



# WORK INSTRUCTION

## Preparing a phytosanitary certificate for re-export (EX25) for plant exports

### Direction to staff

You must comply with this instructional material under the Practice Statement Framework.

### Direction to industry

This work instruction outlines the requirements for certificate for re-export (EX25) for plant exports. All parties with roles and responsibilities explicit in this guideline and legislation must comply with it.

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### In this document

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### Purpose of this document

This document details the procedure for preparing a phytosanitary certificate for re-export (EX25) for plant exports.

**Note:** The procedures covered in this work instruction relate to current manual certification issued, not contingency manual certification.

## Definitions

All terms used in this document and their definitions are captured in the Guideline: [Issuance of certification for plant exports](#) (the guideline).

## Policy statement

The policy and process related to this work instruction can be found in the Guideline: [Issuance of certification for plant exports](#). Exporters must read and comply with the policy and process requirements set out in the guideline and relevant legislation.

## Legislative framework

The legislation that applies to issuing a phytosanitary certificate for re-export (EX25) can be found in the Guideline: [Issuance of certification for plant exports](#).

## Roles and responsibilities

The following table outlines the roles and responsibilities undertaken in this work instruction.

Role	Responsibility
Exporter	<ul style="list-style-type: none"><li>Preparing a phytosanitary certificate for re-export (EX25) template.</li><li>Submitting request for issuance of certification.</li></ul>
Documentation authorised officer (AO)	<ul style="list-style-type: none"><li>Complete relevant fields on a phytosanitary certificate for re-export (EX25).</li></ul>

## Essential equipment

The following systems are required:

- Department of Agriculture, Water and the Environment website
- Manual of Importing Country Requirements (Micor) Plants.

## Section 1: Preparing a phytosanitary certificate for re-export (EX25)

The following table outlines the process for preparing a phytosanitary certificate for re-export (EX25).

Step	Action
1.	Download the <a href="#">phytosanitary certificate for re-export template (EX25)</a> from the department website.
2.	Complete the template as per <a href="#">Section 2: Completing the phytosanitary certificate for re-export (EX25)</a> .
3.	<ul style="list-style-type: none"><li>Request a re-export inspection with an authorised officer. <b>Refer to the <a href="#">Exporting plants and plant products: A step-by-step guide for Australian exporters</a>.</b></li><li><b>The process ends here.</b></li></ul>

## Section 2: Completing the phytosanitary certificate for re-export (EX25)

The following table outlines the field names and the content that must be entered into a phytosanitary certificate for re-export (EX25).

**Note:** The phytosanitary certificate for re-export (EX25) will need to align with the information listed on the NOI/RFP as required.

Field name	Content						
Name and address of exporter	<p>Full name and address of the exporter.</p> <ul style="list-style-type: none"> <li>• If the exporter has an overseas company name but an office based in Australia, the address of the Australian office must be used for the address.</li> <li>• Exporter details can only be listed if the exporter is registered with the department and has been issued an exporter number.</li> <li>• The address of the exporter can be either a physical or a postal address. The inclusion of both a physical and postal address is not permitted.</li> </ul>						
(Certificate) No.	<p>The manual certificate number issued by the documentation AO.</p> <p><b>Note:</b> This field is completed by the documentation AO at the time the certificate is issued and not by the exporter.</p>						
Declared name and address of consignee	<p>Full name and address of the consignee.</p> <ul style="list-style-type: none"> <li>• The name and address must be in sufficient detail to enable the NPPO of the importing country to confirm the identity of the consignee and, where necessary, to be able to conduct trace-back of non-compliant imports.</li> <li>• The address of the importer can be either a physical or a postal address.</li> <li>• The following details are not permitted in this field               <ul style="list-style-type: none"> <li>○ telephone/facsimile numbers</li> <li>○ both a physical and postal address</li> <li>○ ABNs</li> <li>○ multiple addresses</li> <li>○ the words 'head office' or 'factory' (or derivative of)</li> <li>○ the word 'consignee' as the consignee name</li> <li>○ commercial information.</li> </ul> </li> </ul> <table border="1" data-bbox="472 1480 1442 1809"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>an import permit is required</td> <td>consignee details must align with the importer details listed on the import permit.</td> </tr> <tr> <td>The consignee is not known</td> <td>'To order' may be used if the NPPO in the importing country permits the use of the term and the exporter accepts any associated risks.</td> </tr> </tbody> </table> <p><b>Note:</b> Consignee country details can differ to the destination country. However, the importing country may require the consignee to be located in the destination country. It is the exporter's commercial risk if the exporter chooses to list a consignee in a country different to the destination country.</p>	If...	Then...	an import permit is required	consignee details must align with the importer details listed on the import permit.	The consignee is not known	'To order' may be used if the NPPO in the importing country permits the use of the term and the exporter accepts any associated risks.
If...	Then...						
an import permit is required	consignee details must align with the importer details listed on the import permit.						
The consignee is not known	'To order' may be used if the NPPO in the importing country permits the use of the term and the exporter accepts any associated risks.						

