



How to lodge a replacement request

The guide below outlines the steps to replace a certificate for a REX in NEXDOC for meat.

You may need to replace a certificate if:

- information on the certificate is incorrect or incomplete
- export or shipment details change after the certificate is issued
- the importing country requests a correction or update
- an error is identified after the REX is completed
- additional information needs to be included on a new certificate

Once a REX is completed, changes can only be made by requesting a replacement certificate through NEXDOC. **Additional certificate charges will apply.**

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](#) 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.

Step 1

Select the [Go to NEXDOC Homepage](#) link to display your REX applications.

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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

Step 2

Select the REX number for the one you need to replace.

Note: You will need to replace your REX if your REX status is 'Completed'.

Step 2(a)

If the REX you wish to amend is more than five entries prior, you will need to Select the Exports tab and use the REX number to search

Home Exports Certificates Account

Inbox 99+

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 >

Australian Government
Department of Agriculture,
Fisheries and Forestry

NEXDOC
Next Export Documentation System

Public Beta - VND

REX and certificate search

Home Exports Certificates Account

Inbox 99+ UG User Guide

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

+ Add

Search

Step 2

Select the **More Actions** drop-down and select **Request for replacement**.

[More Actions](#) ^

Copy REX

Request for replacement

Add attachments

Request assistance with REX

View REX extract

Request REX cancellation

REX0003615960

	28/04/2026 03:03 PM
	COMP
	28/04/2026 03:20 PM
	NEW CALEDONIA
Permit number	PIM0361596
Export Permit Issue Date	28 Apr 2026
Export Permit Expiry Date	25 May 2026
Place issued	NOP

Products

1. BONELESS PORK - FROZEN BONELESS PORK *SP* TRIM 75CL - 100 KGM

Certificates

[View certificate AU0010411858](#) > Printed

History

Status	Date	User	Action
Completed	28/04/2026 03:20 PM	Guide User	Nexdoc Business Event
Certificate ready	28/04/2026 03:07 PM	Guide User	LODGE
Draft	28/04/2026 03:05 PM	Guide User	Nexdoc Business Event
Draft	28/04/2026 03:03 PM	Guide User	ORDER

[View](#)

Step 3

Select the **Re-submit** button.

[Back](#)

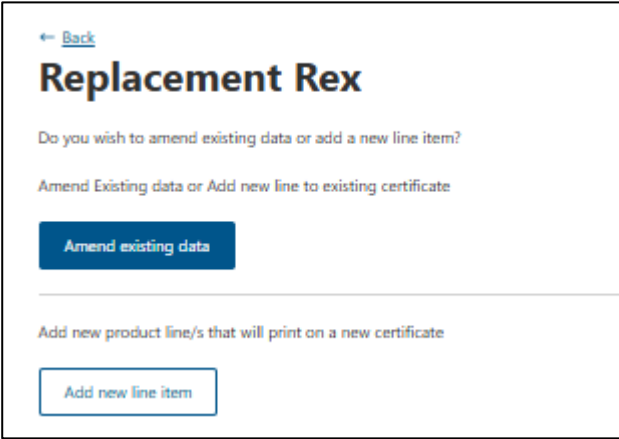
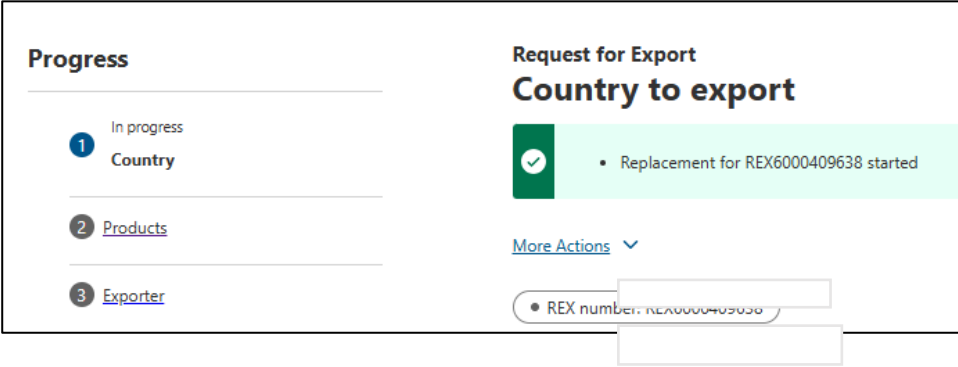
New Certificate Replacement

• REX number: REX0003615960

By clicking the re-submit button below, you acknowledge that:

- you will destroy or return any existing certificates to the regional office
- you will accept all fees applicable to this amendment request
- you are aware that amendments to certificates may incur a replacement certificate fee – please refer to the [department's charging guidelines](#)
- the information you are providing in this amendment request is true and correct
- if audited, you may be asked to provide evidence to substantiate any information entered into the NEXDOC system as part of this amendment request.

Re-submit

Step 4 Select the appropriate option from this screen: • Amend existing data • Add new line item (that will print on a new certificate).	
Step 5 Select the relevant blue tab on the left-hand side to navigate to the section requiring amendment. Amend relevant details.	

Step 6

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

Step 7

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

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: REX6000409638

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

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

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: REX0003615960

Country: NEW CALEDONIA

Products

Line number	Product description
1	BONELESS PORK - FROZEN BONELESS PORK *SP* TRIM 75CL
2	BONELESS PORK - FROZEN BONELESS PORK *SP* TRIM 75CL

Lodge REX now.

Amendment reason

Added a product line

Lodge replacement REX

Step 8 Select the tick box for each exporter declaration (where required) and select Next. <i>Note: Not all REXs will have exporter declarations so this screen may not appear.</i>	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
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Step 9

Additional declaration questions may appear depending on the consignment. Select the appropriate answers and I agree.

Request for Export
Lodge REX
[More Actions](#) ▾

• REX number: REX6000412525

Additional Declaration Questions

1. Have the goods left Australia in accordance with section 20 of the Export Control Act 2020?

☐ Yes ☐ No

2. Has the consignment arrived in the importing country?

☐ Yes ☐ No

3. If yes, have the goods been cleared by the competent authority in the importing country?

☐ Yes ☐ No ☐ Not applicable

4. Are all official seals intact and unchanged since certification?

☐ Yes ☐ No ☐ Not applicable

Additional Declaration – validating Establishment Approval

Please note: Only limited fields within a Meat REX can be amended without validator authorisation — specifically, shipping details (such as changes to the date of departure or vessel) and consignee details. Any other amendments that alter the scope or conditions under which the export was originally authorised constitute a variation to a regulatory decision and therefore require formal re-authorisation.

Where required, I declare that the authorising establishment relevant to this consignment has been informed of, and has approved, this amendment request.

I have retained written evidence of this approval that can be presented if required for audit purposes.

I understand that submission of this request without establishment approval may result in refusal of the application or further compliance action.

I agree

Step 10

A confirmation message will appear.

If relevant, a Service ID will also appear.



• Request Id 02261343296065

Your rex amendment has been lodged with the department.

REX lodged

• REX number: REX0003615960

Your REX has been lodged with the department, and is pending for Authorisation approval.

[Return to home](#)