



Approved Export Permit Declarant (AEPD) Application – NEXDOC MEAT

Section A: General Information

What is an AEPD

An Approved Export Permit Declarant (AEPD) is a person who has been approved to make declarations in an application for an export permit.

Purpose of this form

For an individual who already has an AQA ID for meat in EXDOC and would like to retain the same functionality when meat transitions to NEXDOC.

To be approved for an AEPD you must:

- be a person listed in management or control at an establishment where the last operations to prepare the prescribed meat or meat products is carried out before export, and
- have previously been approved as an RFP Declarant and issued with an AQA ID.

Before applying

All applicants must have created an Online Services account to access the NEXDOC portal.

You must

List each establishment in Section B of this application for which you are authorised and currently making declarations on export meat permits. For more than one establishment, use the 'additional establishments' button at the bottom of page 2 to add another page to this form.

Post or email your application

Export Establishment Registration
Department of Agriculture, Fisheries and Forestry
GPO Box 858
Canberra ACT 2601

Phone 1800 900 090

Email exportestablishment@aff.gov.au

Or use the 'submit' button at the end of this form.

What if I don't have an AQA ID but want to be an AEPD in NEXDOC

If you do not currently have an AQA ID in EXDOC but want to apply to become an AEPD, you must apply, through the department's [Export Service | DAFF](#) to be listed in management or control and to be a AEPD for the relevant establishment/s.

In your application you must provide evidence of your AEPD training.

If you require assistance, please contact Export Establishment Registration

exportestablishment@aff.gov.au

Section B: Application

AQA ID: _____

Name: *(include your first, middle and last)* _____Personal Work Email: *(cannot be a group inbox)* _____

Est. No: _____ Est. Name: _____

Est. Address: _____

Section C: Applicant Declaration

I confirm I have created my Online Services account in NEXDOC.

I confirm that I am currently listed in management or control of the establishment listed on this application form.

I confirm that I currently possess an active AQA ID and I am making declarations for export meat permits for the establishment listed on this application form.

I wish to retain my current permission and continue making declarations on export meat permits in NEXDOC, for the establishment listed on this application form.

I declare that I've read and understood the [privacy policy summary](#).

Print Name: _____

Signature: _____ Date: ____ / ____ / ____

Important: Do not add your signature until fully completing the form. Once the form is signed, no further changes can be made.

Section D: What's Next

Departmental Review

The department will assess your application to ensure you have the relevant approvals.

Application Outcome

- Application Approved: You will receive an email to inform you that your AEPD has been activated in NEXDOC and linked to the establishment.
- Application Requires Further Information: You will receive an email to inform you that the further information is required to complete your application.
- Application Not Approved: You will receive an email to inform you that your application has not been approved with instructions on how to apply to become an AEPD.