



Australian Government
Department of Agriculture,
Fisheries and Forestry

Application and instrument of approval for change of trade description

IMPORTANT: This form is applicable to red meat, game meat, poultry meat and meat products.

Schedule 1: Applicable legislation

Act	Chapter	Section
<i>Export Control Act 2020</i>	Chapter 8 Other matters relating to export Part 2 Trade descriptions Division 2 Trade descriptions for prescribed goods	250

Schedule 2: Description of goods

Description of goods				

Quantity of product	Production date	Est. number	Exporter	Destination

Reason for request	
Change to	

Schedule 3: Conditions of approval

(Delete as appropriate by marking a line through)

To maintain export eligibility, the cartons / bags / tickets to be altered:

- must have new labelling/tickets applied and the new trade description applied must be validated by the presence of the official mark of the packing establishment; or
- must have all not required letters/words defaced by striking through with a single line by black indelible pen and new words if required to be added immediately underneath. The alterations must be validated by applying the Australia Inspected or Australia Approved official mark of the packing establishment next to the alteration.

The applicant must inform the exporter (if a different commercial entity) that the approval is granted.

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.

Application and instrument approval for change of trade description

Version no.: 3

Date published: 6/11/2024

Important: All procedures must be carried out under departmental supervision to ensure compliance with the conditions of this approval.

Note: All alterations are made at the exporter's commercial risk.

Schedule 4: Authorisation

The applicant below must be a person in a position of management or control of the export registered establishment where the alteration is made and must be recorded as such on the Export Registration (ER) Database.

By signing this application, the applicant accepts any fees and charges applicable to the provision of service associated with this application on behalf of the registered establishment.

Applicant name	
Position	
Applicant signature	
Date	

Privacy notice

The Department of Agriculture, Fisheries and Forestry (the department) collects your personal information in relation to this form and as authorised under the *Export Control Act 2020* for the purposes of assessing your application and related purposes. If you fail to provide some or all of the personal information requested in this application the department will be unable to process your application.

The department may disclose your personal information to other Australian government agencies including other Commonwealth/State agencies and overseas persons or organisations, including auditors in importing countries, where necessary for the above purposes, provided the disclosure is consistent with relevant law, including the *Privacy Act 1988*. Your personal information will be handled in accordance with the Australian Privacy Principles and the *Export Control Act 2020*.

By completing and submitting this declaration, you consent to the collection of your personal information on behalf of the Department of Agriculture, Fisheries and Forestry and the disclosure of all personal information contained in this declaration to importing countries.

The department has not taken steps to ensure that importing countries do not breach the Privacy Principles. This means that:

- Importing countries may not be accountable under the *Privacy Act 1988*.
- You may not be able to seek redress under the *Privacy Act 1988*.
- You may not be able to seek redress in the overseas jurisdiction.
- Importing countries may not be subject to any privacy obligations or to any principles similar to the Privacy Principles.

See the department's [Privacy Policy](#) on the department's website to learn more about accessing or correcting personal information or making a complaint. Alternatively, email privacy@aff.gov.au.

Delegate

I, the person whose signature and name appear below, delegate of the secretary, in pursuance of the legislation specified in Schedule 1 above, hereby grant approval under Schedule 1 of this instrument in relation to the Prescribed Goods specified in Schedule 2 of this instrument and subject to the conditions set out in Schedule 3 of this instrument—the alteration of the trade description.

Delegate signature		Delegate name	
Position title		Position number	
Date			