



How to lodge an amendment to a REX

The below guide shows how to amend a REX in NEXDOC for Meat.

You may need to amend a Request for Export (REX) for meat when details in the REX change **after it has been submitted**, but **before it has been fully completed or replaced**. An amendment allows you correct or update information without starting a new REX.

To commence an amendment task, your REX will need to be at one of the following statuses:

- Order
- Final
- In review
- Certificate ready.

If the REX has progressed beyond the point where an amendment is allowed, you may need to replace the REX instead.

This guide assumes that you have already registered as a Meat exporter or are a member of a Client Group in NEXDOC.

- If you have not yet registered as a NEXDOC exporter or as a member of a Client Group, please refer to the **Create a NEXDOC Exporter Account** [pdf](#) or [docx](#) guide.
- If you are registered as a NEXDOC exporter or are a member of a Client Group but need to add Meat to your exporter account, please refer to the **Add or Remove Exporter to Exporter Account** [pdf](#) or [docx](#) guide.

Log in to the Online Services Portal	
Go to the Online Services Portal, enter your login details and click on the Login button.	Online Services - Login  Australian Government Department of Agriculture, Fisheries and Forestry Email or Client ID Password Forgot my password Login Don't have an account? Create Account  Continue with Digital Identity Digital Identity is a safe, secure and convenient way to prove and reuse your identity online.

Select the **Go to NEXDOC Homepage** link to display your REX applications.



Australian Government

Department of Agriculture,
Fisheries and Forestry

Online Services

Public Beta - VND

Home

My Details

Services

Tasks

Inbox

99+

UG

User Guide

Welcome to Agriculture Online Services

This portal provides access to online services within the Department of Agriculture, Fisheries and Forestry.

Connect to a service to:

1. Register your company as an exporter
2. Register as a Client group administrator (external software users)
3. Request to be an AEPI (Automated Export Permit Issuer)
4. Create web service users for your software

If your company is already registered as an exporter – the person in your company who manages your NEXDOC access will be able to add your online account to the exporter

If you want to update your personal details, go to the 'My Details' tab and update your contact details

My services

Go to NEXDOC Homepage >

Lodge a Request for Export (REX) >

Manage Client Groups >

Connect to a new service

Select the **REX number** for the one you need to amend.

Note: You will need to amend your REX if your REX status is

- *Order*
- *Final*
- *In review*
- *Certificate ready.*

HomeExportsCertificatesAccount

Inbox99+

Welcome to NEXDOC

The NEXDOC system is used to generate export documents. This includes export permits and certificates and related documents as required by importing countries. Refer to the Department of Agriculture, Fisheries and Forestry's [Exporting from Australia](#) page for more information about NEXDOC.

Start new Request for Export

Your last five requests

REX number	Exporter reference	Created date	Status
REX0003528825		09 Apr 2026	• Draft
REX0003100229		23 Jan 2026	• Draft
REX0003060381	Test 123	13 Jan 2026	⚠ Withdrawn
REX0002896397	Test USA1	12 Dec 2025	📄 Certificate ready
REX0002843852	test1	02 Dec 2025	✓ Completed

[View all applications](#) >

Step 2(a)

If the REX you wish to amend is more than five entries prior, you will need to access it using an alternative method.

You can:

- Select the View all applications hyperlink as shown
- Select the Exports tab and use the REX number to search
- Select the Certificates tab

Welcome to NEXDOC

The NEXDOC system is used to generate export documents. This includes export permits and certificates and related documents as required by importing countries. Refer to the Department of Agriculture, Fisheries and Forestry's [Exporting from Australia](#) page for more information about NEXDOC.

[Start new Request for Export](#)

Your last five requests

REX number	Exporter reference	Created date	Status
REX6000410677		10 Apr 2026	• Draft
REX6000409638	TEST0804	08 Apr 2026	✓ Completed
REX6000407442	test3103	31 Mar 2026	📄 Certificate ready
REX6000399896	dropin 3103	23 Mar 2026	📄 Suspended
REX6000399870	Meatatest03	23 Mar 2026	✓ Completed

[View all applications >](#)

Search for REX

REX (Request for export) encompasses all types of applications to obtain an export permit and/or certificate, including NOIs (Notice of Intention)

[REX Advanced search >](#)

Search category:

REX number:

and
search
for the
certificat
e
number

HomeExportsCertificatesAccount

Inbox99UGUser Guide

Certificates

Search for certificate number

Search

Certificate number	Status	REX number	Issue date
AU0000710004	Replaced	REX6000322906	05 Sep 2025
AU0000779009	Printed	REX6000322252	24 Oct 2025
AU0000651455	Replaced	REX6000316874	14 Aug 2025
AU0000651521	Replaced	REX6000316874	14 Aug 2025
AU0000651992	Replaced	REX6000316874	14 Aug 2025
AU0000652016	Replaced	REX6000316890	14 Aug 2025

How to lodge an amendment for Meat
Department of Agriculture, Fisheries and Forestry

OFFICIAL

5

Step 3

Select the **More Actions** drop-down and select **Amend REX**.

