

# Australian Communications and Media Authority

## Step 4: register as a responsible supplier

Registering as a responsible supplier on the national database ensures we can identify and contact you if we have a reasonable need to.

You do not have to register for ACMA purposes if your product does not need a label. Check our labelling notices to find out. (Registration may still be required for EESS purposes).

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## How to register as a supplier

Register online at the national database. There is a user guide to help you under 'Quick Links'.

Select 'ACMA only' if your product does not have to comply with the equipment safety rules under the Electrical Equipment Safety System.

If your product is not required to comply with the ACMA's requirements, you may still need to comply with the equipment safety rules under the EESS including registration on the national database.

If your product has to comply with equipment safety rules, you must also register each product.

When registering, give:

- an address in Australia
- the name and contact details of a representative

## How to register as an agent

Register online at the national database. There is a user guide to help you under 'Quick Links'.

Select 'ACMA only' if your supplier's product does not have to comply with the equipment safety rules under the Electrical Equipment Safety System (EESS).

If your supplier's product has to comply with equipment safety rules:

- register each product
- register as an authorised representative
- have your supplier register
- make sure your supplier nominates you as their representative

## Registration fees

You might have to pay registration fees when you register on the national database.

If your product only has to comply with our rules, it is free to register.

If your product has to comply with the equipment safety rules under the Electrical Equipment Safety System (EESS), there are fees.

Send your questions about registering under the EESS to [eessadmin@oir.qld.gov.au](mailto:eessadmin@oir.qld.gov.au) or contact via EESS enquiries: 1300 362 128.

## Your privacy

We use the national database. Other regulators that use it include:

- EESS participating jurisdictions
- Radio Spectrum Management, New Zealand

Once you register:

- we and other regulators will have access to your personal information
- the public can search for your company registration information through the national database