



March 2025

Responding to a Requirement to Give Information and Produce Documents notice

Guidance for importers under Australia's illegal logging prohibition laws

General information

Purpose

This is an optional guide that can be used by an importer of regulated timber products who has been issued a Requirement to Give Information and Produce Documents notice by the Department of Agriculture, Fisheries and Forestry, pursuant to s 18E of the *Illegal Logging Prohibition Act 2012* (the Act).

It should be used in addition to other documentary evidence and not used as your due diligence process.

Where multiple regulated timber product imports have been identified in the Requirement to Give Information and Produce Documents Notice, additional pages may be required for completion.

For more information

Our [illegal logging compliance webpage](#) provides information to assist importers with how to respond to a Requirement to Give Information and Produce Documents notice.

To request an electronic copy of this document, or to seek assistance with responding to a Requirement to Give Information and Produce Documents notice, contact the Illegal Logging Compliance Assessment Team via email at ilca@agriculture.gov.au or phone 1800 657 313.

All records submitted as purported compliance with the Act must be demonstrable as having been obtained or created before importing the product in accordance with the Act and the Illegal Logging Prohibition Rules 2024 (the Rules). Providing false or misleading information contravenes the civil penalty provisions at s 84 of the Act and may constitute a criminal offence under the *Criminal Code Act 1995*.

Before you begin

Is your product exempt from the due diligence requirements?

- **Yes:** You will need justify why your product is exempt (see section 6 of the Rules) and provide evidence to support this claim.
- **No:** Continue to the next section.

Providing information about your due diligence system for regulated timber products

Item 1: Documented due diligence system

A due diligence system is a written document that describes the range of processes and practices that an importer follows to meet the due diligence requirements for all imported regulated timber products.

Did you (the importer) have a due diligence system in place?

- **Yes:** Provide a copy of your/ your company's due diligence system as it existed at the time of the import of the regulated timber product when the due diligence was undertaken.
- **No:** You will need to indicate why not and what steps you have taken to develop a due diligence system.

Providing information about your due diligence process for the identified regulated timber products

Items 2, 3 and 4 relate to the regulated timber products identified in Table 1 of the Requirement to Give Information and Produce Documents notice.

Further information on due diligence requirements is available on [our due diligence webpage](#).

Provide a description of any documents to be submitted in the space provided at the end of this guide. The documents should clearly link to the regulated timber product being imported.

Item 2: Information gathering

Provide copies of all the information that you gathered before importing the regulated timber product. You must be able to demonstrate that you gathered the information before importing the regulated timber product. Provide all the information you obtained about the product, including any emails and attachments which contain the information.

Item 3: Reasonable risk assessment

Are you relying upon the repeat import exception in s 8(10) of the Rules?

- **Yes:** Provide a copy of the risk assessment(s) you relied upon, and the information gathered for the earlier imported product that this risk assessment was for.
- **No:** Provide a copy of the risk assessment(s) you undertook for the regulated timber products identified in Table 1 of the Requirement to Give Information and Produce Documents notice.

Indicate the risk assessment pathway you undertook before importing the regulated timber product and indicate which timber consignment (give the import declaration number) this applies to:

- **Option 1:** Certified products pathway (product was FSC or PEFC certified)
- **Option 2:** Non-certified products pathway.

Indicate the level of risk that was determined for this product after conducting your risk assessment as either:

- Low
- Not low

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Provide your risk assessment, risk conclusion and all the supporting documents you utilised to inform your risk assessment.

Item 4: Risk mitigation

Risk mitigation is required when you have undertaken a risk assessment and determined the risk to be not low.

Provide copies of any risk mitigation steps you took before importing the regulated timber product, and all supporting documentation that relates to your risk mitigation steps.

Description of the documents provided as part of your Requirement to Give Information and Produce Documents Submission

Please list all applicable documents that you will be submitting from the four item categories described throughout this guide. All documents are to be provided as a single set of attachments by mail or email. You can also contact the department via email at ilca@agriculture.gov.au for access to Sigbox to securely submit your documents.

Add additional pages here as required.

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Acknowledgement of Country

We acknowledge the continuous connection of First Nations Traditional Owners and Custodians to the lands, seas and waters of Australia. We recognise their care for and cultivation of Country. We pay respect to Elders past and present, and recognise their knowledge and contribution to the productivity, innovation and sustainability of Australia's agriculture, fisheries and forestry industries.

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