

## Guidelines for Electronic Lodgement of Import Documentation via Email

### 1. What commodities are covered?

Email lodgement of documents will cover all commodities and AQIS referrals of both commodity and non commodity concerns.

### 2. What is the permitted size and type of file?

Scanned images should be forwarded in PDF, JPG or TIF formats only and the total size of the email should not exceed 2 Mb. Zip files will not be accepted.

### 3. What are the message requirements?

Please ensure each e-mail message contains documents for a single AIMS entry only and the subject line reads as follows:

*AQIS Import Documents: <entry no.> Importer Name: <importer name> Broker Ref: <reference no>*

### 4. What are the document requirements?

In an effort to minimize file size, please ensure that only the required documents are sent as follows:

- a. Email coversheet identifying:
  - i. Documents which have been attached
  - ii. Nominated outcome
  - iii. Nominated location/s
- b. Commercial Documents
  - i. Bill of Lading/Air Waybill
  - ii. Invoice/Packing List
- c. Non-Commodity Documents (if required)
  - i. Packing Declarations
  - ii. Container Cleanliness Declarations
  - iii. Fringe Rural Tailgate Exemptions
  - iv. Treatment Certificates
- d. Commodity Documents\*
  - i. Manufacturer's and Exporter's Declarations
  - ii. Import Permits (only the permit number on the coversheet is required)
  - iii. Treatment Certificates
  - iv. Animal Health/Phytosanitary Certificates
- e. For Imported Food Entries only
  - i. Lot Code Lists

\* Documentation requirements for specific commodities can be determined through the Entry Management guides in [ICON](#) or the Import Permit.

**Note:** Please do not provide copies of the Customs Nature 10 Import Declaration from the ICS as these are not required by AQIS.

### 5. What email address should I send the documents to?

Import documentation may be lodged with any of the AQIS Regional Offices:

NSW: [nswdocprocessing@aqis.gov.au](mailto:nswdocprocessing@aqis.gov.au)

WA: [wadocprocessing@aqis.gov.au](mailto:wadocprocessing@aqis.gov.au)

SE QLD: [qlddocprocessing@aqis.gov.au](mailto:qlddocprocessing@aqis.gov.au)

Far Nth QLD: [fnqdocprocessing@aqis.gov.au](mailto:fnqdocprocessing@aqis.gov.au)

VIC: [vicdocprocessing@aqis.gov.au](mailto:vicdocprocessing@aqis.gov.au)

NT: [ntdocprocessing@aqis.gov.au](mailto:ntdocprocessing@aqis.gov.au)

SA: [sadocprocessing@aqis.gov.au](mailto:sadocprocessing@aqis.gov.au)

TAS: [tadocprocessing@aqis.gov.au](mailto:tadocprocessing@aqis.gov.au)

### 6. How will I know my email has been received?

Electronic receipts will be provided to confirm that your file has been received.