Australian Government

Department of the Environment and Energy

Instructions for completing CITES RE-export Specimen Export Record Forms

Specimen Export Record (SER) forms must be completed for every shipment made under a Multiple Consignment Authority.

DIRECTIONS FOR COMPLETING SER FORMS

The PDF template is available from our website (see: http://www.environment.gov.au/biodiversity/wildlife-trade/publications). This template needs to be completed by you electronically and then printed onto the uniquely numbered SER form that was provided with your original Multiple Consignment Authority. The template has text boxes where you need to fill in the relevant information.

The text boxes that must be completed are as follows:

FIELD	GUIDANCE ON HOW TO COMPLETE
Importer	Company/person you are sending the goods to, and the physical address the consignment is going to.
Item #	Please enter a number for your specimen starting at 1. If you are shipping more than one specimen on this SER, then enter 2 for the second specimen, 3 for the third specimen, etc. If you are shipping items made from more than one regulated species, please include a specimen number and then letter (starting at a) for each row that relates to the same item. For example, a handbag made of three regulated leathers, the items numbers would be 1a, 1b, 1c to indicate they are the same specimen with different species details.
Scientific name	Scientific name of species. If you put in more than one species please type the next species on the line below. If you are unable to fit all species for export on the one page you will need to complete a second SER.

Common name	Common name of species (e.g. Saltwater Crocodile). Please note you do not need to list all common names - just use the first common name listed on your multiple consignment authority
App	Specify the CITES Appendix of the species from the drop down. Please use the appendix listed on your multiple consignment authority for that species.
Source	Specify the source of the specimen species from the drop down. Please use the source code listed on your multiple consignment authority for that specimen.
Product description	Description of goods to be sent (e.g. live plants, handbags). This description should be as per your multiple consignment authority, except for assorted leather goods, where the actual product type should be listed, for e.g. 'belt'. If there are any individual identifier numbers e.g. serial numbers or tag numbers – this should also be entered here.

Note: If you have a large list of identifying numbers, please contact the Department and we will provide you with an alternative template. |
Quantity	How many are being sent.
Unit	The unit of measure for the quantity. Please use the unit of measure listed on your multiple consignment authority.
Country of Origin	Country of origin code (e.g. PG – Papua New Guinea). This information is provided on the export/re-export permit issued by the country of export that was required when the goods were originally imported into Australia.
Permit Number (country of origin)	The number of the CITES export permits used for the original export of the specimen from its country of origin.
Date (country of origin)	The date of issue of the original export permit from the country of origin.
Country of last re-export (if applicable)	The country from which the specimens have been most recently exported if different from the country of origin (i.e. this will be the country that issued the permit for you to import the items).
Permit number (of	The number/letter combination of the CITES re-export permit used for the most recent export. Complete only in cases where

last re-export) (if applicable)	the specimens have already been re-exported from a country other than their country of origin.
Date (of last re-export) (if applicable)	the date of issue of the most recent re-export permit (where the specimens have already been re-exported from a country other than their country of origin).
Permit holder	You or your organisation's name.
Date of issue	Date that you completed the form.
Export declaration number	The export declaration number obtained from Australian Border Force's Integrated Cargo System for this shipment. Hand write this number on your SER if you obtain it after completing the other details on this template
Date of export	The actual date the goods are exported. Hand write this number on your SER if you obtain it after completing the other details on this template

DIRECTIONS FOR PRINTING

Once you have completed the SER form, it is recommended that you conduct a test print on blank paper to ensure that the appropriate information will appear in the correct fields. Please ensure that you select "Fit to Page" in your printer settings.

DIRECTIONS FOR SHIPMENT

The unique SER is white and is to accompany the shipment. The shipment should also include a **copy** of the original multiple consignment authority (**not** the original Multiple Consignment Authority).

Importer (Name, Address and Country)

Item #	Scientific Name		Common Name		App	Source	Description	Qty	Unit
					▼	▼			▼
	Country of origin	Permit no.	Date	Country of last re-export	Permit no.	Date			
					▼	▼			▼
	Country of origin	Permit no.	Date	Country of last re-export	Permit no.	Date			
					▼	▼			▼
	Country of origin	Permit no.	Date	Country of last re-export	Permit no.	Date			
					▼	▼			▼
	Country of origin	Permit no.	Date	Country of last re-export	Permit no.	Date			
					▼	▼			▼
	Country of origin	Permit no.	Date	Country of last re-export	Permit no.	Date			
					▼	▼			▼
	Country of origin	Permit no.	Date	Country of last re-export	Permit no.	Date			
					▼	▼			▼
	Country of origin	Permit no.	Date	Country of last re-export	Permit no.	Date			
					▼	▼			▼
	Country of origin	Permit no.	Date	Country of last re-export	Permit no.	Date			

Permit Holder

Date of issue

Export Declaration number: Date of export

Figure 1 - CITES Re-export SER Template