



Requirements for transferring prescribed goods between export registered establishments

What is a transfer declaration?

A transfer declaration is a documented statement made by the dispatching establishment regarding the export eligibility of the goods being moved. The declaration on the transfer document must state that the specific product being transported has been stored in accordance with the relevant Export Control Rules and any specific importing country requirements identified in the approved arrangement.

When is a transfer document required?

- A transfer document is required for every movement of every Australian made prescribed good that is going to be exported.
- Transfer documents can only be issued where the dispatch and receiving locations are registered export establishments and where it has been identified that the goods are eligible for export.
- When receiving or dispatching Australian produced products that are going to be used as ingredients in prescribed goods for export.

What information do I need to include in my approved arrangement?

Documented procedures need to be included in the establishment's approved arrangement (AA), that as a minimum:

- identify when a transfer document is required to be issued and that a transfer document is received for all inwards and outwards eligible products
- check that the export registered dispatching/receiving establishment is registered for the commodity you are exporting
- the transfer declaration is signed by an individual listed in the establishment's AA (electronic signatures are acceptable)
- evidence that nominated staff have received appropriate training and/or information about their responsibilities associated with signing these documents
- where applicable includes a statement about European Union (EU) eligibility or otherwise
- identifies the triggers for corrective action when requirements have not been met, example product is received at the establishment without a transfer document
- records the minimum details to be included in the declaration (refer to **attachment 1**).



Do I need to identify EU eligibility on the transfer document?

Only EU listed manufacturing establishments can export to the EU. If you are EU listed, you need to reflect EU eligibility on each transfer document. This is particularly important when you sell or transfer your product to a third party manufacturer or exporter who may use the product for further processing and then export to the EU.

Do I need a transfer document when I am sending goods to my own establishment?

No, however you do need to ensure that the AA at both locations document the controls necessary to ensure that the goods can be identified, traced and if necessary recalled.

Do I need a transfer document when goods go directly to the wharf or the airport?

No, if your goods are going directly to the wharf or airport and not via a store prior to loading then you don't need to issue a transfer document.

Do I need a transfer document for imported goods?

No, imported products fall outside the requirements for transfer documents, however they must still be part of the manufacturers approved supplier program.

What will happen if I do not demonstrate ongoing compliance?

If during an audit, it is found you are not complying with requirements for transfer and/or EU eligibility, or there are no records available to verify export eligibility, then your EU listing (if applicable) will be suspended or cancelled. You may also be subject to increased audits to ensure you address the non-compliance.

Further information


Can be found on the department's website: agriculture.gov.au/export/food/dairy

Contact us via email: dairyeggfish@awe.gov.au



Attachment 1: An example of a declaration showing the minimum details required.

Note: This example is for dairy products.

 <i>Company name</i>	No XX Dairy Rd Somewhere, Aust Ph: (0X) XXX XXXX Registered establishment no. 1234					
Product	Establishment of origin	Batch / Product code	Manufacture date	Number & kind of packages	Quantity	Net weight
Receiving establishment name Receiving establishment address Receiving establishment registration number			Specific importing country requirements EU eligible (if applicable) Yes <input type="checkbox"/> No <input type="checkbox"/>			
Temperature requirements of product while in transit: <input type="checkbox"/> Must be kept frozen (keep at -18°C or less) <input type="checkbox"/> Must be kept chilled (keep at 5°C or less) <input type="checkbox"/> Un-refrigerated						
Date of departure		Estimated date of arrival		Transport company		
Declaration by despatching establishment At the date that I, the undersigned make this declaration, the processed dairy product described above was manufactured in accordance with: <ol style="list-style-type: none"> the prescribed export conditions, and any other export conditions that apply in relation to the milk and milk products under the Export Control Act 2020; and importing country requirements relating to the milk and milk products have been met. If no specific country has been nominated above, then the product identified in this declaration has been manufactured to the general export standard and not in accordance with any specific importing country requirement. Further information regarding importing country eligibility should be confirmed by contacting <name of company>. <i>i.e. your company</i> I further declare the information contained in this declaration is true and complete <i>Note: If you are EU listed as a dairy manufacturer then you must indicate if the product is EU eligible or not</i>						
Signed:			Printed Name:			
Dated:/...../.....			Position:			
Note: The declaration can only be signed by a person listed in the company's approved arrangement as a person eligible to make such a declaration						



Australian Government
**Department of Agriculture,
Water and the Environment**

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Date published: March 2021

Version no.: 3

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