

# Tradex Duty Liability and Payment Form

***Tradex Scheme Act 1999***

***Email* completed form to** [**Tradex@industry.gov.au**](mailto:Tradex@industry.gov.au)

## Purpose of this form

This form is to assist order holders to track their use of Tradex goods from import to export and report to the department over an agreed period of time (Reconciliation period). You should complete this form to reconcile all goods imported and used under your Tradex order over the reconciliation period.

## Tradex Duty Liability

Tradex duty liability is the duty that is payable to the department under section 21 of the *Tradex Scheme Act 1999* and is imposed by the *Tradex Duty Imposition (Excise) Act 1999*, *the Tradex Duty Imposition (Customs) Act 1999* and the *Tradex Duty Imposition (General) Act 1999.* Failure to pay Tradex duty within the prescribed time period carries a penalty under Section 28 of the *Tradex Scheme Act 1999 and may also result* in suspension of your Tradex order. Details about the Scheme can be found in the *Tradex Information Guide* – available at [www.business.gov.au](http://www.business.gov.au), or call the Contact Centre on **13 28 46.**

The total Tradex duty benefit should be calculated as the equivalent of the customs duty that would have been payable on the goods at the time of importation had the Tradex order not been used. If you split your lines (i.e. only apply the Tradex order to a portion of the goods imported) you can either report the amount of duty relevant to all goods or just those goods where the Tradex order was applied.

You will need to use your own records to calculate the amount of duty that is payable. Calculation methodologies include tracing the goods used in a non-permitted way by their import shipment number, volume, value or percentage based calculations. The Tradex team may request evidence of record keeping, calculations and supporting documents for your declared usage of the nominated goods.

## Method of Payment

Please ensure you complete payment details section before submitting this form. The departments preferred method of payment is by Electronic Funds Transfer (EFT). For details on making payments see page 4.

Protecting your confidential information is important to us. The confidentiality of information provided is protected by relevant provisions in the *Public Service Act 1999*, the Public Service Regulations, the *Privacy Act 1988* and the *Criminal Code*, as well as the general law. More information is available in the [Tradex Information Guide.](https://business.gov.au/-/media/grants-and-programs/tradex/tradex-scheme-customer-information-guide-pdf.ashx?sc_lang=en&hash=8E20E59E1D4A149539874C98BDAFE908)

