



Application for a government export certificate for non-prescribed goods

Form approved under Order 8.05 of the Export Control (Prescribed Goods—General) Order 2005

Section A: General information

Purpose of this form	For exporters of goods that require a government certificate under Order 8.05 of the Export Control (Prescribed Goods—General) Order 2005. Approval will be for a single consignment only.
Before applying	See Exporting non-prescribed goods .
To complete this form	You will need the latest version of Adobe Acrobat Reader to save changes to your document.
Your application must include	<p>a completed application form</p> <p>evidence of the importing country requirement to provide government issued export certification (for example, a copy of the import permit, written advice from the importing country authorities or a requirement found on MICoR)</p> <p>supporting documentation to substantiate the description of the goods provided (for example, ingredients list and origin of imported materials)</p> <p>where required, evidence of importing country requirement for additional declarations (for example, a copy of the import permit or written advice from the importing country authorities) and appropriate evidence/manufacturing records to support these declarations (for example, laboratory testing, treatment records and manufacturer’s declarations).</p>

Post or email your application

New South Wales

Export Documentation
 Department of Agriculture and Water Resources
 PO Box 657
 Mascot NSW 1460
 Email sydneydocreg@agriculture.gov.au
 Phone 1800 900 090

Victoria and Tasmania

Export Documentation
 Department of Agriculture and Water Resources
 PO Box 1006
 Tullamarine VIC 3043
 Email ser.npg@agriculture.gov.au
 Phone 1800 900 090

Northern Territory and Queensland

Export Documentation
 Department of Agriculture and Water Resources
 PO Box 222
 Hamilton QLD 4007
 Email exdocqld@agriculture.gov.au
 Phone 1800 900 090

Western Australia

Export Documentation
 Department of Agriculture and Water Resources
 PO Box 606
 Welshpool WA 6986
 Email WAExdoc@agriculture.gov.au
 Phone 1800 900 090

South Australia

Export Documentation
 Department of Agriculture and Water Resources
 PO Box 63
 Export Park SA 5950
 Email SAExdoc@agriculture.gov.au
 Phone 1800 900 090

Section B: Applicant

1 Exporter or agent address

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

2 Contact person

Given name

Family name

Work phone (include area code)

Mobile phone

Fax (include area code)

Email

Section C: Description of goods

3 Describe the goods to be exported

4 Manufacturing establishment

Establishment name

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

5 Country the goods will be exported to (only one country per application will be accepted)

6 Provide evidence of importing country requirements

For example, a copy of the import permit, written advice from the importing country authorities or a requirement on MICO.

No

Yes

7 Are any additional declarations required by the importing country authorities?

No

Yes

If 'yes', provide evidence of the importing country requirement for additional declarations (for example, a copy of the import permit or written advice from the importing country authorities) and appropriate evidence/manufacturing records to support these declarations (for example, laboratory testing, treatment records, manufacturers' declarations).

Section D: Applicant declaration

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

I declare that the information provided is true and correct. I understand that this information is being provided to a Commonwealth entity and that giving false or misleading information is a serious offence. Under Order 8.05 of the Export Control (Prescribed Goods—General) Order 2005, I apply to the Secretary of the Department of Agriculture and Water Resources for a government certificate for the goods listed in Section C of this form.

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

Section E: Invoice details

Provide details of whom the invoice should be made payable to.

Name of agent/exporter

Street address (PO Box will not be accepted)

Suburb/town/city

State/territory

Postcode

Account number with the Department of Agriculture and Water Resources

Australian Business Number (ABN)

Australian Company Number (ACN)

Section E: Privacy notice

‘Personal information’ means any information or opinion about an identified, or reasonably identifiable, individual.

‘Sensitive information’ is a subset of personal information and means any information or opinion about an individual’s racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

The Department of Agriculture and Water Resources collects your personal information, as defined in the *Privacy Act 1988* (Cwlth), to list your establishment on the department’s Establishment Register. The Department of Agriculture and Water Resources is authorised under the Export Control (Prescribed Goods—General) Orders 2005, Order 8.05, to collect and store personal information in relation to the export of non-prescribed goods and related purposes. If you fail to provide some or all of your personal information, the Department of Agriculture and Water Resources may not be able to process your application.

The Department of Agriculture and Water Resources may disclose your personal information to relevant authorities in an importing country and other Australian agencies, persons or organisations where necessary for these purposes, provided the disclosure is consistent with the *Privacy Act 1988* and other relevant laws. Your personal information may also be disclosed to relevant employees within your organisation for the purpose of approving your licence, registration or accreditation and to maintain the currency of your personal information for the purpose of the licence, registration or accreditation. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

By completing and submitting this form you consent to the collection, use and disclosure of all personal information, including sensitive information, in this form to the relevant authorities in the importing country.

The department has not taken steps to ensure that the relevant authorities in the importing country do not breach the Australian Privacy Principles. This means that:

- relevant authorities in the importing country will not be accountable under the Privacy Act
- you will not be able to seek redress under the Privacy Act
- you may not be able to seek redress in the overseas jurisdiction.

Relevant authorities in the importing country may not be subject to any privacy obligations or to any principles similar to 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 2 6272 3933.

Select submit button for correct state or territory

For New South Wales

For Northern Territory and Queensland

For South Australia

For Victoria and Tasmania

For Western Australia

OFFICE USE ONLY

Additional comments

Department officer

Approval date (dd/mm/yyyy)