


ASIC ONLINE – Company Registration & Invitation Process

How to register your company on ASIC Online

1. Download the ASIC Online Company Registration Form from [www. Perthairport.com.au](http://www.Perthairport.com.au)
2. Complete the Application Form:
 - Direct personal email addresses are required for ASIC approvals. Generic email addresses are not acceptable like admin@xxxxxx.com.au
3. Email the application to asic@perthairport.com.au, or lodge the application in person at the Airport Services Office, Alpha Building, 2 George Wienke Drive, Perth Airport
4. Once approved, the Principal Contact and any signatories will receive an email with a link to ASIC Online, your log in details and a temporary password.
5. When you log in to ASIC Online for the first time you will be prompted to change your password.
6. Once your password is updated, the profile creation process is complete and you can log out.

How to send an ASIC Invitation

1. Logon to ASIC Online
2. Click on the ASIC Invite icon 
3. Complete the AO / Employer Details page

ASIC INVITE
CANCEL
NEXT

AO / EMPLOYER DETAILS
APPLICATION DETAILS

Employee Certification

I **Joe Bloggs** confirm that I am an authorised person employed by **Test Company PTY LTD**.

By signing below, I confirm that all application details are correct and request that an Aviation Security Identification Card (ASIC) be issued to the applicant.

I undertake to notify Perth Airport Pty Ltd of any changes to these particulars.

Company Name*	ABN*		
<input type="text" value="Test Company PTY LTD"/>	<input type="text" value="46543646446"/>		
Street Address*	Suburb*	State*	Postcode*
<input type="text" value="38 KIA ORA RD"/>	<input type="text" value="RESERVOIR"/>	<input type="text" value="VIC"/>	<input type="text" value="3073"/>
Phone*	Email*		
<input type="text" value="0455126718"/>	<input type="text" value="joe.bloggs@tesco.com.au"/>		
Signed By*	Position*	Acknowledged*	
<input type="text" value="Joe Bloggs"/>	<input type="text" value="Chief"/>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Date*			
<input type="text" value="06/03/2019"/>			

- Check that the information in the Employee Certification page is correct
- Click the Acknowledge button
- Click on Next at the top of the screen

4. Complete Applicant Details page

ASIC INVITE

BACK
CANCEL
SUBMIT

AO / EMPLOYER DETAILS
APPLICATION DETAILS

Please enter applicant's full name as it appears on ID documents or on their current ASIC

Applicant's Surname / Family Name <small>Surname as shown on ID Documents</small>	Applicant's Given Names* <small>Given Names as shown on ID Documents</small>
Applicant's Email*	Applicant's Company* <small>Test Company PTY LTD</small>
Applicant's Job Title*	Applicant's Job Title*
Operational Requirements*	Company*
Endorser*	Endorser*

What is the applicant's occupation and what activities/duties do they undertake which require frequent access to a secure area of Perth Airport?*

Example: Coffee machine technician, who requires access to the cafes in T1 and T2 secure areas to service the coffee machines.

Access Frequency*

Daily

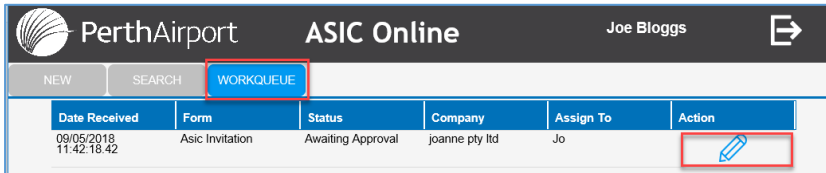
- Complete the applicant's personal details
 - Their name must be as per their ID documents, including middles names
 - The email address entered must be unique
- Complete the applicants job title
- Select the Operational Requirements from the dropdown menu
 - The Operational Requirement should be a description matching the employees job title and reason for airside access (if requested)
- Type a detailed statement of reason why the applicant requires an ASIC
- Select the Access Frequency from the drop down which best suits their applicant's requirement to access secure areas of the airport

