Australian Government
Department of Agriculture, Fisheries and Forestry

General Products Accredited Property Process

Proposed steps for new applications for an Accredited Property

1



AP Manager checks requirements on the DAFF website and MiCoR.

This includes which importing countries require APs for certain commodities.

2



AP Manager ensures the the requirements of importing countries are met for the commodities being sought.

3



AP Manager logs onto the TradeClear portal, prepares and submits an application for a new AP.

4



Application received by DAFF, assessed and decided on.
If further information is required, more information will be requested from the AP Manager. The department must make a decision in relation to the application within 120 days (except in some circumstances).

5



AP Manager receives notice of decision:

✓ **IF APPROVED:**
Accreditation will be granted for 3 years.

✕ **IF PROPPOSED NOT TO BE APPROVED:**
reasons and an opportunity to respond will be provided.

6



Approved APs can prepare goods in accordance with approval and importing country requirements.

A variation can be made via the TradeClear portal. Renewals can be submitted in a set window prior to expiry.

Key principles

- ✓ AP Managers are responsible for understanding and meeting importing country requirements.
- ✓ The TradeClear portal is the single access point for applications, variations and renewals. PDF applications can be submitted via email upon request.
- ✓ DAFF may conduct audits, impose conditions or request additional information.
- ✓ APs must comply with conditions, notify DAFF of changes and pay relevant fees and charges.

AP = Accredited Property | DAFF = Department of Agriculture, Fisheries and Forestry | MiCoR = Manual of Importing Country Requirements | NPGs = Non-prescribed goods