



Apply to approve permits in NEXDOC

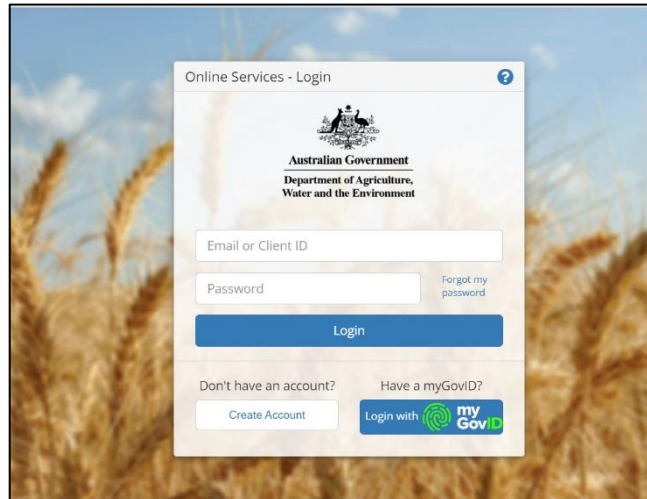
Apply to become an Automated Export Permit Issuer (AEPI)

Log in to the Online Services portal

1. Go to the [Online services](#) portal
2. Enter your **email or Client ID and password**
3. Select **login**.

You must use the Online Services portal even if you use third party software.

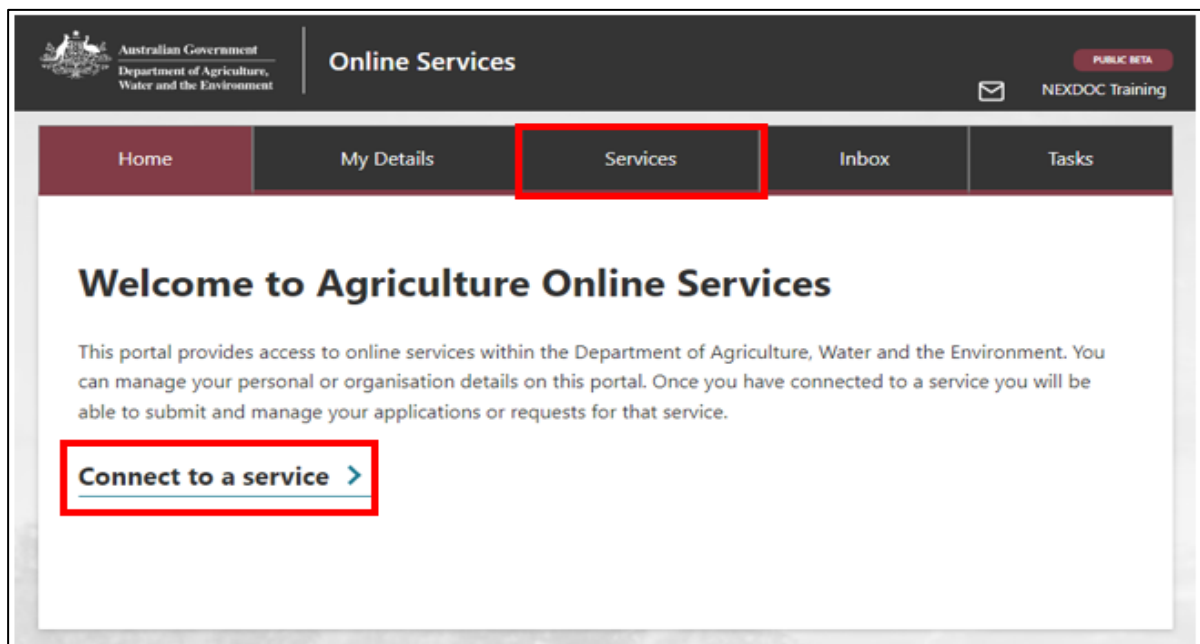
If you're not registered in the Agriculture Online Services Portal, you will need to create an account.



Apply to become an Automated Export Permit Issuer (AEPI)

Once you've logged into [Online services](#), you will need to connect to NEXDOC.

