



Alcoholic beverages

Case Description

Effective: 28 February 2024

This case describes the requirements for the importation of alcoholic beverages for human consumption.

Import Destination: Australia

Alerts

There are no current alerts applicable to this import case. Users should be aware that alerts can have significant impact on import conditions and, as such, should check this import case on the BICON website regularly.

Table of Contents

Alcoholic beverages.....1

 Case Description.....1

 Alerts1

Table of Contents2

Import Scenario Definition3

1. Biosecurity Pathway3

 1.1. Import Requirements3

 1.2. On-Arrival Assessment4

Appendix 1: Documentation Requirements9

Appendix 2: References24

Appendix 3: Glossary.....25

Appendix 4: Document Options.....26

Import Scenario Definition

1. Biosecurity Pathway



For the importation of preserved and fixed animal and human specimens, please refer to the BICON case: Preserved and fixed animal and human specimens.

1.1. Import Requirements

Import conditions prior to arrival in Australian territory

- a. A Department of Agriculture, Fisheries and Forestry import permit is not required.
- b. These conditions cover alcoholic beverages for human consumption.



Biosecurity risks are associated with a variety of ingredients. For composite goods, identify the ingredients and then search on BICON for the specific import conditions for each ingredient.

- c. The product must meet the following import conditions.
To demonstrate compliance with this requirement you must present the following on a Manufacturer's declaration, Supplier's declaration, Importer declaration, Invoice, Bill of Lading or Food product label:
Evidence that the goods:
 1. are for human consumption
 2. are commercially prepared and packaged
 3. are ready for retail sale without further processing.

Additional information

- d. **Commercial administrative conditions**
Documents must be provided with each consignment which:
 1. identify the consignment (if non-personal) e.g. entry number
 2. identify all goods being imported as part of this consignment e.g. invoice or waybill or importer's manifest
 3. describe the goods being imported (where not clear).
e.g. 1: Product XRab = Purified protein derived from rabbits
e.g. 2: Product AX = Synthetic antibiotic
e.g. 3: Comte = Cheese.
- e. Under the [Biosecurity Charges Imposition \(General\) Regulation 2016](#) and Chapter 9, Part 2 of the [Biosecurity Regulation 2016](#), fees are payable to the Department of Agriculture, Fisheries and Forestry for all services. Detail on how the department applies fees and levies may be found in the [Charging guidelines](#).
- f. In addition to the conditions for the goods being imported, non-commodity concerns must be assessed including container cleanliness, packaging and destination concerns, and may be

subject to inspection and treatment on arrival. Please refer to the Non-Commodity Cargo Clearance BICON case for further information.

- g. Once biosecurity requirements have been met, it is the importer's responsibility to comply with the [Imported Food Control Act 1992](#) and ensure food being imported is safe and compliant with Australian standards including the [Australia New Zealand Food Standards Code](#). Consignments of food may be referred for inspection and analysis under the [Imported Food Inspection Scheme](#) to verify safety and compliance.

Some foods are not permitted to be imported without a [recognised foreign government certificate](#) or a [recognised food safety management certificate](#). Importers must check the food complies with these requirements prior to importing.



This commodity may contain animal derived material that may require a wildlife trade permit and/or other approvals from the Wildlife Trade Office. More information is available on the [International wildlife trade webpage](#).

1.2. On-Arrival Assessment

The following table lists the possible onshore outcomes for this import scenario:

Table 1:

Onshore Outcomes				Section	
Goods arriving as air or sea freight (exceeding dutiable customs value)	All requirements met			1.2.1	
	All requirements not met	Hold pending documentation		1.2.2	
		Export	Unsupervised		1.2.3
			Supervised		1.2.4
			Partial commodity only		1.2.5
			As transhipment		1.2.6
			Voluntary disposal	Goods disposed of by autoclaving	
		Goods disposed of by deep burial		1.2.8	
		Goods disposed of by incineration		1.2.9	
		Partial commodity disposed		1.2.10	
Goods arriving as mail or passenger baggage	All requirements met			1.2.11	
	All requirements not met	Hold pending documentation		1.2.12	
		Export		1.2.13	
		Voluntary disposal		1.2.14	

Onshore Outcomes	Section
Goods arriving as freight (below dutiable customs value)	1.2.15

1.2.1. Goods arriving as air or sea freight (exceeding dutiable customs value) — All requirements met

- a. Present all documentation
The importer or nominated agent must present all required documentation to the Department of Agriculture, Fisheries and Forestry as part of the import procedure.
AA Site: 20.0 - Department of Agriculture, Fisheries and Forestry Regional Office
- b. Release
The goods may be released from biosecurity control as all import conditions have been met.

