



Instructions for completing Specimen Export Record Forms – CITES

Specimen Export Record (SER) forms must be completed for every shipment made under a Multiple Consignment Authority.

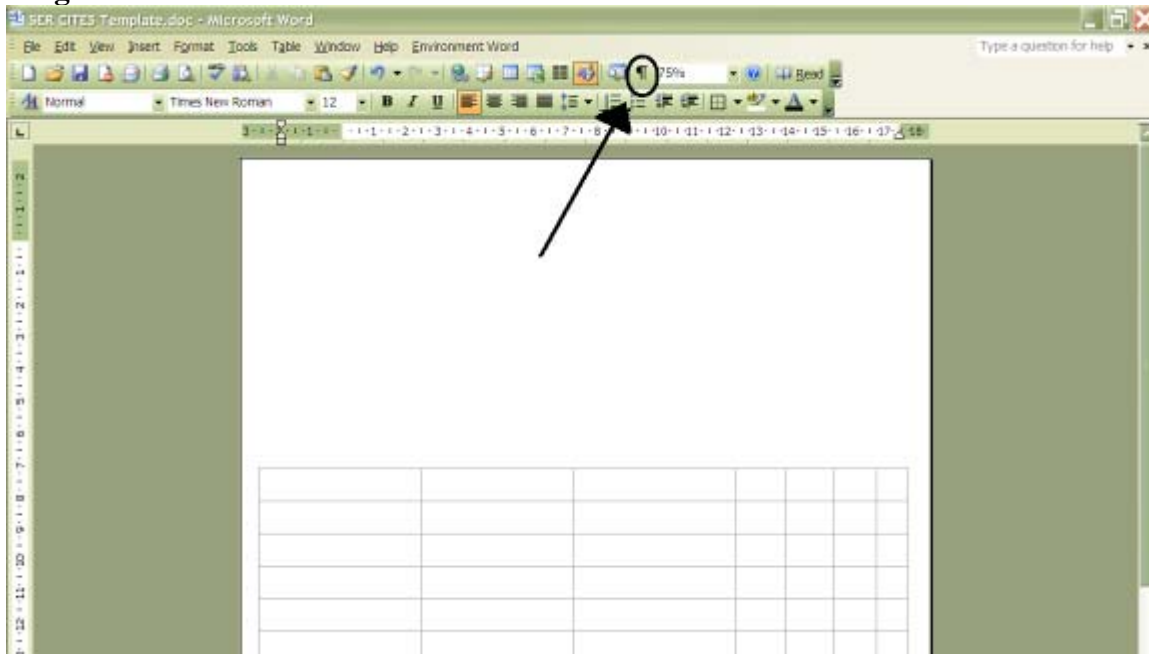
Directions for completing SER forms

The Department of the Environment, Water, Heritage and the Arts (DEWHA) has provided you with a word document. This word document needs to be completed by you electronically and then printed onto a uniquely numbered Specimen Export Record (SER) form that was provided with your original Multiple Consignment Authority

The SER forms have 2 copies which are white and pink. The white copy is to accompany the shipment and the pink copy is to be returned to us within 2 weeks of export. The shipment should also include a copy of the original multiple consignment authority. **Do not send the original Multiple Consignment Authority.**

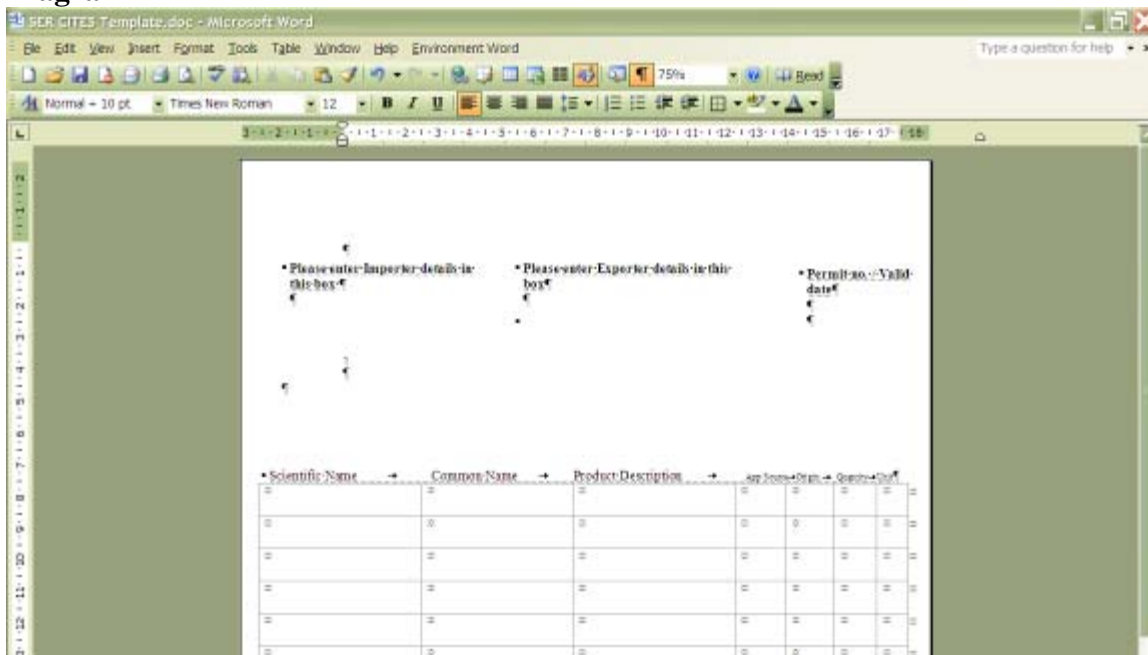
The document has text boxes where you need to fill in the relevant information. Please note, prior to filling in the template, you may need to show the hidden text for instructions. Click on the 'show/hide' icon (backwards P) on the MS Word tool bar to reveal the hidden text if the page is blank (Diagram 1).

