



# ESSENTIAL EXPORT INFORMATION

Customs will introduce major changes to Australia's export processes and export reporting systems on 6 October 2004. These changes will result in new legislation, new business processes, and a new export reporting system, the Integrated Cargo System (ICS).

When supplying commercial documents to your service provider to export goods from Australia you must supply the following information accurately. If you do not, the export of your goods may be delayed until the required information is supplied.

## INFORMATION REQUIRED FOR EVERY EXPORT CONSIGNMENT

- Your Australian Business Number (ABN) as the exporter of the goods. If you do not have an ABN, then you should provide your name.
- Name of the party (individual or business) who the goods are being delivered to overseas.
- The city and country where the goods are being delivered.
- FOB value of the goods and the currency to appear on the invoice, (ie, the total cost of the goods, including all costs associated with getting the goods to the point of loading for export). This figure should **not** include the international freight and insurance costs associated with the carriage of the goods to the final destination.
- Australian harmonized export commodity classification (AHECC) code, if you know it. This code should be eight digits.
- An accurate plain English description of the goods. Examples of descriptions that are inadequate include: gifts, samples, spare parts, electrical components and machine parts.
- Net quantity of goods. The net quantity will be based on the quantity specified against the AHECC code. This may be expressed in terms of kilograms, number or litres etc.
- The State or Territory in Australia where the final manufacture or production of the goods occurred.

## INFORMATION REQUIRED FOR SOME EXPORT CONSIGNMENTS

- If the goods are controlled, ensure a permit number/s is obtained. Note that some goods require more than one permit. For more information about controlled goods go to [www.customs.gov.au](http://www.customs.gov.au)
- If the goods are subject to excise or Customs duty you must indicate this. An example of this might be alcohol or tobacco.
- If relevant, provide the goods temporary import number.
- If you are a confirming exporter and your goods are being exported using your confirming exporter status you must advise your service provider of this.
- If the consignment contains any of the following elements - gold, silver, platinum, copper, zinc, tungsten, lead, tin or nickel - then you must include the concentration value of the element
- If the final manufacture or production occurred overseas, the name of the country must be provided, instead of the Australian State or Territory. This is a new requirement.

This information must be provided prior to the export of goods to ensure no delay in delivery of the cargo to a wharf or airport. Note that it is an offence to make a false or misleading statement to Customs.

## MORE INFORMATION

For more information go to [www.customs.gov.au](http://www.customs.gov.au) (follow the links to Cargo Management Re-engineering).

For export-related inquiries email [information@customs.gov.au](mailto:information@customs.gov.au) or phone 1300 363 263.

For import-related inquiries email [cmr@customs.gov.au](mailto:cmr@customs.gov.au) or phone 1800 022 267.