1.2.2. Goods arriving as air or sea freight (exceeding dutiable customs value) — All requirements not met — Hold pending documentation

- a. Present all documentation
The importer or nominated agent must present all required documentation to the Department of Agriculture, Fisheries and Forestry as part of the import procedure.
AA Site: 20.0 - Department of Agriculture, Fisheries and Forestry Regional Office
- b. Re-present all documentation
The importer or nominated agent must re-present all required documentation to the department as part of the import procedure.
AA Site: 20.0 - Department of Agriculture, Fisheries and Forestry Regional Office

1.2.3. Goods arriving as air or sea freight (exceeding dutiable customs value) — All requirements not met — Export — Unsupervised

- a. Present all documentation
The importer or nominated agent must present all required documentation to the Department of Agriculture, Fisheries and Forestry as part of the import procedure.
AA Site: 20.0 - Department of Agriculture, Fisheries and Forestry Regional Office
- b. Exportation
The goods are to be exported.

1.2.4. Goods arriving as air or sea freight (exceeding dutiable customs value) — All requirements not met — Export — Supervised

- a. Present all documentation
The importer or nominated agent must present all required documentation to the Department of Agriculture, Fisheries and Forestry as part of the import procedure.
AA Site: 20.0 - Department of Agriculture, Fisheries and Forestry Regional Office
- b. Export

The goods are to be directed for export. The export must be supervised by biosecurity staff and the export bill must be presented to the Department of Agriculture, Fisheries and Forestry.

1.2.5. Goods arriving as air or sea freight (exceeding dutiable customs value) — All requirements not met — Export — Partial commodity only

- a. Present all documentation

The importer or nominated agent must present all required documentation to the Department of Agriculture, Fisheries and Forestry as part of the import procedure.

AA Site: 20.0 - Department of Agriculture, Fisheries and Forestry Regional Office

- b. Partial exportation

The remainder of the goods on the one line or container cannot be finalised in AIMS until after the export direction has been completed.

1.2.6. Goods arriving as air or sea freight (exceeding dutiable customs value) — All requirements not met — Export — As transhipment

- a. Present all documentation

The importer or nominated agent must present all required documentation to the Department of Agriculture, Fisheries and Forestry as part of the import procedure.

AA Site: 20.0 - Department of Agriculture, Fisheries and Forestry Regional Office

- b. Transhipment exportation

The goods are to be exported from Australian territory in accordance with the Department of Agriculture, Fisheries and Forestry requirements.

1.2.7. Goods arriving as air or sea freight (exceeding dutiable customs value) — All requirements not met — Voluntary disposal — Goods disposed of by autoclaving

- a. Present all documentation

The importer or nominated agent must present all required documentation to the Department of Agriculture, Fisheries and Forestry as part of the import procedure.

AA Site: 20.0 - Department of Agriculture, Fisheries and Forestry Regional Office

- b. Voluntary disposal

The goods are to be disposed of by autoclaving.

AA Site: 8.3 - Autoclave

1.2.8. Goods arriving as air or sea freight (exceeding dutiable customs value) — All requirements not met — Voluntary disposal — Goods disposed of by deep burial

- a. Present all documentation

The importer or nominated agent must present all required documentation to the Department of Agriculture, Fisheries and Forestry as part of the import procedure.

AA Site: 20.0 - Department of Agriculture, Fisheries and Forestry Regional Office

- b. Voluntary disposal

The goods are to be disposed of by deep burial.

AA Site: 8.2 - Deep Burial

1.2.9. Goods arriving as air or sea freight (exceeding dutiable customs value) — All requirements not met — Voluntary disposal — Goods disposed of by incineration

- a. Present all documentation

The importer or nominated agent must present all required documentation to the Department of Agriculture, Fisheries and Forestry as part of the import procedure.

AA Site: 20.0 - Department of Agriculture, Fisheries and Forestry Regional Office

- b. Voluntary disposal

The goods are to be disposed of by Incineration.

AA Site: 8.1 - Incineration

1.2.10. Goods arriving as air or sea freight (exceeding dutiable customs value) — All requirements not met — Voluntary disposal — Partial commodity disposed

- a. Present all documentation

The importer or nominated agent must present all required documentation to the Department of Agriculture, Fisheries and Forestry as part of the import procedure.

AA Site: 20.0 - Department of Agriculture, Fisheries and Forestry Regional Office

- b. Voluntary disposal

The goods are to be disposed of by an approved method at an AA site.

AA Site: 8.4 - Disposal Facilities - All other treatments for biosecurity waste

1.2.11. Goods arriving as mail or passenger baggage — All requirements met

- a. Release

The goods may be released from biosecurity control as all conditions have been met.

1.2.12. Goods arriving as mail or passenger baggage — All requirements not met — Hold pending documentation

- a. Secured

The goods are to be secured pending further advice or investigation.

AA Sites: 20.0 - Department of Agriculture, Fisheries and Forestry Regional Office

21.1 - Sea Ports

21.2 - Airports

22.0 - Mail

1.2.13. Goods arriving as mail or passenger baggage — All requirements not met — Export

- a. Exportation

The goods are to be exported or returned to sender.

1.2.14. Goods arriving as mail or passenger baggage — All requirements not met — Voluntary disposal

- a. Voluntary disposal
The goods are to be disposed of.