Field name	Content
Declared means of conveyance	<p>The ship name and voyage number (if known) or the aircraft and flight number.</p> <ul style="list-style-type: none"> <li>• If the voyage or flight number is unknown, 'SEA', 'AIR', or 'MAIL' may be recorded.</li> <li>• The ship or aircraft must be the international carrier.</li> </ul>
Declared point of entry	<p>The point of entry of the consignment or the place of final clearance.</p> <p><b>Note:</b> The use of a country name or terms such as port, freeport or similar are not permitted.</p> <ul style="list-style-type: none"> <li>• If the declared point of entry is in a landlocked country, enter the transit port; for example, 'Kathmandu via Calcutta'.</li> <li>• For bulk grain shipments where the consignment is to be discharged in multiple places in the destination country, the Declared Point of Entry may be populated with the text ALL (NAME OF COUNTRY) PORTS.</li> <li>• There are to be no derivatives of this allowance.</li> </ul>
Import permit number	<p>The import permit number (if applicable).</p> <p>If an import permit is not required by the importing country, enter the words 'not supplied'.</p>
Place of origin and code	<p>The country which the product was imported from and the corresponding country code. The country code consists of two letters and is noted with the case listing located in <a href="#">Micor Plants</a></p> <p><b>Note:</b> If the consignment:</p> <ul style="list-style-type: none"> <li>• has been re-exported from multiple countries, all prior importing countries are to be listed however the country of origin is to be listed in brackets.</li> <li>• consists of product from various importing countries, all the importing countries are to be listed.</li> </ul>
Country of final destination and code	<p>The destination country of the consignment and the corresponding country code.</p> <p><b>Note:</b> The country code consists of two letters and can be located in <a href="#">Micor Plants</a>.</p>
To: Plant Protection Organisation of	<p>The country of destination.</p>

