

Instructions to assist with the completion of Brands return form

Section 18 of the Brands Act requires that a person who is the owner of a registered brand or registered earmark on the first day of January of any year shall, before the thirty-first day of January of that year furnish to the Registrar of Brands a return of all such brands and earmarks. A brand return must be submitted **every year**.

These returns are used to:

- update the brands register
- identify brands being incorrectly used
- allow cancellation of brands no longer in use so they may be reissued to other applicants
- check that earmarks are being used in the correct district for which they are registered
- check that a brand is correctly registered
- identify the need for a transfer, change of address/name or some other action.

Important notes

- Transfers: When it is intended that the ownership of a brand should change, a Transfer form must be lodged with the Registrar of Brands. Brands are not automatically transferred by a property sale or by a will. **Fee applies**
- Change of address: Owners of brands are required to notify the Registrar of Brands of any change of address. Notification can be by letter or an Alteration of address form. **No fee**
- Change of name: The Registrar of Brands must be notified in writing if the owner or part owner legally changes their name. **No fee**
- Relinquishment of guardianship or trusteeship: If you wish to cancel a guardianship or trusteeship in connection with a brand, you should obtain the appropriate form from the Registrar of Brands. It is usual to cancel a guardianship when the person involved reaches the age of 18 years. **No fee**
- Cancellation: If a person does not wish to retain registration of a brand, they should notify the Registrar of Brands in writing using a Cancellation authority form. Where more than one person owns the brands, all must sign the form. In the case where the owner is deceased, the executors/administrators of the estate sign the form. **No fee**
- Notification of death: There is no legal requirement to notify the Registrar of Brands in the event of a death. Advice of death need only occur when a transfer of the brand is effected (see Transfers) **No fee**

To complete your brands return or for more information:

Phone: 13 25 23 (local call cost)

Online: <http://ibrands.dpi.qld.gov.au>

Post:

Registrar of Brands

Department of Agriculture and Fisheries

GPO Box 46

Brisbane QLD 4001

Fax: (07) 3087 8328

Email: brands@daf.qld.gov.au

Visit: www.daf.qld.gov.au

Ask your local Biosecurity Queensland Officer

SCHEDULE ONE

Notice to owners of brands and earmarks

Please complete this form showing particulars of any brands and earmarks registered in your name/s and the address/es at which they are used. There is **NO FEE** required with this form. This information must be submitted each year to the:


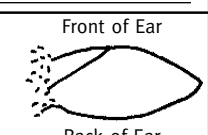
REGISTRAR OF BRANDS

Department of Agriculture and Fisheries
 GPO Box 46
 Brisbane QLD 4001

If there is no change to brand details, returns may be submitted by phoning: 13 25 23 at local call rates or contact your local DAF office

Failure to comply with this provision during any three consecutive years will render the brand and earmark of any owner liable to cancellation in terms of Section 18 of the Brands Act, 1915.

Website: www.daf.qld.gov.au and Brands website: <http://ibrands.dpi.qld.gov.au>

Insert registered Brand/ Earmark(s) and/or Symbol(s) as applicable	Horse & Cattle or Pig Brand	Brand _____ _____	Symbol _____ _____ Description: _____ _____	Earmark  Code: _____ Dist: _____
	Sheep Brand	Fire Brand _____ _____ Posn <u>On Horn</u> _____	Paint Brand _____ _____ Colour _____ Posn _____	Earmark  Front of Ear Back of Ear Code: _____ Dist: _____
Full given and surnames of all registered owners. Show Guardianship/trusteeship if necessary. Indicate if any owners are deceased.		First name(s) _____ _____ _____	Middle name(s) _____ _____ _____	Surname(s) _____ _____ _____
Contact Details: See Disclaimer Notice below.		Home Ph _____ Mobile _____ Email Address _____	Bus Ph _____ Fax No _____	
Property Address(es) of ALL property(ies) where the 3-piece brand is being used.		Address (If no property at present write nil) _____ _____ _____ _____	Postcode _____ _____ _____ _____	DPI property identifier code PIC: Q _____ PIC: Q _____ PIC: Q _____ PIC: Q _____
Property Address for Earmark. (if different to above)		_____ Postcode _____		
Property Address for Symbol. (if different to above)		_____ Postcode _____		
Postal Address for mail - if not same as property address.		_____ Postcode _____		

Personal signature(s) of ALL applicants

If the owner is a Limited or Proprietary Company the signature of a Director or the Company Secretary stating their capacity as such, is required under the Common Seal of the Company.

If the owner is under the age of 18 years the guardian or trustee is to sign

Date _____ 20 _____

This section must be completed when submitting this form electronically.
 Person submitting the brand return must provide their full names and date of birth.

First name _____

Middle name _____

Surname _____

Date of Birth _____

DISCLAIMER NOTICE: The information provided on this form will be held as part of the Department of Agriculture and Fisheries Animal Identification System. This information may, in certain special circumstances, be used for other purposes. Any disclosure of information by the department will be in accordance with law or relevant codes of practice.