

# EXDOC

## EXPORT DOCUMENTATION SYSTEM

Complete this form if you wish to be registered on the EXDOC System as an **Exporter and EDI User**. See overleaf for further instructions.

Exporter Name: \_\_\_\_\_

ABN: | | | | | | | | | | | | | | | | | | | | | |

Registered Business Address: (This must be a street address NOT a PO Box)

\_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Asian Market Representative: \_\_\_\_\_

EXDOC Interface Software: \_\_\_\_\_

Software Internet Mail Address: \_\_\_\_\_

Export Licence Number: \_\_\_\_\_

Product Type: Dairy  Grain  Meat  Wool   
Fish  Horticulture  Inedible Meat  Skins & Hides

Do you wish to be registered with the Single Electronic Window (SEW) allowing EXDOC to obtain EDN's from Customs on your behalf?

YES  NO

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

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### OFFICE USE ONLY:

EXDOC Exporter Number: \_\_\_\_\_ Export Licence Number: \_\_\_\_\_

Authority Number: \_\_\_\_\_ EDICT: \_\_\_\_\_

EXDOC EDI User Number: \_\_\_\_\_ Mailbox Identifier: \_\_\_\_\_

Action Officer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do I need to register as an Exporter and EDI User?	You need to register as an Exporter if you want your company name to appear on EXDOC generated health certificates and related documents and an EDI User if you will be creating your own documents using EXDOC, and you have the relevant EXDOC Interface software.
Exporter Name:	Enter the Company name or registered business name you operate under. If you export beef, sheep or goat meat, the trading name MUST match your meat export licence name. This name will appear on your EXDOC generated health certificates and related documents.
Registered Office Address:	Enter the address under which the Exporter name is registered. This address will appear on your EXDOC generated health certificates and related documents. This must be a street address, not a PO Box address.
Postal Address:	AQIS will post EXDOC invoices and information newsletters to this address.
E-mail Address:	AQIS will send you country requirements and other helpful information to this address.
Contact Name:	Enter the name of the person who is responsible for EXDOC in your company.
Asian Market Representative:	Certain Asian Markets require the exporter to nominate a company representative on their export documentation. Enter your company's Asian Market Representative.
EXDOC Interface Software:	Enter the name and version of the EXDOC Interface software package you will use to communicate with EXDOC.
Communication Method:	Tick the appropriate type of method you will use to communicate with EXDOC.
X400 Address:	If known, please enter the X400 address details Telstra issues you with.
Internet Mail Address:	If you are going through e-mail to communication with EXDOC enter the e-mail address you wish your documents to be sent to.
Export Licence Number:	The peak industry body of some export commodity sectors register exporters (ie, dairy and meat industry). If your company is registered by a peak industry body, enter your Export Licence number in this field.
Product Type:	If you export multi-commodity product you must number the product type boxes in order of the product type that is exported in the largest total amount. Eg, if you export meat and dairy and the tonnage for meat exceeds dairy, meat will be numbered 1 and dairy will be numbered 2.
Do you wish to be registered with the Single Electronic Window (SEW) allowing EXDOC to obtain EDN's from Customs on your behalf?	If you are an exporter, Customs clearance (an EDN) is required from the ACS ICS (Integrated Cargo System) before product may be exported. If you register for SEW the EXDOC System will send the message to Customs to obtain the EDN on your behalf.
What do I do when I have filled out the EXDOC Registration Form?	Fax a copy of the completed document to (02) 6272 5773. Once registered as an Exporter on the EXDOC System you will be notified by Electronic Documentation (EDS) Staff. If you require further information please phone (02) 6272 4700.