



Lodge a Request for Export (REX) for Meat (including Halal exports)

The below guide shows how to lodge a Request for Export (REX) in NEXDOC for Meat (including Halal exports).

This guide assumes that you have already registered as a Meat exporter or are a member of a Client Group in NEXDOC.

- If you have not yet registered as a NEXDOC exporter or as a member of a Client Group, please refer to the **Create a NEXDOC Exporter Account** [pdf](#) or [docx](#) guide.
- If you are registered as a NEXDOC exporter or are a member of a Client Group but need to add Meat to your exporter account, please refer to the **Add or Remove Exporter to Exporter Account** [pdf](#) or [docx](#) guide.

Log in to the Online Services Portal

Go to the [Online Services Portal](#) and click on the **Login** button.

Online Services - Login

Australian Government
Department of Agriculture,
Fisheries and Forestry

Email or Client ID

Password [Forgot my password](#)

Login

Don't have an account?

Create Account

Continue with Digital Identity

Digital Identity is a safe, secure and convenient way to prove and reuse your identity online.

NEXDOC Portal Homepage

Click on the **Lodge a Request for Export (REX)** link.

Welcome to Agriculture Online Services

This portal provides access to online services within the Department of Agriculture, Fisheries and Forestry.

Connect to a service to:

1. Register your company as an exporter
2. Register as a Client group administrator (external software users)
3. Request to be an AEPI (Automated Export Permit Issuer)
4. Create web service users for your software

If your company is already registered as an exporter – the person in your company who manages your NEXDOC access will be able to add your online account to the exporter

If you want to update your personal details, go to the 'My Details' tab and update your contact details

My services

[Go to NEXDOC Homepage >](#)

[Lodge a Request for Export \(REX\) >](#)

Start a new request for export (REX)

Step 1

Select the **Client Group for this request** (only applicable to client group users) and **Meat** from the **Commodity type of your export** drop-down menu.

Click on the **Start** button.

Note:

If you are an **exporter**, the Client Group dropdown will not display, and the screen will look like this.

Click on the **Start** button.

Start a new request for export

Client Group for this request

Commodity type of your export

[Unsure of your commodity type?](#)

Start

Start a new request for export

Commodity type of your export

[Unsure of your commodity type?](#)

Start

REX Section 1: Country

Select the destination country from the **Country you wish to export to** drop-down menu.

Select **Next**.

(If the goods are being used as ship stores, please select the **Yes** radio button under the Ship Stores question as shown.)

Progress

1

In progress

Country

2

Products

3

Exporter

4

Consignee

5

Transport

6

Authorisation

7

Endorsements

8

SEW

9

Additional details

10

Attachments

11

Submit

Request for Export

Country to export

Country you wish to export to

Can't find the country in the list?

Ship stores

Select 'Yes' where product is being supplied for the consumption of passengers or crew onboard a ship.

Yes

No

Next

Progress

1

In progress

Country

2

Products

3

Exporter

4

Consignee

5

Transport

6

Authorisation

7

Endorsements

8

SEW

9

Additional details

10

Attachments

11

Submit

Request for Export

Country to export

Country you wish to export to

Can't find the country in the list?

Ship stores

Select 'Yes' where product is being supplied for the consumption of passengers or crew onboard a ship.

Yes

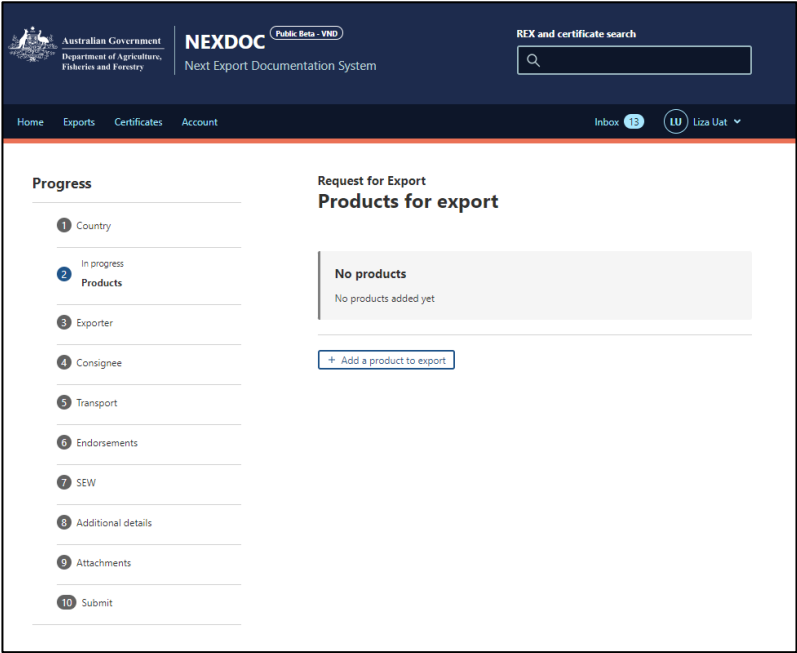
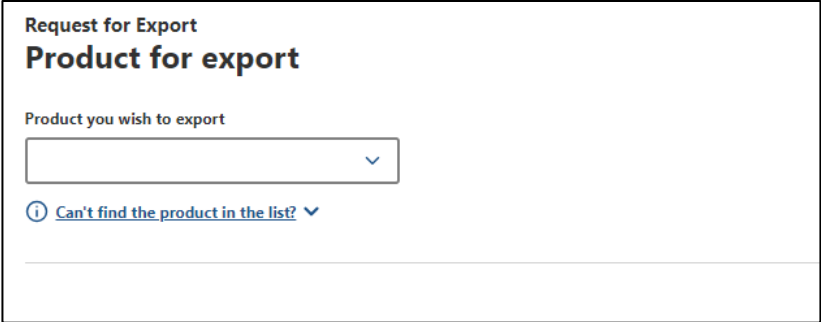
No

