



Notice to Industry

25/2008-09

Electronic Lodgement of Import Documentation Available in All Regions Expansion to include QLD and WA

The purpose of this notice is to advise industry of the expansion of email lodgement to all brokers for entries lodged in South East Queensland and Western Australia from 24 November 2008. These regions join Far North Queensland, New South Wales, the Northern Territory, South Australia, Tasmania and Victoria in accepting importing documents by email for entry processing.

Why is AQIS moving to email lodgement of import documents?

The existing electronic lodgement system (Zetafax) has limitations and is gradually being phased out. Through industry consultation, email has been chosen as the preferred option for lodgement of import documentation as it provides a stable lodgement mechanism in line with most companies' business practices.

What is the next stage of the email lodgement expansion?

From 24 November 2008, customs brokers and importers may lodge import documentation with any of the AQIS Regional Offices by email.

Relevant email addresses are:

- **South East Queensland:** qlddocprocessing@aqis.gov.au
- **Western Australia:** wadocprocessing@aqis.gov.au
- **New South Wales:** nswdocprocessing@aqis.gov.au
- **Victoria:** vicdocprocessing@aqis.gov.au
- **Far North Queensland:** fnqdocprocessing@aqis.gov.au
- **Northern Territory:** ntdocprocessing@aqis.gov.au
- **South Australia:** sadocprocessing@aqis.gov.au
- **Tasmania:** tasdocprocessing@aqis.gov.au

What are the requirements to lodge documents by email?

All import documentation lodged by email must comply with the [guidelines](#) established under the trials which relate to how the email is to be titled, file sizes and accepted formats.

All entries lodged by email must also be accompanied by a copy of the [national email coversheet](#).

Further information

For further information on this change, please contact the Entry Management Project Team on telephone, 02 6272 4648 or by email, emprojects@aqis.gov.au or alternatively contact the Entry Management section in the relevant [AQIS Regional Office](#).