

What is EXDOC?

EXDOC is a software application developed by the Department of Agriculture and Water Resources for the purpose of managing export documentation for primary produce.

EXDOC replaced manually generated permits and certificates.

What is Export Documentation?

Export documentation includes

- export permits as required by the *Export Control Act (1982)*
- export certificates as required by importing country authorities.

What information does EXDOC require?

To obtain an export permit you will need to provide the information as required by the *Export Control Act (1982)* as well as any information that is required to satisfy importing country requirements. Information required may include but is not limited to details of the consignment, product, transport and product preparation.

What commodities does EXDOC cover?

- Edible Meat
- Dairy
- Seafood
- Grains
- Eggs
- Horticulture
- Skins & Hides
- Wool
- Inedible Meat Products

Benefits

The system has improved

- the turn-a-round times for export documentation
- the quality and integrity of data
- product traceability
- reporting capability

A number of efficiencies were introduced

- automated validations
- work flow processes
- ability to print certificates on site for some commodities
- Single Electronic Window (SEW) with Australian Customs and Border Protection to apply for customs clearance.

How do I get access to EXDOC?

There are two types of users of EXDOC. The exporter is the party legally liable for the goods and is nominated on the export documentation. An EDI User is the party raising the documentation.

Exporter - Must be registered on the EXDOC system as an exporter.

EDI User - Must be registered as an EDI User and have an installed third party software package to interface with the EXDOC system.

Third Party Software Package

There are a number of software packages that have been registered by the department to interface with the EXDOC system.

A third party software package may be purchased from one of the registered vendors. Each package is different with some providing whole of documentation solutions and some limited to the EXDOC interface.

Things to check include the level of client support provided, maintenance agreements, cost and that it is fit for your purposes.

List of [registered software](#).

Help or Support

The department provides a support desk for EXDOC Industry Users to assist clients understand error messages and EXDOC business rules. The EXDOC Support Desk operates from 8.00am to 5.30pm EST, with out of hours support for urgent airfreight shipments.

Contact Numbers 02 6272 4800 or 02 6272 4700.

Next Export Documentation System (NEXDOC)

Our Next Export Documentation System (NEXDOC) is a web-based system.

It allows clients to request export documentation for primary produce via the web or a software program.

NEXDOC will eventually replace EXDOC. It brings with it some [changes and benefits](#).

Documents you can request

Export documentation supported within NEXDOC includes:

- export permits as required by the Export Control Act
- export certificates as required by importing country authorities
- imported product
- re-export certification
- on-forwarding letters
- letters of facilitation
- extra certificates that support the export (such as transit certificates)

FREE TRADE AGREEMENTS (FTA's)

- FTA - an agreement between two or more countries, aiming to liberalise trade of goods & services and access to investment between those countries.

- By increasing trade and investment, it is intended that the economies will grow to the benefit of the countries involved.
- FTAs remove or reduce tariffs and quotas and can lead to increased trade.
- Each FTA is negotiated separately, and each are slightly different, so care needs to be taken when identifying opportunities.

