How to lodge a Master Consolidator Declaration Form for LCL/FAK containers

June 2020

How do I complete the BMSB Master Consolidator Declaration Form?

Registered Master Consolidators must enter relevant details about the LCL/FAK container being imported including; incoming vessel information, declare against the target high risk goods in the container, and complete and supply supporting evidence to the declaration selected such as an offshore treatment provider certificate.

Accessing the Master Consolidator Declaration Form

Log on to the departmental portal using your registered username and password. The form can be accessed through the Management of LCL/FAK containers webpage. Access to the form is only available to registered Master Consolidators.

- Click the Forms icon, which will enable you to select the 'Master Consolidator Declaration Form'
- Once you have selected this, you will be prompted to click on 'Open a New Form'
- This will now open a new Master Consolidator Declaration form for you to complete

Entering the information on a Master Consolidator Declaration Form

- When a new form is generated, the MC ID and submitter email will be pre-populated with your details
- It is important to note that fields with * are mandatory fields that must be completed, and some fields have validated formats.
- The Contact Name* and Contact Phone Number* of the person making the declaration must be added. This is because some MC IDs are shared accounts and it is important for both the department and the Master Consolidator if follow up actions are required. The phone number field must be provided with area code information (i.e. 0212345678).

Entering Vessel information

- Enter the relevant vessel ID, vessel name and voyage number.
- If you are making a declaration for more containers on a different vessel, click on "Add Another Vessel"

Entering Container and treatment certificate information

Please note: Each container can only be declared once using one of the following declaration types.

Select the declaration type:

There are five risk status types that can be declared:

1. **Treated offshore -** the entire container with target high risk goods has been treated offshore, or
2. **Partially treated -** all the target high risk goods inside the container have been treated offshore (partially treated), or
3. **Treatment onshore -** the entire container is nominated for onshore treatment, or

4. **Nil risk -** the entire container does not have any target high risk goods inside, or
5. **Unknown risk -** the contents of the container are unknown and nominated to be held at an approved arrangement (AA) site pending further information to be provided.

Treated Offshore

1. Enter container number information. This must follow the standard format of 4 alpha-7 numeric (i.e. ABCD1234567).
2. Enter the discharge and destination port information (i.e. SYD or MEL) and select from the drop box:
   a. Enter the onshore AA verification facility. Based on the discharge port, a list of AA providers that can undertake this task in that location will be displayed.
3. The nominated onshore AA verification facility information will only be used if the container is randomly selected for an onshore verification activity. Where selected for an inspection, relevant directions will be generated and emailed to the Master Consolidator and nominated AA premises.
4. Offshore treatment certificate information is required. This information must be added exactly as it is listed on the offshore treatment provider's certificate, to allow the department to match the information. Failure to match certificate information may cause delays for the container on arrival.
5. Supporting documentation for this type of declaration is required. Upload the offshore treatment provider's certificate/s and any other supporting documents for that declaration. Note that each attachment has an 8 MB limit, however there is no limit on the number of documents able to be uploaded.

Partial Treatment

1. Enter container number information. This must follow the standard format of 4 alpha-7 numeric (i.e. ABCD1234567).
2. Enter the discharge and destination port information (i.e. SYD or MEL) and select from the drop box.
3. Offshore treatment certificate information is required. This information must be added exactly as it is listed on the offshore treatment provider's certificate, to allow the department to match the information. Failure to match certificate information may cause delays for the container on arrival.
4. Supporting documentation for this type of declaration required. Upload the offshore treatment provider's certificate/s and any other supporting documents for declaration. Note that each attachment has an 8 MB limit, however there is no limit on the number of documents able to be uploaded.

Treatment Onshore

1. Enter container number information. This must follow the standard format of 4 alpha-7 numeric (i.e. ABCD1234567).
2. Enter the discharge and destination port information (i.e. SYD or MEL) and select from the drop box.
3. Select the treatment type and from this a list of AA treatment providers that can undertake that type of treatment selected in that location will be displayed.

4. Where the goods are known to be valued at more than AU$1 million dollars, click the tick box.
5. No supporting documentation required for this option.
6. Once submitted, relevant directions will be generated by the system and emailed to the Master Consolidator and nominated AA premises.

