

EXDOC

EXPORT DOCUMENTATION SYSTEM

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

Exporter Name: _____

ABN: _____

Registered Business Address: (This must be a street address NOT 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: _____

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:	Please note: Only Australian companies and registered businesses are eligible to register as an EXDOC Exporter. 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.
Contact Details:	You will need to provide Australian contact details for your registered business.
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:	DAFF will post EXDOC invoices and information newsletters to this address.
E-mail Address:	DAFF 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@daff.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@daff.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.