



# Requirements for transferring prescribed fish, milk or eggs or their products between export registered establishments

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## What is a transfer declaration?

A transfer declaration is a documented statement made by the dispatching establishment detailing the goods being dispatched and attesting to the export eligibility of the goods being moved. The declaration on the transfer document must state that the product specified has been handled in accordance with the requirements of the *Export Control Act 2020* and, if the goods have been prepared to meet specific importing country requirements, includes details of the specific country or countries.

The declaration includes a declaration that all the information provided in the transfer declaration is true and correct for the establishment dispatching the goods, which may be the manufacturer or a storage establishment that has only stored the goods.

## When is a transfer document required?

- A transfer document is required for every movement of every Australian made prescribed goods intended as eligible for export when moved between export registered establishments.
- Transfer documents can only be issued where the dispatch and receiving locations are registered export establishments and where it has been identified that the goods are eligible for export.
- Transfer documents are also required when receiving or dispatching Australian produced products that are prescribed that are going to be used to prepare prescribed goods for export.

## What information do I need to include in my approved arrangement?

Documented procedures need to be included in the establishment's approved arrangement (AA), that as a minimum:

- identify when a transfer document is required to be issued for outward goods and when a transfer document is required to be received for incoming goods.
- identify checks made to confirm that the export registered dispatching/receiving establishment is registered for the commodity you are transferring.
- identify the persons or positions in the AA that is nominated to sign the transfer declaration (electronic signatures are acceptable).
- evidence that nominated staff have received appropriate training and/or information about their responsibilities associated with signing these documents.
- identifies the triggers for corrective action when requirements have not been met, for example, if product is received at the establishment without a transfer document.



- records the minimum details to be included in the declaration (refer to **attachment 1**).

## Do I need to identify the EU eligibility of the goods on the transfer document?

Yes, Only EU listed establishments can prepare goods for export to the EU. If your establishment is EU listed, and the goods have been prepared so they are eligible for export to the EU you need to identify the goods as EU eligible on your transfer document. This is particularly important when you sell and transfer your product to another registered establishment who may export the product or use for further processing and then export to the EU.

## Do I need a transfer document when I am sending goods between my own establishments?

No, however you do need to ensure that the AA at both locations document the controls necessary to ensure that the goods can be identified, traced and if necessary recalled.

## Do I need a transfer document when goods go directly to the wharf or the airport?

No, if your goods are going directly to the wharf or airport and not via a store prior to loading then you don't need to issue a transfer document.

## Do I need a transfer document if I receive imported goods, or raw materials from their source?

No, imported products fall outside the requirements for transfer documents. Similarly, where the legislation allows sourcing for export from farms, catchers or harvesters that are not required to be registered, transfer documents are not required, However the suppliers must still be part of the manufacturer's approved supplier program and records made of all receivals to ensure traceability.

## What will happen if I do not demonstrate ongoing compliance?

If it is found (for example, at an audit) that you are not complying with requirements for transfer or meeting any additional importing country requirements, or there are no records available to verify the export eligibility of the goods you handle or prepare, then your EU listing (or other applicable country listing) will be suspended or cancelled. You may also be subject to increased audits to ensure you address the non-compliance.

## Further information

Can be found on the department's website:

Dairy - <https://www.agriculture.gov.au/biosecurity-trade/export/controlled-goods/dairy>

Eggs - <https://www.agriculture.gov.au/biosecurity-trade/export/controlled-goods/eggs>

Fish - <https://www.agriculture.gov.au/biosecurity-trade/export/controlled-goods/fish>

Contact the Dairy, eggs and fish export program via email: [dairyeggsfish@aff.gov.au](mailto:dairyeggsfish@aff.gov.au)



**Attachment 1:** An example of a declaration showing the minimum details required.

Note: This is an example only. Ensure you delete text in red before using as a template for your own declaration.

<b>Product Description</b>		<b>Establishment of origin (manufacturer)</b>	<b>Batch / Product code</b>	<b>Manufacture date</b>	<b>Number &amp; kind of packages</b>	<b>Quantity</b>	<b>Net weight</b>
Receiving establishment name .....		If this product has been prepared to meet specific importing country requirements –list the countries .....					
Receiving establishment address .....		<b>EU eligible (if applicable)</b> Yes <input type="checkbox"/> No <input type="checkbox"/>					
Receiving establishment registration number .....							
Temperature requirements of product while in transit: <input type="checkbox"/> Must be kept frozen (keep at -18°C or less) <input type="checkbox"/> Must be kept chilled (keep at 5 °C or less) <input type="checkbox"/> Un-refrigerated							
Date of dispatch		Estimated date of arrival		Transport company			
<b>Declaration by despatching establishment</b> At the date that I, the undersigned make this declaration, the processed dairy product described above was manufactured in accordance with: 1. the prescribed export conditions, and any other export conditions that apply in relation to the <i>&lt;delete ones that are not required: milk and milk products/fish and fish products/egg and egg products&gt;</i> under the Export Control Act 2020; and 2. the importing country requirements as detailed above. If no specific country has been nominated above, then the product identified in this declaration has been manufactured to the general export standard and not in accordance with any specific importing country requirement. Further information regarding importing country eligibility should be confirmed by contacting <i>&lt;name of company&gt; i.e. your company</i> I further declare the information contained in this declaration is true and complete. <i>Note: If you are EU listed as a manufacturer then you must indicate if the product is EU eligible or not</i>							
Signed: .....				Printed Name: .....			
Dated: ...../...../.....				Position: .....			
<b>Note:</b> The declaration can only be signed by a person listed in the company's approved arrangement as a person eligible to make such a declaration							