Australian Government
Department of Agriculture,
Fisheries and Forestry

Exports work instruction

Preparing a phytosanitary certificate for re-export (EX25) for plant exports

Direction to staff

This is official instructional material of the Department of Agriculture, Fisheries and Forestry (the department). Failure to comply with it may result in a breach of relevant legislation and/or the code of conduct under section 13(5) of the *Public Service Act 1999.*

Direction to industry

This work instruction outlines the requirements for certificate for re-export (EX25) for plant exports. All parties with roles and responsibilities explicit in this document and legislation must comply with it.

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Purpose of this document

This document details the procedure for preparing a phytosanitary certificate for re-export (EX25) for plant exports.

Note: The procedures covered in this work instruction relate to current manual certification issued, not contingency manual certification.

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Contents

This document contains the following topics.

Policy statement

The policy and process related to this work instruction can be found in the Exports process instruction: *Issuance of certification for plant exports*. Exporters must read and comply with the policy and process requirements set out in the Exports process instruction: *Issuance of certification for plant exports* and relevant legislation.

Roles and responsibilities

The following table outlines the roles and responsibilities undertaken in this work instruction.

Role	Responsibility
Exporter	• Preparing a phytosanitary certificate for re-export (EX25) template. • Submitting request for issuance of certification.
Documentation authorised officer (AO)	• Complete relevant fields on a phytosanitary certificate for re-export (EX25).

Essential equipment

The following systems are required:

- Department of Agriculture, Fisheries and Forestry website
- Manual of Importing Country Requirements (Micor) Plants.

Section 1: Preparing a phytosanitary certificate for re-export (EX25)

The following table outlines the process for preparing a phytosanitary certificate for re-export (EX25).

Step	Action
1.	Download the phytosanitary certificate for re-export template (EX25) from the department website.
2.	Complete the template as per Section 2: Completing the phytosanitary certificate for re-export (EX25).
3.	• Request a re-export inspection with an authorised officer. **Refer to** the Exporting plants and plant products: A step-by-step guide for Australian exporters. • **The process ends here.**

Section 2: Completing the phytosanitary certificate for re-export (EX25)

The following table outlines the field names and the content that must be entered into a phytosanitary certificate for re-export (EX25).

Note: The phytosanitary certificate for re-export (EX25) will need to align with the information listed on the Request for Permit (RFP) as required. For more information on completing a compliant RFP refer to Export system instruction: *Completion of a phytosanitary certificate*.

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Field name	Content
Name and address of exporter	Full name and address of the exporter. • If the exporter has an overseas company name but an office based in Australia, the address of the Australian office must be used for the address. • Exporter details can only be listed if the exporter is registered with the department and has been issued an exporter number. • The address of the exporter can be either a physical or a postal address. The inclusion of both a physical and postal address is not permitted.
(Certificate) No.	The manual certificate number issued by the documentation AO. **Note:** This field is completed by the documentation AO at the time the certificate is issued and not by the exporter.

Declared name and address of consignee	Full name and address of the consignee.
	
	• The name and address must be in sufficient detail to enable the NPPO of the importing country to confirm the identity of the consignee and, where necessary, to be able to conduct trace-back of non-compliant imports.
	
	• The address of the importer can be either a physical or a postal address.
	
	• The following details are not permitted in this field
	  o telephone/facsimile numbers
	  o both a physical and postal address
	  o ABNs
	  o multiple addresses
	  o the words 'head office' or 'factory' (or derivative of)
	  o the word 'consignee' as the consignee name
	  o commercial information.
	
	<table><tr><th>If…</th><th>Then…</th></tr><tr><td>an import permit is required</td><td>consignee details must align with the importer details listed on the import permit.</td></tr><tr><td>The consignee is not known</td><td>'To order' may be used if the NPPO in the importing country permits the use of the term and the exporter accepts any associated risks.</td></tr></table>
	Note: Consignee country details can differ to the destination country. However, the importing country may require the consignee to be located in the destination country. It is the exporter's commercial risk if the exporter chooses to list a consignee in a country different to the destination country.

Declared means of conveyance	The ship name and voyage number (if known) or the aircraft and flight number. • If the voyage or flight number is unknown, 'SEA', 'AIR', or 'MAIL' may be recorded. • The ship or aircraft must be the international carrier.