Next

Lodge a Request for Export (REX) for Meat (including Halal exports)
Department of Agriculture, Fisheries and Forestry

OFFICIAL

3

REX Section 2: Products	
Step 1 Select + Add a product to export button to add your export products. Note: Repeat this step to add multiple products.	
Step 2 Select the product from the Product you wish to export drop-down list. Note: Start typing to see a smaller group of relevant products.	

Step 3

Select product details from the drop-down boxes for:

What is the product cut type - *mandatory*

What is the product packed in? - *mandatory*

Preservation – *mandatory*

(Note: this is displayed once pack type has been entered.

Supplementary code *will be displayed once Preservation has been entered.)*

AHECC - *optional*

Net metric weight amount - *mandatory*

Net metric weight unit - *mandatory*

Gross metric weight amount - *optional*

Gross metric weight unit - *optional*

Note: *Optional fields may be **mandatory** in certain cases, such as when using SEW, specific pack types (e.g., BP), or for some transit/destination countries.*

Note:

Tick the Ungraded checkbox if the product is ungraded.

If the product is Halal select the **Yes** radio button as shown in the screenshot.

Request for Export
Product for export

Product you wish to export

BEEF (A) ▼

ⓘ Can't find the product in the list? ▼

Add details for the product

What is the cut type?

▼

What is the product packed in?

▼

ⓘ Can't find the product packed in the list? ▼

AHECC

▼

☐ Ungraded

Halal indicator

☐ Yes ☒ No

Net metric weight amount

Refers to the total net weight of all products in the product line. For example, the net metric weight might be 50 KGM (5 x 10KGM cartons).

▼

Net metric weight unit

▼

Gross metric weight amount

▼

Gross metric weight unit

▼

AHECC

MEAT OF BOVINE ANIMALS, FRESH OR CHILLED OTHER CUTS WITH BONE IN - BEEF (02012035) ▼

☐ Ungraded

Halal indicator

☒ Yes ☐ No

Net metric weight amount

Refers to the total net weight of all products in the product line. For example, the net metric weight might be 50 KGM (5 x 10KGM cartons).

100

Step 4 Enter mandatory product details for: Manual product description Line item description Note: Additional description is not mandatory and only permitted for some countries/products Note: These additional details may display on the export certificate.	Manual product description Line item description Used to supply additional product description useful to the inspection process, for example cyphers, fat depth. Additional description This is only allowed for certain markets and if allowed the text will appear on the export certificate alongside the product description.
Step 5 Select the Outer packaging details from the drop-down boxes for: Package type - mandatory Quantity - mandatory Individual package weight - optional Weight unit - optional	Outer packaging Package type Select the outer package type that the product is packed in. For example: Cartons. BOX Quantity Enter the number of outer packages for the product line. 1000 Individual package weight Refers to the weight of each item inside the outer package. For example, the individual package weight might be 10 KGM. 10 Weight unit Kilogram
Step 6 If required, provide the Shipping marks. Note: This field is optional and can be alphanumeric with no more than 20 characters. For some countries this field is mandatory.	Shipping marks This information is optional. Shipping marks or port marks are used to mark the export cartons so they are easily identified by you (the exporter) and the shipping company. If provided, the shipping marks information will print on the certificate. SHIPPINGMARK345

The below information relates to the **Add Additional details for the product.**

Step 7

Depending on the importing country requirements these tabs can be *optional* or *mandatory*.

Additional packaging

Containers

SEW

Production processes

Additional details

Add additional details for the product.

