Australian Government
Department of Agriculture, Fisheries and Forestry

General Products Export Licence Process

Proposed steps for new licence applications

1

Exporter logs onto the TradeClear portal, prepares and submits application for an export licence.

2

Application received by DAFF, assessed and decided on.

ⓘ If further information is required, more information will be requested from the exporter. The department must make a decision in relation to the application within 120 days (except in some circumstances).

3

Exporter receives notice of decision.

✓ **IF APPROVED**
An export licence will be granted for 5 years.

✕ **IF PROPOSED NOT TO BE APPROVED**
The exporter will be given reasons for the proposed decision and an opportunity to respond or provide further information before a final decision is made.

4

Licensed exporters can export consignments of prescribed general products under this licence in accordance with approval and importing country requirements.

Variations to the approval can be made at any time via the TradeClear portal.

Renewals can be submitted in a set window prior to expiry.

Key principles

- ✓ Exporters are responsible for understanding and meeting all regulatory obligations, including importing country requirements.
- ✓ The TradeClear portal is the single access point for licence applications, variation applications and renewals. PDF applications can be submitted via email upon request.
- ✓ DAFF may conduct audits, impose conditions or request additional information throughout the licence period.
- ✓ Licence holders must comply with all conditions and notify DAFF of relevant changes.

DAFF = Department of Agriculture, Fisheries and Forestry