



WORK INSTRUCTION

Preparing a transfer certificate (EX186) for plant exports

Direction to staff

You must comply with this instructional material under the Practice Statement Framework.

Direction to industry

This work instruction outlines the requirements for preparing a transfer certificate (EX186) for plant exports. All parties with roles and responsibilities explicit in this guideline and legislation must comply with it.

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Purpose of this document

This document details the procedure for preparing a transfer certificate (EX186) for plant exports.

Note: The procedures covered in this work instruction relate to current manual certification issued..

Definitions

All terms used in this document and their definitions are captured in the Guideline: [Issuance of certification for plant exports](#) (the guideline).

Policy statement

The policy and process related to this work instruction can be found in the Guideline: *Maintenance of phytosanitary security for horticulture exports* . Exporters must read and comply with the policy and process requirements set out in the guideline and relevant legislation.

Legislative framework

The legislation that applies to issuing a transfer certificate (EX186) for plant exports can be found in the Guideline *Maintenance of phytosanitary security for horticulture exports*.

Roles and responsibilities

The following table outlines the roles and responsibilities undertaken in this work instruction.

Role	Responsibility
Exporter/agent	<ul style="list-style-type: none">• Preparing a transfer certificate (EX186) template.• Submit a completed transfer certificate (EX186) to Assessment Services Group for issuance.
Documentation authorised officer (AO)	<ul style="list-style-type: none">• Verify information submitted on the transfer certificate (EX186).• Complete relevant fields on a transfer certificate (EX186).• Issue the transfer certificate (EX186) to the exporter/agent.

Essential equipment

The following equipment is required:

- Computer or device with internet connectivity

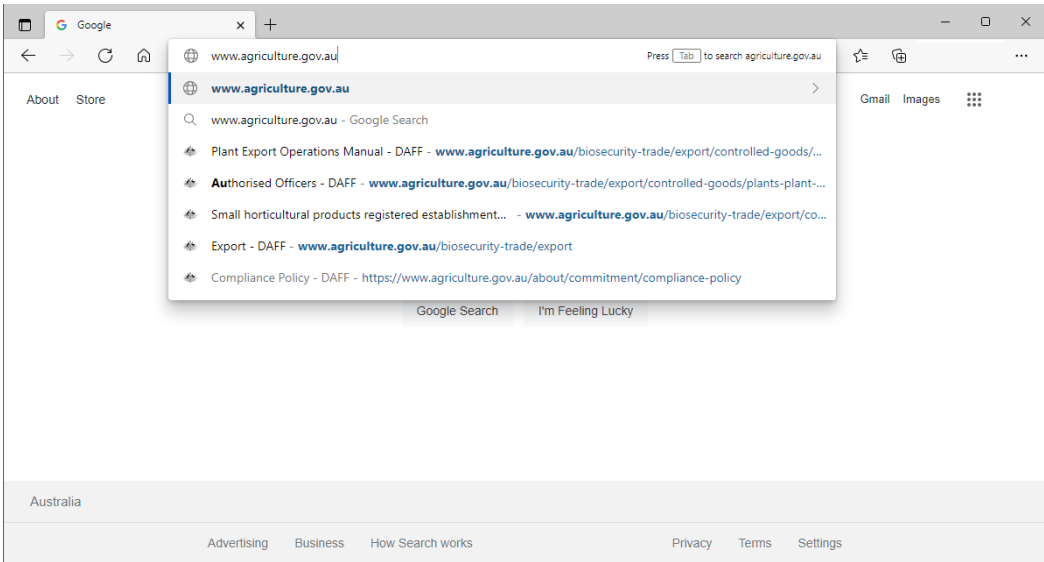
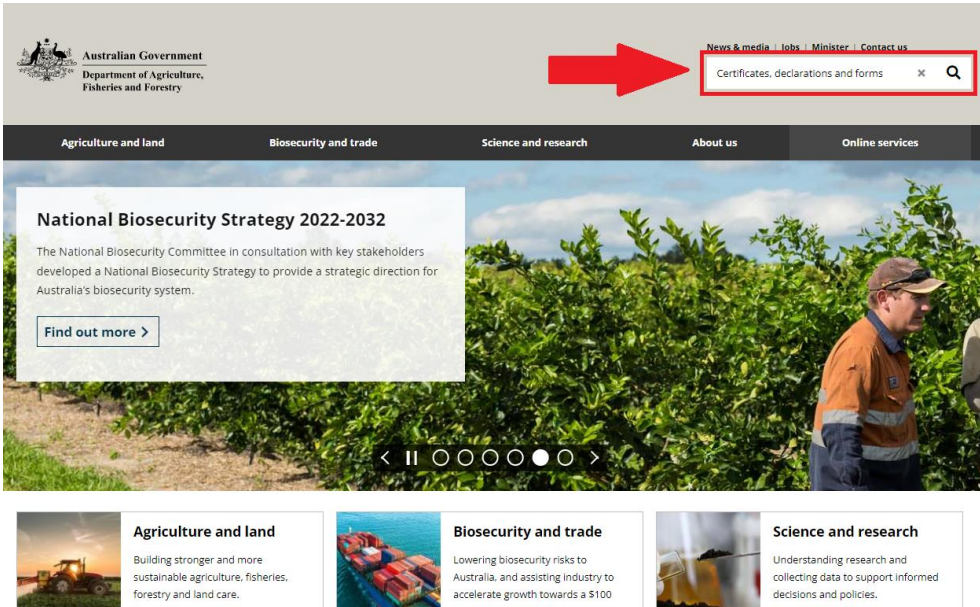
Essential systems