[Additional packaging](#)

[Containers](#)

[SEW](#)

[Production processes](#)

[Additional details](#)

Save

Step 8

If required, enter **Additional packaging** details for:

Intermediate packaging

Package type

Quantity

Individual package weight

Weight unit

Inner packaging

Package type

Quantity

Individual package weight

Weight unit

Click **Save**.

Note: These details are *optional*, but may be required by some importing countries.

Intermediate packaging

Package type

Select the intermediate package type that the product is packed in.

Quantity

Enter the number of intermediate packages for the product line.

Individual package weight

Refers to the weight of each intermediate package item inside the outer package. For example, the individual package weight might be 500gm. If you choose to provide this information, it will print on the certificate.

Weight unit

Select weight unit

Inner packaging

Package type

Select the inner package type that the product is packed in. For example: 2 Cartons Flour (12 X 1kg Bags).

Quantity

Enter the number of inner packages for the product line.

Individual package weight

Refers to the weight of each inner package item inside the intermediate package. For example, the individual package weight might be 50gm. If you choose to provide this information, it will print on the certificate.

Weight unit

Select weight unit

Step 9

If required, enter
Containers details for:

Type of freight container –
choose **Air** or **Sea**

Click **+ Add container**
Enter **Container number**

Click **+ Seal number**
Enter **Seal number**

Click **Add**.

Note:

*These details are **optional**
but may be required by
some importing country
requirements.*

*If you provide container
details for one product line,
you must provide containers
against all product lines.*

*Seal number can only be
added if there are container
numbers.*

[← Product](#)
Containers

Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate.

Type of freight container

- ☐ Air freight container
- ☒ Sea freight container

No containers

No containers added yet

[+ Add container](#)

[← Back](#)
Containers

Record any freight container details here. If you record a container number (sea freight or air freight) it will print on your certificate.

Container number

Seal number(s) (optional)

Seal numbers can only be added if container numbers have been recorded. If provided, the information will print on your certificate as part of the Container information for example: MKUK9229966/132520

[Remove](#)

[Add](#)

Step 10

If required, enter **SEW**
details in:

FOB amount

Additional permit details

**Related export permit
number**

Export permit type

Related export permit date

Click **Save**

Note: *SEW will need to be
selected and completed if
you wish to obtain your EDN
through NEXDOC. Not all*

SEW information**FOB amount**

Enter the Free On Board sales value for this product line.

Additional permit details

If the product has additional or related permit requirements for Customs purposes - record the details here. Otherwise, this information is not required.

Related export permit number

Export permit type

Start typing to see results.

Related export permit date (e.g. 27/05/2025)


[Save](#)

[Cancel](#)

<i>products require additional permit details. These details are optional but may be required by some importing countries.</i>	
Step 11 Click on the highlighted Production processes hyperlink.	Add additional details for the product. Additional packaging Containers SEW Production processes Additional details Save
Step 12 (Registered or Listed establishment) Select + Add Production process. Complete the fields for establishments including Process Start and End dates Process Establishment number Establishment Indicator Select Add. Note: Click + Add Production process to add more than one process details.	← Product No processing establishments No processing establishments yet + Add Production process ← Production processes Add Production processes Process start and end dates The process dates refer to the duration of product processing. Start date (e.g. 27/05/2025) End date (e.g. 27/05/2025)   Process Establishment number Establishment Indicator Add

Step 13

If required, enter **Additional details**.

Durability start and end dates

Import authority code

Nature of the commodity

EU Treatment type

Product Source State

Batch code

Click **Save**.

Note: These details are *optional* but may be required by some importing countries.

[← Product](#)

Additional details

Durability start and end dates

Information about product durability is optional and refers to 'use by' or 'best before dates' on the product.

Durability start date (e.g. 09/04/2026)



Durability end date (e.g. 09/04/2026)



Import authority code

Search or select

Nature of the commodity

Search or select



EU Treatment type

Search or select



Product Source State

Search or select



Batch code

Save

Cancel

Step 14

Once you have provided all necessary information for the product line, select **Save**.

Add additional details for the product.

[Additional packaging](#)

[Containers](#)

[SEW](#)

[Production processes](#)

[Additional details](#)

Save

Step 15

Once saved you will return to the **Products for export** page.

If you need to add another product line, select either **Add a product to export** or **Copy a product line**.

If you copy an existing product line, NEXDOC will copy all basic information and allow you to amend any unique information, such as the batch number, weights, packaging etc.

Once you have all product line information saved, select **Next**.

Request for Export

Products for export

• REX number: REX0003528825

More Actions ▾

Line number	Product description
1	BEEF LOIN - BEEF LOIN

+ Add a product to export

 Copy a product line

Next

Back

REX Section 3: Exporter details

Step 1

Exporter details are prepopulated from your NEXDOC exporter registration.

