Australian Customs Notice 1999 11

**Types of Information Required to Ensure Data Accuracy**

To enable an agent to meet their legal obligations for accurate completion of export documentation, it is essential that the owner of the goods provides their agent with such details as:

a full description of the goods to enable them to be classified for export (as invoices often contain insufficient descriptions such as 'clothing' or a product code);

the level of sale [for example, Free On Board (FOB); Cost, Insurance and Freight (CIF); Cost and Freight (CFR); or EX WORKS] to enable the agent to determine the required FOB value of the goods;

the invoice currency to enable the agent to determine if conversion to Australian Dollars is required. EXIT users currently can report FOB values in one of six major currencies when lodging an export declaration - Australian Dollars (AUD), New Zealand Dollars (NZD), British Pounds (GBP), German Deutschmarks (DEM), US Dollars (USD), or Japanese Yen (YEN). From 12 February 1999, EXIT users will also be able to report FOB values in the European Union Euro (EUR). Where invoices have been completed in one of these six major non-Australian currencies, the export declaration should be completed using the currency and FOB details as recorded on the invoice. Conversion of the FOB value by the exporter or their agent is only required when the invoice currency is not one of the seven major currencies;

full details regarding the quantity of goods to enable the agent to report in the correct unit of quantity that is applicable for that commodity. Common quantity errors are the recording of square feet instead of square metres, or kilograms instead of tonnes; and

full details relating to the final country of destination.

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