Documentary Process for Letter of Credit

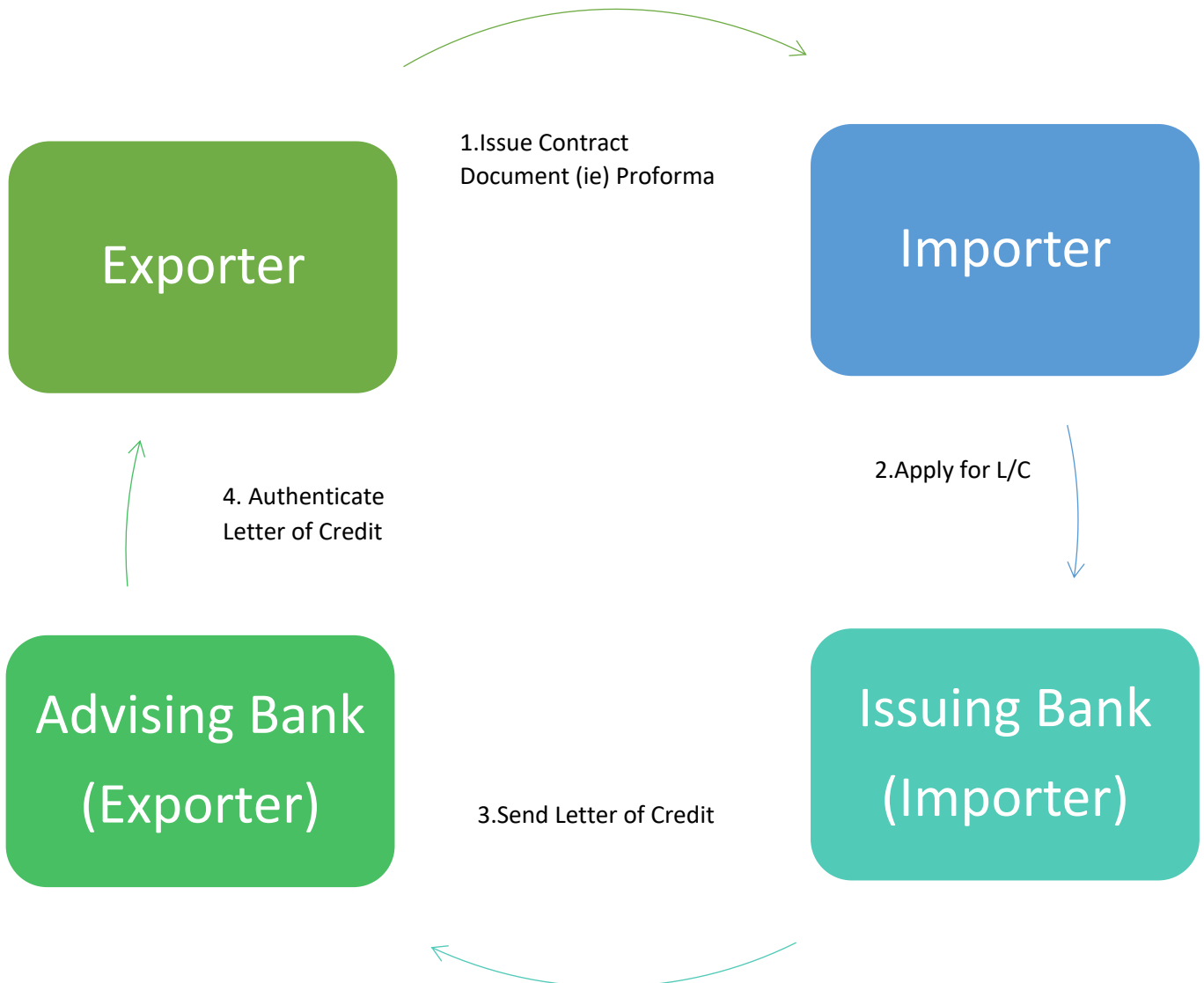
