PIC Registration and Amendment System (PRAS)

PIC Amendment Application Guide

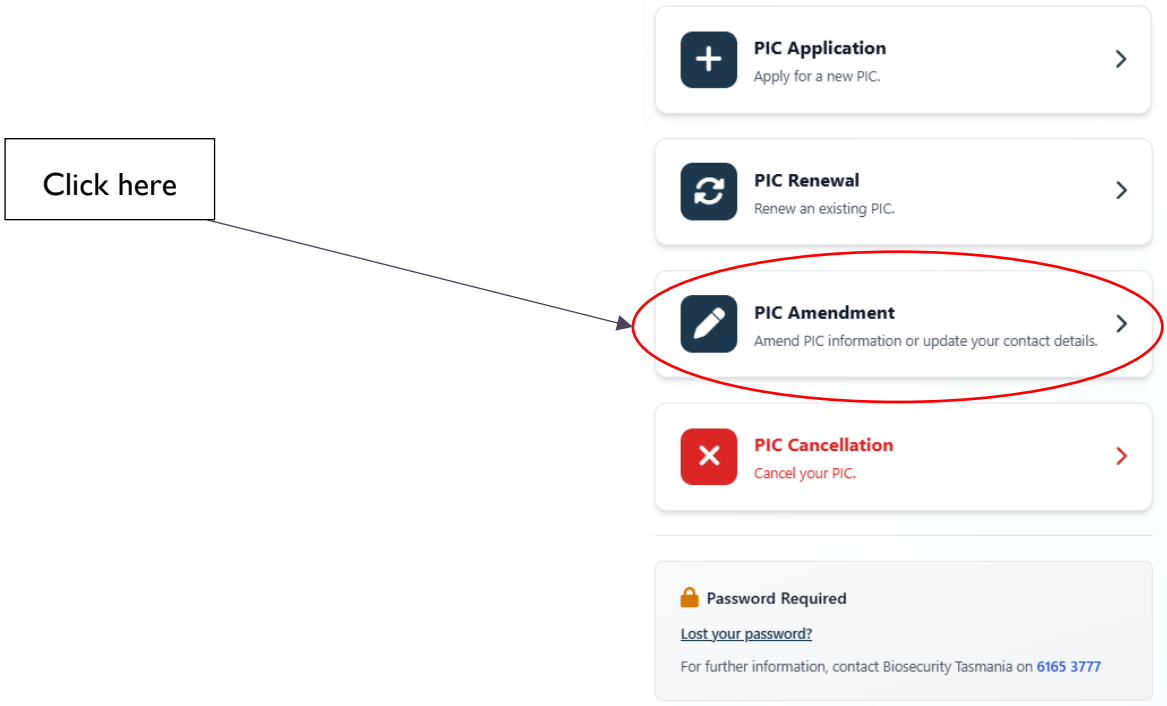
Step 1: Getting Started

Visit the Property Registration and Amendment Page.

Link: [Home | PIC Registration and Amendment System]

