

# Help Guide

## How to Link a Registration

### Why do you need to Link a Registration?

For new Brands Online Portal users with existing registrations, you will need to link your existing registration to your portal account before you can access applications such as Re-registrations and Notifications of Change of Details.

### When do you need to Link a Registration?

- If you are a first-time user of the Brands Online Portal, you must first link your registration before you can process any Re-registration applications or a Notification of Change of Address and Property Details.
- If you have multiple registrations (Beekeeper, Buyer Identification Code, Livestock, Non-Farming Property Operator), you may need to link each registration you hold depending on if they are under the same owner.

For example, if you have registered as a livestock owner and this is the first time you are using the portal, after logging on, complete the Link A Registration process using information relevant to that registration. If you hold other registration types with DPIRD, (e.g. as a beekeeper), you must perform Link your Registration using information relevant to each registration.

### When are you not required to Link a Registration?

If you are a new registrant, having no previous registrations with DPIRD, you will not need to link a registration after you have logged on. You can simply apply for your new registration.

### Information required to Link a Registration

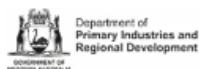
The following information is required to complete the process to Link a Registration.

- Registered Owner ID (all registration types) – this is found on your first Notice of Re-registration/Renewal or your Certificate of Registration (for newer certificates). It may be called the Reference number on older documents.
- Property Identification Code (for livestock or non-farming owners) – found on your PIC card.
- Buyer Identification Code (for BIC owners) – found on your BIC card.
- Hive Brand (for beekeepers) – found on your hive brand card.

See further information in Table 1 on the following page.

*Note: If you cannot find your registered owner ID, please contact the Brands Registration Office.*

## Sample 1st Re-registration/Renewal Notice (received via email or post)



Department of  
Primary Industries and  
Regional Development

Protect  
Grow  
Innovate

Date: 04/10/2024

Registered Owner ID: 123456

Enquiries: brands.bunbury@dpiird.wa.gov.au

Email: 1300 926 547

J CITIZEN  
1A VERY LONG ROAD  
WEST LAMINGTON WA 6430

Dear Sir / Madam

Renewal of registration for owner of stock: 04/10/2024

The Biosecurity & Agriculture Management (Identification and Movement of Stock & Apiaries) Regulations 2013 requires that at least 21 days before a person's registration expires, the person may apply to the Director General to renew the registration.

Your registration 123456 expires on 04/10/2024

Name	Registered Owner ID	Amount
J CITIZEN	123456	\$ 80.36 (excluding GST)

### What you need to do:

- Fill out the attached form and return your renewal of registration via email or post.  
OR
- Log into the online brands portal to complete your renewal of registration online and pay by credit card: <https://www.agric.wa.gov.au/brands-portal-registration>
  - Logging into the brands portal requires you use the MyGovID app as your digital identity. Instructions are available at the portal link above.
  - Please note the online brands portal is currently undergoing review to improve user experience. If you experience difficulty with the portal, please submit your renewal via this form instead.

You only need to renew your registration by one method. Please also take this opportunity to review and update your details.

- Make payment for the appropriate fee. Payment options are included at the end of this form. If using the online brands portal, you will be required to pay by credit card in the portal.

### Alternatively:

Should you wish to cancel your registration and PIC, you must complete an Application for cancellation of registration form which can be found on DPIRD's website Registration forms for livestock and bee ownership in Western Australia | Agriculture and Food, or by contacting the Brands Office to request a copy. Please note, this form cannot be done online.

Yours sincerely,

Brands Registration Office  
Department of Primary Industries and Regional Development

Regulation 23 Approved Form – as of 30 July 2024  
Page 1 of 4

## Sample PIC/BIC/Hive Card



Hive Brand

EXPIRY: 27/06/2026

J CITIZEN  
1A VERY LONG ROAD  
WEST LAMINGTON WA 6430

Hive Brand: **9JC**



EXPIRY: 14/07/2026

J CITIZEN  
1A VERYLONG ROAD  
WEST LAMINGTON WA 6430

Brand: BQ80 Regn No. & Pig Tattoo: 01/209  
Earmarks: 001 C.027E (Cattle left ear used)

PIC: **WFBU0075**

Table 1 - Information about Linking a Registration

### Important Disclaimer

The Chief Executive Officer of the Department of Primary Industries and Regional Development and the State of Western Australia accept no liability whatsoever by reason of negligence or otherwise arising from the use or release of this information or any part of it.

Copyright © State of Western Australia (Department of Primary Industries and Regional Development), 2024.