1.2.15. Goods arriving as freight (below dutiable customs value)

- a. Self Assessed Clearance (SAC) assessment
Any goods, and accompanying documentation, arriving into Australia, are subject to [Self assessed clearance \(SAC\) declaration processing](#).
If this assessment reveals remedial action is required, the importer will be informed.
Remedial action could include treatment of the goods, export or disposal.
If the Department of Agriculture, Fisheries and Forestry has not approved import conditions for goods that arrive in Australia, these goods will be subject to export or disposal at the importer's expense.

Appendix 1: Documentation Requirements

The information below describes the requirements for documentation presented to the Department of Agriculture to support the risk assessment of imported goods.

Manufacturer's declaration

A declaration provided by the manufacturer of the goods, which is specific to the goods in the consignment and attests to the condition/processing/treatment of the goods.

A manufacturer is the entity that has made/manufactured/produced/processed the goods that are being imported.

This document must meet the relevant overarching and consignment-specific requirements outlined below.

- a. **Complete** - All prescribed information required to be on a document must be present and complete. Additional prescribed information below:
 1. The document must have been issued and dated within the last six months, unless otherwise specified.
 2. The document must be on the manufacturing company's letterhead and include their name and address.
 3. Declarations must include the employee name and their title within the company of the person issuing the document.
 4. The document must contain the correct statement(s) as required by the import conditions.
 5. The document must be specific to the good(s) and consignment unless otherwise stated in BICON, an import permit, or the [department's website](#) for food subject to the Imported Food Inspection Scheme.
 6. Declarations will only be accepted from the company that manufactured/produced the goods (either the specific site or head office within the country of manufacture) unless stated otherwise.
- b. **Legible** - All prescribed information required to be on a document must be legible.
- c. **Valid** - Many documents, such as import permits, are subject to a validity period. Presented documents must comply with the validity requirements specified for that class of document.
- d. **In English** - All prescribed information required to be on a document must be in English. Exceptions to this rule include:
 1. company letterheads do not need to be translated into English but must be in English characters (roman alphabet).
 2. commercial, transport and government certification that are required to comply with international standard formats.
 3. signatures and names of individuals.

Where a document cannot be provided in English, an affidavit will be accepted from either:

1. that country's consulate in Australia.
2. the Australian embassy in the place of origin.

3. a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd.
- e. **Free from erasures and alterations** - All prescribed information on a document must be free from erasures and alterations unless endorsed by an employee of the company who issued the document, or an authorised government official from the government department who issued a certificate. The only acceptable endorsement is a company stamp or seal signed by the company employee (including printed name) or a government stamp or seal signed by a government employee (including printed name) applied adjacent to the alteration.
- f. **Multiple page documents** - Multi page document must:
- include a consignment-specific link on all pages of the document.
For example, commercial invoices (or similar) must contain the documents individual reference number (e.g. invoice number) or a numerical link on each page of the document.
 - contain an endorsement on the final page of the document, following the information that is being endorsed.
- Where a government issued document has noted attachments, the attachments can follow the endorsement. Where an international standard relating to the issuing of veterinary, government or phytosanitary certification does not explicitly require a link on each page of a multiple page certificate, the department will accept the document linkage on the first page of the certificate. For further information about international standards for veterinary, government and phytosanitary certificates please refer to sections 4.3.3, 4.3.4 and 4.3.5 of the [Minimum documentary and import declaration requirements policy](#).
- Where a non-government issued document has noted attachments, the attachments are required to meet all of the overarching document requirements contained in section 1 of the [Minimum documentary and import declaration requirements policy](#) inclusive of endorsement.
- g. **Endorsed** - Unless otherwise stated in BICON, on an import permit or on the [department's website](#) for food subject to the Imported Food Inspection Scheme, all documents must be endorsed by an employee of the organisation, corporation, or government authority issuing the document. An endorsement must:
1. be an acceptable signature, electronic signature or stamp as defined in the Definitions section of this policy.
 2. appear after the information that the signatory is endorsing.
- Where a document has noted attachments, the endorsement can be made before the attachments, refer to section 1.6 of the [Minimum documentary and import declaration requirements policy](#).
- h. **Date of issue** - All documents must identify the date the document was issued including the day, month and year. Packing declarations may contain vessel/voyage number which can be used if a date of issue is not present on the document.
- i. **Consignment specific link** - All documents that are relied on to assess the level of biosecurity risk must have a unique consignment-specific link. Examples of consignment identification include:
- container numbers
 - bill numbers

- commercial invoice numbers
- lot codes
- preferential tariff certificate numbers
- packing list numbers
- letter of credit numbers.

Where a document does not contain one of the accepted forms of consignment identification, a numerical link to another document that does contain appropriate consignment identification must be present.

Examples of acceptable numerical links include:

- order numbers
- reference numbers
- any other internal reference numbers used by overseas companies
- vessel/voyage references
- flight number and arrival date.

Numerical links alone cannot be used as consignment identification links.

