



# ICS User Representative Newsletter

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Number 21

## Exports Countdown Issue

- Digital Certificate Update
- Business Continuity Plan
- Next Edition

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## Digital Certificate Update

Well as from today, there is only **TWO WEEKS** until the Exports go live date on 22 September, and four weeks until EXIT is switched off forever.

My last newsletter concentrated on issues about how to get and install your digital certificates. Did you know however that once you have obtained and successfully installed your digital certificates there are more steps you need to complete?

Firstly you must sign a User Agreement with the Australian Customs Service in order to communicate electronically with them. Secondly, you must complete a Digital Certificate and Client Registrations form. Both these forms can be obtained here:

<http://www.customs.gov.au/site/page.cfm?u=4943>

Current advice is that while many parties have recently obtained Digital Certificates, not all of those parties have registered their certificates with Customs.

This is a **critical** step you must complete before you can communicate with the Customs systems. Note that the registration process applies to both EDI (third party software users) as well as those only using the Customs interactive facility.

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## Business Continuity Plan

### BACKGROUND

In December 2003, Customs and key industry bodies formed a sub-group of the Industry Working Group on CMR to develop a Business Continuity (BCP) plan that will operate with the introduction of the Cargo Management Re-engineering Exports system. Prior to the formation of the group, Customs had developed a draft document that was distributed to industry as a basis for future discussions. From January until August 2004, the group met seven times together, with several smaller meetings held with only particular sectors in attendance. The purpose of the group was to provide industry input into how the export community will comply with Customs and AQIS requirements in the event of the Customs system not being available. Through the process of the meetings, proposals were tabled, examined and reviewed

*"This is a critical step you must complete before you can communicate with the Customs systems"*

*“Industry considered the last consultation version the best possible outcome given the constraints that existed”*

by industry. Alternative models were put forward and the BCP document went through six versions until being considered “final”.

Industry considered the last consultation version the best possible outcome given the constraints that existed: no significant changes could be made to the electronic system, and the deadline of 22 September could not be delayed by the BCP process. It is important to note that while industry considers the last consultation version to be the best possible outcome, industry members were not asked to “endorse” or ‘sign off’ the document on behalf of the wider community.

Industry considers the BCP document lacks specific detail on how Customs will resource some aspects of the plan, particularly the processing of manual documents during an outage. The lack of a service level agreement (SLA) for the processing of contingency documents means that industry will need to rely upon Customs “best endeavours” to ensure export cargo is processed efficiently in a contingency scenario.

## **BCP KEY PRINCIPLES**

The Customs “Cargo Systems Business Continuity Plan” will soon be available for download from the Customs CMR website. This document outlines the broad processes that need to be followed in the event of an outage to the **Customs** system only. Essentially, the processes fall into two categories, those that must be followed during an outage and those that must be followed in the recovery period after an outage.

Main manifest providers, depot/warehouse operators, airlines and stevedores need only to provide the information they usually supply to Customs in recovery, once the system is operational after an outage.

The Exports BCP will be activated when it is determined by Customs that the Customs Connect Facility (CCF) or Integrated Cargo System (ICS) is likely to be inoperable for a period longer than 2 hours. Activation notification will be via a formal announcement and will be posted on the Customs Internet site and e-mailed to registered communicators and where practicable through industry associations. The CCF is the communication front end to the Customs ICS engine, which processes export declarations, cargo reports and other industry messages.

As noted above, two distinct stages can be identified during a declared Customs outage:

- During an Outage
- Recovery

## **DURING A DECLARED CUSTOMS OUTAGE**

Three documents **must** be lodged during a declared outage:

Export Declarations (by Exporters or Export Agents)  
Consolidated Export Sub-Manifests (by consolidators or agents)  
Departure Reports (by Airline or Vessel operators)

These documents can be lodged by email, fax by ICS Registered Users or in person at a Customs House. Additionally, export declarations can be lodged at an Australia Post ‘Keypost’ outlet with the lodgement charge currently set at \$22.

Customs has developed specific forms (attached) for the lodgement of contingency documents and soon these can be obtained from the Customs website. Note that Customs will accept in-house software

*“Customs has developed specific forms for the lodgement of contingency documents”*

*“Recovery reports must be submitted to the ICS within 24 hours of the system becoming operational”*

printouts of declarations and sub-manifests if the relevant Customs form is used as a cover sheet.