Step 2: PIC Amendment Application

On the right-hand side of the screen click PIC Amendment

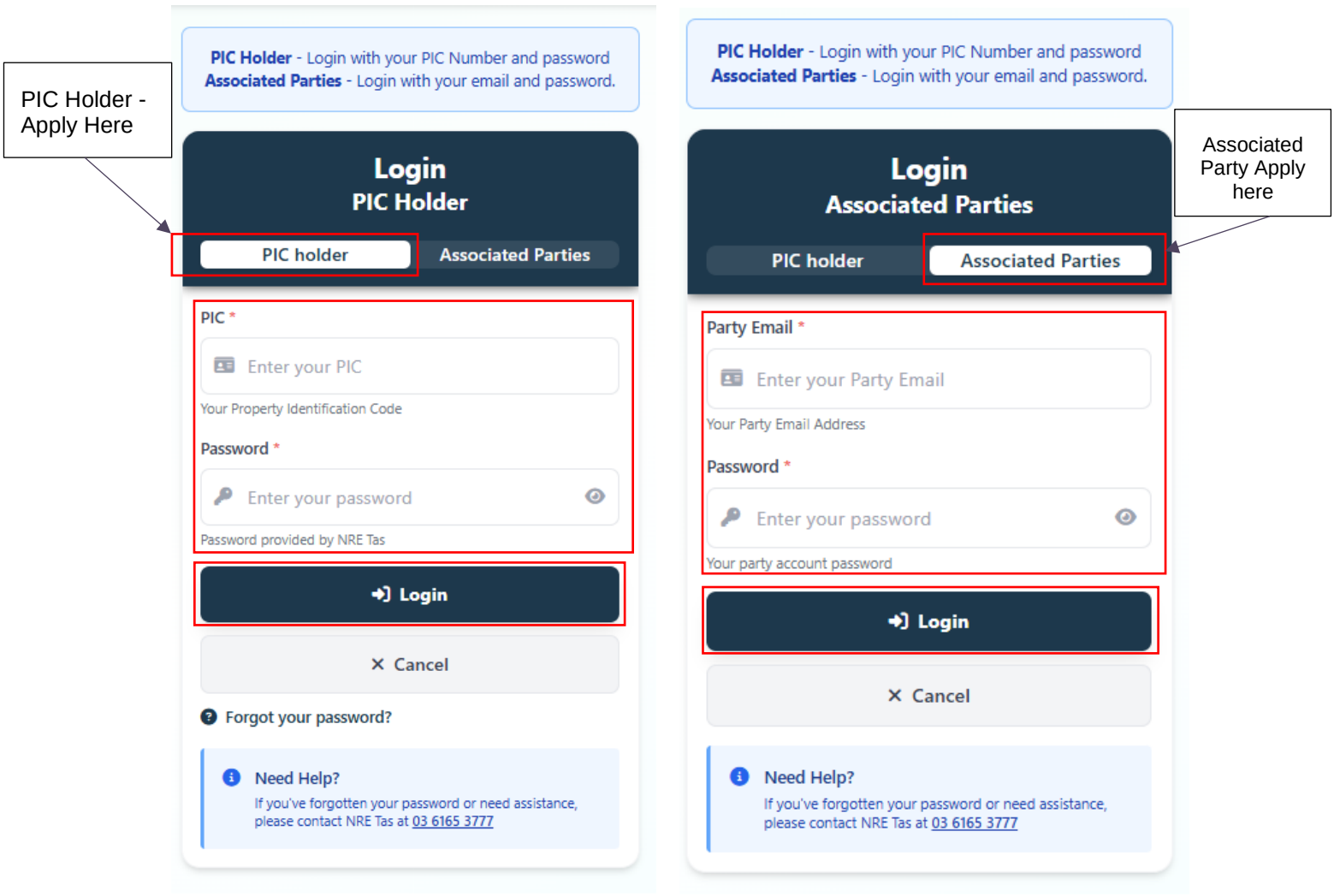


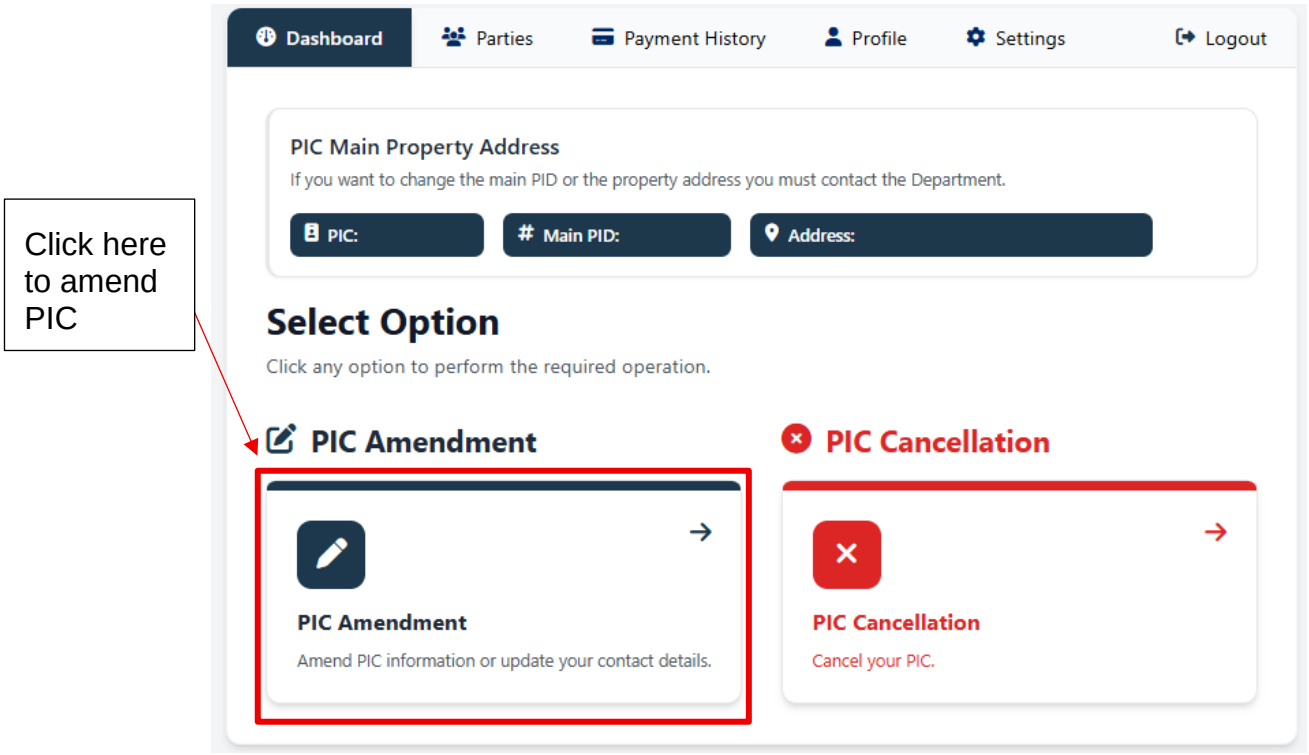
Step 3: Login

Login as the PIC Holder or Associated Party

Note: Only the PIC holder has authorisation to amend PIC details unless this authorisation has been explicitly granted to you by the PIC Holder.

- If you are a PIC Holder, (person who had the PIC created for the property), click the PIC Holder tab, login with your PIC Number and Password. Click 'Login'.
- If you are an associated party, (person who has been added to a PIC e.g. as a manager, lessee), click the Associated Parties tab and login with your Email and Password. Click 'Login'.





On the PIC amendment page, two sections are displayed – chargeable amendments and the non-chargeable amendments.

