on a white background wherever possible. If the background can not be white, it must be uncluttered and provide enough contrast to ensure adequate legibility.

ACCESSING THE LOGO & VARIOUS FORMATS

ACCESSING THE LOGO

The logo may be downloaded at:

www.alpp.com.au/members/alpp-logos

You will require your membership log in details.

LOGO FORMATS WE SUPPLY

The APVP logo can be downloaded in a variety of formats to suit the specific needs of the user.

You can download the logo in the following formats:

- EPS
- JPG
- PNG

All are compatible with both PC and Macintosh platforms.

You should only ever use an original, unaltered file downloaded from our website. Do not attempt to redesign or amend the symbol.

FILE FORMAT DEFINITIONS

Vector Format (EPS)

Vector files are most commonly used for printed material as they can be resized easily without losing image quality. Graphic design software is usually required to be able to open and edit an EPS file.

Raster Format (JPG and PNG)

A raster image is a photograph or picture made up of pixels. Raster files are suitable for emailing, placing in Word documents and for web use.

JPG: Suitable for both web and print depending on the resolution of the jpg. It is required that the resolution for print is 300 DPI. It can be used at a lower resolution for internet and web graphics and any screen based publications in RGB format.

PNG: Best for the internet and web graphics as they hold a small file size and allow a transparent background to be used if necessary. PNG files should not be used for print.

COLOUR MODELS & USAGE

COLOUR MODELS DESCRIPTION

CMYK (Cyan, Magenta, Yellow and Black)

These are the colours of the traditional four colour print process (full-colour). RGB images have to be converted to CMYK in the pre-press process in order to run on a printing press.



CYAN 30
MAGENTA 50
YELLOW 30
BLACK 100



CYAN 85
MAGENTA 99
YELLOW 3
BLACK 0

RGB (Red, Green and Blue)

These are the colours used to produce images on screens. Sources of RGB images are digital cameras, scanners, video capture and web pages. RGB images are not appropriate for print use.

RGB (Red, Green, Blue)

Web use colour only for screen.



RED 10
GREEN 2
BLUE 3



RED 121
GREEN 45
BLUE 141

COLOUR & REVERSE COLOUR

The APP logo is available in colour and reverse colour.

COLOUR



REVERSE COLOUR



CO-BRANDING

SIZE RELATIONSHIP

When featured with your logo, the APVP logo may be of equal or smaller size. However, regardless of its comparative size, the APVP logo must meet minimum size requirements – 18mm wide for electronic media and 16mm wide for print media.

CLEAR SPACE

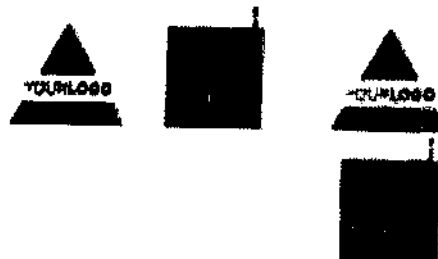
Ensure the clear space between your logo and the APVP logo meet the minimum standards. The minimum clear space is determined by the height of the lower case 'f' in 'aipp' - not including the dot.

ALIGNMENT

Our preference is for the APVP logo to be positioned to the right of your logo with the bottom edges aligned, as shown in the example below.



Align bottom edges



We recommend placing the APVP logo in the bottom right corner, ensuring you apply the minimum exclusion zones. See 'Minimum clear space or exclusion zones' on page 4.