Diagram 1



This will reveal the text boxes and instructions on what information should be completed in each section (Diagram 2).

Diagram 2



When adding the relevant details into the text boxes, please write under the headings provided, do not delete or overwrite any of the hidden text.

The text boxes that must be completed are as follows:

Importer details – company/person you are sending the goods to

Exporter details – please put in your company details in as they appear on your multiple consignment authority

Permit number – please put in your export permit number which can be obtained from your multiple consignment authority.

Valid to date – please put in the valid to date as it appears on your multiple consignment authority

Scientific name – scientific name of species, if you put in more than one species please type the next species on the line below. Please note that you can only list species that are included on your multiple consignment authority. If you are unable to fit all species for export on the one page you will need to complete a second SER.

Common name – please enter the common name of the species being exported.

Product description – description of goods to be sent (e.g. live plants, handbags e.t.c)

App/ Source – Specify the CITES Appendix and source of the specimen, eg II C (Appendix II – captive bred) or II R (Appendix II – ranches) or II W (Appendix II – wild taken).

Origin – country of origin, these permits are only for Australian species so please put in AU

Quantity – how many are being sent

Unit – the unit of measurement used for the quantity e.g. kgs for kilograms or No. for number of items e.t.c

Name – Your name

Date – date you filled out the form.

Once all of this information is completed you are ready to print the template onto the original SER forms provided. Both copies of the SER must be the same so when you print the word document onto the SER please select the printer to print 2 copies. On the pink copy please complete by hand the date of export, which is located under the delegate's signature, and sign both copies.

It is recommended that you conduct a test print on blank paper to ensure that the appropriate information will appear in the correct fields.

The hidden text should not appear on the printed SER. If the hidden text does print, go to your printer options and remove the option to print hidden text (Diagram 3 and 4).

Diagram 3

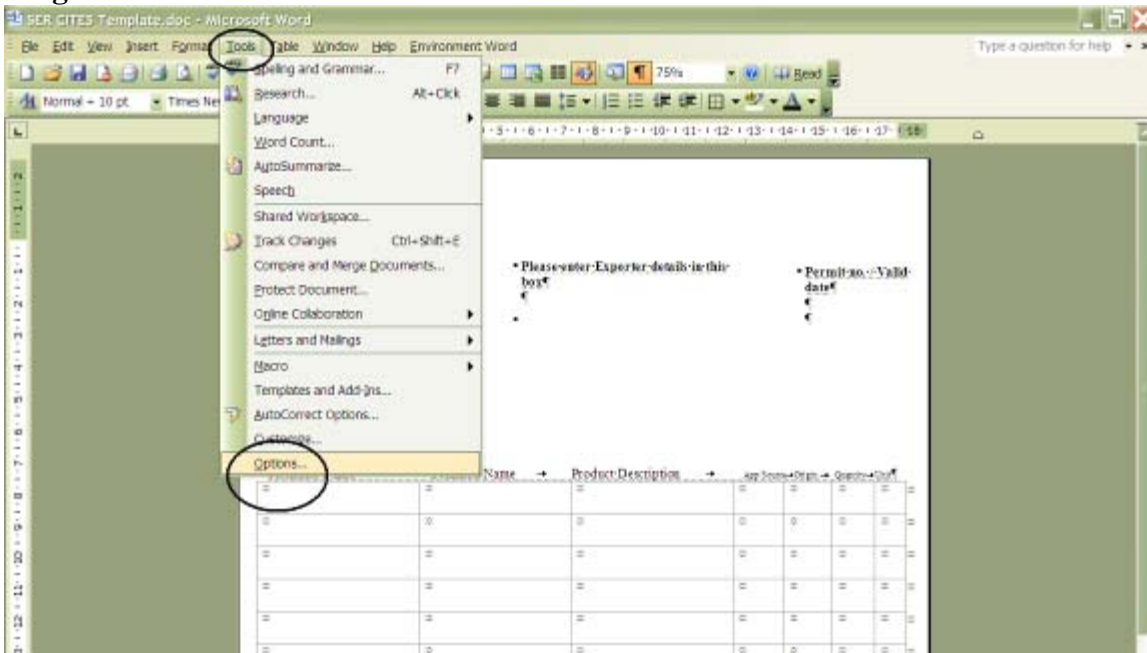


Diagram 4

