AUSTRALIAN CUSTOMS NOTICE NO. 2005/60

Electronic Lodgement of Redline Documents

Industry clients are required to lodge supporting documentation when ‘Entries / Import Declarations’ become ‘redline’. At present, the lodgement of documents is predominantly a manual process ie. original documents are physically submitted to the ‘Lodgements’ area in each region. There may also exist the option of lodging documents to a dedicated fax machine, where agreement has been reached with the relevant regional Customs office.

To simplify and harmonise customs procedures, Customs wishes to advise of an additional option to facilitate the lodgement of ‘redline’ documents. This new option will be available from **Monday, 28 November 2005**.

# New Option:

Where clients are required to submit ‘Redline’ documents, they may email them to the relevant dedicated mailboxes as listed below:

# [RedlineNSW@customs.gov.au](mailto:RedlineNSW@customs.gov.au)

[**RedlineVic@customs.gov.au**](mailto:RedlineVic@customs.gov.au)

# [RedlineSA@customs.gov.au](mailto:RedlineSA@customs.gov.au)

[**RedlineQLD@customs.gov.au**](mailto:RedlineQLD@customs.gov.au)

# [RedlineWA@customs.gov.au](mailto:RedlineWA@customs.gov.au)

[**RedlineNT@customs.gov.au**](mailto:RedlineNT@customs.gov.au)

# [RedlineTas@customs.gov.au](mailto:RedlineTasmania@customs.gov.au)

Clients wishing to use this facility should adhere to the following requirements**:**

* Each email should only relate to one ‘Import Declaration’. Accordingly, the ‘Import Declaration’ number **must** be clearly listed in the subject heading. Clients will receive an automated reply acknowledging receipt of their email.
* **All attachments must be zipped**. Customs’ email system will not accept emails exceeding **10MB**. Where the relevant documents may exceed this limit, clients should send the documents via separate emails.
* In such instances, please label the emails in the following format:

# ‘Import Declaration Number’ – Company Name – Part I of 2 / Part 2 of 2, etc.

* All documents should be presented in one of the following formats:
  1. Microsoft Word,
  2. Microsoft Excel,



* 1. HTML,
  2. PDF,
  3. Plain Text, or
  4. JPEG

# Please Note:

* This new option relates to the ICS environment only and therefore, excludes all ‘Legacy’ issues.
* Current procedures for lodging ‘redline’ documents will continue to operate unless advised otherwise by your regional Customs office. The new option is designed to complement existing arrangements.
* Customs will continue to request the manual lodgement of documents, when necessary (eg. Original permits/certificates).
* Clients will also have to abide by the legislative requirements governing document retention.

Inquiries concerning this notice may be directed to (Manager, Compliance Branch) on telephone number (02) 6275 6458 or fax number (02) 6275 6227.

Jeff Buckpitt National Manager Compliance Branch Canberra ACT.

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