Australian Government

Department of Agriculture

EXDOC

EXPORT DOCUMENTATION SYSTEM

*Complete this form if you wish to be registered on the EXDOC System as an **Exporter**. See overleaf for further instructions.*

Exporter Name: ....

ABN: |____|____| |____|____|____| |____|____|____| |____|____|____|

Registered Business Address: (This <u>must</u> be a street address <u>NOT</u> a PO Box)

....

....

....

....

Postal Address: ....

....

....

....

Telephone: ( ) _____ **Fax:** ( ) _____

Email Address: ....

Contact Name: .... **Position:** ....

Export Licence Number (Meat only): ....

Product Type:

Dairy ☐	Grain ☐	Meat ☐	Wool ☐
Fish ☐	Horticulture ☐	Inedible Meat ☐	Skins & Hides ☐
Egg ☐			

Do you wish to be registered with the Single Electronic Window (SEW) allowing EXDOC to obtain EDN's from Customs on your behalf?

YES ☐   NO ☐

Signature	**Printed Name**	**Position**	**Date**

OFFICE USE ONLY:

EXDOC Exporter Number: _____

Authority Number: _____ **Meat Export Licence Number:** _____

Action Officer: _____ **Signature:** _____ **Date:** _____

Privacy Information	*Personal information* means any information or opinion about an identified, or reasonably identifiable, individual.
	The collection of personal information by the Department of Agriculture (the department) in relation to this exporter registration form is authorised under the *Privacy Act 1988* for the purposes of registering you as an exporter in the EXDOC system and related purposes. If the relevant personal information requested in this exporter registration form is not provided by you, the department will be unable to register you as an exporter in the EXDOC system.
Do I need to register as an Exporter?	You need to register as an Exporter if you want your company name to appear on EXDOC generated health certificates and related documents.
Exporter Name:	Enter the Company name or registered business name you operate under. If you export beef, sheep or goat meat, the trading name MUST match your meat export licence name. This name will appear on your EXDOC generated health certificates and related documents.
Registered Office Address:	Enter the address under which the Exporter name is registered. This address will appear on your EXDOC generated health certificates and related documents. This must be a street address, not a PO Box address.
Postal Address:	Department of Agriculture will post EXDOC invoices and information newsletters to this address.
E-mail Address:	Department of Agriculture will send you country requirements and other helpful information to this address.
Contact Name:	Enter the name of the person who is responsible for EXDOC in your company.
Meat Export Licence Number:	If you are exporting products derived from sheep, cattle or goat meat (Ovine, Bovine or Caprine), you will require a meat license number to register with EXDOC. Please contact exportmeatlicensing@agriculture.gov.au to arrange a license number if you do not already have one.
Product Type:	If you export multi-commodity product you must number the product type boxes in order of the product type that is exported in the largest total amount. Eg, if you export meat and dairy and the tonnage for meat exceeds dairy, meat will be numbered 1 and dairy will be numbered 2.
Do you wish to be registered with the Single Electronic Window (SEW) allowing EXDOC to obtain EDN's from Customs on your behalf?	If you are an exporter, Customs clearance (an EDN) is required from the ACS ICS (Integrated Cargo System) before product may be exported. If you register for SEW the EXDOC System will send the message to Customs to obtain the EDN on your behalf.
What do I do when I have filled out the EXDOC Registration Form?	Fax a copy of the completed document to (02) 6272 5773 or scan and email it to exdoc.helpdesk@agriculture.gov.au. Once registered as an Exporter on the EXDOC System you will be notified by Electronic Documentation (EDS) Staff. If you require further information please phone (02) 6272 4700.