Unacceptable numerical links are references that could be present in previous or subsequent consignments and relate to a model, type or standardised item number.

Examples of unacceptable numerical links include:

- number of packages
- weights
- dates
- stockkeeping unit
- item codes.

Note¹: Annual packing declarations and Imported Food Inspection Scheme importer declarations are exempt from having consignment-specific links.

Note²: For acceptable consignment identification on phytosanitary certificates refer to sections 4 and 5 of [ISPM 12](#).

- j. **Conflicting information on documents** - Where there is conflicting information contained within a document, the document must not be accepted. Conflicting information occurs when prescribed information on one part of the document conflicts with other prescribed information on the same document.



For further information, please refer to the [Minimum documentary and import declaration requirements policy](#).

Supplier's declaration

A declaration provided by the supplier of the goods. A supplier is the person/company who initiates the sending of goods to a person/company in an Australian territory. An exporter may also be considered to be a supplier of goods.

This document must meet the relevant overarching and consignment-specific requirements outlined below.

- a. **Complete** - All prescribed information required to be on a document must be present and complete. Additional prescribed information below:
 1. The document must contain the correct statement/s as required by the import conditions.
 2. The document must be on the issuing company's letterhead and include their name and address.
 3. The document must have been issued and dated within the last six months, unless otherwise specified.
 4. The document must be specific to the good(s) and consignment unless otherwise stated in BICON, an import permit, or the [department's website](#) for food subject to the Imported Food Inspection Scheme.
 5. Declarations must include the employee name and their title within the company of the person issuing the document.
- b. **Legible** - All prescribed information required to be on a document must be legible.
- c. **Valid** - Many documents, such as import permits, are subject to a validity period. Presented documents must comply with the validity requirements specified for that class of document.
- d. **In English** - All prescribed information required to be on a document must be in English. Exceptions to this rule include:
 1. company letterheads do not need to be translated into English but must be in English characters (roman alphabet).
 2. commercial, transport and government certification that are required to comply with international standard formats.
 3. signatures and names of individuals.Where a document cannot be provided in English, an affidavit will be accepted from either:
 1. that country's consulate in Australia.
 2. the Australian embassy in the place of origin.
 3. a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd.
- e. **Free from erasures and alterations** - All prescribed information on a document must be free from erasures and alterations unless endorsed by an employee of the company who issued the document, or an authorised government official from the government department who issued a certificate. The only acceptable endorsement is a company stamp or seal signed by the company employee (including printed name) or a government stamp or seal signed by a government employee (including printed name) applied adjacent to the alteration.
- f. **Multiple page documents** - Multi page document must:
 - include a consignment-specific link on all pages of the document.
For example, commercial invoices (or similar) must contain the documents individual reference number (e.g. invoice number) or a numerical link on each page of the document.

- contain an endorsement on the final page of the document, following the information that is being endorsed.

Where a government issued document has noted attachments, the attachments can follow the endorsement. Where an international standard relating to the issuing of veterinary, government or phytosanitary certification does not explicitly require a link on each page of a multiple page certificate, the department will accept the document linkage on the first page of the certificate. For further information about international standards for veterinary, government and phytosanitary certificates please refer to sections 4.3.3, 4.3.4 and 4.3.5 of the [Minimum documentary and import declaration requirements policy](#).

Where a non-government issued document has noted attachments, the attachments are required to meet all of the overarching document requirements contained in section 1 of the [Minimum documentary and import declaration requirements policy](#) inclusive of endorsement.

- g. **Endorsed** - Unless otherwise stated in BICON, on an import permit or on the [department's website](#) for food subject to the Imported Food Inspection Scheme, all documents must be endorsed by an employee of the organisation, corporation, or government authority issuing the document. An endorsement must:
1. be an acceptable signature, electronic signature or stamp as defined in the Definitions section of this policy.
 2. appear after the information that the signatory is endorsing.

Where a document has noted attachments, the endorsement can be made before the attachments, refer to section 1.6 of the [Minimum documentary and import declaration requirements policy](#).

- h. **Date of issue** - All documents must identify the date the document was issued including the day, month and year. Packing declarations may contain vessel/voyage number which can be used if a date of issue is not present on the document.
- i. **Consignment specific link** - All documents that are relied on to assess the level of biosecurity risk must have a unique consignment-specific link. Examples of consignment identification include:
- container numbers
 - bill numbers
 - commercial invoice numbers
 - lot codes
 - preferential tariff certificate numbers
 - packing list numbers
 - letter of credit numbers.

Where a document does not contain one of the accepted forms of consignment identification, a numerical link to another document that does contain appropriate consignment identification must be present.

Examples of acceptable numerical links include:

- order numbers
- reference numbers
- any other internal reference numbers used by overseas companies
- vessel/voyage references

- flight number and arrival date.

Numerical links alone cannot be used as consignment identification links.

Unacceptable numerical links are references that could be present in previous or subsequent consignments and relate to a model, type or standardised item number.

Examples of unacceptable numerical links include:

- number of packages
- weights
- dates
- stockkeeping unit
- item codes.