NON- AIRPORT BASED COMPANIES

- Select the on-airport Company from the drop-down menu
 - This will be the airport based company which engage your services
 - Select the endorser
 - This is the designated signatory from the airport based company that engage your services. If unsure or you can not locate their name on the list, please contact them to confirm who will be endorsing your application.
 - Click Submit at the top of the page
5. If the application is made by a non-airport based employer, an email will be sent to the nominated endorser to approve the application. Once endorsed, the applicant will receive an email to continue the application process.
6. If the application is made by an airport based company, the application can be approved immediately and an email will be sent to the ASIC applicant with a link to the continue the application process.

How to endorse an ASIC Application

1. Log on to the ASIC Online Portal
 - If using the link from the email, you will be directed straight to the application
 - If logging on through the portal, select WORKQUEUE, find the application assigned to you and click on the Edit Icon



2. Review the Employer Details
3. Click on Next at the top of the screen

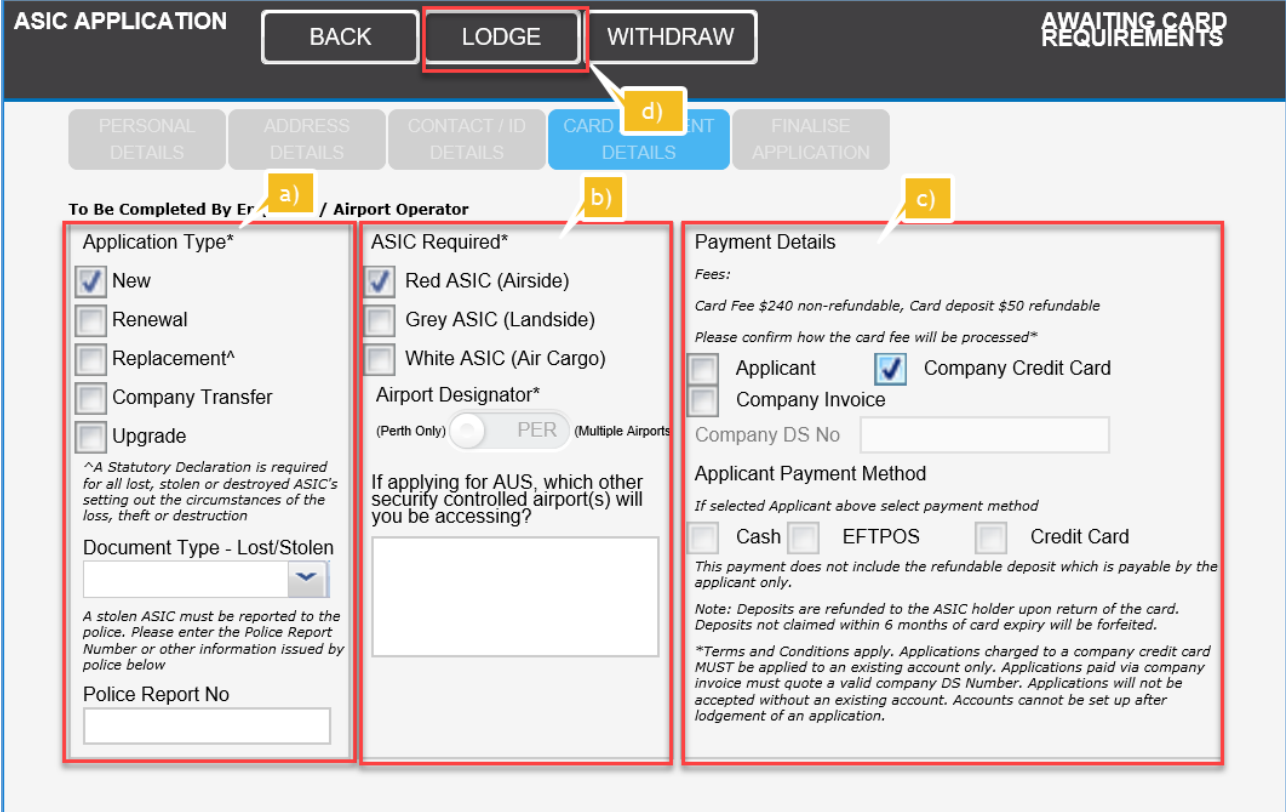
The screenshot shows the 'ASIC INVITE' form. At the top, there are buttons for 'BACK', 'CANCEL', and 'SUBMIT' (the 'SUBMIT' button is highlighted with a red box and labeled 'b)'). The status 'AWAITING APPROVAL' is shown in the top right. Below the buttons are two tabs: 'AO / EMPLOYER DETAILS' and 'APPLICATION DETAILS' (which is selected). The form contains the following fields:

