



# Application for Authentication of Good Manufacturing Practice – Cosmetic Products certificate

Form approved under section 65 of the *Export Control Act 2020*

## Section A: General information

**Purpose of this form** For exporters to apply for a government certificate that confirms good manufacturing practices for the cosmetic products that they intend to export.

If you are exporting cosmetic goods manufactured at more than one location, complete a separate application for each premises.

If we issue a certificate to you, it will only apply to the goods identified in this application. Any attempt to export products not covered in this application may result in the certificate being revoked.

**To complete this form** You need the latest version of Adobe Acrobat Reader to save changes to this form on your computer or device. Download the [Adobe Acrobat Reader mobile app](#) for your smartphone or tablet.

**Your application must include**

**All applicants**  
a copy of the Certificate of GMP Compliance of a Manufacturer issued by the Therapeutic Goods Administration that shows that the manufacturer is currently licensed to manufacture at the specified premises

or

a copy of the certificate issued by an accredited third party certifying that the premises meet ISO 22716 (Good Manufacturing Practices – Cosmetics)

**If someone else manufactures the cosmetics**  
a copy of a letter from the manufacturer naming the products and the premises where the manufacturing takes place (see [letter template](#)).

**Email your application** Residues and Food Branch  
Department of Agriculture, Fisheries and Forestry  
Phone 1800 900 090 (within Australia)  
+61 3 8318 6700 (outside Australia)  
Email [cosmeticsexport@agriculture.gov.au](mailto:cosmeticsexport@agriculture.gov.au)  
Web [agriculture.gov.au/biosecurity-trade/export/controlled-goods/non-prescribed-goods/cosmetics](http://agriculture.gov.au/biosecurity-trade/export/controlled-goods/non-prescribed-goods/cosmetics)

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## Section B: Exporter

### 1 Business name (legal entity name)

Trading names (if applicable)

Principal business activity

### 2 Australian business registration

Australian Business Number (ABN)

Australian Company Number (ACN)

### 3 Business address

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

### 4 Person authorised to sign this form

Given name(s)

Family name

Title

Work phone (include area code)

Mobile phone

Email

Fax

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## Section C: Manufacturer (if different from exporter)

### 5 Business name (legal entity name)

Trading names (if applicable)

Principal business activity

### 6 Australian business registration

Australian Business Number (ABN)

Australian Company Number (ACN)

### 7 Business address

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

**8 Manufacturing address (as listed on GMP certificate)**

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

**9 I have attached a letter from the manufacturer that names the products and premises where the manufacturing takes place. (select one box)**

No

Yes

**Section D: Evidence of certification of good manufacturing practice****10 Indicate which certification you are attaching. (select one box)**

a copy of the Certificate of GMP Compliance of a Manufacturer issued by the Therapeutic Goods Administration that shows that the manufacturer is currently licensed to manufacture at the specified premises

Valid from (dd/mm/yyyy)

to

a copy of the certificate issued by an accredited third party certifying that the premises meet ISO 22716 (Good Manufacturing Practices – Cosmetics)

Valid from (dd/mm/yyyy)

to

**Section E: Description of goods to be exported****11 Describe each product intended to be exported under the government certificate, including brand name.**

If you are exporting cosmetic goods manufactured at more than one location, complete a separate application for each premises. If we issue a certificate to you, it will only apply to the goods identified in this application. Any attempt to export products not covered in this application may result in the certificate being revoked. (attach more pages if necessary)

No.	Brand name	Product
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**12 I have attached additional pages of products intended to be exported. (select one box)**

No

Yes

## Section F: Applicant declaration

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

I declare that the information I have provided is true and correct. I understand that:

- it is a criminal offence under the *Criminal Code Act 1995* to knowingly give false or misleading information to a Commonwealth officer. This offence carries a maximum penalty of 12 months' imprisonment. Other offences under the *Criminal Code Act 1995* might also be relevant, including where false or misleading, fraudulent or forged documents are provided in support of an application.
- I may be liable to a civil penalty for giving false or misleading information or documents under sections 367 to 369 of the *Export Control Act 2020*.

I will immediately inform the Department of Agriculture, Fisheries and Forestry if:

- I become aware that any information included in the application is incomplete or incorrect
- the certificate I attach with my application is no longer valid for the manufacturing premises or cosmetic products identified in this application.

I understand that the Australian Government, its officers, employees and contractors are not liable for any loss or expense arising in connection with the government certificate and its contents.

I also understand that, when considering my application, the department may exercise powers under section 68 of the *Export Control Act 2020* and do any of the following:

- request more information from me or another person about the application
- require an audit of export operations in relation to the goods
- require an assessment of the goods
- request that I give a signed and dated written statement verifying that
  - the requirements of the Export Control Act in relation to the export of the goods have been or will be complied with before the goods are imported into the importing country
  - any importing country requirements relating to the goods have been or will be met before the goods are imported into the importing country
  - the matters to be stated in the certificate are true and correct
- take, test or analyse samples of goods, equipment or other items that are relevant to the application
- arrange for another person with appropriate qualifications or expertise to take, test or analyse samples of goods, equipment or other items that are relevant to the application.

I have read and understood the [privacy notice](#), Privacy Policy and the [Protected information notice](#).

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

## Section G: Privacy notice

'Personal information' means information or an opinion about an identified, or reasonably identifiable, individual.

The Department of Agriculture, Fisheries and Forestry collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form 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 form, the department will be unable to process your application.

The department may disclose your personal information to the Therapeutic Goods Administration, persons or organisations where necessary for the purposes described, including for verification of supplied documentation, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

See our [Privacy Policy](#) web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, email our Privacy Officer at [privacy@agriculture.gov.au](mailto:privacy@agriculture.gov.au).

## Section H: Protected information notice

'Protected information' is information obtained under, or in accordance with, the *Export Control Act 2020*. Under section 388 of the Act, officers of the Department of Agriculture, Fisheries and Forestry may use or disclose any protected information you provide in this form for the purpose of performing functions or duties or exercising powers under the Export Control Act. This includes disclosure to other officers or employees of the Commonwealth or a state or territory or if the department is ordered to disclose the information by a court, tribunal or coronial inquiry. The department may also use or disclose protected information to an enforcement body if an officer considers that the use or disclosure is reasonably necessary for, or directly related to, one or more enforcement-related activities being conducted by, or on behalf of, that enforcement body.

Officers may also use or disclose protected information for a 'secondary permissible purpose'. A secondary permissible purpose means a purpose of:

- achieving the objects of the Export Control Act, or
- administering or enforcing any of the following
  - a prescribed agriculture law
  - another Australian law to the extent that the law relates to public health, food safety, biosecurity, the export of goods from Australian territory, the health and welfare of live animals or the health and condition of animal reproductive material.

The Secretary may, if they consider it appropriate, authorise a person to provide protected information for a secondary permissible purpose to persons other than officers or employees of the Commonwealth or states or territories.

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### OFFICE USE ONLY

TGA certificate provided

ISO certificate provided

letter from manufacturer provided

additional page(s) of brand/product information provided

Certificate validated on (dd/mm/yyyy)

Document number

### Department officer

Name

Signature

Date (dd/mm/yyyy)