Australian Government

Australian Quarantine and Inspection Service

Notice to Industry   20/2008-09

Expansion of Electronic Lodgement of Import Documentation
New South Wales and Victoria

The purpose of this notice is to advise industry of the expansion of email lodgement to all brokers for entries lodged in **New South Wales and Victoria** from 10 November 2008. These regions join Far North Queensland, the Northern Territory, South Australia and Tasmania in accepting import 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 trial?

From 10 November 2008, all customs brokers and importers lodging import documentation with the AQIS Regional Offices in New South Wales and Victoria are invited to start lodging such documentation by email.

Relevant email addresses are:
- o **New South Wales**:   nswdocprocessing@aqis.gov.au
- o **Victoria**:   vicdocprocessing@aqis.gov.au
- o **Far North Queensland**:   fnqdocprocessing@aqis.gov.au
- o **Northern Territory**:   ntdocprocessing@aqis.gov.au
- o **South Australia**:   sadocprocessing@aqis.gov.au
- o **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.

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