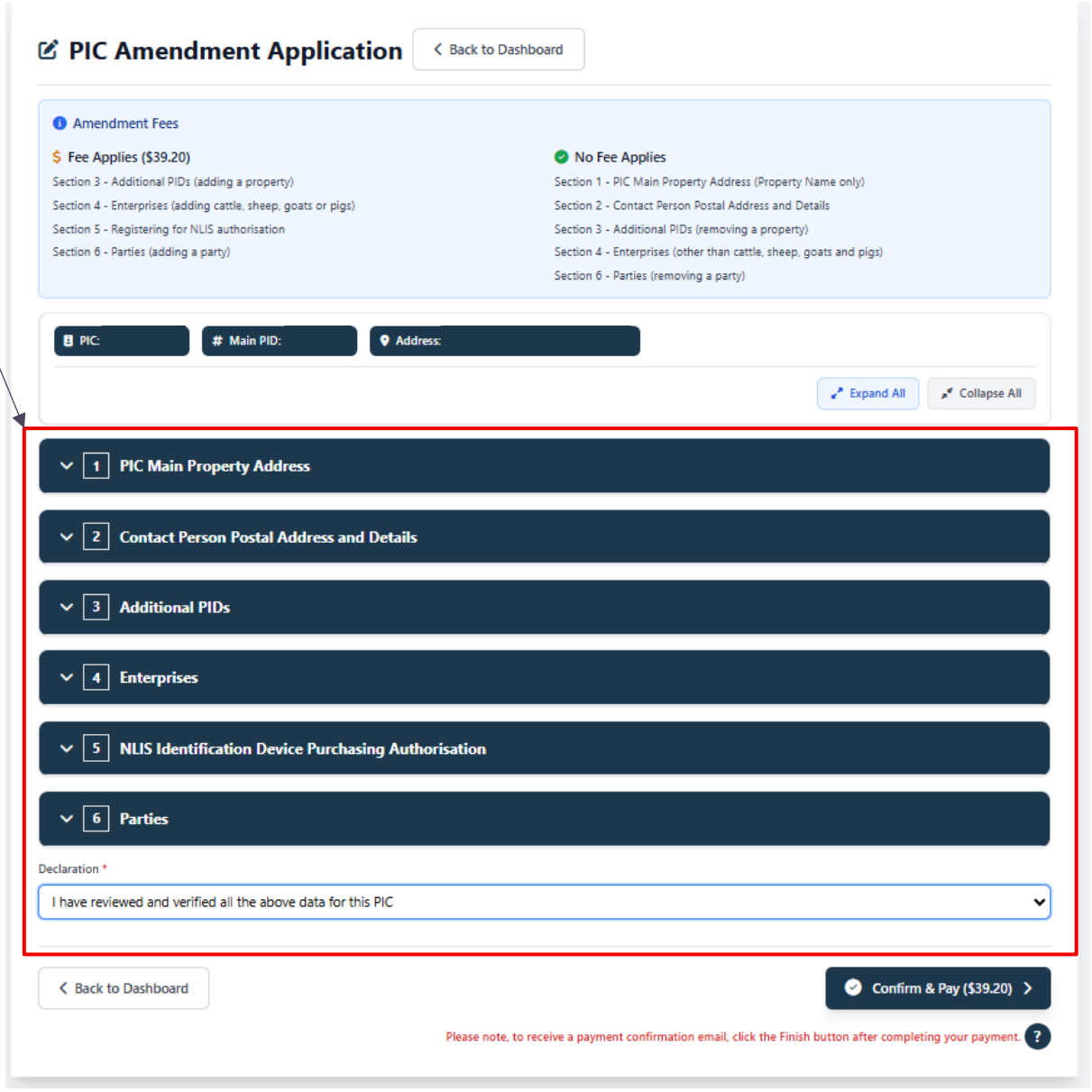
Note:

- If your amendment requires a payment, you will be automatically directed to a payment page once your application has been submitted.
- **To receive a payment confirmation email, click the Finish button after completing your payment (in the payment page section).**
- Scroll down and review the 'Contact Person Postal Address and Details' section.
- Make any required changes by clicking in the text boxes and entering the updated details.

Step 4: Amend Details

Expand the required section to complete and submit your amendment application.

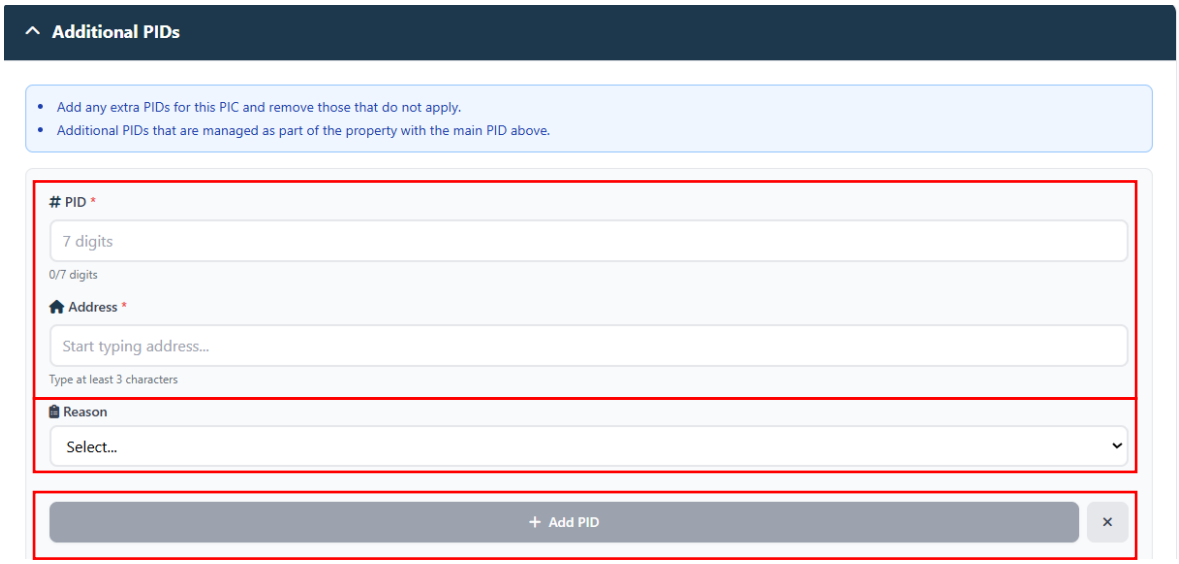
You can amend any of the following sections



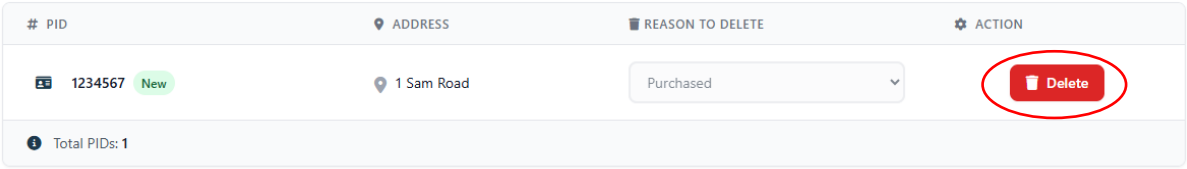
Step 4.1: Adding a New Property

Additional PIDs

- Add new properties by entering the Property ID (PID) and address of the property you would like to add to the PIC. Additional PIDs must be in the same municipality as the main property of the PIC.
- Select the reason for adding the property to the PIC using the drop-down menu.
- Click '+ Add PID'.