If you need to update these details, select **Change exporter, Edit exporter details** or **Request new exporter**

Provide **Your reference**.

*Note: This is a **mandatory** field and limited to 35 characters. This will assist you in identifying the REX. The exporter reference will also appear on your invoice.*

Select **Save and next**.

Request for Export

Exporter details

[More Actions](#) ▾

• REX number: REX0003528825

Test User Guide

Address 70 Northbourne Ave Canberra ACT 2601

Phone 02 6272 9876

Email Address Test.User.Gudie@aff.gov.au

[Change exporter](#)

[Edit exporter details](#)

[Request new exporter](#)

Your reference

This is your internal reference for this consignment. The reference must be unique and cannot be used in the next 2 years.

Are you using a Quota for this request?

Select this option if you have previously applied for and been approved for Quota.

☐

Have the goods been imported into Australia?

No

Save and next

Back

REX Section 4: Consignee

Step 1

Enter the **Consignee** details:

Name - mandatory

Consignee Representative – mandatory for Japan and Korea

Consignee Reference number - mandatory for Singapore and Canada

Phone number - optional

Consignee address - mandatory

***Note:** While you can enter consignee details manually per consignment, you can also add consignee details to the consignee address book for future use.*

If you wish to add an address to the consignee address book, go to **Step 2**.

[Your consignee address book >](#)

You can select an existing consignee from your consignee address book, or add a new consignee to your consignee address book. You can also enter consignee details manually on your REX, however they will not be saved to your consignee address book.

Name

Consignee Representative

Required for exports to Japan or Korea - please refer to MICOR for more information.

Consignee Reference number

Required for exports to Singapore and Canada - please refer to MICOR for more information.

Phone number (optional)

Consignee address

Address line 1

Address line 2

City

State

Postcode

Country

Step 2 To add a consignee, click the Your consignee address book link.	More Actions  • REX number: REX0002061794 Your consignee address book > You can select an existing consignee from your consignee address book, or add a new one to your consignee address book. You can also enter consignee details manually, however they will not be saved to your consignee address book.
Step 3 Select Add consignee.	← Back Consignee address book Select a consignee Consignee Name Address Phone Agent number Reference Number + Add consignee

Step 4

Enter all relevant details and select **Save**.

Add new consignee (importer)

All fields are mandatory unless specified.

☐ Set as default Consignee (Importer)

[When to select this option?](#) ▼

Company name

Address line 1

Address line 2

City

State

Postcode

Country

Representative given name (optional)

Representative surname (optional)

Reference number (optional)

You may enter a reference number for this consignee for your own documentation purposes.

Phone number (optional)

[What is the phone number format?](#) ▼

[Back](#)

Save

Step 5

If required, enter
Additional information.

Notify party text
Traces Approval ID

Click **Save and next**.

Note: *These details are optional but may be required by some importing countries.*

Additional information

This information is optional and will print on the certificate if provided in the 'Unendorsed, commercial information' section below the government signature.

Notify party text (max 8 lines of 55 characters) (optional)

Traces Approval ID (optional)

Enter the Importers 'Traces Approval ID' as registered in the European Union's EU TRACES system. This ID should be provided by the Exporter.

Save and next

Back

REX Section 5: Transport

Step 1

Enter the following details.

Departure date - mandatory

Load port - mandatory

Discharge port - mandatory

Border inspection port - optional

Destination city - mandatory

Destination country

Transit countries - optional

Note: Fields that are optional may be required by some importing countries.

Request for Export Transport

[More Actions](#) ▾

• REX number: REX6000412525

Departure date (e.g. 16/04/2026)

Load port

This is the place where your goods will be loaded for export. Start typing to see results.

Discharge port

Border inspection port

This is the overseas port where the consignment will be inspected. Optional field unless exporting to markets which require EU or UK model health certificates. Start typing to see results.

Destination city

[Select country manually](#)

Destination country

Transit countries

• Country 1

Step 2

Enter the transport details:

