

**Terms and Conditions:**

**Terms And Conditions for Company Registration in ShIPS**

1. Before your company is registered in ShIPS and any personnel is granted access to ShIPS on behalf of your company, it is required that the Primary Contact for the company, on behalf of the company, agree to the following terms and conditions of use. Failure to comply with these terms and conditions of use may result in the de-registration of the company from ShIPS and all personnel registered for the company. These terms and conditions will be available on the Home page should you wish to reference them at a later date.

2. I understand the use of ShIPS is strictly for official use related to my companys business.

3. Any information that is entered directly or transmitted by EDI messaging into ShIPS will be true and correct to the best of the knowledge of the personnel that I , as the Primary Contact authorise to be granted access on behalf of the company and details of dangerous goods will be based on reliable documentation. (It is an offence under the Dangerous Goods (General) Regulations 1999 to misrepresent the lodgement of dangerous goods in ShIPS).

4. The registration in ShIPS for an individual is to be obtained for that individuals own use and their login or password is not to be shared with anyone else. Other users must be individually registered. (Group logins are not permitted).

5. The Sydney Ports Help Desk (9296 4722) is to be immediately notified if any use of a persons login by other person(s) is detected and that registered user is to immediately change their password to prevent any further use by anyone else.

6. If any user registered for your company leaves the company, the Primary Contact must immediately deactivate the login under your company. This is important as anyone registered for your company may continue to access or change information legitimately entered by your company, until the login has been deactivated by your company's Primary Contact.

7. Access to ShIPS is not to be used for any illegal or criminal purposes.

8. There is to be no use or attempt to use for financial or commercial advantage any information about other companies transactions within ShIPS to which, anyone authorised by you, is granted access and all such information is to be treated as strictly confidential and not divulged to any other persons who are not already authorised to access that information.

9. All personal contact details of users registered for your company, including your own, are to be updated as necessary.

If you on behalf of your company agree to abide by the above terms and conditions please fax the signed and dated form to Sydney Ports.

**DECLARATION BY PRIMARY CONTACT OFFICER:**

I declare that the above information is true and correct. I agree to accept responsibility for the use of ShIPs by those for whom I authorise registration. I will notify Sydney Ports Corporation of any changes to my contact details, and if I or any registered user leaves the company.

Signed:.....Date:.....

After completing this form please **FAX** to **REVENUE CONTROLLER, (612) 9296 4611**. After the issue of a Company code you will be contacted with further instructions.