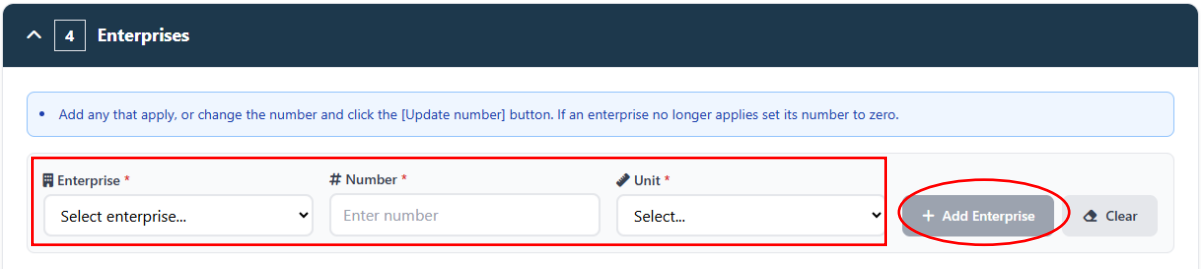


- Review the list of additional properties (PIDs).
- Delete any PIDs that need to be removed by clicking the 'Delete' button.

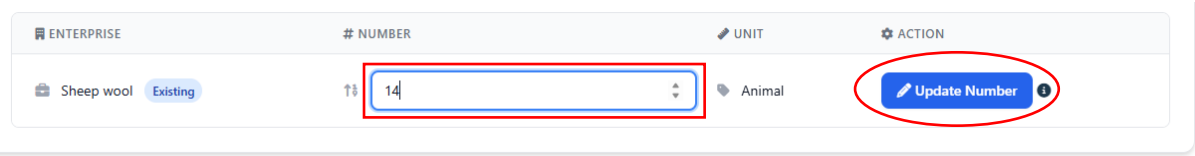


Step 4.2: Adding a New Enterprise

- Add any additional primary produce or enterprises (e.g. walnut trees) to your PIC.
- Complete the following fields:
  - Enterprise: Type of farming activity
  - Number (#): Quantity
  - Unit: Measurement type (e.g. number of animals, trees)
- Click on '+ Add Enterprise' (multiple can be added one at a time)

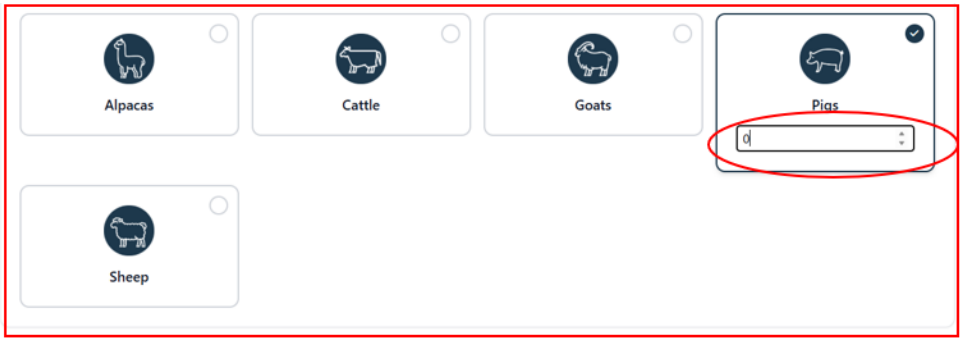


- If an enterprise is no longer on the property, set the number to zero using the arrows in the # Number box and click ‘Update Number’.



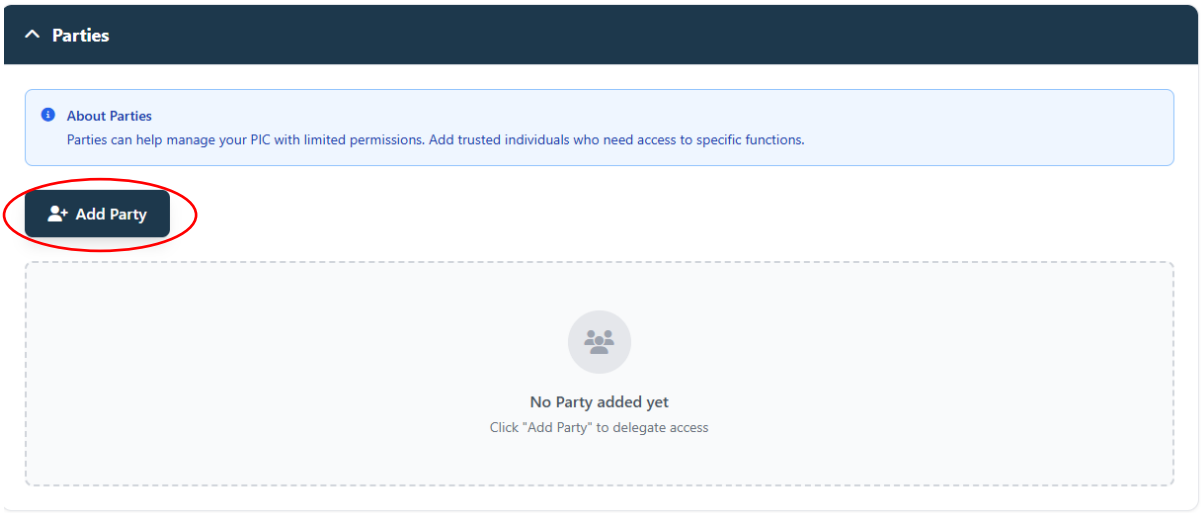
Step 4.3: Adding NLIS Identification Device Purchasing Authorisation