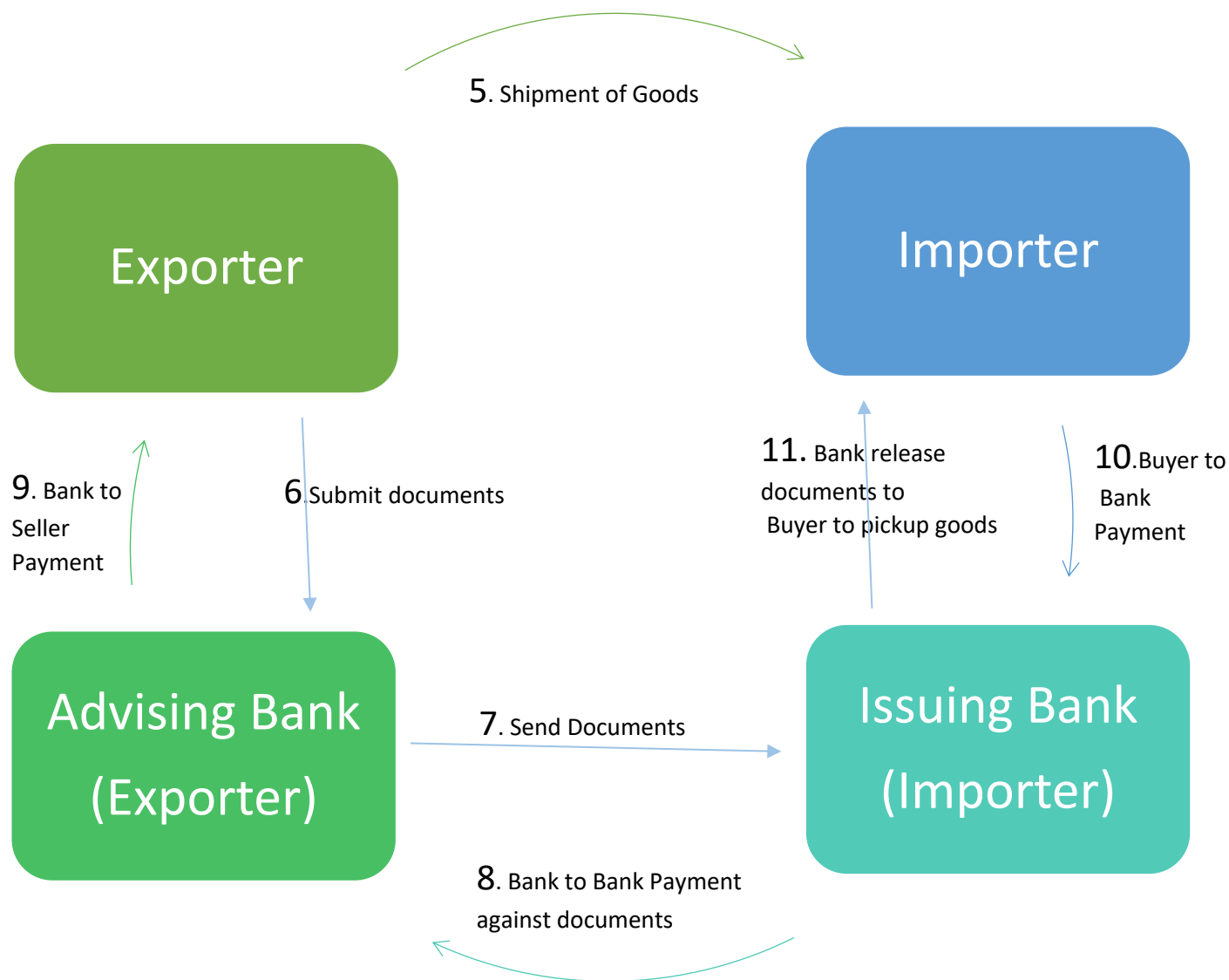


