



AEPI Application form for EXDOC and NEXDOC system users

Section A: General information

Purpose of this form	For Export Documentation (EXDOC) and Next Export Documentation (NEXDOC) system users to demonstrate their understanding of export eligibility requirements and declare their eligibility to become an Automated Export Permit Issuer (AEPI).
Before applying	<ul style="list-style-type: none">• Ensure you have access to an EXDOC EDI user number (for eggs and or fish) or NEXDOC client group (for dairy)• See additional information about Approving Export Permits• See Charging Guidelines for application processing fees (the quarter hour audit fee will apply which may vary depending on the relevant commodity and time taken to review the document).
How to complete this form	<ul style="list-style-type: none">• Section B - Complete all applicant details• Section C - Attach a customised checklist for your business• Section D - Confirm applicant eligibility and make the declaration
Where to submit this form	Send the completed form to: Dairy, Eggs and Fish Exports Program Email: dairyeggfish@agriculture.gov.au

Section B: Applicant details

1 Person applying

Title

Given name(s)

Family name

Position

Contact number

Email (must not be a generic email address and must be specific to the individual on the application)

2 Company name (legal entity name)

3 Indicate which commodity(ies) you are applying to issue export permits for

- ☐ Eggs - Provide manufacturing establishment number(s) _____
- ☐ Fish - Provide manufacturing establishment number(s) _____
- ☐ Dairy - Note: you must be registered as a "client" in NEXDOC by your client group.

For further information regarding your NEXDOC setup see [NEXDOC help](#) or contact NEXDOC@agriculture.gov.au

Section C: Export eligibility checklist

When requesting export permits, you must retain records which demonstrate how you are satisfied the information you have entered into the department's export documentation database(s) is true and correct and has been entered accurately.

If your company does not have a checklist or similar document, the following is an example of the minimum documentation requirements that should be checked for each export permit. Please note, some questions cannot have an answer of N/A (which have been greyed out below).

Documented evidence to support the information entered in the department's export documentation database(s) may be requested by the department to verify the effectiveness of your systems.

Export requirements (including but not limited to):	Yes	No	N/A
1. Complete details of the consignment for export including information such as destination, date of departure, weight, etc. (for example from documentation such as the bill of lading).			
2. Declarations of compliance have been received for all products being exported (or a declaration from the exporter stating they are in possession of the declarations of compliance).			
3. The products have remained within the approved export chain (for example, per transfer certificate(s)).			
4. The export permit will be issued before the products are exported from Australia.			
5. Product descriptions, batch details, container and seal number (if applicable) in the export permit match the relevant documentation such as declarations of compliance, transfer documents etc.			
6. Relevant product test results (including any required from the National Association of Testing Authorities (NATA)) have been reviewed and confirmed as meeting export, importing country and company release criteria.			
7. Where applicable, all arrangements for maintaining and monitoring cold chain requirements (including up to final destination) have been put in place.			

Declaration
<p>I have verified that all relevant supporting documents for the consignment covered by export permit number _____ are true and correct.</p> <p>Full name of AEPI _____</p> <p>Signature _____</p> <p>Date (dd/mm/yyyy) _____</p>

Section D: Applicant eligibility and declaration

To be completed by the person listed in section B of this form.

Applicant eligibility checklist

Please confirm that:

- ☐ Your company has systems and documented processes in place which enable you to ensure products meet export requirements.
- ☐ You can provide information from your company's system that, at a minimum, ensures you document the information detailed in the example checklist provided at Section C.
- ☐ You understand an export permit must be completed before products leave Australia.
- ☐ You will ensure the information provided in EXDOC (for eggs and seafood) and NEXDOC (for dairy) for the purpose of issuing export permits is true and correct.
- ☐ You will be the sole user of your AQA user ID (for eggs and seafood) or token number (for dairy).
- ☐ You, or the exporter, will have the necessary compliance declarations issued by the manufacturers of the products before requesting export permits.

Declaration

I confirm I have read and understood the export procedures in my company's documented system that relate to the export requirements listed in section D.

I have read and understood the [Privacy notice](#) (below) and [Privacy Policy](#).

I declare the information I have provided is true and correct. I understand it is a criminal offence under the *Criminal Code Act 1995* to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months imprisonment.

Signature

Date (dd/mm/yyyy)

Full name

Section E: Privacy notice

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

The Department of Agriculture, Fisheries and Forestry collects your personal information (as defined by the *Privacy Act 1988*) in relation to this form for the purposes of assessing this form and your application to become an approved export permit issuer and related purposes. If you fail to provide some or all of the personal information requested in this form, the department will be unable to process your application.

The department may disclose your personal information to other Australian Government agencies, persons or organisations where necessary for the purposes described provided the disclosure is consistent with relevant laws, in particular the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

See the department's [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 6272 3933.

OFFICE USE ONLY**Program Review**

Has the declaration been signed?

☐ No

☐ Yes

Is the submitted export eligibility checklist satisfactory?

☐ No

☐ Yes

Comments:

I have ticked the dairy AEPI authorised box in NEXDOC.

Name of officer

Signature

Date (dd/mm/yyyy)

Application finalised by Certification Management Group

I have entered the applicant's details into the export documentation database and issued them with an AQA ID (for fish or eggs).

Name of officer

Date (dd/mm/yyyy)