



# Optional response template to a Request for Information notice for importers

## Illegal logging prohibition Regulation 2012

### General information

#### **Purpose**

This is an optional template that can be used by an importer of regulated timber products who has been issued a Request for Information Notice by the Department of Agriculture, Fisheries and Forestry.

It should be used in addition to other documentary evidence and not used as your due diligence process.

Where multiple regulated timber product imports have been selected for audit, additional template pages may be required to be completed.

#### **For more information**

The department's [illegal logging compliance webpage](#) provides information to assist importers with how to respond to a Request for Information notice.

To request an electronic copy of this document, email your request to the Illegal Logging Compliance Assessment Team at [ilca@agriculture.gov.au](mailto:ilca@agriculture.gov.au)



## Providing information about your **due diligence system** for regulated timber products

### **ITEM 1 – Documented due diligence system**

A due diligence system is a written document that describes the range of processes and practices that an importer follows to meet the due diligence requirements for all imported regulated timber products.

#### **Question: Did you (the importer) have a due diligence system in place?**

- Yes - Provide a copy of your company's due diligence system as it existed at the time prior to import when due diligence was undertaken.
- No – Please explain why in the text box below.

## Providing information about your **due diligence process** for the identified regulated timber products

Items 2, 3 and 4 relate to the regulated timber products identified in Table 1 of the Request for Information Notice.

Further information on due diligence requirements is available on the [department's due diligence webpage](#).

Provide a description of any attached documents at Appendix 1. There should be clear linkage from the documents provided to the regulated timber product. This may involve showing traceability between the documents and/or companies identified within the supply chain.

### **ITEM 2 – Information gathering**

Provide copies of all the information that you gathered before importing the regulated timber product.

### **ITEM 3 – Reasonable Risk Assessment**

Indicate the risk assessment option(s) you undertook before importing the regulated timber product and indicate which timber consignment (give the import declaration number) this applies to:

- Option 1** Timber Legality Framework (product was FSC or PEFC certified)
- Option 2** Country Specific Guideline
- Option 3** Regulated risk factors (also required to be undertaken when the risk assessment against Option 1 or 2 was not low)

Timber consignment: \_\_\_\_\_

The level of risk that was determined for this product after conducting your risk assessment was

Low       Greater than low

Provide your risk assessment, risk conclusion and all the supporting documents you utilised to inform your risk assessment.

### **ITEM 4 – Risk mitigation**

Risk mitigation is required when you have undertaken a risk assessment against *Option 3 Regulated Risk factors* and determined the risk to be anything higher than low.

Provide copies of any risk mitigation steps you took before importing the regulated timber product, and all supporting documentation that relates to your risk mitigation steps.



**Australian Government**

**Department of Agriculture,  
Fisheries and Forestry**

## **Appendix 1 – Description of the documents provided as your Request for Information Submission**

See above for explanation on what is required to be included here.



**Australian Government**  
**Department of Agriculture,  
Fisheries and Forestry**

**Acknowledgement of Country**

We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past and present.

© Commonwealth of Australia 2023

Unless otherwise noted, copyright (and any other intellectual property rights) in this publication is owned by the Commonwealth of Australia (referred to as the Commonwealth).

All material in this publication is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/) except content supplied by third parties, logos and the Commonwealth Coat of Arms.

The Australian Government acting through the Department of Agriculture, Fisheries and Forestry has exercised due care and skill in preparing and compiling the information and data in this publication. Notwithstanding, the Department of Agriculture, Fisheries and Forestry, its employees and advisers disclaim all liability, including liability for negligence and for any loss, damage, injury, expense or cost incurred by any person as a result of accessing, using or relying on any of the information or data in this publication to the maximum extent permitted by law.