Figure 1

Execution Process for Letter of Credit



COMMON EXPORT DOCUMENTS

- Pro Forma Invoice
- Commercial Invoice
- Export Packing List

TRANSPORTATION DOCUMENTS

- Airway Bill
- Bill of Lading

EXPORT COMPLIANCE DOCUMENTS

- *Export Licenses*

CERTIFICATES OF ORIGIN

- Certificate of Origin

OTHER CERTIFICATES FOR SHIPMENTS OF SPECIFIC GOODS

- Certificate of Analysis:
- Certificate of Free Sale
- Dangerous Goods Certificate
- Fumigation Certificate
- Halal Certificate
- Health Certificate

- Ingredients Certificate
- Inspection Certificate
- Pre-Shipment Inspections
 - Inspections companies include Bureau Veritas, SGS and Intertek. Some countries require pre-shipment inspection certificates for shipments of used merchandise.
- Insurance Certificate
- Phytosanitary Certificate
- Radiation Certificate
- Other (Product-Specific) Certificates
- Weight Certificate
 - A certificate of weight is a document issued by certified weighbridge , certifying gross weight of the exported goods.
- **OTHER EXPORT-RELATED DOCUMENTS**
- Consular Invoice
- Dock Receipt and Warehouse Receipt
- Import License
- ISPM 15 (Wood Packaging) Marking
 - The International Standards for Phytosanitary Measures Guidelines for Regulating Wood Packaging Material in International Trade (ISPM15
- Shipper's Letter of Instruction
 - The shipper's letter of instruction is issued by the exporter to the forwarding agent and includes shipping instructions for air or ocean shipment.

The Export Control Act 1982 defines prescribed goods. Any goods not defined as prescribed under the Act are deemed to be non-prescribed goods.

Prescribed goods are further controlled by subordinate legislation, called Export Control Orders, which sit under the *Export Control Act 1982*. A separate Export Control Order exists for each type of prescribed good (for example, the Export Control (Meat and Meat Products) Orders 2005). These specific commodity orders set out the exact specifications to be used when determining if a particular product should be deemed as a prescribed good under each commodity type.

Under each of the commodity-specific orders, detailed clauses are used to assess whether products which are very similar to prescribed goods are deemed to be non-prescribed goods. These legal clauses are outlined in the Commodity-specific details section of this guideline.

Prescribed Goods in the legislation require certification to enable entry into the importing country.

Some prescribed goods intended for export must be prepared at registered premises. This means that your premises must be constructed, equipped and operating in an effective and hygienic manner, and be approved by the department under the [Export Control \(Prescribed Goods - General\) Order 2005](#).

To register your premise, complete the [Application for registration or notification to the secretary of change of details of an establishment \(EX26\)](#).

Post the completed form to [your regional office](#) for initial processing.

After initial documentation is approved, the application will be sent to our central office for further assessment and approval.

Once approved, we will post you a registration certificate and number that must be displayed at the location of the registered export premise.

Contact [Export establishment registration](#) for further information.

[Export Registration fact sheet](#)

Non-prescribed goods only require certification if it is a requirement of the importing country.

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[Export Registration fact sheet](#)

animal by-products

wool

feathers

goat hair

processed foods

all processed foods and grocery items that do not fall within the specifications of a prescribed good

ice cream

some imported foodstuffs

honey and apiary products

honey

honeycomb

royal jelly

water

cosmetics and cosmetic materials

processed animal manure

fertilisers (derived from plant or animal materials)

snake venom

technical products (such as for laboratory use)

Authorised Officers provide important assurance to our trading partners as to the effectiveness of Australia's agricultural export controls.

- Australia has three classes of Authorised Officers to perform specific functions and exercise powers under export legislation, including inspections, audits and issuing certificates.
- Non-government Authorised Officers can undertake certain activities in the export supply chain, subject to trading partner requirements.
- Improvements to export legislation will ensure greater transparency over the functions and conditions imposed on non-government officers.

three classes of Authorised Officer: departmental officials, state and territory officials and non-government Authorised Officers

MEAT LICENSE TO EXPORT

An export meat licence grants the holder permission to export specific types of meat overseas for a 12 month period. Exporters of edible meat, offal (including casings) and or meat products of cattle, sheep or goat are required to hold an export meat licence.

An export meat licence is only required for the meat of species of cattle, sheep or goat.

For information on exporting poultry or game meat you will need to contact by email [Audit Services](#).

The Australian Meat & Livestock Industry Act 1997 (AMLI Act) requires that a person or company or partnership exporting meat or meat products must be licenced to export meat.

An [application for an export meat licence](#).

