



Notice to Industry

16/2010

Documentation Lodgement Cover Sheet

The purpose of this notice is to advise industry of the improvements to the Document Lodgement Cover Sheet.

Consolidation of cover sheets to one single document that covers faxing and e-mail.

The documentation lodgement cover sheets were developed to assist industry in identifying the correct documents to be provided to AQIS and to reduce document assessment times and associated fees.

The AQIS website currently has two separate documentation lodgement cover sheets available to clients dependent upon whether the documents are faxed or emailed. These two document lodgement cover sheets have now been revised into a single cover sheet, and revisions include:

- check boxes to indicate the type of freight and entry
- increased check boxes for requested AQIS action
- check boxes to indicate if upfront payment has been made or if the brokerage is an Account Client.

Owner/agents can assist to ensure quicker processing by:

- 1) using the [Documentation Lodgement Cover Sheet](#) for each entry
- 2) only including required documents as per
 - AQIS's [Non-Commodity Information Requirements Policy](#)
 - relevant [ICON](#) case(s)
 - Import Permit conditions (where relevant).

The cover sheet can be used to volunteer the treatment of goods

Please refer to [Industry notice 15 - 2010](#) for background relating to use of the cover sheet to volunteer goods for treatment. If a consignment has import conditions that require a treatment, the owner/agent can use the AQIS [Documentation Lodgement Cover sheet](#) to request AQIS's permission for the treatment i.e. volunteer the goods for treatment.

If the owner/agent has not requested permission on their cover sheet the quarantine officer will consider whether the goods may be damaged by the treatment. If they believe that the goods are not likely to be damaged the treatment direction will be issued. However, if the quarantine officer believes that there is a possibility that the goods may be damaged they will then issue a request that the owner/agent provides written *Agreement to Treat* prior to issuing a treatment direction for the goods.

It is recommended that owners/agents use the cover sheet to volunteer goods for treatment if AQIS's [import conditions](#) (including Import Permit conditions) and [policy requirements](#) indicate treatment will be required.



Australian Government

Australian Quarantine and Inspection Service

Further information?

For further information on this issue please contact the AQIS Entry Management Program by email at entrymanagement@aqis.gov.au or phone 02 6272 3390.