



## How to submit a **DEC Compliance Report** in the My Australian Defence Exports (MADE) Portal

The My Australian Defence Export (MADE) Portal enables the submission of a number of key **compliance reports**. These fall into two categories:

- A report outlined as a condition of a DEC permit or certificate, or
- A Voluntary Disclosure report.

The steps to complete and submit both these types of reports are the same.



### Report Types

- |  |  |
|--|--|
| <input type="checkbox"/> DEC51 Report for Licence and Permits dual use   | <input type="checkbox"/> DEC55 Report for Goods returned to Australia form |
| <input type="checkbox"/> DEC52 Report for Chemicals                      | <input type="checkbox"/> DEC56 Notification of intention to Export (DEC01) |
| <input type="checkbox"/> DEC53 Report for Military Export Licences (MEL) | <input type="checkbox"/> Serial Number Reporting*                          |
| <input type="checkbox"/> DEC54 Report for Cryptographic Goods            | <input type="checkbox"/> Voluntary Disclosure*                             |

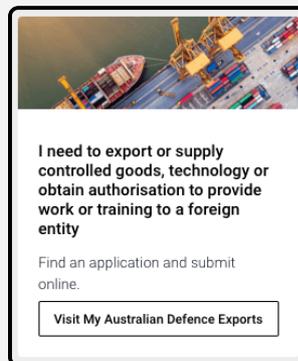
\* Most commonly used DEC Compliance Reports

### Step 1: Locate, download and complete the report template



Navigate to the Service Connect Page and continue with your digital identity.

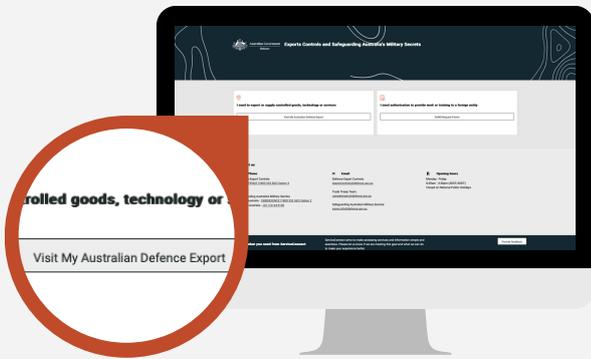
1



2

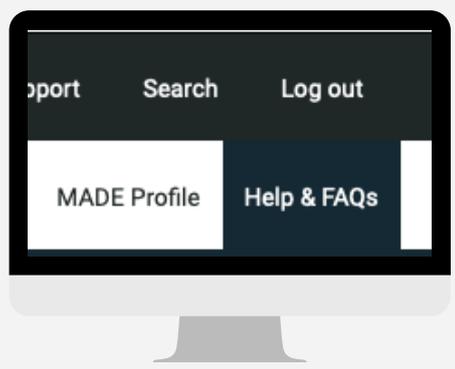
Select the My Australian Defence Exports service.





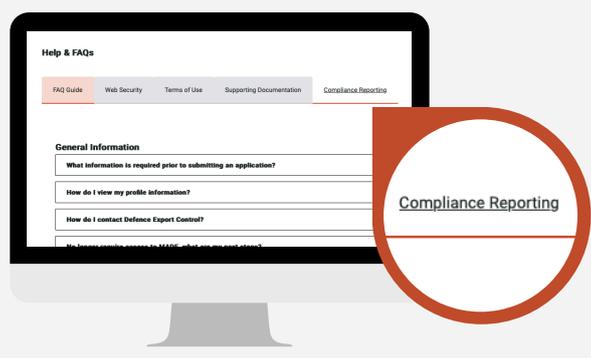
3

At the dual choice landing page, select the MADE portal option.



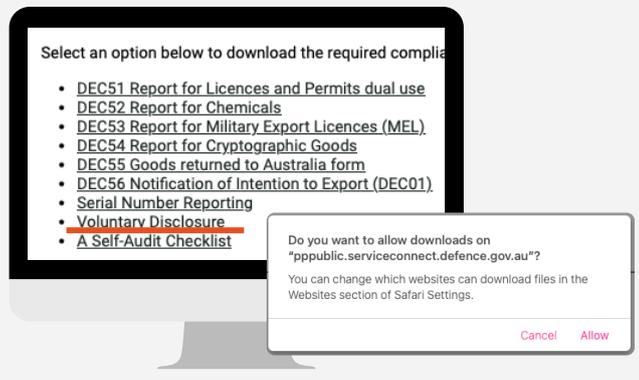
4

Locate the menu bar on MADE landing page, and select Help and FAQs.