Note¹: Annual packing declarations and Imported Food Inspection Scheme importer declarations are exempt from having consignment-specific links.

Note²: For acceptable consignment identification on phytosanitary certificates refer to sections 4 and 5 of [ISPM 12](#).

- j. **Conflicting information on documents** - Where there is conflicting information contained within a document, the document must not be accepted. Conflicting information occurs when prescribed information on one part of the document conflicts with other prescribed information on the same document.



For further information, please refer to the [Minimum documentary and import declaration requirements policy](#).

Importer declaration

A declaration provided by the importer of the goods. For the purposes of the [Minimum documentary and import declaration requirements policy](#) the importer is the person or company importing the goods. The importer is also the owner of the goods.

This document must meet the relevant overarching and consignment-specific requirements outlined below.

- a. **Complete** - All prescribed information required to be on a document must be present and complete. Additional prescribed information below:
1. The document must contain the name and address of the importer.
 2. The document must detail any relevant statement/s as required by the import conditions..
 3. The document must have been issued and dated within the last six months, unless otherwise specified by the import conditions.
 4. The document must be specific to the product(s).
 5. The document must be on the issuing company's letterhead and include their address. This will only be accepted from the company that imported the goods.
 6. Declarations must include the employee name and their title within the company of the person issuing the document.

- b. **Legible** - All prescribed information required to be on a document must be legible.
- c. **Valid** - Many documents, such as import permits, are subject to a validity period. Presented documents must comply with the validity requirements specified for that class of document.
- d. **In English** - All prescribed information required to be on a document must be in English. Exceptions to this rule include:
 - 1. company letterheads do not need to be translated into English but must be in English characters (roman alphabet).
 - 2. commercial, transport and government certification that are required to comply with international standard formats.
 - 3. signatures and names of individuals.

Where a document cannot be provided in English, an affidavit will be accepted from either:

- 1. that country's consulate in Australia.
 - 2. the Australian embassy in the place of origin.
 - 3. a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd.
- e. **Free from erasures and alterations** - All prescribed information on a document must be free from erasures and alterations unless endorsed by an employee of the company who issued the document, or an authorised government official from the government department who issued a certificate. The only acceptable endorsement is a company stamp or seal signed by the company employee (including printed name) or a government stamp or seal signed by a government employee (including printed name) applied adjacent to the alteration.
- f. **Multiple page documents** - Multi page document must:
 - include a consignment-specific link on all pages of the document.
For example, commercial invoices (or similar) must contain the documents individual reference number (e.g. invoice number) or a numerical link on each page of the document.
 - contain an endorsement on the final page of the document, following the information that is being endorsed.

Where a government issued document has noted attachments, the attachments can follow the endorsement. Where an international standard relating to the issuing of veterinary, government or phytosanitary certification does not explicitly require a link on each page of a multiple page certificate, the department will accept the document linkage on the first page of the certificate. For further information about international standards for veterinary, government and phytosanitary certificates please refer to sections 4.3.3, 4.3.4 and 4.3.5 of the [Minimum documentary and import declaration requirements policy](#).

Where a non-government issued document has noted attachments, the attachments are required to meet all of the overarching document requirements contained in section 1 of the [Minimum documentary and import declaration requirements policy](#) inclusive of endorsement.

- g. **Endorsed** - Unless otherwise stated in BICON, on an import permit or on the [department's website](#) for food subject to the Imported Food Inspection Scheme, all

documents must be endorsed by an employee of the organisation, corporation, or government authority issuing the document. An endorsement must:

1. be an acceptable signature, electronic signature or stamp as defined in the Definitions section of this policy.
2. appear after the information that the signatory is endorsing.

Where a document has noted attachments, the endorsement can be made before the attachments, refer to section 1.6 of the [Minimum documentary and import declaration requirements policy](#).

- h. **Date of issue** - All documents must identify the date the document was issued including the day, month and year. Packing declarations may contain vessel/voyage number which can be used if a date of issue is not present on the document.
- i. **Consignment specific link** - All documents that are relied on to assess the level of biosecurity risk must have a unique consignment-specific link. Examples of consignment identification include:
 - container numbers
 - bill numbers
 - commercial invoice numbers
 - lot codes
 - preferential tariff certificate numbers
 - packing list numbers
 - letter of credit numbers.

Where a document does not contain one of the accepted forms of consignment identification, a numerical link to another document that does contain appropriate consignment identification must be present.

Examples of acceptable numerical links include:

- order numbers
- reference numbers
- any other internal reference numbers used by overseas companies
- vessel/voyage references
- flight number and arrival date.

Numerical links alone cannot be used as consignment identification links.

Unacceptable numerical links are references that could be present in previous or subsequent consignments and relate to a model, type or standardised item number.

Examples of unacceptable numerical links include:

- number of packages
- weights
- dates
- stockkeeping unit
- item codes.

Note¹: Annual packing declarations and Imported Food Inspection Scheme importer declarations are exempt from having consignment-specific links.

