

## How to Complete a NGR Registration Form

### REGISTRATION DETAILS

#### Card Number

NGR will allocate this number for you, please leave blank

#### Supersedes

NGR will allocate this number for you, please leave blank

#### Registration Name

Enter your business trading name

#### State of property

Enter the state in which the majority of your cropping occurs

#### SA Hundreds

For South Australian growers only

#### AWB Access Card Number

If you have an AWB Access card you may enter this number here, if not leave blank. This is not required.

#### CBH Number

Enter your 8 digit CBH Grower Number if you are a Western Australia Grower

#### Cards Required

Three will be provided, only specify if you need a different number. You may leave this blank.

#### Card Image details

This is the image that will be printed on your NGR card, if left blank NGR will print your registration name and trading names of the sharefarmers on the card

### YOUR PERSONAL DETAILS (PRINCIPAL)

*All details under "Your Personal Details" heading and "Your Tax Details" heading to the right belong to the first share farmer – the principle business contact.*

*If you are in a share farming arrangement complete page 2 (take a copy of page 2 for any additional share farmers). **If you are not share farming, please ignore page 2.***

#### Payee ID

To be completed by NGR, please leave blank

#### Your Share

100% if you are not share farming. Your percentage if you are share farming e.g. 60%. All following details on this page belong to this sharefarmer.

#### Contact Names

First and Last name of person(s) to contact

#### Security information

NGR asks for security details so that in future when you call the NGR call centre, we can verify who you are and ensure your business and banking details are only discussed with the right person.

**GST start date**

The date your business registered for GST. NGR can complete this if you are unsure.

**Are you PAYG Exempt**

This will be "No" unless you are a hobby farmer or charity.

**PAYG Reason**

Only complete this if you have ticked "Yes" above and are a hobby farmer or a charity. You may need to provide evidence or a "statement by supplier form"

**PAYG start date**

Only required if PAYG Exempt is marked "Yes" above. NGR can complete this if you are unsure (details are available on the ABR website)

**Payment method**

Most grain buyers prefer direct credit. Please indicate Direct Credit here, or cheque if you wish to be mailed a cheque.

**BSB**

Your Bank Branch Number

**Account Number**

Your bank account number, where you wish funds to be deposited

**Account Name**

Bank account name such as "P & F Green" or "J Smith Family Trust"

**Bank Name**

Such as NAB, BankSA or Bendigo Bank.

**Branch Name**

The location and name of the branch. Please leave blank if unsure – NGR can retrieve this from your BSB number.

**VFF levy**

This indicates that you wish to pay Victorian Farmers Federation levy from your grain payments. Please indicate No, unless you wish to pay the voluntary levy.

**Signature**

This signature is for the first payee – the principle contact. Other payees should sign on page 2.

**YOUR PERSONAL DETAILS (PAYEE)**

*All details under "Your Personal Details (Payee)" heading and "Your Tax Details" heading on page 2 belong to the next share farmer.*

*If you are in a share farming arrangement complete page 2 (take a copy of page 2 for any additional share farmers). This section is an exact duplicate of the Principle payee on page one, so please refer to the above notes, however **please note all details must be filled out for the second farmer on page 2.** If you have more than two payees, take a copy of page to and use this for subsequent payees.*