Access to the following systems and databases is required:

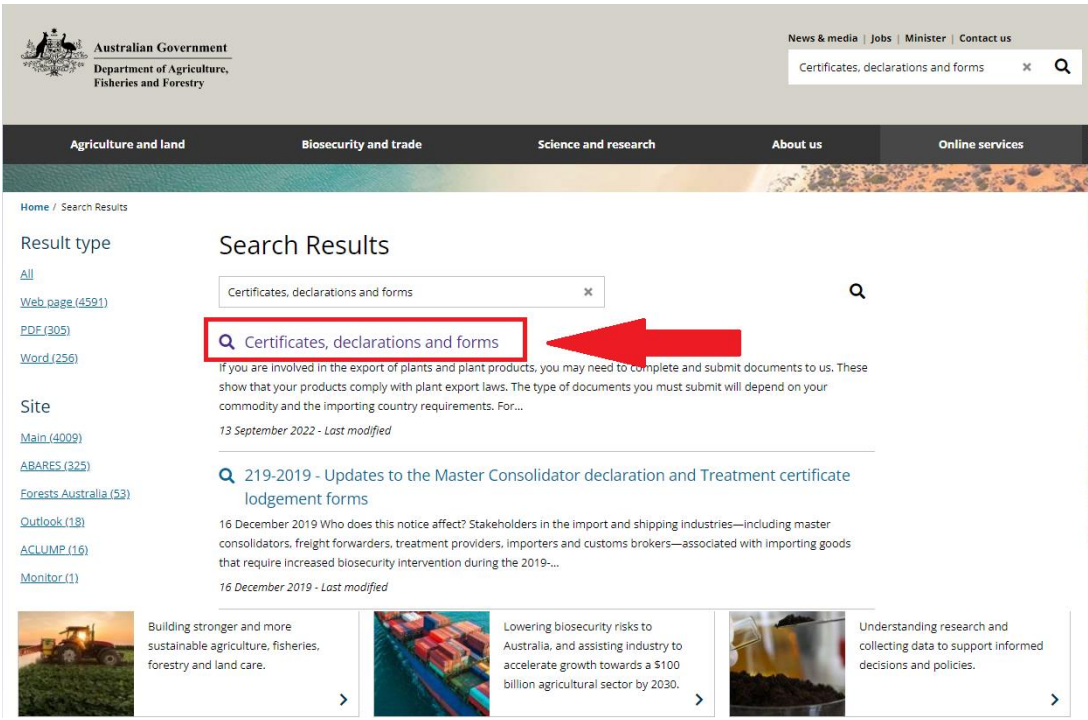
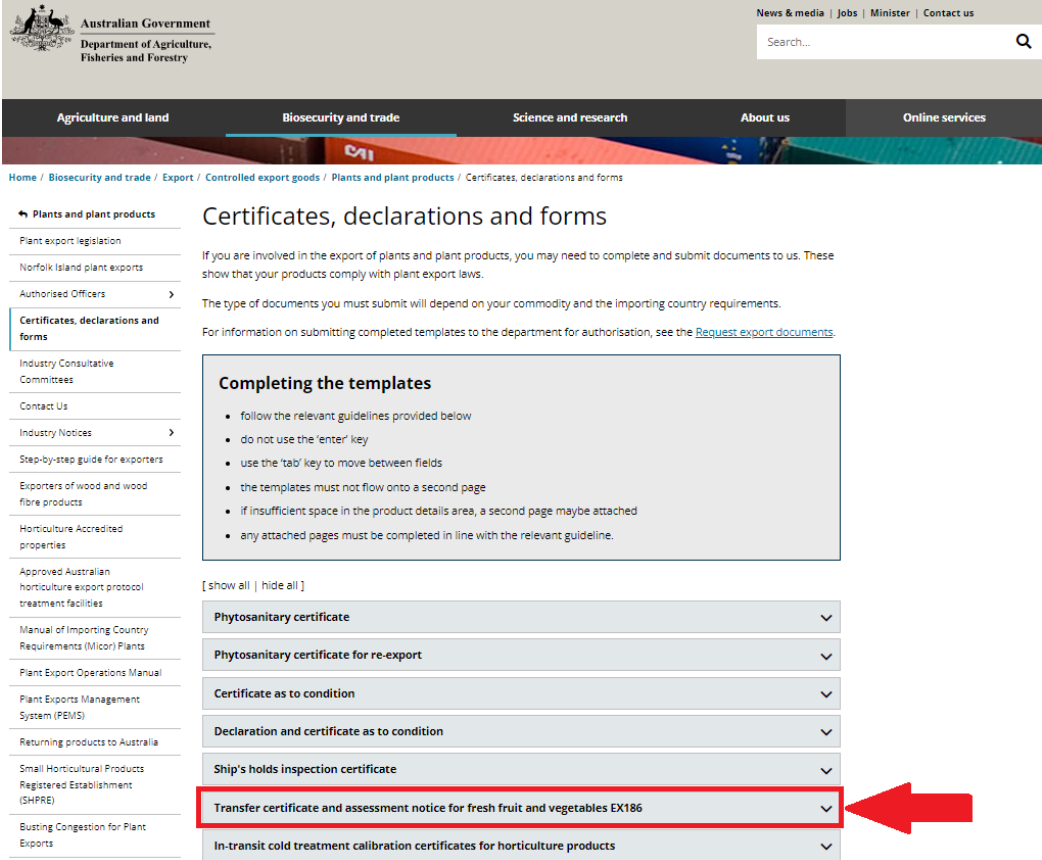
- Department of Agriculture, Fisheries and Forestry website
- Manual of Importing Country Requirements (Micor) Plants
- Plant Export Management System (PEMS) (DAFF only)
- Export Register (ER) (DAFF only)