- Perth Airport has a verification letter stating I am an approved signatory for this company.
- Applicant's Surname / Family Name*: Bloggs
- Applicant's Given Names*: Joe
- Applicant's Email*: Joe.Bloggs@JCPL.com.au
- Applicant's Company*: joanne pty ltd
- Applicant's Job Title*: Chef
- Operational Requirements*: RETAIL - FOOD & BEVERAGE
- ASIC INVITATION APPROVAL: This section to be completed by the signatory only. (labeled 'a')
- Approval: A radio button is selected next to 'DENY' (highlighted with a red box).
- Submitted By: Joe Bloggs
- Date: 09/05/2018

4. Review the Applicant details
 - a. Select Approve or Deny
 - b. Click Submit

How to finalise an ASIC Application

1. When notified of a pending Completion of Application, log on to ASIC Online
2. Review the Applicant's Personal Details, Address Details and Contact / ID Requirements (using the Next button to navigate)
3. Complete the Card / Payment Details



ASIC APPLICATION [BACK] [LODGE] [WITHDRAW] **AWAITING CARD REQUIREMENTS**

PERSONAL DETAILS ADDRESS DETAILS CONTACT / ID DETAILS **CARD / PAYMENT DETAILS** FINALISE APPLICATION

To Be Completed By Employee / Airport Operator

Application Type*

New
 Renewal
 Replacement[^]
 Company Transfer
 Upgrade

^A Statutory Declaration is required for all lost, stolen or destroyed ASIC's setting out the circumstances of the loss, theft or destruction

Document Type - Lost/Stolen

A stolen ASIC must be reported to the police. Please enter the Police Report Number or other information issued by police below

Police Report No

ASIC Required*

Red ASIC (Airside)
 Grey ASIC (Landside)
 White ASIC (Air Cargo)

Airport Designator*
 (Perth Only) PER (Multiple Airports)

If applying for AUS, which other security controlled airport(s) will you be accessing?

Payment Details

Fees:
 Card Fee \$240 non-refundable, Card deposit \$50 refundable
 Please confirm how the card fee will be processed*

Applicant Company Credit Card
 Company Invoice

Company DS No

Applicant Payment Method

If selected Applicant above select payment method

Cash EFTPOS Credit Card

This payment does not include the refundable deposit which is payable by the applicant only.

Note: Deposits are refunded to the ASIC holder upon return of the card. Deposits not claimed within 6 months of card expiry will be forfeited.

*Terms and Conditions apply. Applications charged to a company credit card MUST be applied to an existing account only. Applications paid via company invoice must quote a valid company DS Number. Applications will not be accepted without an existing account. Accounts cannot be set up after lodgement of an application.

- a. Select the Application type
 - If the application is for a lost or stolen card, select the document type that will be submitted and police report number (if required)
 - b. Select the Type of ASIC Required
 - If applying for an AUS ASIC, you must enter the other airports you require access to
 - c. Select the payment method
 - d. Click Lodge
4. An email confirming the ASIC Application has been lodged will be sent to the Applicant with instructions to go to the Airport Services Office to complete the Identification check.
 5. When the ASIC Application has been completed and approved by AusCheck, the employer will receive notification that the card is ready to be collected.