



Export permit issuer declaration of understanding

Section A: General information

Purpose of this form For exporters, occupiers of registered establishments or their employees/agents to declare their eligibility to become approved export permit issuers (AEPs) and to demonstrate their understanding of export eligibility requirements.

Before applying

- See [approving export permits in the departments export documentation database](#).
- See [charging guidelines](#) for application processing fees
- Ensure you have access to an [EXDOC EDI user number](#).

To complete this form

Electronically
You will need the latest version of Adobe Acrobat Reader to save changes to your document.

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

Your submission must include a completed export permit issuers declaration of understanding
an export eligibility checklist customised for your business needs (see section D).

Post or email (preferred) your submission Dairy, Eggs and Fish Exports Program
Exports and Veterinary Services Division
Department of Agriculture, Water and the Environment
GPO Box 858
Canberra ACT 2601
Email dairyeggfish@agriculture.gov.au

For more information Phone 1800 900 090 (within Australia)
+61 3 8318 6700 (outside Australia)

Section B: Applicant details

1 Person applying

Title Given name(s) Family name

Position

Work phone (include area code) Mobile phone

Email

2 Company name (legal entity name)

3 Indicate which commodities you are applying to issue permits for

Dairy

Eggs

Fish

4 EDI number (for dairy) OR Establishment number (for egg or seafood)

5 Indicate your status (select one box)

Exporter

Occupier of a registered export establishment

Employed or engaged by an exporter

Employed or engaged by the occupier of a registered export establishment

Section C: Applicant eligibility

Your company must have documented processes that enable an AEPI to ensure that products meet export requirements.

6 Confirm that your company has systems in place to ensure that in your role as AEPI you:

are the sole user of your AEPI number

authorise export permits before products leave Australia

authorise export permits in the departments export documentation database or ask a department authorised officer to do so

check that export products meet all export, legislative and importing country requirements and conditions listed in your company's approved arrangement before authorising export permits

have the necessary compliance declarations issued by the manufacturers of the products before authorising export permits

Section D: Export eligibility checklist

7 You must use an approved paper-based or electronic checklist to confirm products meet minimum export requirements. The checklist must be auditable.

If your company does not have a checklist, use this sample to customise a document that meets your business needs.

Export requirement	Yes	No
1. Declarations of compliance have been received for all products being exported.	<input type="checkbox"/>	<input type="checkbox"/>
2. Relevant product test results (including any required from NATA, the National Association of Testing Authorities) have been reviewed and confirmed as meeting export, importing country and company release criteria.	<input type="checkbox"/>	<input type="checkbox"/>
3. All specific importing country requirements have been identified and confirmed as being met.	<input type="checkbox"/>	<input type="checkbox"/>
4. The products have remained within the approved export chain (for example, from receipt of ingredients to production, storage and loading for export).	<input type="checkbox"/>	<input type="checkbox"/>
5. The export permit is valid and has been issued before the products are shipped from Australia.	<input type="checkbox"/>	<input type="checkbox"/>
6. Product descriptions and batch details in the export permit application match the: <ul style="list-style-type: none"> a. trade descriptions applied to the products being exported b. information in the laboratory test results c. information in the declarations of compliance and transfer documents d. container and seal number applied to the shipment. 	<input type="checkbox"/>	<input type="checkbox"/>
7. Where applicable, all arrangements for maintaining and monitoring cold chain requirements (including up to final destination) have been put in place.	<input type="checkbox"/>	<input type="checkbox"/>

Declaration
I have received and reviewed all relevant supporting documents and verified that the shipment covered by export permit number _____ is : <input type="checkbox"/> Eligible for export <input type="checkbox"/> Ineligible for export Full name of AEPI _____ Signature _____ Date (dd/mm/yyyy) _____

Section E: Applicant declaration

To be completed by the person listed in section B of this form.

I confirm I have read and understood the export procedures in my company's documented system that relate to the export requirements listed in section D.

I have read and understood the [privacy notice](#) and Privacy Policy.

I declare that the information I have provided is true and correct. I understand that it is a criminal offence under the *Criminal Code Act 1995* to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months' imprisonment.

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

Section F: Privacy notice

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

The Department of Agriculture, Water and the Environment collects your personal information (as defined by the *Privacy Act 1988*) in relation to this form for the purposes of assessing this form and your application to become an approved export permit issuer and related purposes. If you fail to provide some or all of the personal information requested in this form, the department will be unable to process your application.

The department may disclose your personal information to other Australian Government agencies, persons or organisations where necessary for the purposes described provided the disclosure is consistent with relevant laws, in particular the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

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

OFFICE USE ONLY

Program review

Has the declaration been signed?

No

Yes

Is the submitted export eligibility checklist satisfactory?

No

Yes

Name of officer

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Application finalised by Certification management Group

I have entered the applicant's details into the export documentation database and issued them with an AQA ID.

Name of officer

Date (dd/mm/yyyy)