- If you obtained this PIC for other primary produce, and you want to transfer this PIC from non-NLIS enterprise to include identifiable livestock (cattle, sheep, goats, or pigs), please select NLIS authorisation. NOTE that an amendment of your PIC from Non-NLIS primary produce to NLIS/Pig Pass (cattle, sheep, goats, or pigs) will attract an amendment fee.
- Select the livestock you want to register for NLIS authorisation by clicking on the livestock box and enter the number of livestock currently on your property using the arrows. NLIS authorisation will allow you to order tags for your chosen species.

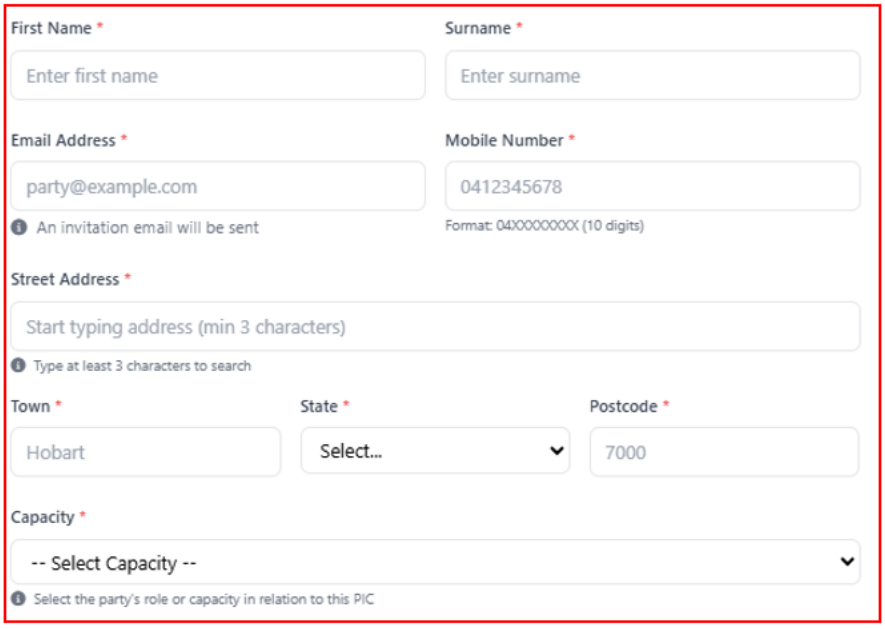


Step 4.4: Adding Authorised Parties

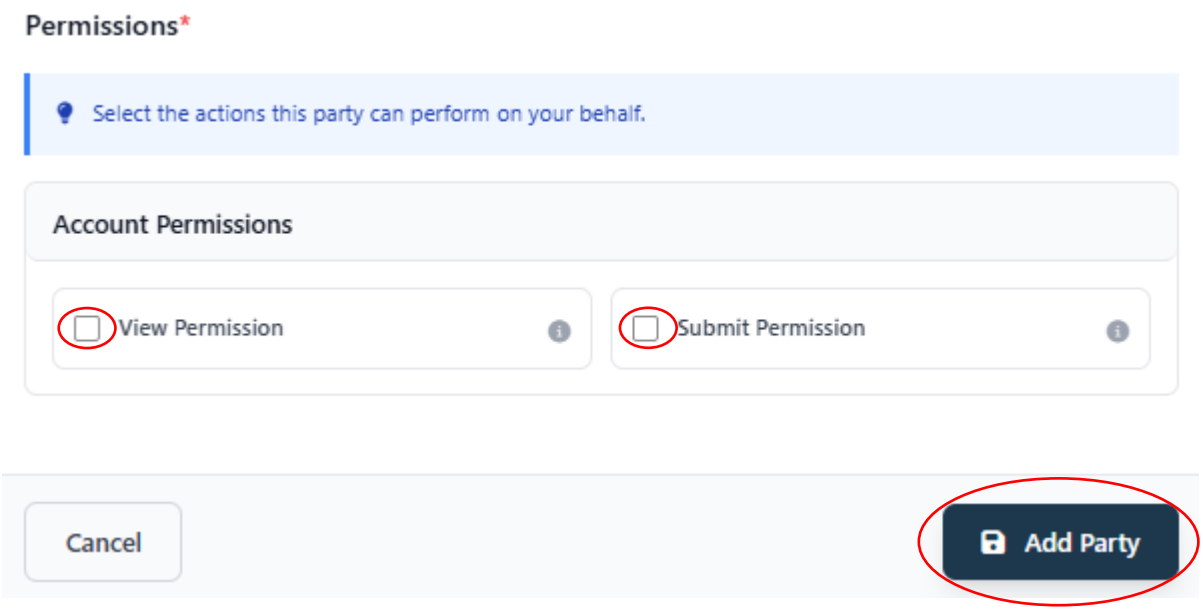
- If you want to add trusted people to the PIC, click on ‘Add Party’. Parties can be added to help manage a PIC and will be provided their own login details.



- Enter Name, Email Address, Mobile Number and Street Address in the text boxes provided.
- Select Capacity from drop-down box.