Section 1: Preparing a transfer certificate (EX186)

The following table outlines the process for an exporter/agent when preparing a transfer certificate (EX186).

Step	Action
1.	Open the internet browser on your computer or device.
2.	Navigate to the department's website.  <p>The screenshot shows a Google search interface. The search bar contains 'www.agriculture.gov.au'. Below the search bar, a dropdown menu displays several search results, including 'Plant Export Operations Manual - DAFF', 'Authorised Officers - DAFF', 'Small horticultural products registered establishment...', 'Export - DAFF', and 'Compliance Policy - DAFF'. The browser's address bar shows 'www.agriculture.gov.au' and the page title is 'Australia'.</p>
3.	Enter the term 'Certificates, declarations and forms' into the search function on the department's website.  <p>The screenshot shows the Australian Government website. The search bar is highlighted with a red box and a red arrow pointing to it. The search bar contains the text 'Certificates, declarations and forms'. The website header includes the Australian Government logo and the Department of Agriculture, Fisheries and Forestry. The main content area features a banner for the 'National Biosecurity Strategy 2022-2032' and three columns of content: 'Agriculture and land', 'Biosecurity and trade', and 'Science and research'.</p>

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Step	Action
4.	<p>Select <i>'Certificates, declarations and forms'</i> from the search results listed.</p>  <p>The screenshot shows the Australian Government Department of Agriculture, Fisheries and Forestry website. A search bar at the top right contains the text 'Certificates, declarations and forms'. Below the search bar, the search results are displayed. The first result is 'Certificates, declarations and forms', which is highlighted with a red box. A red arrow points to this result. The result text reads: 'If you are involved in the export of plants and plant products, you may need to complete and submit documents to us. These show that your products comply with plant export laws. The type of documents you must submit will depend on your commodity and the importing country requirements. For... 13 September 2022 - Last modified'. Below this, there are several other search results, including '219-2019 - Updates to the Master Consolidator declaration and Treatment certificate lodgement forms'.</p>
5.	<p>Select the <i>'Transfer certificate and assessment notice for fresh fruit and vegetables EX186'</i> accordion to expand.</p>  <p>The screenshot shows the Australian Government Department of Agriculture, Fisheries and Forestry website. The page title is 'Certificates, declarations and forms'. On the left side, there is a navigation menu with the following items: 'Plants and plant products', 'Plant export legislation', 'Norfolk Island plant exports', 'Authorised Officers', 'Certificates, declarations and forms', 'Industry Consultative Committees', 'Contact Us', 'Industry Notices', 'Step-by-step guide for exporters', 'Exporters of wood and wood fibre products', 'Horticulture Accredited properties', 'Approved Australian horticulture export protocol treatment facilities', 'Manual of Importing Country Requirements (Mico) Plants', 'Plant Export Operations Manual', 'Plant Exports Management System (PEMS)', 'Returning products to Australia', 'Small Horticultural Products Registered Establishment (SHPRE)', and 'Busting Congestion for Plant Exports'. The 'Certificates, declarations and forms' item is selected. The main content area shows a list of documents. The document 'Transfer certificate and assessment notice for fresh fruit and vegetables EX186' is highlighted with a red box. A red arrow points to this document. The document is currently collapsed.</p>