Nil Risk
1. Enter container number information. This must follow the standard format of 4 alpha-7 numeric (i.e. ABCD1234567).
2. Enter the discharge and destination port information (i.e. SYD or MEL) and select from the drop box.
3. Supporting documentation for this type of declaration is required. This includes the Manifest and may include other documents such as packing declaration etc. Note that each attachment has an 8 MB limit, however there is no limit on the number of documents able to be uploaded.

Unknown Risk
1. Enter container number information. This must follow the standard format of 4 alpha-7 numeric (i.e. ABCD1234567).
2. Enter the discharge and destination port information (i.e. SYD or MEL) and select from the drop box.
3. Enter the onshore AA verification facility. Based on the discharge port, a list of AA providers that can undertake this task in that location will be displayed.
4. The container will be permitted to move from the wharf to the nominated onshore AA verification facility site pending further information being provided to the department. These containers will be held seals intact, and may be held up until 35 business days waiting for full import declarations to be lodged.
5. The Master Consolidator must advise the department when all FIDs have been lodged.

If you are making a declaration for more than one container in the same vessel, click on "Add Another Container".

Master Consolidator declarations will be monitored throughout the season for non-compliance including monitoring of withdrawals. Where continued non-compliance is found, the department may direct all future LCL/FAK containers for that MC ID for onshore treatment or subject to full assessment of all import declarations or export.

Submitting the Master Consolidator Declaration Form
- Once all the vessel and containers have been entered, and you are ready to submit the declaration, read and check all the declarations that have been made for each container and their corresponding vessels.
- Some declaration types will require check boxes to be ticked as part of the declaration.
- When all the details are checked and correct, click on 'Submit' to submit the declaration.
- On successful submission of the declaration, a lodgement reference number will be provided, and will be emailed to the MC ID email that has been registered with the username.

- You can also enter an additional email address to send a copy of the lodged declaration form at this stage.

What happens after the Master Consolidator Declaration Form is submitted?

Depending on the type of declaration made, and the details of the declaration will be assessed by the department.

- For declarations received prior to the arrival of the container, and assessed as not requiring further BMSB intervention, there will be no hold or AIMS entry generated. These containers will be permitted to deconsolidate and the consignments will be managed as per normal biosecurity processes.
- For declarations received prior to the arrival of the container, and assessed as requiring BMSB intervention, an AIMS entry will be generated and emailed to both the Master Consolidator (sent to the email registered with the username that made the declaration), and the onshore approved arrangement site for further action.
- For declarations received after the arrival of the container, the container may be held at the wharf, until the declaration has been assessed and actioned by the department.
- Containers without a declaration and subject to BMSB measures will be held at the wharf until a declaration is provided to the department for assessment. Containers may be held at the wharf for up to 35 business days and directed for export if a declaration is not received.

What happens if I've made a mistake?

If the declaration has been submitted and the container number, vessel ID and/or voyage ID is incorrect, or if the MC Declaration was not required, then the declaration must be withdrawn.

Withdrawing a declaration

To withdraw an incorrectly lodged declaration:

