



Documentation Requirements for New, Unused and not Field Tested (NUFT) manufacturer's declaration

The information below describes the requirements for documentation presented to the Department of Agriculture and Water Resources to support the risk assessment of imported goods.

A declaration provided by the manufacturer of the goods, which is specific to the goods in the consignment and attests to the condition/processing/treatment of the goods.

1. **Complete** - All prescribed information required to be on a document must be present and complete. Additional prescribed information below:
 1. The document must state that the product is new, unused and not field tested.
 2. The document must be on the manufacturing company's letterhead and include their name and address.
 3. The document must contain the correct statement(s) as required by the import conditions.
 4. The document must be specific to the product(s) and consignment.
 5. Declarations will only be accepted from the company that manufactured/produced the goods (either the specific site or head office within the country of export).
2. **Legible** - All prescribed information required to be on a document must be legible.
3. **Valid** - Many documents, such as import permits, are valid for a certain period. Presented documents must comply with the validity requirements specified for that class of document.
4. **In English** - All information required to be on a document must be in English. Exceptions to this rule include:
 1. company letterheads that do not need to be translated into English but must be in English characters.
 2. commercial, transport and government certification that are required to comply with international standard formats.
 3. signatures and names of individuals.

Where a document cannot be provided in English, an affidavit will be accepted from either:

4. that country's consulate in Australia.
 5. the Australian embassy in the country of origin.
 6. a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd.
5. **Free from erasures and alterations** - All prescribed information on the document must be free from erasures and alterations unless endorsed by the issuer of the document. The only acceptable endorsement is a company stamp or seal signed by the company employee (including printed name) or a government stamp or seal signed by a government employee (including printed name) applied adjacent to the alteration.



6. **Multiple page documents** - Multi page document must:

- include individual reference numbers/numerical link on ALL pages of the document. For example, commercial invoices (or similar) must contain the documents individual reference number or numerical link on each page of the document.
- contain an endorsement on the final page of the document, following the information that is being endorsed.

Note: where a document has noted attachments, the attachments can follow the endorsement.

7. **Endorsed** - All documents must be endorsed by a representative of the organisation or corporation issuing the document. An endorsement must:

- be an acceptable signature or stamp as defined in the Definitions section of this policy
- appear after the information that the signatory is endorsing.

Where a document has noted attachments, the endorsement can be made before the attachments.

8. **Date of issue** - All documents must identify the date of issue and is to include the day, month and year. Packing declarations may contain vessel/voyage number which can be used in lieu of the date of issue.

9. **Consignment specific link** - All documents presented to the department for assessment must have a unique consignment-specific link. Examples of consignment identification include:

- container numbers
- bill numbers
- commercial invoice numbers
- lot codes
- preferential tariff certificate numbers
- packing list numbers
- letter of credit numbers.

Where a document does not contain one of the accepted forms of consignment identification, a numerical link to another document that does contain appropriate consignment identification must be present.

Examples of acceptable numerical links include:

- order numbers
- reference numbers
- any other internal reference numbers used by overseas companies
- vessel/voyage references.

Numerical links alone cannot be used as consignment identification links.

Unacceptable numerical links are references that could be present in previous or subsequent consignments and relate to a model, type or standardised item number.



Examples of unacceptable numerical links include:

- number of packages
- weights
- dates
- stockkeeping unit
- item codes.

Annual packing declarations are exempt from having consignment-specific links.

For further information, please refer to the [Minimum documentary and import declaration requirements policy](#)