When you have completed the application, send along with a copy of your AUS-MEAT accreditation and the payment form (if required) to [Export Meat Licensing](#) or mail to:

Export Meat Licensing
Food Exports Branch
Department of Agriculture
GPO Box 858, Canberra ACT 2601

Technical competency

A copy of your AUS-MEAT Certificate of Accreditation is acceptable proof.

Financial standing competency

Provide your Australian Business Number (ABN) and/or Australian Company Number (ACN) as requested on the application form

Integrity competency

The applicant and all nominated persons listed on the application will be assessed by the department under the provisions of the AMLI Act.

Technical competency

A copy of your AUS-MEAT Certificate of Accreditation is acceptable proof.

Financial standing competency

Provide your Australian Business Number (ABN) and/or Australian Company Number (ACN) as requested on the application form

Integrity competency

The applicant and all nominated persons listed on the application will be assessed by the department under the provisions of the AMLI Act.

The annual export meat licence application levy is \$500. This fee does not apply where the applicant is the occupier of a registered export meat establishment.

The [credit card payment form](#).

For information on [how to register as an exporter for electronic export permits](#).

- The [AMLI Act](#)
- Should more information in relation to obtaining a license for export of meat/meat products be required please contact: Phone: 02 6272 4558; or Email: [Export Meat Licensing](#).

What export documentation do I need?

The documents that you will need for exporting will vary depending on which country you are exporting to, and how you are transporting the cargo. It is important to investigate which export documents apply to your business.

Australian Business Consulting and Solutions can assist identify the documentation required and are authorised to issue many forms of documentation.

Australian Business Consulting and Solutions can issue:

- AANZFTA Certificates of Origin
- ATA Carnets
- Certificates of Australian Origin
- Certified Declarations of Origin
- TAFTA Export Registrations
- TAFTA Certificates of Origin

Australian Business Consulting and Solutions can authorise a variety of export documents. These include (but are not limited to):

- Certificates of Free Sale
- Health Certificates
- Commercial Invoices
- Certificates of Analysis
- Certificates of Manufacture
- Supplier Declarations of Conformity
- Visa Letters.

New exporters

As a new exporter, your first step is to register with Australian Customs for their Integrated Cargo System. There will be many other types of documents you need, such as bills of lading, bills of exchange and insurance certificates.

Documents requested by country

You will need these documents as requested by the country you are exporting to. The Austrade website maintains information on each market and the import documents that are required for that market. For more in-depth information about documentation requirements in a particular market, [con](#)

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This section covers documents that are commonly used in exporting, but specific requirements vary by destination and product. It is divided into the following subsections:

COMMON EXPORT DOCUMENTS

- [Pro Forma Invoice](#)
 - A pro forma invoice is an invoice prepared by the exporter before shipping the goods, informing the buyer of the goods to be sent, their value, and other key specifications. It also can be used as an offering of sale or price quotation.
- [Commercial Invoice](#)
 - A commercial invoice is a bill for the goods from the seller to the buyer. These invoices are often used by governments to determine the true value of goods when assessing customs duties.

Governments that use the commercial invoice to control imports will often specify its form, content, number of copies, language to be used, and other characteristics.

- [Export Packing List](#)
 - Considerably more detailed and informative than a standard domestic packing list, an export packing list lists seller, buyer, shipper, invoice number, date of shipment, mode of transport, carrier, and itemizes quantity, description, the type of package, such as a box, crate, drum, or carton, the quantity of packages, total net and gross weight (in kilograms), package marks, and dimensions, if appropriate. Both commercial stationers and freight forwarders carry packing list forms. A packing list may serve as conforming document. It is not a substitute for a commercial invoice. In addition, U.S. and foreign customs officials may use the export packing list to check the cargo.