1. Select '**Connect to a service**' or select the '**Services**' tab.





2. Select 'Request to be an Automated Export Permit Issuer (AEPI)'

Services

All Services Available [Search all services](#)

[Register your company as an exporter in NEXDOC](#)

This option creates a new exporter account within NEXDOC. This option should be selected if you are a new NEXDOC exporter (including existing EXDOC exporters registering for the first time in NEXDOC). If your company already has an NEXDOC exporter account and you will be submitting export documents (NOI/REX) through the exporter portal, please contact the person in your company who manages your NEXDOC access and they will be able to add your online account to the exporter account. If your company is already registered with a NEXDOC exporter account and you submit your export documentation using a third party NEXDOC Software package, please go to the 'Register as a Client group administrator (external software users)' option if your software client group has not yet been registered OR if your company has already registered a Client Group, contact your Client group administrator to add you to the Client Group.

[Client Group Administrator for External Software Users](#)

Select this option if you have purchased 3rd party software from an approved software vendor company. This registration will provide you with Client Group Administrator access that allows you to request new client group identifiers (formerly EDI number) and administrate users for these groups.

[Request to be an Automated Export Permit Issuer \(AEPI\)](#)

Request to be an Automated Export Permit Issuer (AEPI) declaration of understanding. For exporters, occupiers of registered establishments or their employees/agents to declare their eligibility to become Automated Export Permit Issuers (AEPIs) and to demonstrate their understanding of export eligibility requirements.

[Create web service users for your software installations](#)

Web services are secured and require user accounts to be used by your software.

3. Complete steps 1-5 below.

Step 1: Applicant details

Enter your company name and the commodities you are applying to issue permits for:

Request to be an Automated Export Permit Issuer (AEPI)

Please provide the AEPI declaration details below. All fields are mandatory unless specified.

- 1 Applicant Details**
- 2 Applicant Status
- 3 Eligibility
- 4 Eligibility Checklist
- 5 Submit

Applicant details

Company name (Legal entity name)

Indicate which commodities you are applying to issue permits for

Dairy

Select 'Next' to proceed.



Step 2: Applicant status

Tell us about your role – you may select one or more options.

- 1 Applicant Details
- 2 Applicant Status**
- 3 Eligibility
- 4 Eligibility Checklist
- 5 Submit

Applicant status

Indicate your status

Exporter

Occupier of a registered export establishment

Employed or engaged by an exporter

Employed or engaged by the occupier of a registered export establishment

[Back](#) [Next](#)

Select 'Save and Next'.

Step 3: Eligibility

When approved as an AEPI you will be responsible for the export documentation you authorise. We must ensure that your company has documented systems in place to support the documentation you authorised. If you can confirm your company has a system to support you in each of the components listed, tick the boxes which apply.

- 1 Applicant Details
- 2 Applicant Status
- 3 Eligibility**
- 4 Eligibility Checklist
- 5 Submit

Applicant eligibility

Confirm that your company has systems in place to ensure that in your role as AEPI you:

Authorise export permits before products leave Australia

Authorise export permits in NEXDOC or ask a department authorised officer to do so

Check that export products meet all export, legislative and importing country requirements and conditions listed in your company's approved arrangement before authorising export permits

Have the necessary compliance declarations issued by the manufacturers of the products before authorising export permits

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Select 'Next'.



Step 4: Eligibility checklist

Each permit you authorise must be supported by a checklist signed by you, stating the shipment is eligible for export. Your checklist must contain, at a minimum, the components listed in the sample provided. You are responsible for maintaining copies of each checklist and these may be requested by the department during audit or verification activities.

In this step, you must upload a copy of your checklist.

If you do not already have one, you may use the sample provided as a guide to create your own.

Export eligibility checklist

① Applicant Details

② Applicant Status

③ Eligibility

④ Eligibility Checklist

⑤ Submit

You must use an approved paper based or electronic checklist to confirm products meet minimum export requirements. The checklist must be audible.

If your company does not have a checklist use the sample provided.

Attachments

Please attach an export eligibility checklist customised for your business needs

Select or drag and drop 4 files

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Select 'Next'.

Step 5: Submit

To complete your registration:

- read the declaration and privacy notice
- if you agree, tick the 'I agree' box
- select 'Submit'.

I agree

Submit

Application review

Your application will be sent to the department for assessment. We will review the information you have provided and your *Export eligibility checklist*. If any changes are required, we will contact you to request amendments before a decision is made.

Once your application has been assessed you will be notified of the decision through the NEXDOC inbox within the NEXDOC portal.

Contact us for assistance

For more information or assistance, please contact dairyeggfish@aff.gov.au