Transport storage temperature – optional

Transport storage temperature unit – optional

Transfer information - optional

Transport mode - mandatory

Select one

Sea - go to Step 3

Air - go to Step 4

Transport storage temperature

Transport storage temperature unit

Transfer information

Transport mode

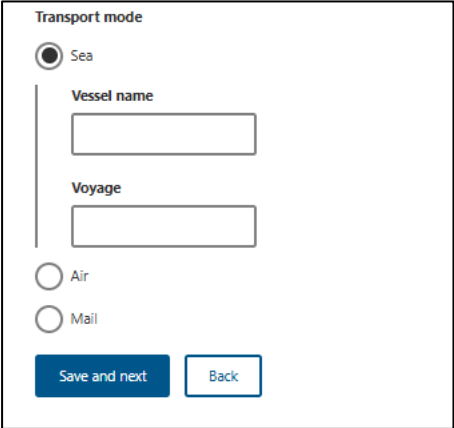
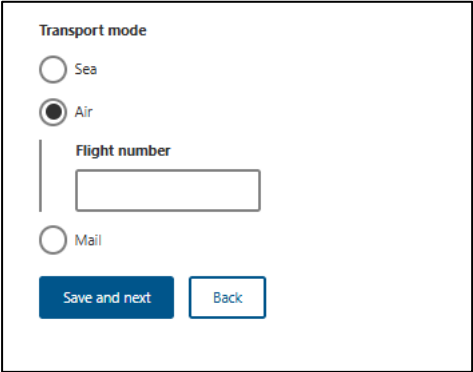
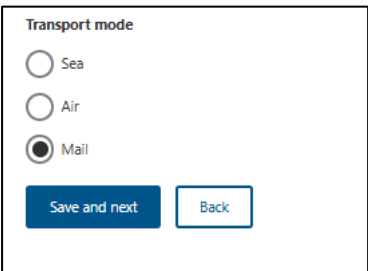
☐ Sea

☐ Air

☐ Mail

Save and next

Back

Mail - go to Step 5 <i>Note: Fields that are optional may be required by some importing countries.</i>	
Step 3 Enter transport mode for Sea. Vessel name - mandatory Voyage - mandatory Click Save and next.	
Step 4 Enter transport mode for Air. Flight number - mandatory Click Save and next.	
Step 5 Enter transport mode for Mail. Click Save and next.	

REX Section 6: Authorisation

Step 1

Enter the **Authorising Establishment Number** in the free text field.

*(NOTE: If you are an AEPD please select the Yes radio button to make the export permit declaration. And go to **Step 2**.)*

Click **Save and next**. This will take you to the Endorsements section.

Request for Export Authorisation

[More Actions](#) ▾

• REX number: REX0003528825

Authorising Establishment Number

Would you like to make the export permit declaration?

You must be an Approved Export Meat Declarant (AEPD) for meat to make this declaration.

☐ Yes

☒ No

Save and next

Back

Step 2

The Yes radio button has been selected as the user is an AEPD. Complete the **Declaration date** and **Declaration Comments** and select the check boxes to confirm the Declaration. Click **Save and next**.

This will then bring you to the **Endorsements** screen.

Request for Export Authorisation

[More Actions](#) ▾

• REX number: REX0003528825

Authorising Establishment Number

77

Would you like to make the export permit declaration?

You must be an Approved Export Meat Declarant (AEPD) for meat to make this declaration.

☒ Yes

Declaration date (e.g. 23/04/2026)



Declarant Comments

Declaration

In order to progress this Request for Export, you must agree to the following statements regarding the information provided.

☐ Complies with Australian Government Authorised Halal Program.

☐ I declare that the statements, information or documents provided in or as part of this application are true and correct.

I understand I may commit an offence or be liable to a civil penalty under the Export Control Act 2020 (Act) or the Criminal Code Act 1995 if I make a false or misleading statement in this application or provide false or misleading information or documents to the Department.

I declare, for the purposes of section 7-8 of the relevant Rules*, the following in relation to this application:

- the requirements of the Act in relation to the export of the goods listed in Section 2 'Product for export' of this REX have been complied with, or will be complied with before the goods are imported into the importing country; and
- any importing country requirements relating to the goods listed in Section 2 'Product for export' of this REX, have been met.

Effective measures are in place to ensure that the information contained in this request for export is accurate and complete.

Note: For criminal penalties applying to persons who make false or misleading statements to a Commonwealth entity see the Criminal Code Act 1995 Part 7.4 (false or misleading statements).

*relevant Rules:

- Export Control (Meat and Meat Products) Rules 2021
- Export Control (Poultry Meat and Poultry Meat Products) Rules 2021
- Export Control (Wild Game Meat and Wild Game Meat Products) Rules 2021
- Export Control (Rabbit and Ratite Meat and Rabbit and Ratite Meat Products) Rules 2021

☐ No

Save and next **Back**

REX Section 7: Endorsements

Step 1

To check or change the allocated endorsement and certificate template

Click **Select** next to the product line.

Note: NEXDOC will automatically allocate you an appropriate certificate template and endorsement.

It is important to check you are allocated the correct certificate template and endorsement.

Request for Export Endorsements

[More Actions](#) ▼

• REX number: REX0003528825

Product	Certificate	Endorsement	Action
1. BEEF LOIN - BEEF LOIN	E171	201 - Meat - Iran - bovine & ovine + Slaughter Dates.	Select

Next

Back

Step 2

Select either or both

Certificate Template Endorsement

drop-down to view available options.

Click on a new template or endorsement if you would like to change from the default.

Click **Save**.

