



Application to register as an EDI or exporter user in EXDOC

Section A: General information

Purpose of this form	For applicants to register in the EXDOC Export Documentation system as: <ul style="list-style-type: none">• EDI users—to raise, process or receive electronic export health certificates and related documents and/or• exporter users—to generate health certificates and related documents to show their exporter name and address as the owner/exporter of the product.
Before applying	See EXDOC frequently asked questions and Export meat licence fact sheet . EDI users must have an accredited EXDOC registered software package . Applicants who are exporting to the European Union must have an EU TRACES export number .
To complete this form	Electronically Save the PDF file to your computer. You need the latest version of Adobe Acrobat Reader to save changes and submit. Manually Use black or blue pen Print in BLOCK LETTERS Mark boxes with a tick or a cross
Post or email (preferred) your application	EXDOC Helpdesk Department of Agriculture and Water Resources GPO Box 858 Canberra ACT 2601 Phone 02 6272 4700 (dairy, fish, grain and horticulture) Phone 02 6272 4800 (meat, wool, skins and hides) Fax 02 6272 5773 Email EXDOC.HelpDesk@agriculture.gov.au Web agriculture.gov.au/export/certification/exdoc

Section B: Application type

1 Indicate the purpose of your application. (select one or more boxes)

EDI user

Exporter user

Section C: Applicant

2 Applicant name (trading name)

Australian business number (ABN)

3 Business address (PO Box will not be accepted)

Street address

Suburb/town/city

State/territory

Postcode

4 Postal address

If the same as question 3, insert AS ABOVE

Suburb/town/city

State/territory

Postcode

5 Nominate a contact person from your organisation.

The contact person must be based in Australia.

Title Given name(s)

Family name

Job title

Contact phone (include area code)

Fax

Email

6 Indicate which commodities you are exporting. (select one or more boxes)

Dairy

Grain

Meat

Wool

Fish

Horticulture

Inedible meat

Skins and hides

Egg

Section D: SMTP email address (EDI users only)

You must provide a unique SMTP email address to be used solely for communicating with the EXDOC system.

7 SMTP email address

Section E: Export meat licence (exporter users only)

Complete this section if you are exporting edible meat from sheep, cattle or goats.

8 Export meat licence number

Section F: EU TRACES export number (exporter users only)

Complete this section if you are exporting to the European Union.

9 EU TRACES export number

Section G: Single data entry point for export clearance (exporter users only)

The single electronic window (SEW) in EXDOC provides exporters with a single data entry point for export clearance from both the Department of Agriculture and Water Resources and the Department of Immigration and Border Protection.

10 Would you like SEW enabled? (select one answer)

No

Yes

Section H: Applicant declaration

To be completed by the person listed in section C.

I declare that the information I have provided is true and correct. I understand that it is a criminal offence under the *Criminal Code Act 1995* to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a maximum penalty of 12 months' imprisonment.

I have read and understood the [privacy notice](#) and Privacy Policy.

Signature (enter signature or type your name)

Date (dd/mm/yyyy)

Full name

Section I: Privacy notice

'Personal information' means information or an opinion about an identified, or reasonably identifiable, individual.

By completing and submitting this form you consent to the collection of all personal information contained in this form.

The Department of Agriculture and Water Resources collects your personal information (as defined in the *Privacy Act 1988*) in relation to this form for the purposes of assessing your application and related purposes. If you fail to provide some or all of the personal information requested in this form, the department will be unable to process your application.

The department may disclose your personal information to Australian Government agencies, including the Department of Immigration and Border Protection, to overseas governments or agencies and persons or organisations where necessary for the purposes described, provided the disclosure is consistent with relevant laws, particularly the Privacy Act. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

See our [Privacy Policy](#) web page to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 6272 3933.

OFFICE USE ONLY

Exporter number

Authority number

Meat export licence number

TRACES export number

Departmental officer