Once a contingency Export Declaration or sub-manifest is lodged, a contingency Export Declaration Number (C-EDN) or a contingency Consolidated Reference Number (C-CRN) will be issued after risk assessment.

During a declared outage, the following documents are **not** required to be submitted to Customs (until the recovery stage):

- Export Main Manifests
- Slot Export Sub-Manifests
- Warehouse Release and Return Notices
- Depot Receival and Release Notices
- CTO Receival and Removal Notices
- Export Periodic Declarations

In effect, this means that parties who normally lodge the above documents with Customs do not need to report them to Customs during a declared outage. All the above reports can be made during the recovery period, once the system is operational.

## **RECOVERY AFTER A DECLARED CUSTOMS OUTAGE**

Customs legislation requires that goods declared during an ICS outage be reported in the ICS upon resumption of system operation. This reporting allows Customs to account for goods that have departed Australia during a declared outage and fulfill its regulatory responsibilities.

Recovery reports must be submitted to the ICS within 24 hours of the system becoming operational. Under circumstances where a declared outage is greater than 24 hours, Customs will take into account both the volume of data to be recovered and the duration of the outage.

The following documents must be lodged upon recovery of the ICS:

- Export Declarations
- Consolidated Export Sub-Manifests
- Export Main Manifests
- Export Periodic Declarations
- Departure Reports
- CTO Receival and Removal Notices

Export Declarations, which would normally be processed manually at Customs counters will continue to be processed during a declared outage and recovered by Customs.

## **BCP PROCESSES DURING DECLARED CUTOMS OUTAGES**

### **EXPORTERS/EXPORT AGENTS**

#### ***During A Declared Customs Outage:***

All cargo being exported must be declared to Customs on an Export Declaration. In the normal course of events, such declarations will be made through by exporters or export agents using in house software or via the Customs Interactive facility. If the Customs system is not operational, such export declarations must be made to Customs

manually (on paper). Such declarations are known as "Contingency Export Declarations"

Contingency Export Declarations can be lodged by email or fax by ICS 'Registered Users' or in person at a Customs House. Registered Users are defined as "a user of the ICS, who has completed and signed an ICS user agreement". Additionally, Contingency Export Declarations can be lodged at an Australia Post 'Keypost' outlet with the lodgement charge currently set at \$22.

A specific form (attached) for the lodgement of Contingency Export Declarations has been developed and this form can soon be obtained from the Customs website. Note that Customs will accept in-house software printouts of declarations provided that the relevant Customs form is used as a cover sheet. An additional benefit of using in house systems during a declared outage is that the recovery process simply requires that the information in your systems be sent to Customs once the system is operational.

Customs will provide support for the lodgement of Contingency Export Declarations Export documents during a declared outage 24 hours per day 7 days a week where required.

Customs will process Contingency Export Declarations and provide a return copy which includes a Contingency Customs Authority Number (C-EDN) subject to risk assessment of the goods. If multiple declarations are made under a cover sheet, for example in a consolidation, each declaration will receive a C-EDN.

C-EDNs will be issued in a specific format and are considered an Authority To Deal with the goods for export purposes.

The C-CAN format for Export Declarations is "xxCEDNyyynnnnnn" (eg: 1SCEDN04000001) where:

- xx represents the Customs Port Code (eg 1S for Sydney)
- CEDN indicates that this is a Contingency Export Declaration
- yy represents the year (eg 04 for 2004)
- nnnnnn consecutive number allocated manually (eg 000001)

Deciding **when** to use a Contingency Export Declaration is a critical issue and the timing of the delivery of the cargo to the wharf or airport should be the guide. In general, if the a Declared Customs Outage is in place, **and** the cargo needs to be delivered to the wharf or airport in the next 24 hours then it is appropriate to use a Contingency Export Declaration. Note this does not mean that the vessel or aircraft must be departing in the next 24 hours.

For example, an exporter who is packing two FCL containers in one consignment may only have loading facilities for one container at a time. If a Declared Customs Outage was in effect while the first container was being packed, and that box had to be delivered to the wharf within the next 24 hours to allow space for the second box to be packed, a Contingency Export Declaration should be lodged.