[← Back](#)

Endorsement

Certificate Template

E171-MEAT EDIBLE - MEAT, MEAT PRODUCTS AND EDIBLE OFFAL - GENERIC

Endorsement

201 - Meat - Iran - bovine & ovine + Slaughter Dates. (default)

Default endorsement

The country of origin is officially free from foot-and-mouth disease without vaccination, rinderpest, peste des petits ruminants, sheep and goat pox and scrapie, and is recognised by the World Organisation for Animal Health (OIE) as negligible risk for bovine spongiform encephalopathy. The meat was derived from animals of Australian origin and has been produced, prepared, inspected and transported in accordance with the Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption which is consistent with Codex Alimentarius requirements, as are EU standards. The products originate from premises registered under the Export Control Act as export establishments for the slaughter and/or processing of animals for human consumption, and that operate under government supervision. Based on the results of the National Residue Survey, it can be stated that the products contain neither substances with a hormonal or anti-hormonal effect, which do not normally occur in meat, nor antibiotics, chemotherapeutics or any other residues included in the examination. The products have been produced in accordance with prescribed Standards for export meat that require a microbiological monitoring program for carcass surfaces.

Save

Step 3

Once you have confirmed the template and/or endorsement combination

Click **Next**.

Request for Export

Endorsements

✓

Endorsement saved

More Actions

▼

• REX number: REX0003528825

Product	Certificate	Endorsement	Action
1. BEEF LOIN - BEEF LOIN	E171	201 - Meat - Iran - bovine & ovine + Slaughter Dates.	Select

Next

Back

Lodge a Request for Export (REX) for Meat (including Halal exports)
Department of Agriculture, Fisheries and Forestry

OFFICIAL

22

REX Section 7: SEW Integration

Step 1

Should you wish to use Single Electronic Window (SEW) integration to obtain your EDN (Export Declaration Number),

tick - **Would you like to use SEW integration (ICS)?**

Note:

1. *You must have requested access to SEW in your exporter registration for this to be available.*
2. *If you wish to use the SEW connection, you must have SEW details in each of your product lines.*
3. *The FOB total is calculated from the information in the SEW tab of each product line.*
4. *An EDN can only have a consignee name of 35 characters. If the consignee name you provided to appear in the certificate is greater than 35 characters, supply a shorter version here so that you can obtain an EDN.*

Request for Export

SEW Integration

[More Actions](#) ▾

• REX number: REX0003528825

The Single Electronic Window Integration (SEW) provides you with your Export Declaration Number (EDN) via the Integrated Cargo System (ICS).



Would you like to use SEW integration (ICS)?

Step 2

Enter the below details:

FOB currency

SEW consignee name

Click **Save and next**

Note: The FOB total is drawn from the total amount in the product lines.

FOB total

0

FOB total is the sum of all FOB amounts quoted for all products lines for this REX.

FOB currency

This field may be required by the commodity and must be provided where you are integrating with ICS via SEW integration.

SEW consignee name

SEW consignee name is limited to 35 characters. This is the name that will be sent to the SEW.

Save and next

Back

REX Section 8: Additional details**Step 1**

Select one **Certificate print indicator** value.

Automatic

Hold

None

This selection is **mandatory**.

Note:

*If you select **Automatic**, a print file will generate as soon as the certificate is ready to print.*

Request for Export**Additional details**

[More Actions](#) ▾

• REX number: REX0003528825

Certificate print indicator

The following options impact when your certificate(s) are generated. Select Automatic if you would like your certificate(s) to be issued after submission or Hold if you would like to preview your certificate before it is issued. Certificate Preview can be performed after submission on the REX details screen.

☐ Automatic

☒ Hold

☐ None

If you select **Hold**, you can preview the certificate prior to finalising it.

If you select **None**, a certificate will not generate.

Please refer to the **NEXDOC Printing FAQ** on the [NEXDOC Help Page](#) for further information regarding these options.

Step 2

Select either

Use your own printer

or

Print to a departmental regional office

This selection is **mandatory**.

Note:

Use your own printer allows you to print your certificate remotely e.g.: in your own office. However, this is not available for all certification and will depend on the importing country requirements.

Print to a departmental regional office will print the certificate to the nominated regional department office, where you will need to collect.

If you do not have the use your own printer

Printer selection

You can select 'Use your own printer' if you have approval to print locally, or you can select a 'Print region' to print your certificate in one of the department's offices. Select the office closest to you.

☐ Use your own printer

Print to a departmental regional office

If you select a 'Print region' your certificate will print to the nominated regional office and you will need to arrange collection. If you wish to print on your own premises, and can't see a 'Use your own printer' selection on screen, this may be due to importing country requirements or due to the fact you have not applied for the 'My Printer' permission within your NEXDOC Account.

