



Seed for planting entry coversheet instructions and tips

Instructions for completing coversheet

Complete all fields of the coversheet that are known. If a field is unknown, leave that field blank.

NOTE: If multiple fields are unknown at the point in time that documents are lodged, the coversheet may be submitted at a later point in time when further documentation has been requested by the department.

Where can I find the information to complete the coversheet?

Coversheet field	Example of information on documentation
Botanical name (genus and species)	<ul style="list-style-type: none">Commercial invoice or Packing list – listed in description sectionPhytosanitary certificate – listed in ‘Botanical name of plants’ section, under field for ‘Description of consignment’Listed at the top of purity analysis certificate (i.e. <i>ISTA Orange International Seed Lot Certificate</i>, <i>NAL quality certificate</i> and <i>Seed analysis certificate</i>)
Lot (or batch) number/s	<ul style="list-style-type: none">Phytosanitary certificate – listed in ‘Description of consignment’ section, under fields for ‘Distinguishing marks’ or ‘name of product and quantity declared’Listed at the top of purity analysis certificates (i.e. <i>ISTA Orange International Seed Lot Certificate</i>, <i>NAL quality certificate</i> and <i>Seed analysis certificate</i>)May be listed on the invoice or packing list
Line number/s	<ul style="list-style-type: none">Line numbers are determined by how the importer/broker inputs information when the Full Import Declaration (FID) is lodged through the Integrated Cargo System (ICS). Line numbers and descriptions can be accessed through COLS and/or customs brokers third-party software
Net weight of seed lot (in kilograms)	<ul style="list-style-type: none">Commercial invoice or Packing list – listed under sections for Quantity or WeightPhytosanitary certificates – listed in ‘Description of consignment’ section, under field for ‘Name of product and quantity declared’
Genetically modified	<ul style="list-style-type: none">Genetically modified seed for planting consignments must be accompanied by an import permit issued by the Department of Agriculture, Fisheries and ForestryLiaise with the importer/supplier to confirm if the seeds are genetically modified and obtain the import permit
Pelleted	<ul style="list-style-type: none">Commercial invoice or packing list – may reference pelleted in the description or unit fieldsPurity analysis certificate reports – may reference pelleted (or encrusted) seed in the seed description at the top of the reportLiaise with importer/supplier to confirm if the seeds have been pelleted
Chemicals used in seed treatment	<ul style="list-style-type: none">Phytosanitary certificate – Listed in either:<ul style="list-style-type: none">The ‘Disinfestation and/or disinfection treatment’ section, under fields for ‘Chemical (active ingredient)’ or ‘Treatment’The ‘Additional declaration’ section. This will be a statement confirming the chemical and dosage applied to a seed lot.Commercial Invoice or Packing list - May be listed in description section
Import permit number	<ul style="list-style-type: none">Listed at the top of the import permit that has been issued by the department to the importerMay be listed on the phytosanitary certificate



Tips for lodgement through Integrated Cargo System (ICS)

1. Lodge each seed lot on an individual line. Avoid lodging multiple lines for the same lot
2. Where appropriate, use the following format for goods description:
[insert botanical name of seed] seed – Lot [insert lot number] – [insert net weight of lot] kg
3. On the Invoice, indicate which line/s of the invoice correspond with the line/s of the AIMS entry
4. For seed lots requiring mandatory **purity testing on arrival**, ensure to include the proposed location of testing when lodging through the Cargo Online Lodgement System (COLS)
5. For seed lots requiring **pathogen testing on arrival**, ensure that a signed [Seed Health Testing Request Form](#) is provided to the department either with initial document submission or at the point of inspection
6. Check the relevant BICON Case pathway or permit to ensure all documentations required by the department have been submitted (for e.g. import permit, supplier's declaration, phytosanitary certificate).