February 2026

NEXDOC Approved Export Permit Declarant Fact Sheet

Purpose

This fact sheet explains the requirements and process for Approved Export Permit Declarants (AEPDs) transitioning to NEXDOC for Meat exports.

Key changes

- Export documentation requests for Meat exports are transitioning from the EXDOC system to the NEXDOC system.
- Requests for Permits (RFPs) will be known as Requests for Export (REXs) in the new system.
- To access the system there are multiple registration types depending on your business structure and role.
- User guides on the creation and management of accounts are located on the NEXDOC help page NEXDOC help - DAFF
- If you do not register for NEXDOC then you will not be able to make declarations and this may impact your ability to export meat and meat products.

Approved Export Permit Declarants

- Request for Permit (RFP) Declarants, known as AQA users in EXDOC, will become Approved Export Permit Declarants (AEPDs) in NEXDOC.
- AQA IDs used in EXDOC will not be transferred.
- Each declarant must apply for AEPD for Meat, and for each establishment where declarations will be made.
- The department will then manually review each users application and provide advice on your application.
- If its approved, this permission will be added to your individual User account for each approved establishment. An ID will not be issued as it is no longer necessary.

Who needs to apply

Anyone who will make export declarations for Meat in NEXDOC must apply for AEPD status.

You must first create an account, and have it **approved** before you can apply for AEPD. To create an account read below.

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Step-by-step process

1. Create an Online Services account.
2. Once your account is created, you can either:
    a. have a client group administrator add you to an existing client group;
    b. have an exporter add you to their exporter profile; and/or
    c. register your own client group or exporter profile.
3. Once your registration is **approved**, you will need to submit an AEPD application for each meat establishment where you will declare.

Note: Applications will be validated against the Establishment Register. You must be listed in Management and Control for each establishment. If not, the establishment must first add you to Management and Control through the EX26 process. Once your AEPD application is approved, your AEPD status will be activated in NEXDOC and confirmed by email.

Important notes

- Early registration is essential to a ensure that you can continue meat and meat products.
- You must be recorded as an RFP Validator in the relevant establishment's Management and Control details held in the Establishment Register.

FAQs

Q1. Do I need to apply for each establishment?
Yes. You must apply for every establishment where you will act as an APED. However, you can include multiple establishments in a single application form.

Q2. What happens if I'm not listed in Management and Control?
The establishment must update its details via the Export Service before your AEPD can be approved.

Q3. When should I apply?
As soon as possible. Late applications will be supported but may cause delays.

More information
Learn more about NEXDOC on our website

https://www.agriculture.gov.au/biosecurity-trade/export/controlled-goods/meat/elmer-3/loading-for-export

Email Exportestablishment@aff.gov.au

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