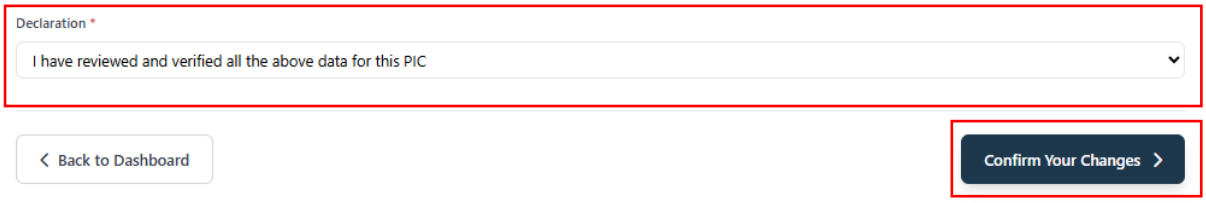
- Select the type of permission for the person you are adding by clicking the appropriate tick box/es.
    - **View Permission** allow the user to login and update their contact details.
    - **Submit Permission** allows the user to login and submit online applications from the PIC account.

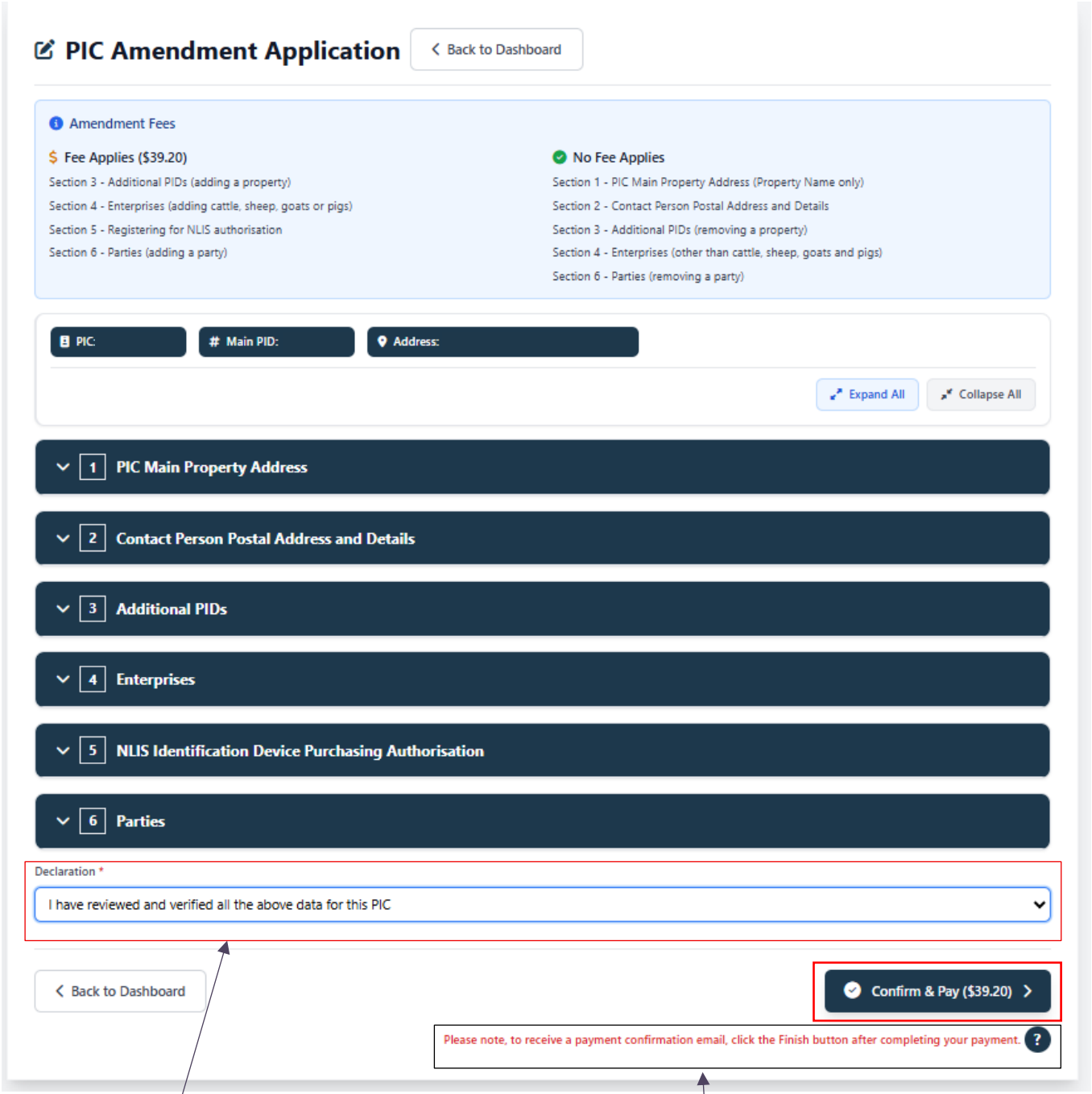


- Click ‘Add Party'.
- **Note:** Multiple people can be added to a PIC one at a time.

Step 5: Declaration

- If you are ready to submit your application, select that you have reviewed and verified the application in the declaration drop-down box.
- Click on ‘Confirm your changes’.