Field name	Content								
Distinguishing marks and container numbers	<p>Distinguishing marks and container numbers.</p> <ul style="list-style-type: none"> <li>• Distinguishing marks are shipping marks that identify a line of product from other lines in the shipment. Shipping marks can include               <ul style="list-style-type: none"> <li>○ lot numbers</li> <li>○ grower numbers</li> <li>○ pack house numbers</li> <li>○ container numbers</li> <li>○ seal numbers.</li> </ul> </li> <li>• Seal numbers must be entered underneath or next to the relevant container number (with separating symbol).</li> <li>• Seal numbers must not be entered on the phytosanitary certificate without container numbers (sea and air transport mode).</li> <li>• Seal numbers are not verified by AOs unless it is a protocol agreement with the importing NPPO.</li> <li>• Shipping marks must be verifiable by the inspection AO at the time of inspection and recorded on the inspection record.</li> </ul>								
Number and description of packages	<p>The number, description, type and weight (if applicable) of packages to be inspected and certified for export.</p> <p><b>Important:</b></p> <ul style="list-style-type: none"> <li>• Use the term that is most appropriate to describe the packaging type to the importing NPPO.</li> <li>• The net metric weight details must be the weight details of the product for each line.</li> </ul> <table border="1" data-bbox="472 1223 1441 1632"> <thead> <tr> <th data-bbox="472 1223 890 1283">If the consignment is...</th> <th data-bbox="890 1223 1441 1283">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="472 1283 890 1373">loaded directly into a ship's holds</td> <td data-bbox="890 1283 1441 1373">enter BULK followed by the weight. For example, BULK – 22000 TNE.</td> </tr> <tr> <td data-bbox="472 1373 890 1485">bulk loaded into containers (FCL only)</td> <td data-bbox="890 1373 1441 1485">list the number of containers. For example, 9 CONTAINERS.</td> </tr> <tr> <td data-bbox="472 1485 890 1632">packaged</td> <td data-bbox="890 1485 1441 1632">list the number of packages and the type of package. For example, 640 BAGS, 590 CARTONS.</td> </tr> </tbody> </table>	If the consignment is...	Then...	loaded directly into a ship's holds	enter BULK followed by the weight. For example, BULK – 22000 TNE.	bulk loaded into containers (FCL only)	list the number of containers. For example, 9 CONTAINERS.	packaged	list the number of packages and the type of package. For example, 640 BAGS, 590 CARTONS.
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Field name	Content
Name of produce/quantity declared	<p>Provide sufficient detail to allow the consignment to be readily identified and include the net weight and unit of mass (if applicable) for each line on the certificate.</p> <p>This is the primary descriptor of the product and should be a basic commodity name such as apple, orange, sorghum.</p> <p><b>Note:</b> Additional product descriptions relating to the consignment may be required following the name of produce.</p> <ul style="list-style-type: none"> <li>• Include the net weight and unit of mass (if applicable) for each line on the certificate.</li> <li>• If the additional description is a varietal name, such as Kensington, Washington Navel. The description must be placed after or underneath the primary descriptor.</li> <li>• Additional product descriptors must be verified by the inspection AO. The exporter or packer may have to provide documentation to allow the AO to verify this information and certify it on the phytosanitary certificate. Documentation can include, but is not limited to: <ul style="list-style-type: none"> <li>○ statutory declaration</li> <li>○ electrophoresis test results from a laboratory</li> <li>○ certified seed certificate</li> <li>○ botanical identification from an approved seed testing laboratory.</li> </ul> </li> </ul>
Botanical name of plants	<p>The botanical name of the product.</p> <p><b>Note:</b> The botanical name is not to be entered where the name of the produce (Name of Produce / Quantity Declared field) is populated.</p>
Commodity code	<p>The Australian Harmonised Export Commodity Classification (AHECC). This code is mandatory for all commodities and can be found on the <a href="#">Australian Bureau of Statistics website</a>.</p>
Number of packages (total)	<p>The total number of packages in the consignment.</p>
Mass (total)	<p>The total net weight of the consignment but not including the weight of any external packaging, such as the container.</p> <p><b>Important:</b></p> <ul style="list-style-type: none"> <li>• The metric unit of mass such as GRM, KGM, and TNE, must also be included.</li> <li>• Imperial weight measurements, such as lb and oz, are not permitted.</li> </ul>
Phytosanitary statement	<p>This statement certifies that the consignment complied with specific requirements at the time of being imported into Australia, including requirements in relation to regulated and non-regulated pests, disease, soil and weed seed.</p> <p>Evidence to support the statements must be provided at the time of inspection and at the time of requesting certification.</p> <p><b>Note:</b> This field is completed by the inspection AO at the time of inspection and not by the exporter.</p>

This is a CONTROLLED document. Any documents appearing in paper form are not controlled and should be checked against the IML version prior to use.