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Field name	Content
Declared point of entry	The point of entry of the consignment or the place of final clearance. **Note:** The use of a country name or terms such as port, freeport or similar are not permitted. • If the declared point of entry is in a landlocked country, enter the transit port; for example, 'Kathmandu via Calcutta'. • For bulk grain shipments where the consignment is to be discharged in multiple places in the destination country, the Declared Point of Entry may be populated with the text ALL (NAME OF COUNTRY) PORTS. • There are to be no derivatives of this allowance.
Place of origin and code	The country which the product was imported from and the corresponding country code. The country code consists of two letters and is noted with the case listing located in Micor Plants. **Note:** If the consignment: • has been re-exported from multiple countries, all prior importing countries are to be listed however the country of origin is to be listed in brackets. • consists of product from various importing countries, all the importing countries are to be listed.
Import permit number	The import permit number (if applicable). If an import permit is not required by the importing country, enter the words 'not supplied'.
Country of final destination and code	The destination country of the consignment and the corresponding country code. **Note:** The country code consists of 2 letters and can be found in Micor Plants.
Number of packages (total)	The total number of packages in the consignment.
Mass (total)	The total net weight of the consignment but not including the weight of any external packaging, such as the container. **Important:** • The metric unit of mass such as GRM, KGM, and TNE, must also be included. Imperial weight measurements, such as Ib and oz, are not permitted.
To: Plant Protection Organisation of	The country of destination.

Field name	Content
Distinguishing marks and container numbers	Distinguishing marks and container numbers. • Distinguishing marks are shipping marks that identify a line of product from other lines in the shipment. Shipping marks can include 　○ lot numbers 　○ grower numbers 　○ pack house numbers 　○ container numbers 　○ seal numbers. • Seal numbers must be entered underneath or next to the relevant container number (with separating symbol). • Seal numbers must not be entered on the phytosanitary certificate without container numbers (sea and air transport mode). • Seal numbers are not verified by AOs unless it is a protocol agreement with the importing NPPO. • Shipping marks must be verifiable by the inspection AO at the time of inspection and recorded on the inspection record.
Number and description of packages	The number, description, type and weight (if applicable) of packages to be inspected and certified for export. **Important:** • Use the term that is most appropriate to describe the packaging type to the importing NPPO. • The net metric weight details must be the weight details of the product for each line. <table><tr><th>If the consignment is…</th><th>Then…</th></tr><tr><td>loaded directly into a ship's holds</td><td>enter BULK followed by the weight. For example, BULK – 22000 TNE.</td></tr><tr><td>bulk loaded into containers (FCL only)</td><td>list the number of containers. For example, 9 CONTAINERS.</td></tr><tr><td>packaged</td><td>list the number of packages and the type of package. For example, 640 BAGS, 590 CARTONS.</td></tr></table>

Field name	Content

Name of produce/quantity declared	Provide sufficient detail to allow the consignment to be readily identified and include the net weight and unit of mass (if applicable) for each line on the certificate.
	
	 This is the primary descriptor of the product and should be a basic commodity name such as apple, orange, sorghum.
	
	 Note: Additional product descriptions relating to the consignment may be required following the name of produce.
	
	 • Include the net weight and unit of mass (if applicable) for each line on the certificate.
	 • If the additional description is a varietal name, such as Kensington, Washington Navel. The description must be placed after or underneath the primary descriptor.
	 • Additional product descriptors must be verified by the inspection AO. The exporter or packer may have to provide documentation to allow the AO to verify this information and certify it on the phytosanitary certificate. Documentation can include, but is not limited to:
	     o statutory declaration
	     o electrophoresis test results from a laboratory
	     o certified seed certificate
	     o botanical identification from an approved seed testing laboratory.

Product part	This information is used to further describe the product part of the consignment.
Product condition	This information is used to further describe the product condition of the consignment.
Intended use	This information is used to further describe the intended use of the consignment. **Important:** this field is mandatory for both grain and horticulture consignments.
Total net contents	The total net weight of the product line.
Botanical name of plants	The botanical name of the product. **Note:** The botanical name is not to be entered where the name of the produce (Name of Produce / Quantity Declared field) is populated.
Commodity code	The Australian Harmonised Export Commodity Classification (AHECC). This code is mandatory for all commodities and can be found on the Australian Bureau of Statistics website.

Field name	Content

Disinfestation and /or disinfection treatment	The details of the treatment applied to the consignment in Australia.
	
