



## EXPORTER INFORMATION SHEET

### Requirements for using a DECO permit or licence

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The following information provides general advice in relation to export licences and permits granted by the Department of Defence, in accordance with Regulation 13E of the *Customs (Prohibited Exports) Regulations 1958*.

#### End date for export licences and permits

Each licence or permit will state an expiry date. Exports may be undertaken using the licence or permit up until that day. Exports after this date will require the issue of a new licence or permit.

The requirement to comply with a condition or requirement does not cease on the expiry date.

#### Requirement to lodge a Customs declaration

A declaration to export, regardless of the value of the goods, quoting the licence or permit number, must be made to the Australian Customs and Border Protection Service (Customs), otherwise the goods may be classified as "Prohibited Exports" and be liable for seizure by Customs. Information on making a Customs declaration is available from [www.customs.gov.au](http://www.customs.gov.au)

#### Recordkeeping

In accordance with the *Customs Act 1901*, exporters are required to maintain records for 5 years from the date of exportation.

#### Licence and permit conditions

Export licences and permits 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.

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.

Blank forms can be found on the DECO website.

#### Exporting firearms

In addition to any licence or permit conditions, firearms exporters are required to comply with relevant State and Territory regulations relating to the movement or disposal of firearms. Exporters should check on any restrictions and reporting requirements with their local law enforcement agency or State firearms registrar prior to export.

Special conditions apply when exporting more than ten (10) firearms. These will be listed on the conditions of your permit or licence.

The export of antiques or items with heritage value may be subject to restrictions under the Movable Cultural Heritage Regulations. Exporters should check on any export restrictions on possible historical items with the Secretary, National Cultural Heritage Committee:

on Phone: 02 6274 1810, or

by email to: [movable.heritage@environment.gov.au](mailto:movable.heritage@environment.gov.au)

All firearms must have import permission in order to be re-imported into Australia. Information and fact sheets are available from the Customs website, [www.customs.gov.au](http://www.customs.gov.au)

#### Non-compliance with a requirement or condition

The minister may revoke a licence or permit if the holder of the licence or permit has failed to comply with a condition or requirements.

A person whose conduct contravenes a condition or requirement of a licence or permit may be liable for a fine of 100 penalty units (\$11,000)

A licence or permit may be revoked at the discretion of the Minister for Defence. In such event, the procedures outlined in Section 112 (2AB) of the *Customs Act 1901* would be followed.

#### Contacting DECO

If you have any questions regarding a licence or permit, you should quote the licence or permit number when contacting DECO.