

Annual Packing Declaration Checklist

Refer to the template on Page 2...

Company Letterhead:	Does the letterhead include the business name AND address?
Exporter's Name:	Is this the same company name as the company letterhead?
Importer's Name:	Does this match the name on the commercial documents / bill of lading?
Unacceptable Packaging Material:	Is the terminology correct and has this question been answered 'NO'?
Timber/Bamboo Packaging Material:	Is the terminology correct and are the answers in the same order as the template?
Treatment Certification:	Has Timber or Bamboo been answered 'YES'? If 'YES' to Timber, has the ISPM 15 box been ticked/crossed? If 'NO' to Timber/Bamboo, has this question been left un-answered?
Container Cleanliness:	Does the statement read "<u>will be</u> cleaned" and "<u>will be</u> free"?
Signed:	Has the person that completed the declaration included their <u>physical signature</u> OR used a <u>chop stamp that includes the individual's name</u> OR used a digital/electronic signature? (COMPANY STAMPS ARE NOT ACCEPTABLE SIGNATURES)
Printed Name:	Does the printed name appear to be the same person that signed the packing declaration?
Date of Issue:	Is the date written as DD/MM/YYYY? If the document is to be used for a current shipment is the date on the APD before the shipped on board date?
General Notes:	Is everything clear and legible? Are all fields answered in English? Have all necessary fields been completed? Is the document free from erasures/corrections? Have all answers been filled-in using the same way? E.g. 'crossed' Are there no numerical links mentioned?

Place Company letterhead Here
(MUST be issued by the packer or supplier of the goods and MUST include the company's name AND address)

ANNUAL PACKING DECLARATION

Exporter's name: (This information combined with the importer's name may be used as consignment link)

Importer's name:

UNACCEPTABLE PACKAGING MATERIAL STATEMENT

(Packaging material such as straw, peat, hay, chaff, used fruit & vegetable cartons are not permitted)

Q1 Will unacceptable packaging materials be used as packaging or dunnage in the consignments covered by this document?

A1 YES ☐ NO ☐

TIMBER/BAMBOO PACKAGING/DUNNAGE STATEMENT

(Timber/bamboo packaging/dunnage includes: crates, cases, pallets, skids, and any other timber or bamboo used as a shipping aid)

Q2 Will timber/bamboo packaging/dunnage be used in consignments covered by this document?

A2 YES Timber ☐ YES Bamboo ☐ NO ☐
(nil timber/bamboo)

TREATMENT CERTIFICATION (ONLY IF TIMBER/BAMBOO PACKAGING/DUNNAGE IS DECLARED IN QUESTION 2)

Q3 All timber/bamboo packaging/dunnage used in the consignments will be (Please Indicate below)

Treated and marked in compliance with ISPM 15
(Note: ISPM 15 is only applicable to timber packaging) ☐

Or

**Treated in compliance with Department of Agriculture
and Water Resources treatment requirements** ☐

(With accompanying treatment certificate)

Or

Not treated ☐

CONTAINER CLEANLINESS STATEMENT (for FCL/X consignments only - statement to be removed from document when relevant)

The container(s) covered by this document will be cleaned and will be free from material of animal and/or plant origin and soil.

Signed: Printed name:.....
(Company representative)

Date of issue:.....
(DD/MM/YYYY)