It should be noted that C-EDNs issued during an outage may still be quoted once the system resumes normal operation.

C-EDNs should be quoted on all industry documentation in place of the EDN, for example on a PRA, and to consolidators if the cargo is being packed with other cargo. Note however, that airlines and shipping companies do not report main manifests to Customs during a declared

*"Customs will provide support for the lodgement of Contingency Export Declarations Export documents during a declared outage 24 hours per day 7 days a week where required"*

*"Deciding when to use a Contingency Export Declaration is a critical issue"*

*"C-EDNs issued during an outage may still be quoted once the system resumes normal operation"*

outage. During recovery the final EDN must be provided to airlines and shipping companies (as well as consolidators) so that that number can be included on their main manifest to Customs.

The following steps summarise the process:

- Determine if Declared Customs Outage is in effect
- If cargo is to be delivered to a wharf of airport in the next 24 hours, apply for a Contingency Export Declaration using prescribed form
- Quote C-EDN to other parties in the export chain such as consolidators and on the PRA
- Await system to become operational then follow recovery process

### ***During Recovery after a Declared Customs Outage***

Customs legislation dictates that if a Contingency Export Declaration has been obtained, an electronic Export Declaration for that shipment must be made to Customs within 24 hours of the system becoming operational.

As noted above, if in house systems were used to create the Contingency Export Declaration, it is just a matter of sending the information to Customs electronically. If an exporter or export agent uses the Customs Interactive facility, or a bureau service, then they must go to the respective system and send the information electronically within 24 hours of the system becoming operational.

The following steps summarise the process:

- Complete the mandatory fields required for an Export Declaration
- Quote the C-EDN used to export the goods in the **Unique Consignment Reference** field
- Quote the date of lodgement in the **intended date of export** field (rather than the actual proposed date of export), as the ICS will not accept a date in the past. Customs and other relevant bodies including the ABS will access the actual date of export via the manifest information
- Set the Goods Export Type to "Postal" so that the export declaration will self-acquit
- Advise consolidators, airlines or shipping companies (as appropriate) of the final EDN

### **CONSOLIDATORS/SUB-MANIFEST CREATORS**

#### ***During A Declared Customs Outage:***

The process for deciding how and when to obtain Contingency Consolidated Export Sub-Manifests is very similar to the process for Contingency Export Declarations.

Once again, all consolidated cargo being exported must be declared to Customs on a Consolidated Export Sub-Manifest. In the normal course of events, such sub-manifest will be made through by consolidators using in house software or via the Customs Interactive facility. If the Customs system is not operational, such export sub manifests must be made to Customs manually (on paper). Such sub-manifests are known as "Contingency Consolidated Export Sub-Manifests".

Consolidated Export Sub-Manifests can be lodged by email or fax by ICS 'Registered Users,' or in person at a Customs House.

A specific form (attached) for the lodgement of Consolidated Export

Sub-Manifests has been developed and this form can soon be obtained from the Customs website. Note that Customs will accept in-house software printouts of sub-manifests provided that the relevant Customs form is used as a cover sheet. An additional benefit of using in house systems during a declared outage is that the recovery process simply requires that the information in your systems be sent to Customs once the system is operational.

Customs will provide support for the lodgement of Consolidated Export Sub-Manifests during a declared outage 24 hours per day 7 days a week where required.

Customs will process Consolidated Export Sub-Manifests and provide a return copy which includes a Contingency Customs Authority Number (C-CRN) subject to risk assessment of the goods.

C-CRNs will be issued in a specific format and are considered an Authority To Deal with the goods for export purposes.

The C-CAN format for Export Declarations is "xxCCRNyynnnnnn" (eg: 1SCEDN04000001) where:

- xx represents the Customs Port Code (eg 1S for Sydney)
- CCRN indicates that this is a Contingency Export Sub-Manifest
- yy represents the year (eg 04 for 2004)
- nnnnnn consecutive number allocated manually (eg 000001)

Deciding **when** to use Consolidated Export Sub-Manifests is a critical issue and the timing of the delivery of the cargo to the wharf or airport should be the guide. In general, if the a Declared Customs Outage is in place, **and** the cargo needs to be delivered to the wharf or airport in the next 24 hours then it is appropriate to use a Consolidated Export Sub-Manifest. Note this does not mean that the vessel or aircraft must be departing in the next 24 hours.