Note²: For acceptable consignment identification on phytosanitary certificates refer to sections 4 and 5 of [ISPM 12](#).

- j. **Conflicting information on documents** - Where there is conflicting information contained within a document, the document must not be accepted. Conflicting information occurs when prescribed information on one part of the document conflicts with other prescribed information on the same document.



For further information, please refer to the [Minimum documentary and import declaration requirements policy](#).

Invoice

A commercial document issued by the seller to the buyer indicating the products, quantities and prices for the goods being imported. This document will also include an invoice or order number.

This document must meet the relevant overarching and consignment-specific requirements outlined below.

- a. **Complete** - All prescribed information required to be on a document must be present and complete. Additional prescribed information below:
1. The document must include the name and physical address of the supplier.
 2. The document must include Commercial Reference numbers, such as invoice or order numbers.
 3. The document must include a description and quantity of the goods.
 4. The document must include the name and physical address of the purchaser.

Note: Where it is a requirement under the Imported Food Inspection Scheme (IFIS), an import condition on an import permit, or a BICON case states that a certain requirement can be produced, provided or stated on a commercial invoice, then the invoice must meet the overarching documentary and letterhead requirements of the [Minimum documentary and import declaration requirements policy](#).

- b. **Legible** - All prescribed information required to be on a document must be legible.
- c. **Valid** - Many documents, such as import permits, are subject to a validity period. Presented documents must comply with the validity requirements specified for that class of document.
- d. **In English** - All prescribed information required to be on a document must be in English. Exceptions to this rule include:
1. company letterheads do not need to be translated into English but must be in English characters (roman alphabet).
 2. commercial, transport and government certification that are required to comply with international standard formats.
 3. signatures and names of individuals.

Where a document cannot be provided in English, an affidavit will be accepted from either:

1. that country's consulate in Australia.

2. the Australian embassy in the place of origin.
 3. a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd.
- e. **Free from erasures and alterations** - All prescribed information on a document must be free from erasures and alterations unless endorsed by an employee of the company who issued the document, or an authorised government official from the government department who issued a certificate. The only acceptable endorsement is a company stamp or seal signed by the company employee (including printed name) or a government stamp or seal signed by a government employee (including printed name) applied adjacent to the alteration.
- f. **Multiple page documents** - Multi page document must:
- include a consignment-specific link on all pages of the document.
For example, commercial invoices (or similar) must contain the documents individual reference number (e.g. invoice number) or a numerical link on each page of the document.
 - contain an endorsement on the final page of the document, following the information that is being endorsed.

Where a government issued document has noted attachments, the attachments can follow the endorsement. Where an international standard relating to the issuing of veterinary, government or phytosanitary certification does not explicitly require a link on each page of a multiple page certificate, the department will accept the document linkage on the first page of the certificate. For further information about international standards for veterinary, government and phytosanitary certificates please refer to sections 4.3.3, 4.3.4 and 4.3.5 of the [Minimum documentary and import declaration requirements policy](#).

Where a non-government issued document has noted attachments, the attachments are required to meet all of the overarching document requirements contained in section 1 of the [Minimum documentary and import declaration requirements policy](#) inclusive of endorsement.

- g. **Endorsed** - Unless otherwise stated in BICON, on an import permit or on the [department's website](#) for food subject to the Imported Food Inspection Scheme, all documents must be endorsed by an employee of the organisation, corporation, or government authority issuing the document. An endorsement must:
1. be an acceptable signature, electronic signature or stamp as defined in the Definitions section of this policy.
 2. appear after the information that the signatory is endorsing.

Where a document has noted attachments, the endorsement can be made before the attachments, refer to section 1.6 of the [Minimum documentary and import declaration requirements policy](#).

- h. **Date of issue** - All documents must identify the date the document was issued including the day, month and year. Packing declarations may contain vessel/voyage number which can be used if a date of issue is not present on the document.
- i. **Consignment specific link** - All documents that are relied on to assess the level of biosecurity risk must have a unique consignment-specific link. Examples of consignment identification include:
- container numbers

- bill numbers
- commercial invoice numbers
- lot codes
- preferential tariff certificate numbers
- packing list numbers
- letter of credit numbers.

Where a document does not contain one of the accepted forms of consignment identification, a numerical link to another document that does contain appropriate consignment identification must be present.

Examples of acceptable numerical links include:

- order numbers
- reference numbers
- any other internal reference numbers used by overseas companies
- vessel/voyage references
- flight number and arrival date.

Numerical links alone cannot be used as consignment identification links.

Unacceptable numerical links are references that could be present in previous or subsequent consignments and relate to a model, type or standardised item number.

Examples of unacceptable numerical links include:

- number of packages
- weights
- dates
- stockkeeping unit
- item codes.

Note¹: Annual packing declarations and Imported Food Inspection Scheme importer declarations are exempt from having consignment-specific links.

Note²: For acceptable consignment identification on phytosanitary certificates refer to sections 4 and 5 of [ISPM 12](#).