Field name	Content
Disinfestation and /or disinfection treatment	<p>The details of the treatment applied to the consignment in Australia.</p> <ul style="list-style-type: none"> <li>• The following information should be included for treatment fields: <ul style="list-style-type: none"> <li>○ Date – the date/dates that the treatment was undertaken. If the treatment is undertaken over a period exceeding 24 hours or a range of dates, this field is to be populated with the start and end dates of treatment.</li> <li>○ Treatment – the type of treatment undertaken. For example, fumigation, dipped, cold disinfestation; precooled.</li> <li>○ Chemical – where applicable, the name of the chemical used. For example, Methyl bromide, Phosphine, Thiram.</li> <li>○ Concentration – the rate of application. For example, 48g/m<sup>3</sup>, 2.5g per litre, 4g A.I. per 1000 kg seed.</li> <li>○ Duration – where applicable, the length of time the product was treated for. For example, 2 hours, 48 hours.</li> <li>○ Temperature – where applicable, the temperature applied in metric units. For example, 21°C or 21°C.</li> <li>○ Additional information – may be populated with any additional information applicable to the treatment undertaken, or if more than one treatment is to be certified.</li> <li>○ The abbreviation of the application rate such as GRM, KGM or TNE.</li> </ul> </li> </ul>
Additional Declaration	The additional declaration/endorsement number related to the consignments as listed in Micor Plants case.
Name of inspector	<p>The full name of the inspection AO.</p> <p><b>Note:</b> This field is completed by the documentation AO at the time the certificate is issued and not by the exporter.</p>
Inspection date and code	<p>The inspection date/s and the postcode of where the inspection was undertaken.</p> <p><b>Note:</b> This field is completed by the documentation AO at the time the certificate is issued and not by the exporter</p>
Name of delegate and code	<p>The documentation AO's full name.</p> <p><b>Important:</b> All certificates issued (including any copies) must bear the department's official stamp/seal. Without this stamp, the certificate is not valid.</p> <p><b>Note:</b> This field is completed by the documentation AO at the time the certificate is issued and not by the exporter.</p>
Place of issue and code	<p>The place and postcode where the certificate is issued.</p> <p><b>Note:</b> This field is completed by the documentation AO at the time the certificate is issued and not by the exporter.</p>
Date of issue	<p>The date the certificate is issued.</p> <p><b>Note:</b> This field is completed by the documentation AO at the time the certificate is issued and not by the exporter.</p>

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Field name	Content
Signature of delegate	The delegate's signature issuing the certificate.
Stamp	<p>The documentation AO's stamp.</p> <p><b>Important:</b> All certificates issued (including any copies) must bear the department's official stamp/seal. Without this stamp, the certificate is not valid.</p> <p><b>Note:</b> This field is completed by the documentation AO at the time the certificate is issued and not by the exporter.</p>

### Section 3: Submitting the phytosanitary certificate for re-export (EX25)

The following table outlines how to submit the phytosanitary certificate for re-export (EX25).

Step	Action
1.	<p>Submit the following to the <a href="#">Assessment and Client Contact Group</a> mailbox:</p> <ul style="list-style-type: none"> <li>request for an RFP authorisation</li> <li>completed phytosanitary certificate for re-export (EX25).</li> <li>all other supporting documents</li> <li>whether the completed certificate needs to be posted or will be collected.</li> </ul>

### Section 4: Collecting the phytosanitary certificate for re-export (EX25)

The following table outlines how to collect the phytosanitary certificate for re-export (EX25).

Step	Action						
1.	<p>Collect your certificate.</p> <table border="1"> <thead> <tr> <th>If you have elected to...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>have the certificate mailed</td> <td> <ul style="list-style-type: none"> <li>you will receive the certificate in the mail</li> <li><b>the procedure ends here.</b></li> </ul> </td> </tr> <tr> <td>pick up the certificate from a regional office</td> <td> <ul style="list-style-type: none"> <li>attend the regional office to collect the certificate</li> <li><b>the procedure ends here.</b></li> </ul> </td> </tr> </tbody> </table>	If you have elected to...	Then...	have the certificate mailed	<ul style="list-style-type: none"> <li>you will receive the certificate in the mail</li> <li><b>the procedure ends here.</b></li> </ul>	pick up the certificate from a regional office	<ul style="list-style-type: none"> <li>attend the regional office to collect the certificate</li> <li><b>the procedure ends here.</b></li> </ul>
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### Record keeping

Documentation AO's must keep official files in accordance with the department's record keeping policy and the relevant regions procedures.

### Related material

The following related material is available on department's website:

- [Micor Plants](#)
- [Request a plant export inspection appointment](#)

The following related material is available on the [Instructional Material Library](#):

- Guideline: *Issuance of certification for plant exports*



- Guideline: *Issuing certification for plant exports*
- Reference: *EXDOC fields that populate phytosanitary certificates*
- Reference: *Phytosanitary certificate for re-export template EX25*

The following related material is available online:

- [Australian Bureau of Statistics website](#)

## Contact information

Assessment and Client Contact Group: [PlantExportsNDH@awe.gov.au](mailto:PlantExportsNDH@awe.gov.au)

## Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-9-7560	Director, Business Systems Program, Plant Export Operations Branch

## Version history

The following table details the published date and amendment details for this document.

Version	Date	Amendment details
1.0	28/03/2021	First publication of this work instruction.