An added complication in the creation of Consolidated Export Sub-Manifests arises when other consolidators have cargo in the box in addition to the main consolidator. Each co-loader must provide the main consolidator with their CRN or C-CRN. It is important to note that **either** a CRN or C-CRN can be quoted by the main consolidator in their Consolidated Export Sub-Manifest.

C-CRNs should be quoted on PRAs in place of a CRN. Note that airlines and shipping companies do not report main manifests to Customs during a declared outage. During recovery the final CRN must be provided to airlines and shipping companies so that that number can be included on their main manifest to Customs.

It should be noted that C-CRNs issued during an outage may still be quoted once the system resumes normal operation.

The following steps summarise the process:

- Determine if Declared Customs Outage is in effect
- If cargo is to be delivered to a wharf or airport in the next 24 hours, apply for a Contingency Consolidated Export Sub-Manifest using prescribed form
- Quote C-CRN to other parties in the export chain such as main-consolidators and on the PRA
- Await system to become operational then follow recovery process

*"airlines and shipping companies do not report main manifests to Customs during a declared outage"*

## ***During Recovery after a Declared Customs Outage***

Customs legislation dictates that if a Contingency Consolidated Export Sub-Manifest has been obtained, an electronic Consolidated Export Sub-Manifest for that shipment must be made to Customs within 24 hours of the system becoming operational. Each co-loader must create a Consolidated Export Sub-Manifest for each Contingency Consolidated Export Sub-Manifest that has been obtained.

If a consolidator uses the Customs Interactive facility, or a bureau service, then they must go to the respective system and send the Consolidated Export Sub-Manifest information electronically within 24 hours of the system becoming operational.

The following steps summarise the process:

- Complete the mandatory fields required for an Export Declaration
- The first line of a Consolidated Export Sub-Manifest lodged in recovery must cite the C-CRN under which the consolidation was exported by citing the exempt code "EXCC" and quoting the **C-CRN** in the "C-CAN" field in if using the Customs Interactive or appropriate field if using in house software
- Consolidations that contain goods covered by C-EDNs must report each line by citing the exempt code "EXCC" and quoting the **C-EDNs** in the "C-CAN" field in the Customs Interactive or appropriate field if using in house systems
- Quote the date of lodgement in the **date of departure** field
- Advise consolidators, airlines or shipping companies (as appropriate) of the final EDN

## **CONSIDERATIONS FOR NON-CUSTOMS OUTAGES**

It is the responsibility for all parties that communicate to Customs electronically to ensure they have in place effective contingency procedures so that reporting responsibilities can be met in the event of an 'in-house' system failure.

Several options exist for companies whose in-house systems fail. Firstly, the Customs Interactive facility can be used for every type of declaration and report required by the exports system. All that is required for users with a Digital Certificate is a computer with an internet connection.

Secondly, several companies provide Bureau services whereby you can log on to their site and supply your information to Customs through their system. A benefit of this option is that no Digital Certificate is required, though not all reports are available through this facility.

Tradegate Australia is one company that provide such services, here is their announcement on this topic:

[http://www.tradegate.org.au/news-centre/press-release/ExportNetv2\\_PressRelease.doc](http://www.tradegate.org.au/news-centre/press-release/ExportNetv2_PressRelease.doc)

It can be expected there will be situations where extenuating or unusual situations arise, in such cases users should contact regional Customs staff to discuss what is referred to in the BCP as "Alternative Release Procedures".

The CBFCA and AFIF are working jointly to develop an on-line, industry focused Business Continuity training guide for use with the Integrated Cargo System. More details on this as soon as it is available.

*"Several options exist for companies whose in-house systems fail"*

*"The CBFCA and AFIF are working jointly to develop an on-line, industry focused Business Continuity training guide"*

## Next Edition

In my next newsletter I will provide a list of vessels that are scheduled for departure on or after 6 October – shipments on these vessels must be reported using the Integrated Cargo System.

