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| **I,** ………………………………… **on behalf of (Company Name)** ………………................... **request the following Certificate/s to be collected by:**  **- Myself In Person or Company Representative** ……………………………………..  **- Our authorised representative,**  *Courier Company: .……………………………………..*  *Contact Number:*……………………………………...  **- Place Certificates in our authorised representative’s Collection Box (Melbourne Office Only)**  *Collection Box Number* ………………………………………  *Please email collection list to* [foodexports@agriculture.gov.au](mailto:foodexports@agriculture.gov.au) with the following in the subject title as an example  **Collection, 27/1/18, RFP 7119011, 7119012, ABC Forwarders, Melbourne (collection location)**  ***Please note: Requests for collection will not be processed if all fields are not completed in full***  **Signed** ……………………………………. **Date / /**  \* Please do not send anyone to collect documents until you have received notification that certificates are ready for collection. The department will no longer be providing certificates unless you have received email notification that the certificates are ready for pick up. |

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| **Air or Sea** | **Exporter Name (Must the same as on certificate)** | **Certificate Number or RFP Number** | **Cert Type**  **(Health, Plant or Manual)** | **Destination Country** | **Vet signature Required**  **(Yes or No)** | **Certificate Status**  **(Dept use only)** |
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