



Australian Government
Department of the Environment

NOTICE TO EXPORTERS OF WILDLIFE PRODUCTS

WTR2013/1
(replaces WTR 2011/4)
Export Procedures

This notice is to remind exporters and exporters' agents about procedures when exporting goods that require a wildlife permit (CITES or native/non-CITES).

All exports that require an export permit must be reported on a Customs export declaration prior to being loaded or exported. This means that all goods permitted for export by a wildlife permit must be reported on an export declaration, irrespective of the value.

The Department of the Environment shares export permit details with the Australian Customs and Border Protection Service on a daily basis.

When making an Export Declaration, exporters or their agents **must enter the permit number from the top right corner of the wildlife permit or certificate** into the Export Declaration, in order to **obtain a Clear Export Declaration Number (EDN)**. In the case of Single Use Permits, the EDN should then be recorded on the bottom of the permit where it states Export Declaration Number. For Multiple Consignment Authority, the EDN will need to be recorded on to the Specimen Export Record (SER).

A wildlife permit number commences with the letters PWS followed by a series of numerals and letters with hyphens. Exporters or their agents should **enter all letters and numbers without spacing**, for example, PWS2013-AU-000028.

Exporters or their agents can either make their export declaration report directly into the Integrated Cargo System (ICS), or lodge the information at an Australian Customs and Border Protection shopfront. Special arrangements for **rural/remote** reporters are outlined in the attached document **[See Annex A]**.

If a valid PWS permit number is not quoted, the ICS will issue an EDN with an Error Status. In order to obtain a Clear Status for the EDN, thereby enabling the goods to be exported, the correct permit information must be entered.

Please note that:

- The PWS permit number on a single use permit or certificate may only be used once.
- The PWS permit number on a multiple use permit may be used multiple times.
- These rules apply to both CITES and non-CITES permits and certificates.

NOTE: Any goods that require a permit for export must be reported on an export declaration regardless of value prior to being loaded or exported (this includes items being exported via mail) [See Annex A].

Further information or queries regarding this notice should be addressed to:
Wildlife Trade Regulation Section.

Email: wildlifetrade@environment.gov.au

Phone: 02 6274 1900 option 6 (answered during business hours, 9am-5pm weekdays)

For any enquiries relating to the ICS, please contact the Customs Information & Support Centre on 1300 363 263 for assistance.

Authorised by Frank Antram
Director, Wildlife Trade Regulation
1 May 2013

Any goods that require a permit for export must be reported on a Customs export declaration regardless of value prior to being loaded or exported. For reporting parties (reporters) located in rural or remote areas, Australian Customs and Border Protection will accept faxed or mailed documentary (paper) export declarations. Reporters should contact the Australian Customs and Border Protection shopfront in their region if they are uncertain whether these special rural/remote arrangements are available to them.

To allow the processing of an export declaration, the reporter must provide the following documents:

- Evidence of Identity authentication or verification documentation;
- Export Declaration (Form B957);
- Registering as a Client in the ICS (Form B319), if required;
- Permits or other supporting documentation, if required.

Evidence of Identity (EOI)

Reporters must ensure that faxed or mailed documents have supporting (photocopied) EOI documents, and be faxed or mailed to the correct contacts. This EOI check is required every time an export declaration is lodged. Further information can be found in the Customs Fact Sheet - *Evidence of Identity for Documentary (paper) Transactions*.

Export Declaration (Form B957)

Reporters should ensure all fields on Form B957 are correct, complete and legible and that all other required documents are present. The B957A export declaration supplementary page should also be completed if there is more than one commodity being exported. Further information can be found in the Customs Fact Sheet – *Completing export declarations*.

Registering as a Client in the ICS (Form B319)

Reporters should ensure all fields on Form 319 are correct, complete and legible and that all other required documents are present. Once registered in the ICS, reporters should quote their ABN/CCID in the Reporting Party ID or the Goods Owner Party ID fields in subsequent export declarations.

Obtaining Australian Customs and Border Protection forms and information

Australian Customs and Border Protection forms and information sheets can be obtained online at <http://www.customs.gov.au> or by contacting the Customs Information and Support Centre.

- 1300 363 263

8am to 5pm (AEST) Monday to Fridays excluding national public holidays

- Email information@customs.gov.au
- Fax: (02) 8339 6714

Permits

Department of the Environment permit numbers (number commencing with the prefix PWS) should be quoted on the export declaration form in field 36. Permit prefix / Permit Header.