



ATTACHMENT 3: GUIDANCE – APPLICATION FOR SEEKING RECOMMENDATION FOR REGISTRATION BY GACC

Applications must be completed by an appropriate person in management or control of the food processing and storage facility, such as an export manager.

Access the online application service here: <https://agriculture-exports.awe.gov.au/exportlistings>

Information you should have ready before starting your application

Answers are not saved until you submit, you will need to be prepared to complete all the details in one sitting. Applications take approximately 30 minutes to complete per facility.

We strongly recommended applicants have all the following information available prior to commencing the online application:

- Business details including business name, ABN/ACN, trading name and contact details
 - Business name is the legal entity name
 - Any trading name must match the name on the ABN registration
 - Contact details include physical address, phone number and email
- Physical address of the food processing or storage facility
 - Only required if different from the business address
 - Required for each facility where a business operates multiple facilities
- Facility type – processing (including packing) (PS), cold store (CS) and/or dry store (DS)
 - Food processing facilities that carry out the final processing step and subsequent storage facilities need to be registered with China
 - Applicants can select multiple options where a facility covers more than one function
 - Required for each facility, where a business operates multiple facilities
- Your departmental Establishment/ER Number if you are already registered with the department
- Last export date to China
 - Food processing and storage facilities with a history of handling food exported to China since 1 January 2017 are eligible.
 - This is the most recent date of departure for products from the facility being registered, and is required for each facility where a business operates multiple facilities.
 - If your food processing and storage facility does not directly export you may need to get this information from your agent or broker.

- A list of the food products being exported to China and associated HS codes
 - For each food processing and storage facility, under each of the food categories set by China you will need to provide product descriptions and [Harmonised Commodity Description and Coding System](#) codes (HS Codes) for all the food products handled by that facility.
 - Do not include brand names, sizes, product codes etc.
 - HS Codes must be 8 or 10 digits.
 - Guidance on product categories, product descriptions and HS codes is at **Attachment 1**.
- Documentary evidence of food safety management system
 - A state, territory or local council food business registration, licence, notification or accreditation number where available OR certification of third-party accredited food safety management system (for example, HACCP, BRC, SQF, Freshcare, ISO 22000, other).
 - If not available at time of application, your documentation should be emailed by 22 October 2021 to exportlisting@agriculture.gov.au. Please include your application reference number (see below) in the email.
 - This information is required for the department to assess your application. If you have questions about what documentation to provide please email exportlisting@agriculture.gov.au immediately.

What happens after you submit your application?

When you have completed the application you will be given an application reference number. This reference number is not related to your food processing and storage facility departmental number.

You will also be given the option to submit your documentary evidence on the spot. As mentioned above, if you do not have your documentation to hand, you will need to submit it by 22 October 2021 via email (exportlisting@agriculture.gov.au). Please include your application reference number when emailing the department.

You will then receive an email confirming your application has been received.

Once the department has processed your application you will be issued with a departmental Establishment/ER Number. This is a unique identifier for your facility.

The department will use this establishment number in the submission to China.

If you have any questions about applying or experience any problems with the online service, please email the department for assistance (exportlisting@agriculture.gov.au).