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Step	Action						
6.	<p>Select the 'Transfer Certificate and Assessment Notice for Fresh Fruit and Vegetables EX186' to download.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Transfer certificate and assessment notice for fresh fruit and vegetables EX186 ^</p> <p>A Transfer Certificate and Assessment Notice for Fresh Fruit and Vegetables is used when horticulture produce, that has a phytosanitary status, is transported between establishments in different locations.</p> <p>The use of the transfer certificate is to ensure that the phytosanitary status of the product is maintained during transit.</p> <p>This certificate is prepared by the exporter, then verified and issued by us.</p> <div style="border: 2px solid red; padding: 5px;"> <p>Download</p> <table border="1"> <thead> <tr> <th>Document</th> <th>File size</th> </tr> </thead> <tbody> <tr> <td>Transfer Certificate and Assessment Notice for Fresh Fruit and Vegetables EX186 PDF </td> <td>86 KB</td> </tr> <tr> <td>Transfer Certificate and Assessment Notice for Fresh Fruit and Vegetables EX186 DOCX </td> <td>58 KB</td> </tr> </tbody> </table> <p>If you have difficulty accessing these files, visit web accessibility for assistance.</p> </div> <p>Note: The PDF is a print only version.</p> </div>	Document	File size	Transfer Certificate and Assessment Notice for Fresh Fruit and Vegetables EX186 PDF	86 KB	Transfer Certificate and Assessment Notice for Fresh Fruit and Vegetables EX186 DOCX	58 KB
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Transfer Certificate and Assessment Notice for Fresh Fruit and Vegetables EX186 PDF	86 KB						
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7.	Continue to Section 2: Completing the Transfer Certificate for Fresh Fruit and Vegetables (EX186) .						

Section 2: Completing the Transfer Certificate for Fresh Fruit and Vegetables (EX186)

The following table outlines the field names and the content that must be entered into a transfer certificate (EX186).

Note: Where applicable the information on the Transfer Certificate for Fresh Fruit and Vegetables (EX186) will need to align with the information listed on the NOI/RFP.

Field name	Content	Responsibility
From (name and address)	<p>Full name and address of the exporter of the company from where the product has originated.</p> <ul style="list-style-type: none"> The address of the exporter is to be the physical address. The inclusion of both a physical and postal address is not permitted The inclusion of names of persons is only permitted if the consignment being exported is non-commercial (for example, orchids in flasks, research material). Non-commercial consignments will usually be small quantities. Telephone numbers, facsimile numbers and/or ABNs are not permitted as part of the owner details. 	Exporter/agent