1. Log into the Master Consolidator Declaration online form.
2. Select the "**Withdrawal"** tick box.
3. Fill in the mandatory fields (i.e. Container number, Vessel ID, Voyage ID). These details must be identical to the original submission.
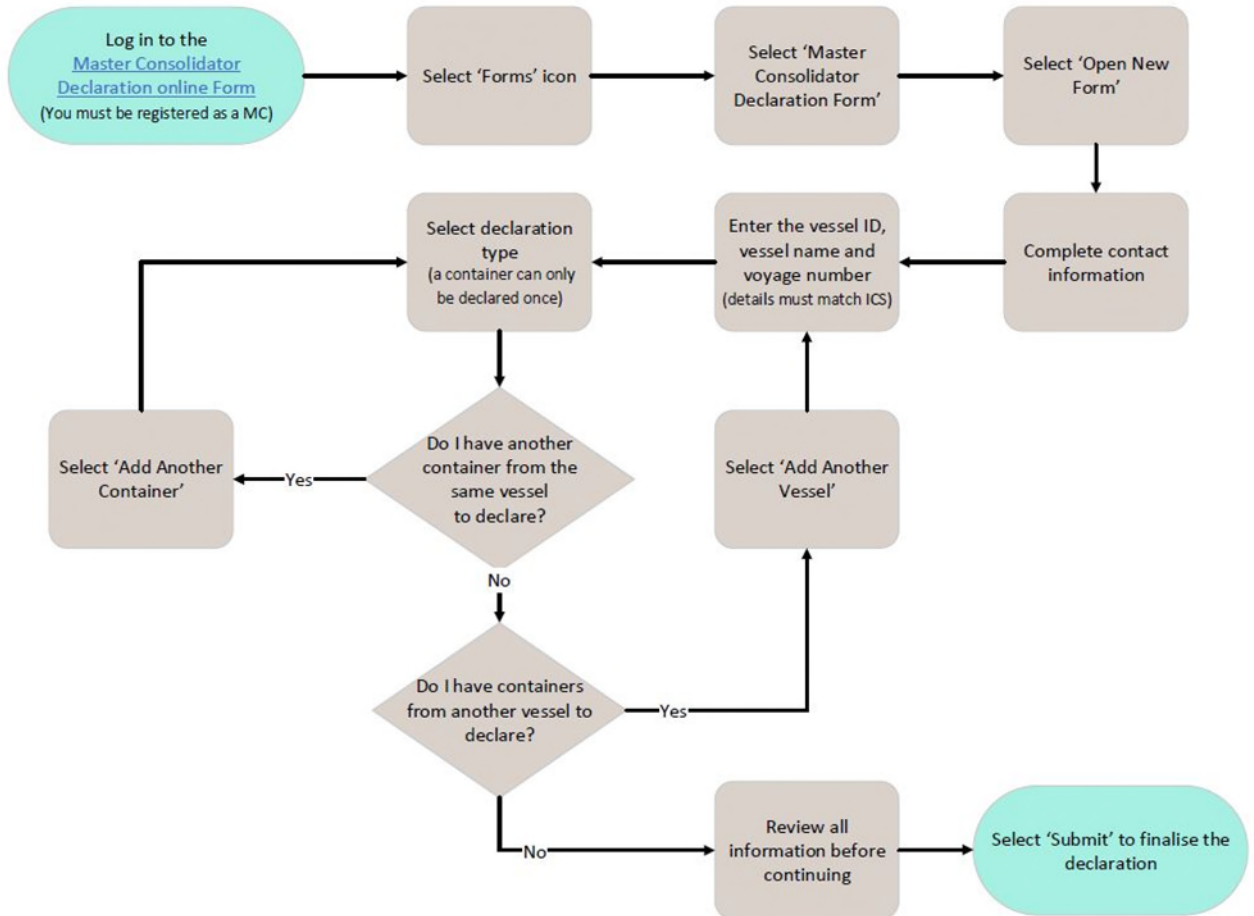4. Submit the declaration.

Amendments to existing declaration

All other amendments (i.e. declaration type, AA site etc.) must be lodged as a NEW request.

- The NEW declaration details must be identical to the original submission. The new request, once submitted, will replace the original.

How to lodge a Master Consolidator Declaration Form

Log in to the **Master Consolidator Declaration online Form** (You must be registered as a MC) → Select 'Forms' icon → Select 'Master Consolidator Declaration Form' → Select 'Open New Form'

Select 'Open New Form' → Complete contact information → Enter the vessel ID, vessel name and voyage number (details must match ICS) → Select declaration type (a container can only be declared once)

Select declaration type → Do I have another container from the same vessel to declare?
- Yes → Select 'Add Another Container' → (back to Select declaration type)
- No → Do I have containers from another vessel to declare?
  - Yes → Select 'Add Another Vessel' → (back to Enter the vessel ID...)
  - No → Review all information before continuing → Select 'Submit' to finalise the declaration

Further information

For further information regarding BMSB seasonal measures, visit the BMSB seasonal measures webpage agriculture.gov.au/bmsb