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# CONTINGENCY EXPORT DECLARATION

Paragraph 126E(2)(b) of the *Customs Act 1901*

## Contingency EDN

(Customs use only)	Date & time stamp
Office	

## Consignment details

Sender's Reference	Intended date of export
Goods owner name	Port or airport of loading
Goods owner ABN or Customs Client ID	Cargo terminal or berth
Consignee name	Cargo identifier
Country of destination	Warehouse ID (if customable or excisable)

## Line 1

AHECC code	Permit (s) including prefix	
Net quantity	Export value	Prescribed warehoused goods
Goods description		

## Line 2

AHECC code	Permit (s) including prefix	
Net quantity	Export value	Prescribed warehoused goods
Goods description		

## Declaration

I make this contingency export declaration under paragraph 126E(2)(b) of the *Customs Act 1901* during a period during which the Integrated Cargo System is temporarily unavailable, and declare that I am the:

( ) owner/exporter, or an employee of the owner/exporter

( ) authorised agent for the owner or exporter

and that the information provided is correct.

On restoration of the ICS I will lodge an electronic export declaration for the goods providing complete details of the consignment.

Name of person making the declaration	Telephone number
Reporting party name	Facsimile number
Date	Signature

B.xxx (Sept 2004)

## Instructions

### Completing contingency export declaration form

During a declared outage contingency export declarations will only be accepted and processed by Customs for cargo due to be delivered to cargo or container terminals during the next 24 hours. Exporters and their agents are responsible for prioritising the lodgement of these declarations.

- Complete all data fields on the contingency form.
- The consignment details must be reported using a contingency export declaration form, to which the exporter may attach printed reports generated by the exporter's electronic systems.
- The cargo identifier is:
  - for airfreight, the AWB number;
  - for containerised sea freight, the container number; or
  - for non-containerised sea freight, the bill of lading number of booking reference.
- For warehoused goods mentioned in Schedule 1AAA of the *Customs Regulations 1926*, the prescribed goods indicator must be "yes" and the warehouse ID provided.
- Include all relevant permit numbers and supporting documentation.
- Sign and date the contingency form.

The completed contingency export declaration form may be lodged:

- in person at a Customs counter (refer contact details); or
- by fax or email by registered ICS clients.

Evidence of identity is not required for registered ICS clients.

### Issue of a Contingency Customs Authority Number

- Customs will process the contingency form(s) and return a copy that advises a Contingency Customs Authority Number (C-CAN) subject to risk assessment of the goods.
- Customs may request additional information before issuing a C-CAN.
- Customs may not issue a C-CAN for goods which cannot be exported or require examination prior to export. Under these circumstances, Customs will advise the reporting party of the subsequent requirements.

### Use of the Contingency EDN

The C-EDN is an authority to deal with the goods referred to in the contingency export declaration. The goods may be delivered to a wharf or airport for export using the C-EDN.

### Export Declaration Recovery (not prescribed warehouse goods)

When the ICS become operative, you are obliged to make an electronic export declaration for the goods.

So that the C-EDN may be reconciled with the electronic export declaration, you must ensure that the following fields specify:

Export Goods Type = Postal

Unique Consignment Reference = the contingency EDN

Date of Lodgement = The date of lodgement (not the export date)

### Prescribed Warehouse Goods

When the ICS become operative, you are obliged to make an electronic export declaration for the prescribed warehoused goods.

You must provide your contingency EDN to the warehouse operator and the manifest creator and ensure the following fields specify:

Customable/Excisable Indicator = Yes

Export Goods Type = Other

Unique Consignment Reference = the contingency EDN

Date of Lodgement = The date of lodgement

For more information access the Customs website [www.customs.gov.au](http://www.customs.gov.au) or contact your local Customs office.

