



Instructions for completing CITES Specimen Export Record forms – multiple tag/identifier numbers

Specimen Export Record (SER) forms must be completed for every shipment made under a Multiple Consignment Authority. These instructions provide advice on how to correctly complete and process the SERs.

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 match your multiple consignment authority, except for assorted leather goods, where the actual product type should be listed e.g. belt. If there are any individual identifier numbers (such as 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.
Open Space	The open space on the template is for you to enter the tag numbers for the products that you are sending. The tag numbers should be in numerical order. You should be able to copy complete tables from your data. In the template, if a “+” sign shows up at the bottom of the table, this means that there are too many numbers in the box – remove the numbers which do not show up on the screen (until the + sign disappears). The remaining numbers will need to be added to another SER form.
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)

[Redacted]

Item #	Scientific name	Common name	App	Source	Description	Qty	Unit
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Permit Holder Name

[Redacted]

Date of Issue

[Redacted]

Export Declaration Number

[Redacted]

Date of export

[Redacted]

Figure 1 - CITES Export SER Template – Products with Tag Numbers

