



Application to add, amend or delete a producer in the Integrated Cargo System

Section A: General information

Purpose of this form For customs brokers and importers to apply for a producer code to be added, amended or deleted in the Integrated Cargo System (ICS) for the purposes of lodging imported food entries. A producer is a commercial or individual's premises where goods are grown, caught, manufactured or processed (not a third-party premises where food is consolidated for export).

Before applying to add a producer [Search the ICS](#) to ensure the producer is not listed.

To complete this form

Electronic
Save the PDF file to your computer. You need the latest version of Adobe Acrobat Reader to save changes and submit. Download the [Adobe Acrobat Reader mobile app](#) for your smartphone or tablet.

Manually
Use black or blue pen
Print in BLOCK LETTERS
Mark boxes with a tick or a cross

Your application must include

a completed application form
evidence of the producer's status. Select one of the following:

- the manufacturer's declaration
- a letter from the producer, on a company letterhead
- a commercial invoice
- a packing list
- a government certificate, such as a health certificate
- a letter from the supplier confirming the identity of the producer of the goods.

Evidence of producer's status must include the name, address, suburb/locality and country of each producer named in the application. If your application includes a factory or establishment number, this should also appear on the evidence provided.

The department may consider other documents. However, this may delay the application process.

Email your application Email ifpproducers@agriculture.gov.au
Phone 1800 900 090
The producer code will be emailed to you once the producer has been added to the ICS.

Section B: Applicant

1 Applicant company name

2 Contact person

Title Given name(s) Family name

Phone (include area code)

Email

Section C: Producers to be added to the ICS

Select 'current consignment' if the producer is required urgently for an import declaration that is lodged in the ICS.
Select 'future consignment' if the producer is required for an import declaration that has not been lodged in the ICS.

Producer 1

Add producer

Amend producer

Delete producer

Current consignment

Future consignment

Business or organisation (legal entity name)

Factory/establishment
number (if relevant)

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory/province

Country

Producer 2

Add producer

Amend producer

Delete producer

Current consignment

Future consignment

Business or organisation (legal entity name)

Factory/establishment
number (if relevant)

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory/province

Country

Producer 2

Add producer

Amend producer

Delete producer

Current consignment

Future consignment

Business or organisation (legal entity name)

Factory/establishment
number (if relevant)

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory/province

Country

Section D: Privacy notice

‘Personal information’ means any information or opinion about an identified, or reasonably identifiable, individual. The Department of Agriculture, Water and the Environment collects your personal information, as defined in the *Privacy Act 1988*, to assess your application. If you fail to provide the relevant personal information requested in this form, the department will be unable to provide you with a producer code. This may affect lodgement of your import declaration.

Personal information may be disclosed to other Australian agencies, including the Department of Home Affairs, persons or organisations where necessary for these purposes, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. Your personal information will be used and stored in accordance with the Privacy Principles.

By completing and submitting this form you consent to the collection of all personal information contained in this form.

See the department’s [Privacy Policy](#) to learn more about accessing and correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

Office use only

Producer Code 1

Date (dd/mm/yyyy)

Comments

Producer Code 2

Date (dd/mm/yyyy)

Comments

Producer Code 3

Date (dd/mm/yyyy)

Comments