



Application for a government export certificate for non-prescribed goods

Form approved under the Export Control Act 2020



This is an example application form.

A completed application form must be submitted to the department for each consignment, even if the product has been exported to the same market previously.

Section A: General information

Purpose of this form

For exporters of non-prescribed goods applying for a government certificate under section 65 of the Export Control Act 2020 where the application is not made through the Department of Agriculture, Water and the Environment's electronic export documentation system.

Applications for a government certificate to export non-prescribed goods made through the department's electronic documentation system are not required to complete this form.

Approval will be for a single consignment only.

Before applying

See [Exporting non-prescribed goods](#).

To complete this form

You will need the latest version of Adobe Acrobat Reader to save changes to your document.

Your application must include



This checklist is a guide to assist you complete the relevant information in the form. You may tick the relevant boxes.

a completed application form (if the form you submit is incomplete, the application may not be assessed (as per section 65(4) of the Export Control Act 2020))

evidence of the importing country requirement to provide government issued export certification (for example, a copy of the import permit, written advice from the importing country authorities, a requirement found on [MiCoR](#) or advice provided by the department) and evidence to demonstrate compliance with any requirements

supporting documentation to substantiate the description of the goods provided (for example, ingredients list and origin of imported materials)

where required, evidence of importing country requirement for additional declarations (for example, a copy of the import permit or written advice from the importing country authorities) and appropriate evidence/manufacturing records to support these declarations (for example, laboratory testing, treatment records and manufacturer's declarations).

Post or email your application

Email foodexports@agriculture.gov.au

Phone 1800 900 090

Department of Agriculture, Water and the Environment
Assessment Services Group – Exports
GPO Box 858
Canberra ACT 2601

Section B: Exporter Details

1 Exporter name and address

Company name

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

2 Contact person

Given name

Family name

Work phone (include area code)

Mobile phone

Company (if different from Exporter details, e.g. if agent or freight forwarder)

Email

Section C: Description of goods

Describe each product (including the trade description where known) in the consignment and provide the manufacturing establishment details for each product. Only where brand names are required by the importing country can they be included in brackets after the product description. Commercial or product quality claims (e.g. organic, premium) cannot be included in product descriptions.

If the application includes multiple types of goods and manufacturing establishments, please include all details in an attachment.



Multiple products

If there are multiple products, complete the 'Attachment for the application form for a government export certificate for non-prescribed goods' form.

Supporting documentation must be emailed with the completed application form to foodexports@agriculture.gov.au.

3 Provide details of the goods to be exported

4 Manufacturing establishment

Establishment name

Establishment number (if known)

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

5 Country the goods will be exported to (only one country per application will be accepted)

6 Provide evidence of importing country requirements

For example, a copy of the import permit, written advice from the importing country authorities or a requirement on MICO_R.

No

Yes



If importing requirements are not agreed and not on MICO_R, the exporter must provide evidence of importing country requirements.

Supporting documentation must be emailed with the completed application form to foodexports@agriculture.gov.au.

7 Are any additional declarations and/or endorsements required by the importing country authorities to appear on the certificate?

No

Yes

If 'yes', provide evidence of the importing country requirement for additional declarations (for example, a copy of the import permit or written advice from the importing country authorities) and appropriate evidence/manufacturing records to support these declarations (for example, laboratory testing, treatment records, manufacturers' declarations). If known, provide the certificate template and endorsement number(s) you are applying for.

Section D: Applicant declaration

To be completed by the person listed in section B of this application.

I declare that the information provided is true and correct. I understand that this information is being provided to a Commonwealth entity and that giving false or misleading information is a serious offence. Under Section 65 of the Export Control Act 2020, I apply to the Secretary of the Department of Agriculture, Water and the Environment for a government certificate for the goods listed in Section C of this form. Under section 66 of the Export Control Act 2020, I acknowledge my obligation to provide additional or corrected information pertinent to this application as soon as practicable.

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

Section E: Invoice details

Provide details of whom the invoice should be made payable to.

Name of agent/exporter

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

Account number with the Department of Agriculture, Water and the Environment

Australian Business Number (ABN)

Australian Company Number (ACN)

Section E: Privacy notice

‘Personal information’ means any information or opinion about an identified, or reasonably identifiable, individual.

‘Sensitive information’ is a subset of personal information and means any information or opinion about an individual’s racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

The Department of Agriculture, Water and the Environment collects your personal information, as defined in the *Privacy Act 1988* (Cwlth), to list your establishment on the department’s Establishment Register. The Department of Agriculture, Water and the Environment is authorised under the Export Control Act 2020, to collect and store personal information in relation to the export of non-prescribed goods and related purposes. If you fail to provide some or all of your personal information, the Department of Agriculture, Water and the Environment may not be able to process your application.

The Department of Agriculture, Water and the Environment may disclose your personal information to relevant authorities in an importing country and other Australian agencies, persons or organisations where necessary for these purposes, provided the disclosure is consistent with the *Privacy Act 1988* and other relevant laws. Your personal information may also be disclosed to relevant employees within your organisation for the purpose of approving your licence, registration or accreditation and to maintain the currency of your personal information for the purpose of the licence, registration or accreditation. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

By completing and submitting this form you consent to the collection, use and disclosure of all personal information, including sensitive information, in this form to the relevant authorities in the importing country.

The department has not taken steps to ensure that the relevant authorities in the importing country do not breach the Australian Privacy Principles. This means that:

- relevant authorities in the importing country will not be accountable under the Privacy Act
- you will not be able to seek redress under the Privacy Act
- you may not be able to seek redress in the overseas jurisdiction.

Relevant authorities in the importing country may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.

See the department’s [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

OFFICE USE ONLY

Additional comments

Department officer

Approval date (dd/mm/yyyy)