## Contact details

State	Address	Phone/fax	State	Address	Phone/fax
NSW	Level 1, Charles Ulm Building Link Road, Mascot	02 9317 7292 02 9317 7143	WA	Customs House 2 Henry Street, Fremantle	08 9430 1424 08 9430 1735
VIC	Ground Floor, Customs House 414 Latrobe Street, Melbourne	03 9244 8422 03 9244 8490	TAS	1 <sup>st</sup> Floor, MBF Building 25 Argyle Street, Hobart	03 6230 1270 03 6230 1261
QLD	Level 2, Terrica Place 140 Creek Street, Brisbane		NT	Customs House 21 Lindsay Street, Darwin	08 8946 9851 08 8946 9953
SA	Customs House 220 Commercial Road, Port Adelaide		ACT	Ground Floor, Customs House 5 Constitution Avenue, Canberra	



# CONTINGENCY EXPORT SUBMANIFEST

Paragraph 126E(2)(b) of the *Customs Act 1901*

### Contingency CRN

(Customs use only)	Date & time stamp
Office	

### Consolidation details

Sender's Reference	Intended date of export
Consolidator	Port or airport of loading
Consolidator's ABN or Customs Client ID	Cargo terminal or berth
Number of containers	Number of packages
Country of destination	S77G Depot ID (if consolidation includes prescribed warehouse goods)

### Number of entry exempt lines

<b>EXDD</b>	<b>EXSP</b>	<b>EXTI</b>	<b>EXML</b>
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### Customs Authority Numbers

If insufficient space, a cargo list may be attached

EDN, ACEAN, CRN, C-CAN, EXLV or EXPE	Consignor	Destination country	Description of goods

### Declaration

I make this contingency export submanifest under paragraph 126E(2)(b) of the *Customs Act 1901* during a period during which the Integrated Cargo System (ICS) is temporarily unavailable, and declare that I am the:

- |  |   |                              |
|--|---|------------------------------|
| ( ) consolidator, or an employee of the consolidator | } | Please tick appropriate role |
| ( ) authorised agent for the consolidator            |   |                              |

and that the information provided is correct.

On restoration of the ICS I will lodge an electronic export submanifest for the goods providing complete details of the consolidation.

Name of person making the submanifest	Telephone number
Reporting party name	Facsimile number
Date	Signature

B.xxx (Sept 2004)

## Instructions

### Completing contingency export submanifest form

During a declared outage contingency export submanifests will only be accepted and processed by Customs for consolidations due to be delivered to cargo or container terminals during the next 24 hours. Consolidators are responsible for prioritising the lodgement of these submanifests.

- Complete all data fields on the contingency form.
- The consolidation details must be reported using a contingency export submanifest form, to which the consolidator may attach printed reports generated by the consolidator's electronic systems.
- The cargo identifier is:
  - for airfreight, the air waybill number;
  - for containerised sea freight, the container number; or
  - for non-containerised sea freight, the bill of lading number of booking reference.
- For consolidations that include warehoused goods mentioned in Schedule 1AAA of the *Customs Regulations 1926*, the s77G depot ID must be provided.
- Goods for which EXLV or EXPE have been quoted
- Sign and date the contingency form.

The completed contingency export submanifest form may be lodged:

- in person at a Customs counter (refer contact details); or
- by fax or email by registered ICS clients.

Evidence of identity is not required for registered ICS clients.

### Issue of a Contingency Customs Authority Number

- Customs will process the contingency form(s) and return a copy that advises a Contingency CRN (C-CRN) subject to risk assessment of the goods.
- Customs may request additional information before issuing a C-CRN.
- Customs may not issue a C-CRN for goods which cannot be exported or require examination prior to export. Under these circumstances, Customs will advise the reporting party of the subsequent requirements.

### Use of the Contingency CRN

The C-CRN is an authority to deal with the goods referred to in the contingency submanifest. The consolidation may be delivered to a wharf or airport for export using the C-CRN.

### Export submanifest recovery

When the ICS becomes operative, you are obliged to make an electronic export declaration for the goods. The **first line** of the submanifest must quote the C-CRN which was used to export the consolidation by:

- entering **EXCC** as an export entry exemption code; and
- quoting the **C-CRN** in the "C-CAN" field if using Customs Interactive, or in the RFF segment if using EDI.

If the submanifest includes a consignment exported using a contingency EDN (C-EDN), it must be quoted by:

- entering **EXCC** as an export entry exemption code; and
- quoting the **C-EDN** in the "C-CAN" field if using Customs Interactive, or in the RFF segment if using EDI.

If the submanifest includes a consignment exported using a normal CAN—EDN, ACEAN or TN—or an export entry exemption code, then it should be reported in the normal fashion.

