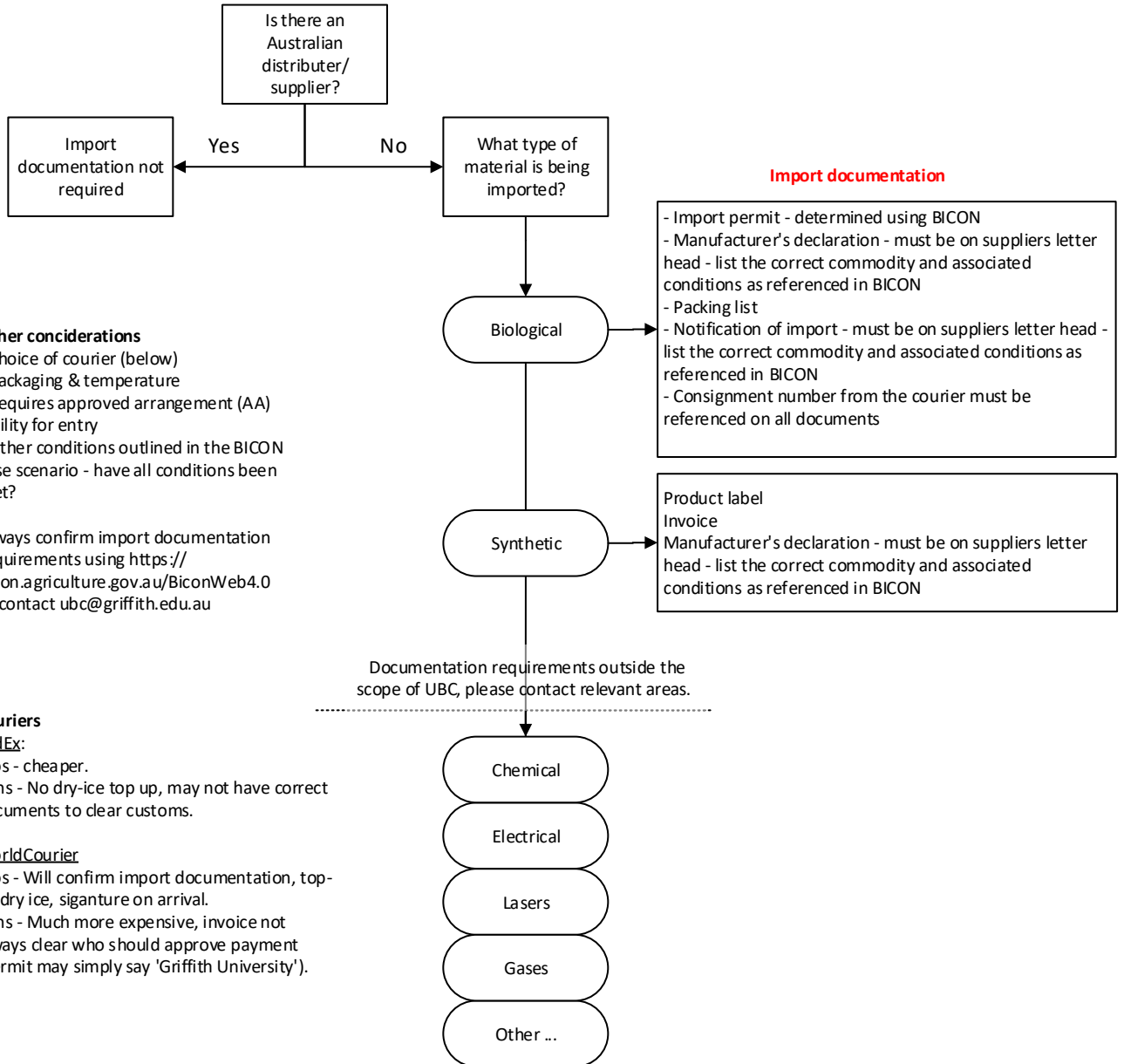


Importing material document requirements



Other considerations

- Choice of courier (below)
- Packaging & temperature
- Requires approved arrangement (AA) facility for entry
- Other conditions outlined in the BICON case scenario - have all conditions been met?

Always confirm import documentation requirements using <https://bicon.agriculture.gov.au/BiconWeb4.0> or contact ubc@griffith.edu.au

Couriers

FedEx:

Pros - cheaper.
Cons - No dry-ice top up, may not have correct documents to clear customs.

WorldCourier

Pros - Will confirm import documentation, top-up dry ice, signature on arrival.
Cons - Much more expensive, invoice not always clear who should approve payment (permit may simply say 'Griffith University').

International Import Documents

1.0 Purpose

2.0 Documentation Checklist

3.0 Document Templates

1.0 Purpose

The purpose of this document is to provide Griffith researchers and international suppliers with a checklist of required documentation to ensure the correct paperwork is provided at customs. The exact documentation required will depend on the material to be imported. For the import of any material please refer to <https://bicon.agriculture.gov.au/BiconWeb4.0/> and for biological material please also contact abc@griffith.edu.au.

2.0 Documentation Checklist

Paperwork completed/ attached if relevant

Documentation	To be completed by	YES	NO	N/A
Manufacturer's Declaration	The supplier/ manufacturer			
Packing list	The supplier/ manufacturer			
Notification of Importation	Person importing material			
Import permit	Person importing material			
<i>NOTES:</i>				

3.0 Document Templates

3.1 Manufacturer's Declaration

3.2 Packing list

3.3 Notification of Importation

Insert company letterhead

Insert Address of supplier

MANUFACTURERS DECLARATION

This consignment contains approximately *insert quantity and a description of the samples* from *insert where samples have been obtained from* in the *insert country of origin*

The specimens are for in-vitro research purposes only and I confirm that the goods:

1. *Enter a description of any processing or preservative samples are in.*

The items have no commercial value. For customs purposes, only a nominal value of *insert amount* has been assigned.

Consignment Information, consignment number: *XXX*

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

Name and company title of person signing declaration

Signature of manufacturer

Date

Insert company letterhead

Packing List Consignment – *insert consignment number XXX*

Sample	Number	Voucher specimen	Provenance	Material mass (g)
<i>Name of sample/ species</i>	1			
	2			
	3			
	4			
	5			

Name and company title of person signing declaration

Signature of manufacturer

Date



Importation of *insert name/ description of material*

Supplier

Recipient

Name

Name

address

address

Day Month Year

Import Permit (IP) Number: *If required, insert import permit number here, if not required, insert the BICON case the material is being imported under.*

Consignment Number: *XXX*

To Whom it may concern,

Griffith University agrees to take possession and manage the material contained within the package. The University understands the contents of the package to be:

- *Amount and description of the material*

The complete list of samples/materials is listed in the attached packing list.

The University agrees to take possession of the material and understands that the specimens:

1. *Insert reason for import eg. for in vitro research.*

Yours Sincerely,

*Signature of the Safety Specialist Biosafety & Biosecurity
(contact ubc@griffith.edu.au to obtain)*

Date