Region

The state and postcode corresponding to the region selected will appear in the Place of Origin field for the product on the certificate

Region

option on screen, it may be that this particular certificate cannot be remote printed or that you do not have this option set up on your account.

Please request this permission via your registered NEXDOC exporter account. Refer to the **Manage Your Details** guide on the [NEXDOC help](#) page.

Step 3

If required, enter
Other details

Separate certificate by

Header Storage Establishment Number

Note: These details are optional but may be required by some importing countries.

Other details

Separate certificate by

No

Header Storage Establishment Number

If required, under
**Request extra
certificates**, click

+ **Add extra
certificate request –
go to Step 4**

And/or

+ **Add an import
permit – go to Step 5.**

Request extra certificates

Submit a request to add extra certificates or supporting documents that you need for this consignment. Please note that there may be a charge associated with requesting additional documentation.

No extra certificate requests

No extra certificate requests added yet.

[+ Add extra certificate request](#)

Approved certifier

Approved certifiers are optional when the REX contains a halal product and mandatory when a halal certificate is requested. Only one approved certifier can be added per REX.

Import permits

Record the import permit number and import permit date. You can list up to 6 import permits.

No import permits

No import permits added yet.

Step 4

If required, enter

Certificate type

Reason

Then select which
line/s the extra
certificate applies to.

Click **Save**.

[← Back](#)

Add extra certificate request

Certificate type

Reason

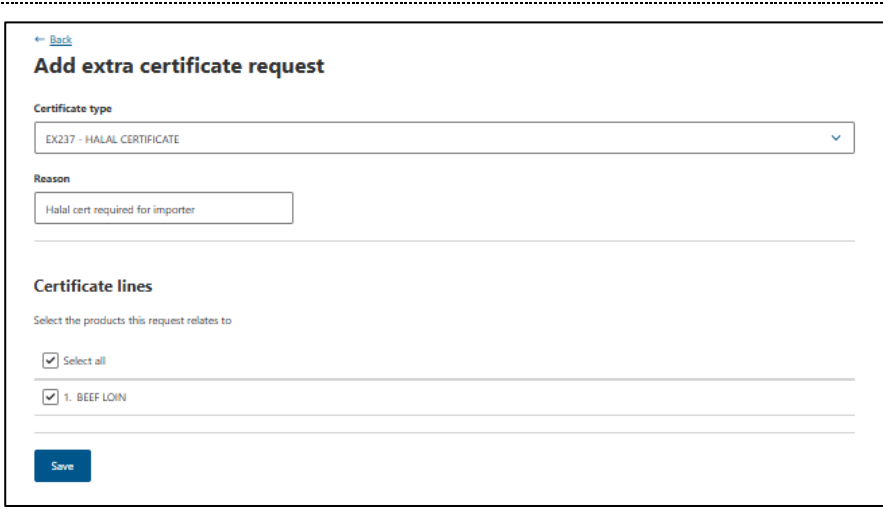
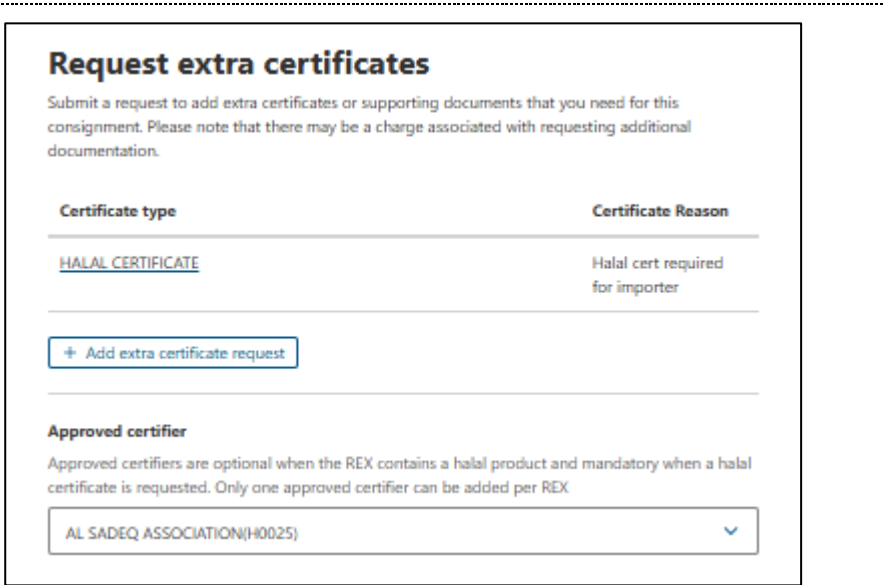
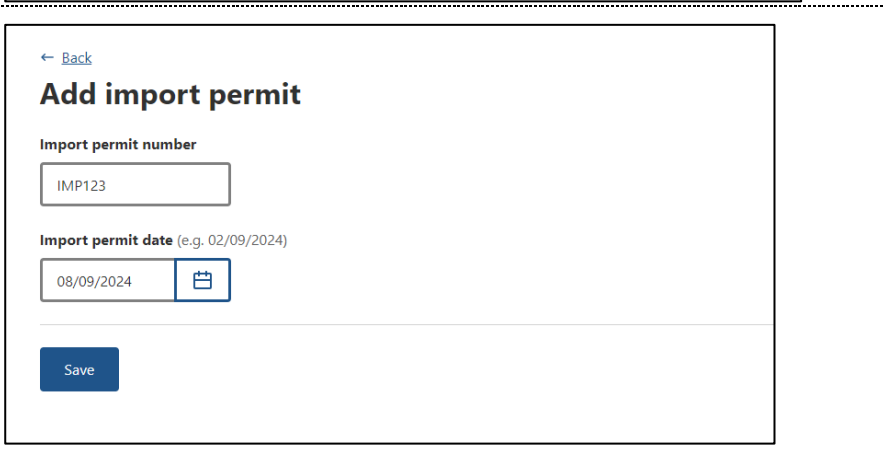
Certificate lines