More Actions ^

Copy REX

Amend REX

Request assistance with REX

View REX extract

Request REX cancellation

REX0002896397

	12/12/2025 06:37 AM
	CTRD
	UNITED STATES
Permit Number	PIMO289639
Export Permit Issue Date	12 Dec 2025
Export Permit Expiry Date	08 Jan 2026
Place issued	NOP

Products

1. BONELESS BEEF - Boneless Beef 03C - 61 KGM

Certificates

[View certificate >](#)

• Draft

[View certificate >](#)

• Draft

History

Status	Date	User	Action
Certificate ready	12/12/2025 07:44 AM	Gladwish Samantha	LODGE
• Draft	12/12/2025 06:40 AM	Gladwish Samantha	Nexdoc Business Event
• Draft	12/12/2025 06:37 AM	Gladwish Samantha	ORDER

View

Release to print

Step 4

Select the relevant **blue tab** on the left-hand side to navigate to the section requiring amendment. Amend relevant details.

Progress

1

Country

2

In progress

Products

3

Exporter

4

Consignee

5

Transport

6

Authorisation

7

Endorsements

8

SEW

9

Additional details

10

Attachments

11

Submit

Request for Export

Products for export

• REX number: REX0002896397

More Actions

Line number

Product description

1

BONELESS BEEF - Boneless Beef 03C

+ Add a product to export

Copy a product line

Next

Back

Step 5

Once the amendments have been made, select **Submit** from the left-hand menu.

Progress

- Country
- In progress
Products
- Exporter
- Consignee
- Transport
- Authorisation
- Endorsements
- SEW
- Additional details
- Attachments
- Submit**

Request for Export Products for export

• REX number: REX0002896397

[More Actions](#) ▾

Line number	Product description
1	BONELESS BEEF - Boneless Beef 03C

[+ Add a product to export](#)
[📄 Copy a product line](#)

[Next](#)
[Back](#)

Step 6

Read the export declaration and select **I agree**.

Progress

- Country
- Products
- Exporter
- Consignee
- Transport
- Authorisation
- Endorsements
- SEW
- Additional details
- Attachments
- In progress
Submit

Request for Export Lodge REX

[More Actions](#) ▾

• REX number: REX0002896397

I declare that the statements, information or documents provided in or as part of this application are true and correct.

I understand I may commit an offence or be liable to a civil penalty under the Export Control Act 2020 (Act) or the Criminal Code Act 1995 if I make a false or misleading statement in this application or provide false or misleading information or documents to the Department.

I declare, for the purposes of section 2-12 or 2-14 of the relevant Rules*, the following in relation to this application:

- any importing country requirements relating to the goods listed in Section 2 'Product for export' of this REX, have been met, or will be met before the goods are imported into the importing country.

Effective measures are in place to ensure that the information contained in this request for export is accurate and complete.

Note: For criminal penalties applying to persons who make false or misleading statements to a Commonwealth entity see the Criminal Code Act 1995 Part 7.4 (false or misleading statements).

*relevant Rules:

- section 2-14 of the Export Control (Meat and Meat Products) Rules 2021
- section 2-12 of the Export Control (Poultry Meat and Poultry Meat Products) Rules 2021
- section 2-12 of the Export Control (Wild Game Meat and Wild Game Meat Products) Rules 2021
- section 2-12 of the Export Control (Rabbit and Ratite Meat and Rabbit and Ratite Meat Products) Rules 2021

[I agree](#)

Step 7

Select the tick box for each exporter declaration (where required) and select **Next**.

Note: Not all REXs will have exporter declarations so this screen may not appear.

Progress

1

[Country](#)

2

[Products](#)

3

[Exporter](#)

4

[Consignee](#)

5

[Transport](#)

6

[Authorisation](#)

7

[Endorsements](#)

8

[SEW](#)

9

[Additional details](#)

10

[Attachments](#)

11

In progress

Submit

Request for Export
Lodge REX

[More Actions](#) ▾

• REX number: REX0002896397

Select ALL declarations:

☒ The meat/meat products do not contain mechanically separated meat.

Next

Step 8

Enter an **Amendment reason** to the free text field and select **Lodge amended REX**.

Progress

- Country
- Products
- Exporter
- Consignee
- Transport
- Authorisation
- Endorsements
- SEW
- Additional details
- Attachments
- In progress
Submit

**Request for Export
Lodge REX**

[More Actions](#) ▾

• REX number: REX0002896397

Country: UNITED STATES

Products

Line number	Product description
1	BONELESS BEEF - Boneless Beef 03C
2	BONELESS BEEF - Boneless Beef 03C

Lodge REX now.

Amendment reason

Add a product line

Lodge amended REX

Step 8

Click the **Yes** button.

Note: If more amendments are required, click the **Make more amendments** button and repeat the earlier steps.

Progress

- Country
- Products
- Exporter
- Consignee
- Transport
- Authorisation
- Endorsements
- SEW
- Additional details
- Attachments
- In progress
Submit

**Request for Export
Lodge REX**

[More Actions](#) ▾

• REX number: REX0002896397

Your submission includes changes to fields that require approval to be amended:

- Line Items

Would you like to submit an amendment request to the Department?

Yes

No

Make more amendments

Step 9

A confirmation message will appear.

If relevant, a Service ID will also appear.