EXAMPLES

BUSINESS CARDS

Size: 90mm x 55mm
 Symbol size: Minimum 16mm width

Example 1

PHOTOGRAPHY
 Business manager
 PO BOX 8000, Town-City 0000
 2 Road name 3 letters Town-City 0000
 Phone 0000 4000 Fax 0000 0000
 Home 0 0000 0000
 www.00000000.com



Example 3

PHOTOGRAPHY



Business manager
 PO BOX 8000, Town-City 0000
 2 Road name 3 letters Town-City 0000
 Phone 0000 0000
 Fax 0000 0000
 Home 0 0000 0000
 www.00000000.com



Example 2

PHOTOGRAPHY

Business manager
 PO BOX 8000, Town-City 0000
 2 Road name 3 letters Town-City 0000
 Phone 0000 4000 Fax 0000 0000
 Home 0 0000 0000
 www.00000000.com



Example 4



PHOTOGRAPHY

Business manager
 PO BOX 8000, Town-City 0000
 2 Road name 3 letters Town-City 0000
 Phone 0000 4000
 Fax 0000 0000
 Home 0 0000 0000
 www.00000000.com



WEBSITES

Various layout of websites
 Symbol size: Minimum 102px width for web media

Example 1



Example 2

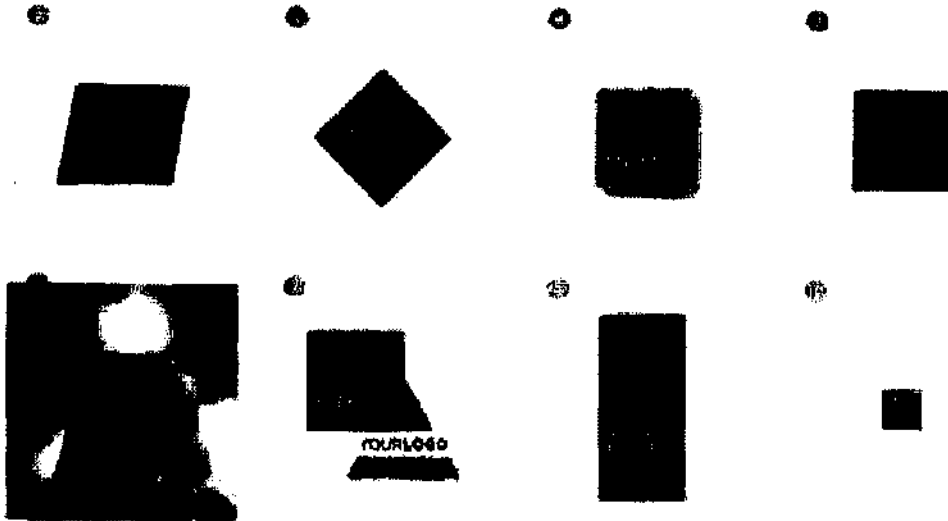


INCORRECT USE OF LOGO

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The following are examples of incorrect use of the APVP logo:

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3. rotating the symbol or placing it on an angle
4. applying superfluous effects to the symbol - for example, key lines, drop shadows, glows or outlines
5. altering the colour of the symbol
6. placing the symbol on a patterned, photographic or complicated background
7. allowing other elements within the exclusion zone or obscuring the symbol in any way
8. distorting the symbol to fit a space or application
9. supplying the symbol to any external service provider or other entity without permission from the association
10. using the symbol below the minimum size requirements.



CONTACT

For more information contact the Membership
Manager Randal Armstrong on:

E: randal.armstrong@aipp.com.au

T: (03) 9888 4111

Australian Institute of Professional Photography
Suite G.03, 171 Union Road
Surrey Hills Victoria 3127



Australian Government

IP Australia

PO Box 200 Woden ACT 2606 AUSTRALIA Tel: 1300 651 010 ABN: 38 113 072 755

Official Receipt

Attention: AUSTRALIAN
COMPETITION
& CONSUMER
COMMISSION
- PERSONNEL
SECTION
PO BOX 1199
DICKSON
ACT Australia 2602

Customer ABN:
Customer ID:
CMR: 0040001557
Date: 22 Sep 2015

NPS Receipt:
Non NPS Receipt:
PBR Receipt:

NPS Batch:
Non NPS Batch: 8164788

Reference: 1669132.....

Central Office

Note: Amounts shown include GST where applicable. Under Division 81 of *A New Tax System (Goods and Services Tax) Act 1999*, GST is not payable on the purchase of any statutory items from IP Australia.