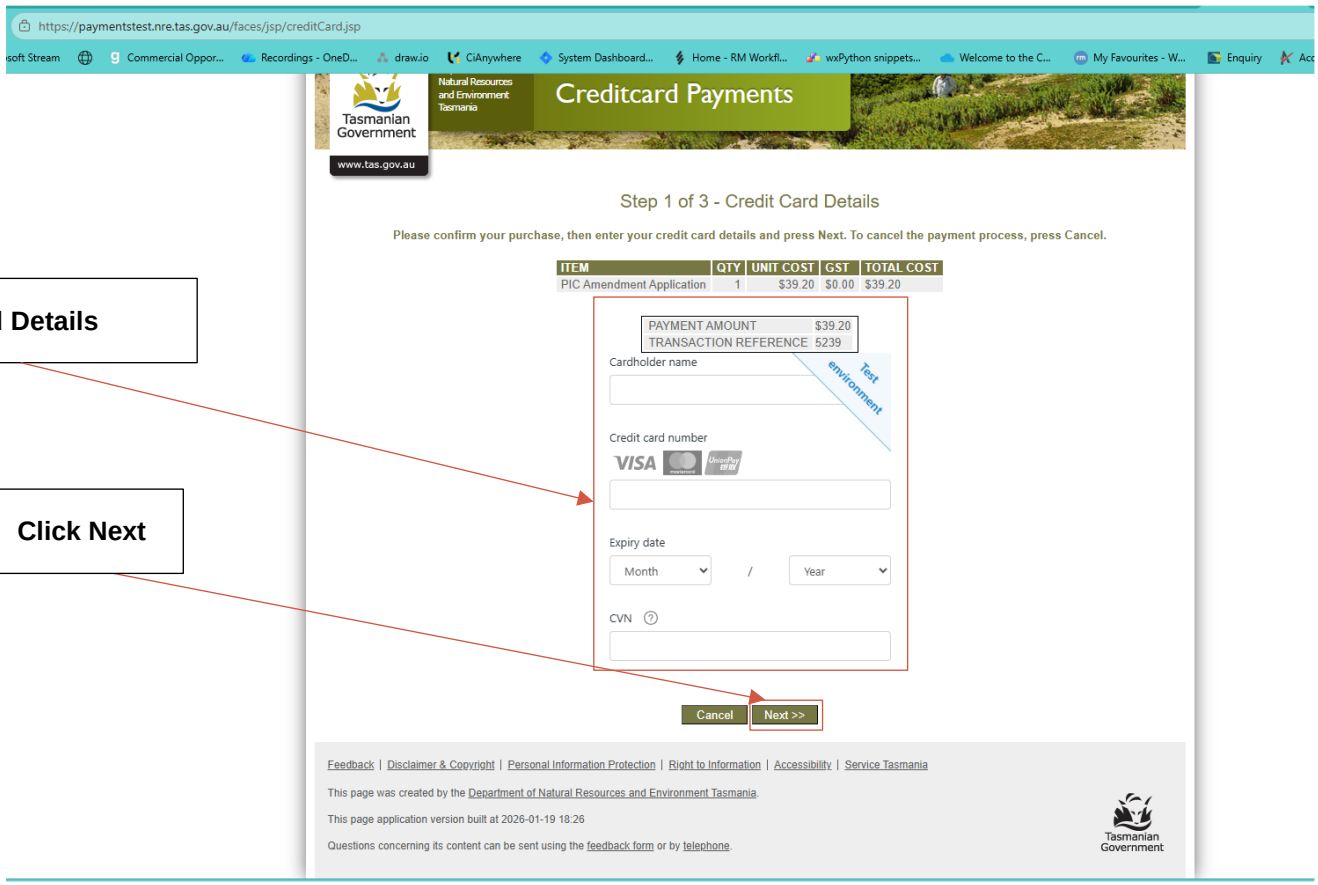
Acknowledge by selecting the declaration dropdown

Ensure you follow this instruction to receive a payment confirmation in your email inbox after completing your payment on the next page

Payment

Step 6: Enter Payment Details

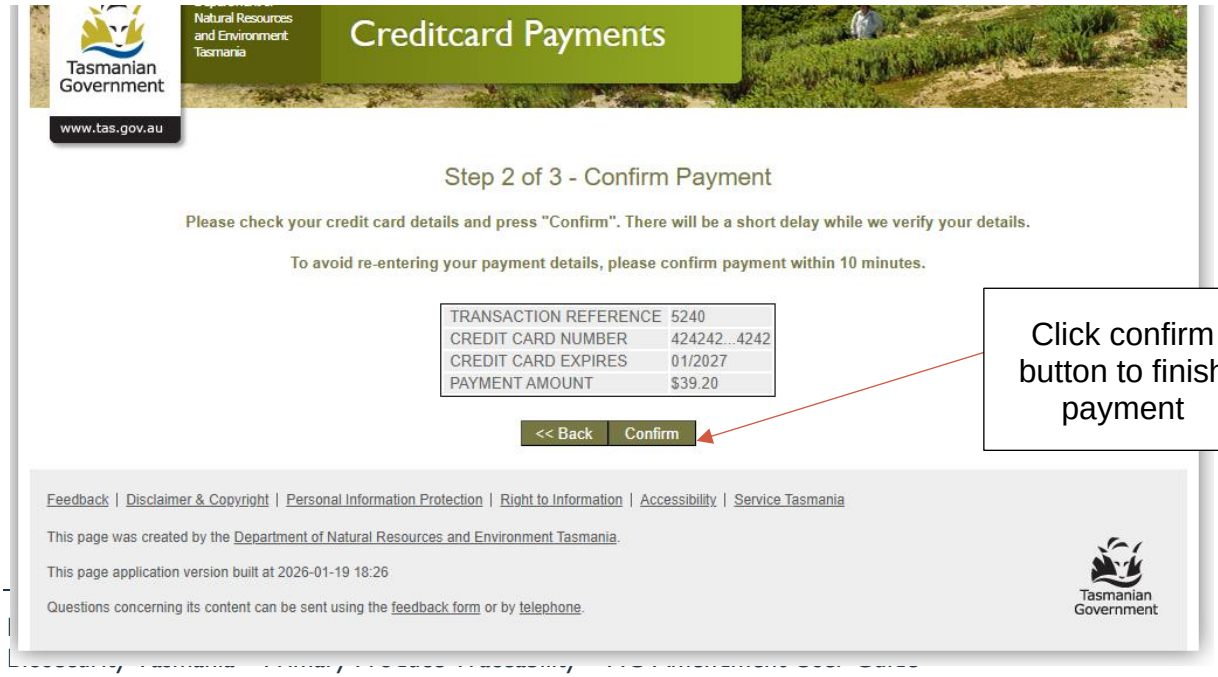
- An amendment fee is charged per application; ensure you submit all amendments in one application.
- Enter your credit card details and click ‘Next’ to review and submit payment.



