



## CHANGE TO LICENCE AND PERMIT CONDITIONS

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Export licences and permits issued by the Defence Export Control Office (DECO) are often issued subject to conditions. The licence or permit holder is legally obliged to comply with any conditions or requirements placed on a licence or permit. The holder should be familiar with the conditions and requirements of a licence or permit and put in place procedures to ensure they are met.

### Submitting reports to DECO

Reporting conditions are frequently applied to export approvals covering multiple shipments. Exporters are required to submit regular reports detailing the exports, including nil returns, made under the permit or licence. A reporting condition will specify:

- the approved form on which the reports are to be submitted,
- the information that must be reported,
- the dates by which the reports are to be submitted, and
- where to submit the completed report forms.

DECO is implementing changes to the method in which companies are required to comply with reporting obligations. Reports will need to be lodged using one of the approved DECO reporting forms. These forms are:

- Form DEC51 - *Report for Licences and Permits (dual use goods)*
- Form DEC52 - *Report for Chemicals*
- Form DEC53 - *Report for Military Export Licences (MEL)*
- Form DEC54 - *Report for Cryptographic goods*

Reports must be lodged with DECO within ten(10) working days of the end of each reporting period. The reporting periods are prescribed within the reporting condition. The completed form is to be submitted to the DECO email address [deco@defence.gov.au](mailto:deco@defence.gov.au). Reports using *Form DEC54 - Report for Cryptographic goods* must also be emailed to [exportreports@dsd.gov.au](mailto:exportreports@dsd.gov.au)

These changes will be applicable to all licences and permits issued from **29 June 2009**. Companies that have existing licences and permits are encouraged to use the new forms.

### Goods temporarily exported from Australia

Exporters who are temporarily exporting controlled goods are licensed or permitted to do so subject to a condition that DECO is notified when the goods re-enter Australia. To improve the quality of the advice provided to DECO when the goods are returned a new form, *DEC55 - Goods returned to Australia*, must be submitted via email to DECO.

In circumstances where the exporter needs to extend the period of time the goods are temporarily out of Australia, form *DEC55 - Goods returned to Australia* can be used to request an extension of time. The request must be lodged with DECO prior to the date prescribed in the condition. Extensions of time are not automatically granted but are considered on a case by case basis.

Blank copies of these forms are available for download from the DECO website.

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