5

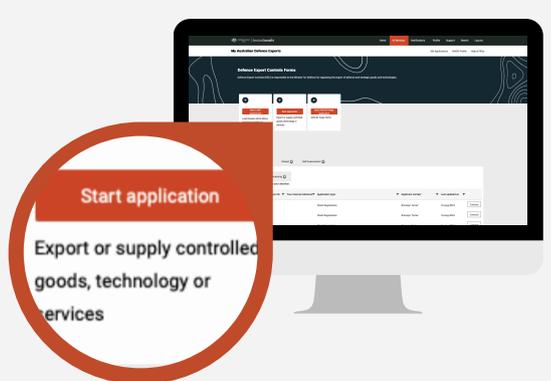
Locate the Compliance Reporting tab and select. This will take you to a list of compliance reporting templates.



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Save the PDF or Spreadsheet to your local drive once you start entering information. Complete the Compliance Report form, saving regularly.

## Step 2: Upload and submit the Compliance Report



1

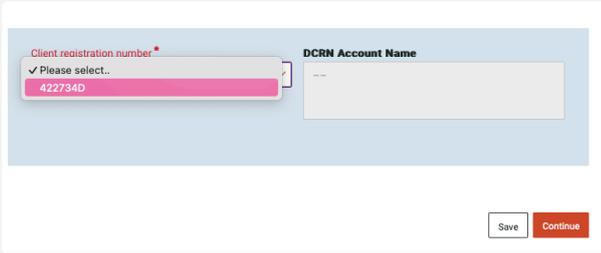
From the MADE landing page, select "Start application".





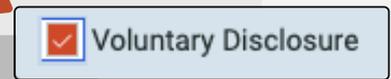
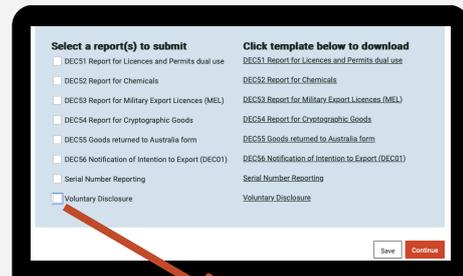
2

Select "Compliance Reporting". Read the "Privacy Notice and select Continue.



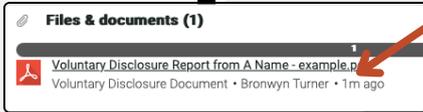
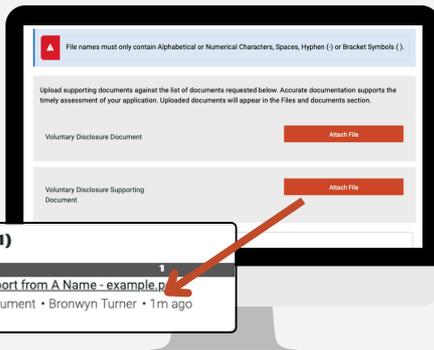
3

Select your Client Registration Number. Select "Continue".



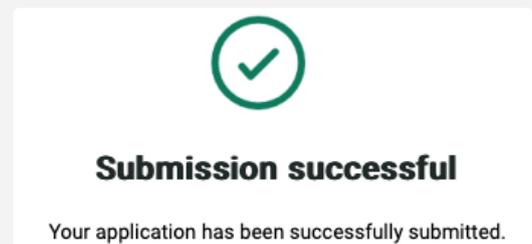
4

Select the Compliance Report you need. If you have not done so already, you can access and download a report template from the right-hand side.



5

Select "Attach File" to locate and attach the report. Also attach any supporting information. Select "Continue".



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**Compliance Reports can also be submitted directly against each permit or certificate.**

- Open the "Finalised" tab in My Applications.
- Search for the ServiceConnect ID of the relevant permit or certificate.
- Select the permit or certificate, then select the "Create a Compliance Report" button at the top right.
- Follow the prompts.

Complete the declaration and select Finish. Your Compliance Report has been submitted. You can view the report in the "Open" and "Processing" table of the My Applications view.

Contact us

- 🌐 [defence.gov.au/business-industry/export/controls](https://defence.gov.au/business-industry/export/controls)
- ✉ [exportcontrols@defence.gov.au](mailto:exportcontrols@defence.gov.au)
- ☎ 1800 DEFENCE