Enter Card Details

Click Next

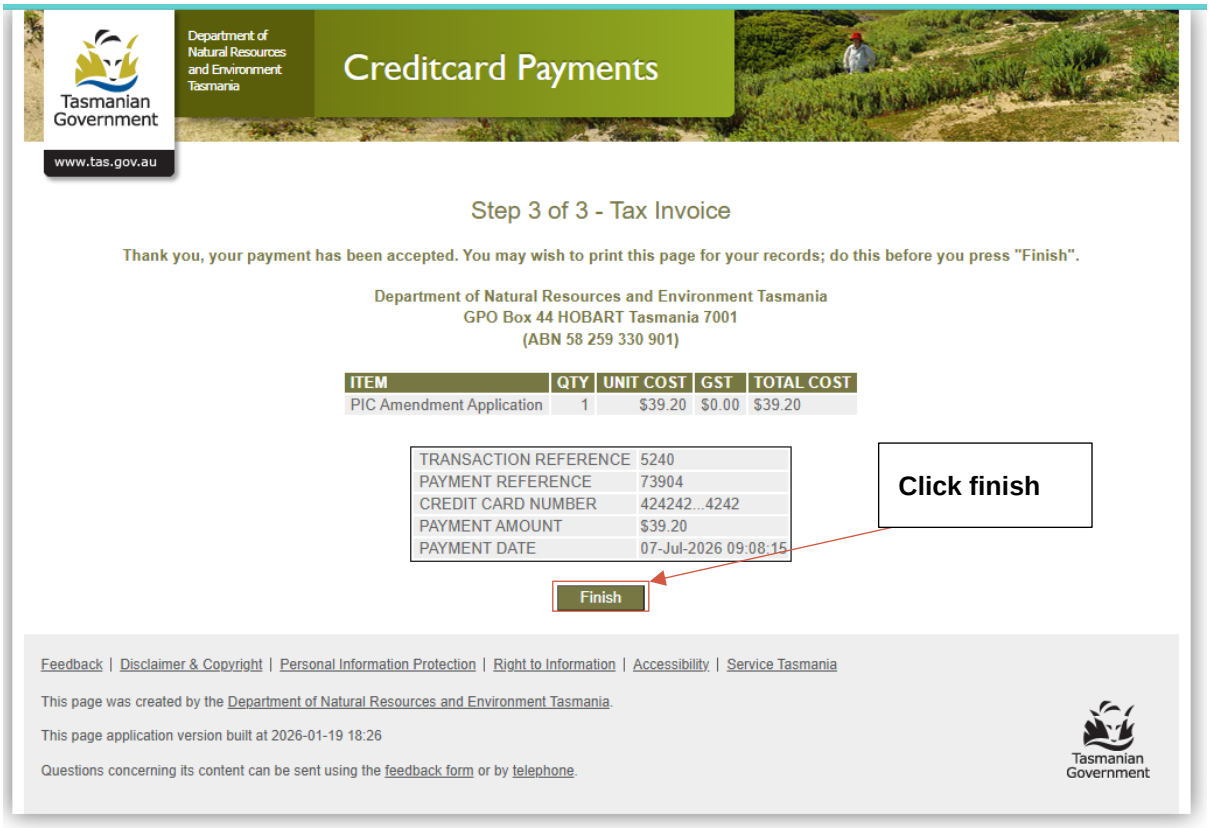
- Confirm payment by clicking the confirm button

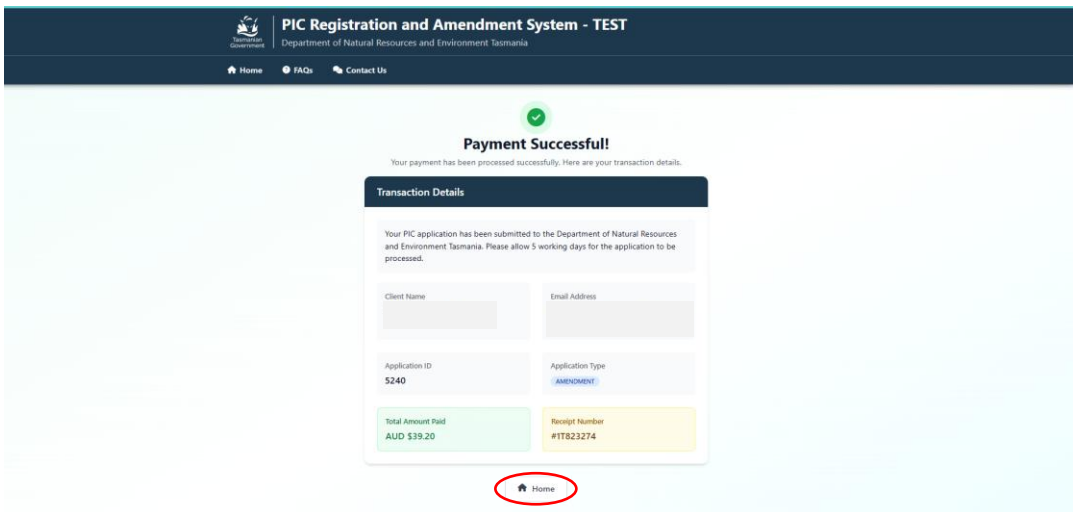


Click confirm button to finish payment

Step 7: Payment Confirmation

- Review payment confirmation notice and click the finish button to send this payment confirmation to your email.



Payment Successful:

After clicking the finish button, you will be redirected to the portal page, where a record of your payment transaction will be displayed. To return to your main account, simply click the ‘Home’ button located at the bottom of the transaction page.