- j. **Conflicting information on documents** - Where there is conflicting information contained within a document, the document must not be accepted. Conflicting information occurs when prescribed information on one part of the document conflicts with other prescribed information on the same document.



For further information, please refer to the [Minimum documentary and import declaration requirements policy](#).

Bill of Lading

A bill of lading (BOL) is issued by the shipping line or freight forwarder. It serves as a receipt to the consignor for the goods, as evidence of the contract of transport containing the conditions of transport and as a document of title by which possession of the goods can be transferred.

The bill of lading (or interim BOL) must be in accordance with standard international trade requirements as specified by the International Chamber of Shipping.

This document must meet the relevant overarching and consignment-specific requirements outlined below.

- a. **Complete** - All prescribed information required to be on a document must be present and complete. Additional prescribed information below:
 1. The document must detail an individual Bill of lading number.
 2. The document must include the shipping line's details, including name and contact details.
 3. The document must include the consignor/shipper/exporter details including name and address.
 4. The document must include the consignee details (may be 'to order').
 5. The document must include the vessel and voyage details.
 6. The document must detail the loading and discharge ports.
 7. The document must include details of the goods including weight/volume and a description of the goods.
 8. The document may also include container or seal numbers, shipped on board dates and marks and numbers to identify goods.
 9. The document may also include serial numbers, batch or lot code numbers or commercial reference numbers (such as invoice or order numbers).
- b. **Legible** - All prescribed information required to be on a document must be legible.
- c. **Valid** - Many documents, such as import permits, are subject to a validity period. Presented documents must comply with the validity requirements specified for that class of document.
- d. **In English** - All prescribed information required to be on a document must be in English. Exceptions to this rule include:
 1. company letterheads do not need to be translated into English but must be in English characters (roman alphabet).
 2. commercial, transport and government certification that are required to comply with international standard formats.
 3. signatures and names of individuals.Where a document cannot be provided in English, an affidavit will be accepted from either:
 1. that country's consulate in Australia.
 2. the Australian embassy in the place of origin.
 3. a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd.
- e. **Free from erasures and alterations** - All prescribed information on a document must be free from erasures and alterations unless endorsed by an employee of the company who issued the document, or an authorised government official from the government department who issued a certificate. The only acceptable endorsement is a company stamp or seal signed by the company employee (including printed name) or a

government stamp or seal signed by a government employee (including printed name) applied adjacent to the alteration.

f. **Multiple page documents** - Multi page document must:

- include a consignment-specific link on all pages of the document.
For example, commercial invoices (or similar) must contain the documents individual reference number (e.g. invoice number) or a numerical link on each page of the document.
- contain an endorsement on the final page of the document, following the information that is being endorsed.

Where a government issued document has noted attachments, the attachments can follow the endorsement. Where an international standard relating to the issuing of veterinary, government or phytosanitary certification does not explicitly require a link on each page of a multiple page certificate, the department will accept the document linkage on the first page of the certificate. For further information about international standards for veterinary, government and phytosanitary certificates please refer to sections 4.3.3, 4.3.4 and 4.3.5 of the [Minimum documentary and import declaration requirements policy](#).

Where a non-government issued document has noted attachments, the attachments are required to meet all of the overarching document requirements contained in section 1 of the [Minimum documentary and import declaration requirements policy](#) inclusive of endorsement.

g. **Endorsed** - Unless otherwise stated in BICON, on an import permit or on the [department's website](#) for food subject to the Imported Food Inspection Scheme, all documents must be endorsed by an employee of the organisation, corporation, or government authority issuing the document. An endorsement must:

1. be an acceptable signature, electronic signature or stamp as defined in the Definitions section of this policy.
2. appear after the information that the signatory is endorsing.

Where a document has noted attachments, the endorsement can be made before the attachments, refer to section 1.6 of the [Minimum documentary and import declaration requirements policy](#).

h. **Date of issue** - All documents must identify the date the document was issued including the day, month and year. Packing declarations may contain vessel/voyage number which can be used if a date of issue is not present on the document.

i. **Consignment specific link** - All documents that are relied on to assess the level of biosecurity risk must have a unique consignment-specific link. Examples of consignment identification include:

- container numbers
- bill numbers
- commercial invoice numbers
- lot codes
- preferential tariff certificate numbers
- packing list numbers
- letter of credit numbers.

Where a document does not contain one of the accepted forms of consignment identification, a numerical link to another document that does contain appropriate consignment identification must be present.

Examples of acceptable numerical links include:

- order numbers
- reference numbers
- any other internal reference numbers used by overseas companies
- vessel/voyage references
- flight number and arrival date.

Numerical links alone cannot be used as consignment identification links.

Unacceptable numerical links are references that could be present in previous or subsequent consignments and relate to a model, type or standardised item number.

Examples of unacceptable numerical links include:

- number of packages
- weights
- dates
- stockkeeping unit
- item codes.

Note¹: Annual packing declarations and Imported Food Inspection Scheme importer declarations are exempt from having consignment-specific links.