	• The following information should be included for treatment fields:
	   o Date – the date/dates that the treatment was undertaken. If the treatment is undertaken over a period exceeding 24 hours or a range of dates, this field is to be populated with the start and end dates of treatment.
	   o Treatment – the type of treatment undertaken. For example, fumigation, dipped, cold disinfestation; precooled.
	   o Chemical – where applicable, the name of the chemical used. For example, Methyl bromide, Phosphine, Thiram.
	   o Duration – where applicable, the length of time the product was treated for. For example, 2 hours, 48 hours.
	   o Concentration – the rate of application. For example, 48grm/m3, 2.5grm per litre, 4grm A.I. per 1000 KGM seed.
	   o Temperature – where applicable, the temperature applied in metric units. For example, 21 DEGREES CELSIUS.
	   o Additional information – may be populated with any additional information applicable to the treatment undertaken, or if more than one treatment is to be certified.
	   o The abbreviation of the application rate such as GRM, KGM or TNE.

Additional Declaration	The additional declaration/endorsement number related to the consignments as listed in Micor Plants case.
Phytosanitary statement	This statement certifies that the consignment complied with specific requirements at the time of being imported into Australia, including requirements in relation to regulated and non-regulated pests, disease, soil and weed seed. Evidence to support the statements must be provided at the time of inspection and at the time of requesting certification. **Note:** This field is completed by the inspection AO at the time of inspection and not by the exporter.
Place of issue and code	The place and postcode where the certificate is issued. **Note:** This field is completed by the documentation AO at the time the certificate is issued and not by the exporter.
Date of issue	The date the certificate is issued. **Note:** This field is completed by the documentation AO at the time the certificate is issued and not by the exporter.
Seal	The documentation AO's stamp. **Important**: All certificates issued (including any copies) must bear the department's official stamp/seal. Without this stamp, the certificate is not valid. **Note:** This field is completed by the documentation AO at the time the certificate is issued and not by the exporter.

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Field name	Content
Name of inspector	The full name of the inspection AO. **Note:** This field is completed by the documentation AO at the time the certificate is issued and not by the exporter.
Inspection date and code	The inspection date/s and the postcode of where the inspection was undertaken. **Note:** This field is completed by the documentation AO at the time the certificate is issued and not by the exporter
Name of delegate	The documentation AO's full name. **Note:** This field is completed by the documentation AO at the time the certificate is issued and not by the exporter.
Signature of delegate	The delegate's signature issuing the certificate. **Note:** This field is completed by the documentation AO at the time the certificate is issued and not by the exporter.

Section 3: Submitting the phytosanitary certificate for re-export (EX25)

The following table outlines how to submit the phytosanitary certificate for re-export (EX25).

Step	Action
1.	Submit the following to the [Assessment Services Exports](#) mailbox: • request for an RFP authorisation • completed phytosanitary certificate for re-export (EX25). • all other supporting documents • whether the completed certificate needs to be posted or will be collected.

Section 4: Collecting the phytosanitary certificate for re-export (EX25)

The following table outlines how to collect the phytosanitary certificate for re-export (EX25).

Step	Action
1.	Collect your certificate. <table><tr><th>If you have elected to…</th><th>Then…</th></tr><tr><td>have the certificate mailed</td><td>• you will receive the certificate in the mail • **the procedure ends here**.</td></tr><tr><td>pick up the certificate from a regional office</td><td>• attend the regional office to collect the certificate • **the procedure ends here**.</td></tr></table>

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Record keeping

Documentation AOs must keep official files in accordance with the department's record keeping policy and the relevant regions procedures.

Related material

The following related material is available on department's website:

- Micor Plants
- Request a plant export inspection appointment

The following related material is available on the Instructional Material Library:

- Exports process instruction: *Issuance of certification for plant exports*
- Exports process instruction: *Issuing certification for plant exports*
- Exports reference: *EXDOC fields that populate phytosanitary certificates*
- Exports reference: *Phytosanitary certificate for re-export template EX25*
- Exports system instruction: *Completion of a phytosanitary certificate*.

The following related material is available online:

- Australian Bureau of Statistics website

Contact information

Assessment Services Exports: PlantExportsNDH@aff.gov.au

Document information

The following table contains administrative metadata.

Instructional Material Library document ID	IMLS-9-7560
Instructional material owner	Director, Business Systems Program, Plant Export Operations Branch
Risk rating	Low
Review period	Due for review within 4 years of the most recent approved date.

Version history

The following table details the published date and amendment details for this document.

Version	Date published	Date last approved	Review type	Summary of review
1.0	28/03/2021	28/03/2021	New document	First publication of this work instruction.
2.0	9/10/2024	9/10/2024	Major change	Updated to include new certificate fields.

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Appendix A: Definitions

All terms used in this document and their definitions are captured in the Exports process instruction: *Issuance of certification for plant exports*.

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