TRANSPORTATION DOCUMENTS

- [Airway Bill](#)
 - Air freight shipments require airway bills. Airway bills are shipper-specific (i.e., USPS, Fed-Ex, UPS, DHL, etc.).
- [Bill of Lading](#)
 - A bill of lading is a contract between the owner of the goods and the carrier (as with domestic shipments). For vessels, there are two types: a straight bill of lading, which is non-negotiable, and a negotiable or shipper's order bill of lading. The latter can be bought, sold, or traded while the goods are in transit. The customer usually needs an original as proof of ownership to take possession of the goods. See also: [straight bill of lading](#) and [liner bill of lading](#).

EXPORT COMPLIANCE DOCUMENTS

- [Export Licenses](#)
 - An [export license](#) is a government document that authorizes the export of specific goods in specific quantities to a particular destination. This document may be required for most or all exports to some countries or for other countries only under special circumstances.

CERTIFICATES OF ORIGIN

- [Certificate of Origin](#)
 - The Certificate of Origin (CO) is required by some countries for all or only certain products. In many cases, a statement of origin printed on company letterhead will suffice. The exporter should verify whether a CO is required with the buyer and/or an experienced shipper/freight forwarder

OTHER CERTIFICATES FOR SHIPMENTS OF SPECIFIC GOODS

- Additional certificates are needed for different purposes. Check with your importer, [freight forwarder](#),
- [Certificate of Analysis](#):
 - A certificate of analysis can be required for seeds, grain, health foods, dietary supplements, fruits and vegetables, and pharmaceutical products.
- [Certificate of Free Sale](#)
 - Certificate of free sale may be issued for biologics, food, drugs, medical devices and veterinary medicine. More information is available from the [Food and Drug Administration](#). Health authorities in some states as well as some trade associations also issue Certificates of Free Sale.
- [Dangerous Goods Certificate](#)
 - Exports submitted for handling by air carriers and air freight forwarders classified as dangerous goods need to be accompanied by the Shipper's Declaration for Dangerous Goods required by the International Air Transport Association (IATA). The exporter is responsible for accuracy of the form and ensuring that requirements related to packaging, marking, and other required information by IATA have been met.
 - For shipment of dangerous goods it is critical to identify goods by proper name, comply with packaging and labeling requirements, which vary depending upon the type of product shipper and the country shipped to.

- For ocean exports, hazardous material regulations are contained in the International Maritime Dangerous Goods regulations.
- Fumigation Certificate
 - The Fumigation Certificate provides evidence of the fumigation of exported goods (especially agricultural products, used clothing, etc.). This form assists in the quarantine clearance of any goods of plant or animal origin. The seller is typically required to fumigate the commodity at his or her expense a maximum of 15 days prior to loading.
- Halal Certificate
 - Required by most countries in the Middle East, this certificate states that the fresh or frozen meat or poultry products were slaughtered in accordance with Islamic law. Certification by an appropriate chamber and legalization by the consulate of the destination country is usually required.
- Health Certificate
 - For shipment of live animals and animal products (processed foodstuffs, poultry, meat, fish, seafood, dairy products, and eggs and egg products). Note: some countries require that health certificates be notarized or certified by a chamber and legalized by a consulate. ([APHIS](#)).
- Ingredients Certificate
 - A certificate of ingredients may be requested for food products with labels that are inadequate or incomplete. The certificate may be issued by the manufacturer and must give a description of the product, contents, and percentage of each ingredient; chemical data; microbiological standards; storage instructions; shelf life; and date of manufacture. If animal fats are used, the certificate must state the type of fat used and that the product contains no pork, artificial pork flavor, or pork fat. All foodstuffs are subject to analysis by Ministry of Health laboratories to establish their fitness for use.
- Inspection Certificate
 - Weight and Quality certificates should be provided in accordance with governing regulations for loading at port and loading at source/mill site as appropriate. A certificate of origin certified by the local chamber of commerce at the load port and a phytosanitary certificate and fumigation certificate are to be provided to the buyer. Costs of all inspection, as well as certificates/documents at the load port, are usually the responsibility of the seller. Independent inspection certificates may be required in some instances.
- Pre-Shipment Inspections
 - The governments of a number of countries have contracted with international inspection companies to verify the quantity, quality, and price of shipments imported into their countries. The purpose of such inspections is to ensure that the price charged by the exporter reflects the true value of the goods, to prevent substandard goods from entering the country, and to deflect attempts to avoid payment of customs duties. Requirements for pre-shipment inspection are normally spelled out in letter-of-credit or other documentary requirements. Inspection companies include [Bureau Veritas](#), [SGS](#) and [Intertek](#). Some countries require pre-shipment inspection certificates for shipments of used merchandise.
- Insurance Certificate
 - Insurance certificates are used to assure the consignee that insurance will cover the loss of or damage to the cargo during transit. These can be obtained from your freight forwarder or publishing house. Note: an airway bill can serve as an insurance certificate for a shipment by air. Some countries may require certification or notification.
- Phytosanitary Certificate
 - All shipments of fresh fruits and vegetables, seeds, nuts, flour, rice, grains, lumber, plants, and plant materials require a federal phytosanitary certificate. The certificate must verify that the product is free from specified epidemics and/or agricultural diseases. Additional information and [forms](#) are available from [Animal and Plant Health Inspection Service](#) (APHIS).
- Radiation Certificate
 - Some countries including Saudi Arabia may require this certificate for some plant and animal imports. The certificate states that the products are not contaminated by radioactivity.
- Other (Product-Specific) Certificates
 - Shaving brushes and articles made of raw hair must be accompanied by a recognized official certificate showing the consignment to be free from anthrax germs. Used clothing requires a disinfection certificate. Grain requires a fumigation certificate, and grain and seeds require a

