

Checklist for Annual Packing Declaration

Company Letterhead

Must have packer's full company name and physical address (company's stamp with complete address is acceptable) in English characters.

Exporter's Name

Must have exporter's complete name.

Importer's Name

Must have importer's complete name.

Question 1 – Unacceptable Packaging Material Statement

Packer may tick NO. If YES then packaging will be re-exported or destroyed at the importer's expense.

Question 2 – Timber/ Bamboo Packaging/ Dunnage Statement

Packer must tick YES if they will be using timber or bamboo packaging/dunnage (eg. Pallets, cartons) or NO if timber or bamboo packaging/dunnage will NOT be used.

Question 3 – Treatment Certification (ONLY ANSWER IF TIMBER OR BAMBOO PACKAGING/DUNNAGE IS DECLARED IN QUESTION 2)

Packer may tick ONE of the following (Supplier must leave in blank if NO timber or bamboo packaging is declared in Question 2):

- Treated and marked in compliance with ISPM 15 (Note: ISPM 15 is only applicable to timber packaging); or
- Treated in compliance with Department of Agriculture and Water Resources treatment requirements (with accompanying treatment certificate); or
- Not treated

Container Cleanliness Statement (for FCL/X consignments only)

This statement is mandatory for FCL/FCX shipments. (annual packing declaration without cleanliness statement will only be acceptable for LCL shipments)

Signed, Printed Name and Date of Issue

Packing Declaration must be signed and dated along with printed name.

The below will NOT be acceptable

- Packing Declaration with erasures or alteration
- Illegible Packing Declaration

(Annual packing declarations may be utilised by businesses that consistently import the same or similar commodities, from the same packing source or supplier, using the same packing materials)