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Field name	Content	Responsibility
Registered establishment or accredited property number	Enter the registered establishment or accredited property number that the product is originating from.	Exporter/agent
(Certificate) No.	The manual certificate number.	Documentation AO
To (name and address)	<p>Enter the full name and address of the company from where the product is being transferred to.</p> <p>The address of the owner is to be the physical address. The inclusion of both a physical and postal address is not permitted.</p> <p>The inclusion of names of persons is only permitted if the consignment being exported is non-commercial (for example, orchids in flasks, research material). Non-commercial consignments will usually be small quantities.</p> <p>Telephone numbers, facsimile numbers and/or ABNs are not permitted as part of the owner details</p>	Export/agent
Registered establishment number/accredited property	Enter the registered establishment or accredited property number that the product is being transferred to.	Exporter/agent
Ship/aircraft	<p>Enter the ship name and voyage number or aircraft and flight number (if known).</p> <p>If details are unknown - 'SEA', 'AIR', or 'MAIL' may be entered. The ship or aircraft is to be the international carrier.</p>	Exporter/agent
Country	Enter the country of final destination.	Exporter/agent
Growers name/number and lot number	<p>Enter the grower's name, grower number and/or lot number.</p> <p>This information refers to marks that identify a line of product from other lines in the shipment.</p> <p>These details must be verifiable by the AO at the time of issuing the certificate.</p>	Exporter/agent
Immediate container	<p>Enter the type of package the product has been packed into.</p> <p>It is important to use the term which is most appropriate to describe the packaging type for verification by the AO.</p>	Exporter/agent

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Field name	Content	Responsibility
Number packages each variety	Enter the number of packages for the particular line of product in the consignment.	Exporter/agent
Type/variety	Enter the type of produce and variety (if applicable) in the consignment.	Exporter/agent
Total	Enter the total number of packages in the consignment being certified. The package details are not to be included.	Exporter/agent
Restriction or comments	Any conditions that apply to the consignment are to be entered. Such information may include, but is not limited to: <ul style="list-style-type: none"> • Additional Declaration / Endorsement – may be the text or the additional declaration number as stated in Micor Plants • Treatment details • Inspection details • Product security details • Statement if inspection has not been conducted. 	Exporter/agent
Container numbers	If the container number is known at time of issuing the certificate, the details are entered on the certificate. If not known enter N/A.	Exporter/agent
Container seal number	If the container seal number is known at time of issuing the certificate, the details are entered on the certificate. If not known enter N/A.	Exporter/agent
Export permit number	If an export permit number has been issued, the details are entered on the certificate. If known RFP number can be listed here instead.	Exporter/agent or Documentation AO
Owner/agent declaration	The owner of the product, or their appointed agent, must complete the declaration prior to presenting the transfer certificate and the consignment to a department AO.	Exporter/agent

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Field name	Content	Responsibility
Delegate declaration	The delegate certifying the details on the transfer certificate must complete the declaration once the details have been verified. The delegate must also print their full name.	Documentation AO
Stamp	All certificates issued (including any copies) must bear the department's official stamp/seal. Without this stamp / seal, the certificate is not valid.	Documentation AO

Section 3: Submitting the Transfer Certificate for Fresh Fruit and Vegetables (EX186)

The following table outlines how to submit the Transfer Certificate for Fresh Fruit and Vegetables (EX186) for authorisation.

Step	Action
1.	Submit the following to the Assessment Services Group mailbox: <ul style="list-style-type: none"> request for an RFP authorisation completed transfer certificate (EX186) all other supporting documents

Section 4: Receiving the completed Transfer Certificate for Fresh Fruit and Vegetables (EX186)

Once the Transfer Certificate for Fresh Fruit and Vegetables (EX186) has been issued, the documentation AO is required to electronically send the certificate to the exporter or their agent.

Record keeping

Exporters and/or their agents and documentation AOs must keep official files in accordance with the department's record keeping policy and the relevant regions procedures.

Related material

The following related material is available on department's website:

- [Micor Plants](#)
- [Transfer Certificate for Fresh Fruit and Vegetables \(EX186\)](#)

The following related material is available on the [Instructional Material Library](#):

- Guideline: *Issuance of certification for plant exports*
- Guideline: *Issuing certification for plant exports*
- Reference: *Transfer certificate template EX186*

Contact information

- Horticulture Export Program: horticultureexports@agriculture.gov.au
- Assessment Services Group: assessmentservicesgroupexports-plantnational@agriculture.gov.au

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	Instructional material owner
IMLS-9-8694	Director, Business Systems Program, Plant Export Operations Branch

Version history

The following table details the published date and amendment details for this document.

Version	Date	Amendment details
1	7/12/2022	First publication of this work instruction.