



# Instructions for completing CITES Specimen Export Record forms

Specimen Export Record (SER) forms must be completed for every shipment made under a Multiple Consignment Authority. These instructions provide advice on how to correctly complete and process the SERs.

## DIRECTIONS FOR COMPLETING SER FORMS

The PDF template is available from our website (see: <http://www.environment.gov.au/biodiversity/wildlife-trade/publications>). This template needs to be completed by you electronically and then printed onto the uniquely numbered SER form that was provided with your original Multiple Consignment Authority. The template has text boxes where you need to fill in the relevant information.

The text boxes that must be completed are as follows:

FIELD	GUIDANCE ON HOW TO COMPLETE
<b>Importer</b>	Company/person you are sending the goods to, and the physical address the consignment is going to.
<b>Item #</b>	Please enter a number for your specimen starting at 1. If you are shipping more than one specimen on this SER, then enter 2 for the second specimen, 3 for the third specimen, etc. If you are shipping items made from more than one regulated species, please include a specimen number and then letter (starting at a) for each row that relates to the same item. For example, for a handbag made of three regulated leathers, the items numbers would be 1a, 1b, 1c to indicate they are the same specimen with different species details.
<b>Scientific name</b>	Scientific name of species. If you put in more than one species please type the next species on the line below. If you are unable to fit all species for export on the one page you will need to complete a second SER.
<b>Common name</b>	Common name of species (e.g. Saltwater Crocodile). Please note you do not need to list all common names - just use the first common name listed on your multiple consignment authority
<b>App</b>	Specify the CITES Appendix of the species from the drop down. Please use the appendix listed on your multiple consignment authority for that species.
<b>Source</b>	Specify the source of the specimen species from the drop down. Please use the source code listed on your multiple consignment authority for that specimen.

<b>Product description</b>	Description of goods to be sent (e.g. live plants, handbags). This description should match your multiple consignment authority, except for assorted leather goods, where the actual product type should be listed, for e.g. 'belt'. If there are any individual identifier numbers (such as serial numbers or tag numbers) this should also be entered here. Note: If you have a large list of identifying numbers, please contact the Department and we will provide you with an alternative template.
<b>Quantity</b>	How many are being sent.
<b>Unit</b>	The unit of measure for the quantity. Please use the unit of measure listed on your multiple consignment authority.
<b>Permit holder</b>	You or your organisation's name.
<b>Date of issue</b>	Date that you completed the form.
<b>Export declaration number</b>	The export declaration number obtained from Australian Border Force's Integrated Cargo System for this shipment. Hand write this number on your SER if you obtain it after completing the other details on this template
<b>Date of export</b>	The actual date the goods are exported. Hand write this number on your SER if you obtain it after completing the other details on this template

#### **DIRECTIONS FOR PRINTING**

Once you have completed the SER form, it is recommended that you conduct a test print on blank paper to ensure that the appropriate information will appear in the correct fields. Please ensure that you select "Fit to Page" in your printer settings.

#### **DIRECTIONS FOR SHIPMENT**

The unique SER is white and is to accompany the shipment. The shipment should also include a **copy** of the original multiple consignment authority (**not** the original Multiple Consignment Authority).

Importer (Name, Address and Country)

Item #	Scientific name	Common name	App	Source	Description	Qty	Unit
			▼	▼			▼
			▼	▼			▼
			▼	▼			▼
			▼	▼			▼
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Permit Holder Name

Date of Issue

Export Declaration Number

Date of export

Figure 1 - CITES Export SER Template