

Shipper's Checklist for the Importation of Chemicals into Australia

Sending goods/samples to Australia is a complicated procedure. Legislation and the Border Force Department place strict regulations for the importation of substances into Australia and can impose severe penalties on the recipient of any unauthorised imports. Below is a list of requirements for the shipment of chemicals to Australia (including between states and territories). We understand that this extensive checklist is an inconvenience, and sincerely appreciate your efforts to comply with the requirements.

1. Labelling/SDS/Packaging requirements for supplier/shipper

☐	Please ensure that the chemicals/samples are correctly labelled (in English and GHS).
☐	Please ensure to enclose the chemical's SDS (in English).
☐	Please ensure that the goods are packed according to International Air Transport Association (IATA) guidelines.

2. Documentation from supplier/shipper

☐	Prepare an original 'Manufacturer's / Shipper's Declaration' letter with signature, printed on the official letterhead of your business, as per the attached template. (Note: Yellow highlighted sections must be filled).
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The declaration must include:

☐	A full description of the goods, including volume and state (if applicable).
☐	Shipping details (e.g. Courier and Consignment Note / Airway Bill number).
☐	\$ Value must match the invoice value if there is one, especially for ≥\$1000 (customs taxes will apply)/

☐	Update the Identity of Manufacturer/Supplier/Shipper details in the 'Letter to Receive Chemicals' (Note: Yellow highlighted sections must be filled).
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3. Dispatch - Documentation on parcel/package

☐	Attach a printed copy the following documents to the outside of the package (inside an envelope marked 'Attention Customs'). Please DO NOT put the paperwork inside the package itself – Border Force and Customs Officers must have ready access to all.
☐	Invoice.
☐	'Manufacturer's/Supplier/Shipper's Declaration' prepared above in Step 2
☐	'Letter to Receive Chemicals' updated in Step 2.
☐	Address the package to:
	ATTN: Insert Recipient Name
	Building xx, xxxxxxxxxxxx Road
	The University of Queensland
	St Lucia, QLD 4072
	AUSTRALIA