certificate of weight. Many countries in the Middle East require special certificates for imports of animal fodder additives, livestock, pets, and horses.

- *Weight Certificate*
 - A [certificate of weight](#) is a document issued by customs, certifying gross weight of the exported goods.
- **OTHER EXPORT-RELATED DOCUMENTS**
- *Consular Invoice*
 - Required in some countries, a consular invoice describes the shipment of goods and shows information such as the consignor, consignee, and value of the shipment. If required, copies are available from the [destination country's embassy](#). The cost for this documentation can be significant and should be discussed with the buyer.
- *Dock Receipt and Warehouse Receipt*
 - A dock receipt and warehouse receipt are used to transfer accountability when the export item is moved by the domestic carrier to the port of embarkation and left with the ship line for export.
- *Import License*
 - Import licenses are the responsibility of the importer and vary depending upon destination and product. However, including a copy of an import license with the rest of your documentation may in some cases help avoid problems with customs in the destination country.
- *ISPM 15 (Wood Packaging) Marking*
 - The International Standards for Phytosanitary Measures Guidelines for Regulating Wood Packaging Material in International Trade (ISPM15) is one of several International Standards for Phytosanitary Measures adopted by the International Plant Protection Convention (IPPC). The IPPC is an international treaty to secure action to prevent the spread and introduction of pests of plants and plant products, and to promote appropriate measures for their control.
- [Shipper's Letter of Instruction](#)
 - The shipper's letter of instruction is issued by the exporter to the forwarding agent and includes shipping instructions for air or ocean shipment.

Insurance

Export shipments are usually insured against loss, damage, and delay in transit by cargo insurance. Carrier liability is frequently limited by international agreements. Additionally, the coverage is substantially different from domestic coverage. Although sellers and buyers can agree to different components, insurance coverage is usually placed at 110 percent of the CIF (cost, insurance, freight) or CIP (carriage and insurance paid to) value. Exporters are advised to consult with international insurance carriers or freight forwarders for more information.

About ARDA

The Agribusiness Regional Development Association (ARDA) is a not-for-profit organisation helping Australian food and beverage producers build sustainable businesses. With decades of experience across the agriculture supply chain, we connect our members with the right people, at the right time, to achieve business growth. ARDA is funded by the Department of Agriculture, Water and the Environment to deliver the Market Diversification Program.