Note²: For acceptable consignment identification on phytosanitary certificates refer to sections 4 and 5 of [ISPM 12](#).

- j. **Conflicting information on documents** - Where there is conflicting information contained within a document, the document must not be accepted. Conflicting information occurs when prescribed information on one part of the document conflicts with other prescribed information on the same document.



For further information, please refer to the [Minimum documentary and import declaration requirements policy](#).

Food product label

A label detailing the product name, country of origin and the ingredients. This should be attached to the product being imported.

This document must meet the relevant overarching and consignment-specific requirements outlined below.

- a. **Complete** - All prescribed information required to be on a document must be present and complete. Additional prescribed information below:
1. The document must include the product name.

2. The document must include the country of origin (this includes where the product was manufactured and the origin of components if required by the import conditions).
 3. The document must include a listing of ingredients covering 100% of the product.
- b. **Legible** - All prescribed information required to be on a document must be legible.
- c. **In English** - All prescribed information required to be on a document must be in English. Exceptions to this rule include:
1. company letterheads do not need to be translated into English but must be in English characters (roman alphabet).
 2. commercial, transport and government certification that are required to comply with international standard formats.
 3. signatures and names of individuals.
- Where a document cannot be provided in English, an affidavit will be accepted from either:
1. that country's consulate in Australia.
 2. the Australian embassy in the place of origin.
 3. a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd.
- d. **Free from erasures and alterations** - All prescribed information on a document must be free from erasures and alterations unless endorsed by an employee of the company who issued the document, or an authorised government official from the government department who issued a certificate. The only acceptable endorsement is a company stamp or seal signed by the company employee (including printed name) or a government stamp or seal signed by a government employee (including printed name) applied adjacent to the alteration.
- e. **Date of issue** - All documents must identify the date the document was issued including the day, month and year. Packing declarations may contain vessel/voyage number which can be used if a date of issue is not present on the document.
- f. **Conflicting information on documents** - Where there is conflicting information contained within a document, the document must not be accepted. Conflicting information occurs when prescribed information on one part of the document conflicts with other prescribed information on the same document.



For further information, please refer to the [Minimum documentary and import declaration requirements policy](#).

Appendix 2: References

This appendix contains a consolidated list of referenced items:

Australia New Zealand Food Standards Code

1. <http://www.foodstandards.gov.au/code/Pages/default.aspx>

Biosecurity Charges Imposition (General) Regulation 2016

1. <https://www.legislation.gov.au/Details/F2020C00043>

Biosecurity Regulation 2016

1. <https://www.legislation.gov.au/Series/F2016L00756>

Charging guidelines

1. www.agriculture.gov.au/about/fees/charging-guidelines

department's website

1. www.agriculture.gov.au/biosecurity-trade/import/goods/food

Imported Food Control Act 1992

1. www.agriculture.gov.au/biosecurity-trade/import/goods/food

Imported Food Inspection Scheme

1. <https://www.agriculture.gov.au/biosecurity-trade/import/goods/food/inspection-testing/ifis>

International wildlife trade webpage

1. <https://www.dcceew.gov.au/environment/wildlife-trade>

ISPM 12

1. <https://www.ippc.int/en/publications/609/>

Minimum documentary and import declaration requirements policy

1. www.agriculture.gov.au/biosecurity-trade/import/arrival/clearance-inspection/documentary-requirements/minimum-document-requirements-policy

recognised food safety management certificate

1. <https://www.agriculture.gov.au/biosecurity-trade/import/goods/food/lodge/safety-management-certificates>

recognised foreign government certificate

1. <https://www.agriculture.gov.au/biosecurity-trade/import/goods/food/mandatory-government-certification>

Appendix 3: Glossary

The following provides a definition of words or phrases that are found within the text. Some of these have a special meaning in relation to the importation or treatment of goods entering Australia and may be important to understand in meeting the conditions for import.

Approved Arrangement Site (AA Site)	An arrangement approved under Section 406 of the Biosecurity Act 2015 (Cwlth) which permits a biosecurity industry participant to carry out specified activities to manage biosecurity risks associated with particular goods, premises or other things.
-------------------------------------	--

Appendix 4: Document Options

Context & Inclusions

User Context: External

- ⚙ Appendix - Annexes
 - ⚙ Appendix – Documentation Requirements
 - ⚙ Appendix - Glossary
 - ⚙ Appendix – Questions and Answers
 - ⚙ Appendix – Rationale
 - ⚙ Appendix – References (Files and URLs)
- ⚙ Appendix – Scientific Names
 - ❄ Element Identifiers
 - ⚙ What’s Changed
 - ⚙ Onshore Management
 - ❄ Main Processing Path Only
 - ⚙ Procedures

Authoring Aids & Outputs

Output Format: PDF

This document is governed by the Terms and Conditions of the Department of Agriculture.
See <https://bicon.agriculture.gov.au/BiconWeb4.0> for further details.
© Commonwealth of Australia