Select the products this request relates to

☐ Select all

☐ 1. BEEF LOIN

[Save](#)

For all Halal products select Halal Certificate in the certificate type box and <i>Halal cert required for importer</i> in the free text reason field as shown. Then select which line/s the extra certificate applies to. Click Save.	
For all Halal products You will be returned to the Additional details screen and will see the Halal certificate in the Request Extra Certificates section. Select the Approved certifier from the dropdown options.	
Step 5 If required, enter Import permit number Import permit date Click Save.	
Step 6 Select Save and next.	

REX Section 9: Attachments

Step 1

Each certificate must comply with importing country requirements. Where required, provide all relevant documentation to support your request. Relevant documentation may include, but is not limited to, import permits and manufacturers declarations.

Select **+ Add attachment**.

Step 2

Select the **Document Type** drop-down menu and select the type of attachment. Supported file types include: jpg, tiff, gif, rtf, jfif, png, docx, tif, txt, pdf, xml, jpeg, doc, and jpe.

The Document Type field is **mandatory** if you are attaching a document.

Provide a **Comment** in relation to your attachment, if applicable. The Comment field is **optional**.

Select **Choose Files** or **drag and drop** the file to attach.

Select **Save**.

Step 3

Repeat Step 2 until you have attached all necessary documentation to support your application. **You must attach all required documents** so that the departmental officer has them available to review when assessing your REX.

Select **Next**.

Progress

1 Country

2 Products

3 Exporter

4 Consignee

5 Transport

6 Endorsements

7 SEW

8 Additional details

Request for Export Attachments

More Actions

• REX number: REX0001025915

Document type	Comment	File
IMPORT PERMIT	IMP123	BLANK REX ATTACHMENT.docx

+ Add attachment

Next

Back

REX Section 10: Lodge REX

Step 1

The Declaration will display.

If you wish to proceed with your lodgement, click **I agree**.

Request for Export Lodge REX

[More Actions](#) ▾

• REX number: REX0003528825

I declare that the statements, information or documents provided in or as part of this application are true and correct.

I understand I may commit an offence or be liable to a civil penalty under the Export Control Act 2020 (Act) or the Criminal Code Act 1995 if I make a false or misleading statement in this application or provide false or misleading information or documents to the Department.

I declare, for the purposes of section 2-12 or 2-14 of the relevant Rules*, the following in relation to this application:

- any importing country requirements relating to the goods listed in Section 2 'Product for export' of this REX, have been met, or will be met before the goods are imported into the importing country.

Effective measures are in place to ensure that the information contained in this request for export is accurate and complete.

Note: For criminal penalties applying to persons who make false or misleading statements to a Commonwealth entity see the Criminal Code Act 1995 Part 7.4 (false or misleading statements).

*relevant Rules:

- section 2-14 of the Export Control (Meat and Meat Products) Rules 2021
- section 2-12 of the Export Control (Poultry Meat and Poultry Meat Products) Rules 2021
- section 2-12 of the Export Control (Wild Game Meat and Wild Game Meat Products) Rules 2021
- section 2-12 of the Export Control (Rabbit and Ratite Meat and Rabbit and Ratite Meat Products) Rules 2021

I agree

Step 2

If displayed, select declarations.

Select **Next**.

Note: Not all REXs will have declarations, these are determined by importing countries.

Step 3

The destination country and products will display. If there are no changes required,

Click **Lodge REX**.

Step 4

A confirmation message will appear; if relevant, so will a Service ID.

END