For more information access the Customs website [www.customs.gov.au](http://www.customs.gov.au) or contact your local Customs office.

## Contact details

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<b>VIC</b>	Ground Floor, Customs House 414 Latrobe Street, Melbourne	03 9244 8422 03 9244 8490	<b>TAS</b>	1 <sup>st</sup> Floor, MBF Building 25 Argyle Street, Hobart	03 6230 1270 03 6230 1261
<b>QLD</b>	Level 2, Terrica Place 140 Creek Street, Brisbane		<b>NT</b>	Customs House 21 Lindsay Street, Darwin	08 8946 9851 08 8946 9953
<b>SA</b>	Customs House 220 Commercial Road, Port Adelaide		<b>ACT</b>	Ground Floor, Customs House 5 Constitution Avenue, Canberra	

# CONTINGENCY APPLICATION FOR A CERTIFICATE OF CLEARANCE

Paragraph 126E(2)(b) of the *Customs Act 1901*

## DEPARTURE REPORT

(Customs use only)	Date & time stamp
Office	

### Reporting party details

Reporting party ABN or Customs Client ID	Sender's reference
Reporting party name	
Carrier	Cargo terminal or berth
Carrier name	

### Departure details for SHIP

Name of SHIP			
Lloyd's No. or Customs Ship No.	Voyage No.	Departure date ...../...../20.....	Departure time ..... : .....
Name of berth		Destination port	

### Departure details for AIRCRAFT

Flight number	Departure date ...../...../20.....	Departure time ..... : .....
Name of terminal	Destination airport	

### Declaration

I make this contingency departure report and application for a certificate of clearance under paragraph 126E(2)(b) of the *Customs Act 1901* during a period during which the Integrated Cargo System is temporarily unavailable, and declare that I am authorised to make this application and that the information provided is correct.

- On restoration of the ICS I will lodge an electronic application for the ship or aircraft providing complete details of the departure.

Name of person making the application	Telephone number
Reporting party name	Facsimile number
Date	Signature

B.xxx (Sept 2004)

## Instructions

### Completing the contingency departure report

During a declared outage, a contingency departure report will only be accepted by Customs as an application for a certificate of clearance for a ship or aircraft due to depart from a port, airport or other place in Australia during the next 24 hours.

- Complete all data fields on the report.
- The details must be reported using a contingency departure report, to which the exporter may attach printed reports generated by the applicant's electronic systems.
- Sign and date the report.

The completed contingency departure report may be lodged:

- in person at a Customs counter (refer contact details); or
- by fax or email by registered ICS clients.

Evidence of identity is not required for registered ICS clients.

### Grant of a certificate of clearance

- Customs will accept the contingency departure report as the application for a certificate of clearance for the ship or aircraft.
- All other prerequisites to obtain a certificate of clearance must be satisfied unless otherwise advised.
- If all prerequisites are satisfied, a certificate of clearance may be granted for the ship or aircraft.

### Departure report recovery

When the ICS become operative, you are obliged to make an electronic report for the departure. This may be via EDI or Customs Interactive.

The **actual** date and time of departure should be reported.

For more information access the Customs website [www.customs.gov.au](http://www.customs.gov.au) or contact your local Customs office.

## Contact details

State	Address	Phone/fax	State	Address	Phone/fax
<b>NSW</b>	Level 1, Charles Ulm Building Link Road, Mascot	02 9317 7292 02 9317 7143	<b>WA</b>	Customs House 2 Henry Street, Fremantle	08 9430 1424 08 9430 1735
<b>VIC</b>	Ground Floor, Customs House 414 Latrobe Street, Melbourne	03 9244 8422 03 9244 8490	<b>TAS</b>	1 <sup>st</sup> Floor, MBF Building 25 Argyle Street, Hobart	03 6230 1270 03 6230 1261
<b>QLD</b>	Level 2, Terrica Place 140 Creek Street, Brisbane		<b>NT</b>	Customs House 21 Lindsay Street, Darwin	08 8946 9851 08 8946 9953
<b>SA</b>	Customs House 220 Commercial Road, Port Adelaide		<b>ACT</b>	Ground Floor, Customs House 5 Constitution Avenue, Canberra	