Tradex Order Holder Information

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | Tradex Order Number | | | | | | | | | | | Tradex Order Holder Name |
|  | 2 | 0 |  |  | - |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  |  | Legal/registered name or sole trader | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3** |  |  |  | Select which details have changed and provide detail below | | | | | | | | | | | | | | | | | |
|  |  | Website | | | | | |  | Business email address | | | |  |  | Trading Name |  |  |  | | |
|  |  |  |  | | | |  |  |  |  |  | | |
|  |  | Business address | | | | | |  | Postal address | | | |  |  | Nominated contact person |  |  |  | | |
|  |  |  |  | | | |  |  |  |  | | |
|  |  | Contact persons position | | | | | |  | Customs broker details | | | |  |  | Other |  |  |  | | |
|  |  |  |  | | | |  |  |  |  | | |
|  | Provide Details | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | |
|  |  | | | |  |  |  | | |  |  |  | | | | | | |
|  |  | | | |  |  |  | | |  |  |  | | | | | | |
| **4** | What time period are you reporting/paying your Tradex duty? | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | |
|  | Quarterly Six-monthly Annually Other | | | | | | | | | | | From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_\_ | | | | | | |
|  |  | | | |  |  |  | | |  |  |  | | | | | | |
|  |  | | | |  |  |  | | |  |  |  | | | | | | |
|  |  | | | |  |  |  | | |  |  |  | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2** | Have any business or contact details changed since you last contacted the department? | | | | |
|  | | | | |
|  | |  | Yes ⇨ | Go to Question 3  If your ABN or legal/registered name, contact person or business address has changed, please email tradex@industry.gov.au |
|  | |  |  |
|  | |  | No ⇨ | Go to Question 4 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5** | | Have you used your Tradex Order to import any goods since your last declaration? | | | | | | | | |
|  |  | | Yes ⇨ | Go to Question 6 |  | No ⇨ | Go to Question 12, Declaration | | | |
|  |  | |  |  | | | | | | |
| **6** | | Have all Tradex imported goods been exported within 12 months of their arrival date? | | | | | | | | |
|  | | | | | | | | | | |
|  |  | | Yes ⇨ | Go to Question 12, Declaration | | |  | No ⇨ | Go to Question 7 |  |
| *Note: For any goods that have been* ***used, consumed or wasted*** *from further processing in Australia, the duty amount is to be paid within 28 days of the debt incurring, unless it is in an approved periodic reconciliation agreement.* | | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7** | | What method do you use to calculate duty liability? | | |
|  | | | | |
|  |  | | Within 28days of incurring duty ⇨ | Go to Question 8 |
|  |  | |  |  |
|  |  | | Other Agreed Method (OAM) ⇨ | Go to Question 9 |
|  |  | |  |  |
|  |  | | Periodic Reconciliation ⇨ | Go to Question 10 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **8** | Duty as incurred (paid within 28 days) | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
|  | **Customs Entry Number** | | | | | | | | | | **Tariff Chapter Classification** | | | | **Tradex Duty Amount** |  |
|  |  |  |  |  |  |  |  |  |  |  | First two digits |  |  |  | **$A**\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  | | | | | | | | | |  | | | | Description of Goods: |  |
|  | ❑ Goods consumed or used in Australia - date \_\_ / \_\_/ \_\_  ❑ Goods disposed of, or otherwise dealt with in Australia – date \_\_ / \_\_/ \_\_  ❑ Other Tradex non-compliance issues including wastage - date \_\_ / \_\_/ \_\_  ❑ Goods not exported within the approved period – date \_\_ / \_\_/ \_\_ | | | | | | | | | | | | | |  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Duty as incurred (paid within 28 days) | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
|  | **Customs Entry Number** | | | | | | | | | | **Tariff Chapter Classification** | | | | **Tradex Duty Amount** |  |
|  |  |  |  |  |  |  |  |  |  |  | First two digits |  |  |  | **$A**\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  | | | | | | | | | |  | | | | Description of Goods: |  |
|  | ❑ Goods consumed or used in Australia - date \_\_ / \_\_/ \_\_  ❑ Goods disposed of, or otherwise dealt with in Australia – date \_\_ / \_\_/ \_\_  ❑ Other Tradex non-compliance issues including wastage - date \_\_ / \_\_/ \_\_  ❑ Goods not exported within the approved period – date \_\_ / \_\_/ \_\_ | | | | | | | | | | | | | |  |  |
|  |  |
|  |  |
|  |  |
|  | Duty as incurred (paid within 28 days, Attach a schedule if insufficient space) | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
|  | **Customs Entry Number** | | | | | | | | | | **Tariff Chapter Classification** | | | | **Tradex Duty Amount** |  |
|  |  |  |  |  |  |  |  |  |  |  | First two digits |  |  |  | **$A**\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  | | | | | | | | | |  | | | | Description of Goods: |  |
|  | ❑ Goods consumed or used in Australia - date \_\_ / \_\_/ \_\_  ❑ Goods disposed of, or otherwise dealt with in Australia – date \_\_ / \_\_/ \_\_  ❑ Other Tradex non-compliance issues including wastage - date \_\_ / \_\_/ \_\_  ❑ Goods not exported within the approved period – date \_\_ / \_\_/ \_\_ | | | | | | | | | | | | | |  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **9** | Other Agreement Method | |
|  | Do you an Other Agreed Method (OAM)? Yes  No | |
|  | Describe your OAM Calculation method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Tradex Duty Amount**  **$A\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |  |
| --- | --- | --- | --- |
| **10** | Periodic Reconciliation (Duty exemption benefit) | | |
|  | **A.** The value of standard duty for Tradex goods imported in the period | $A\_\_\_\_\_\_\_\_\_\_\_\_\_ | The normal customs duty that would have been paid in absence of Tradex order. This information can be obtained from the Integrated Cargo System (ICS) database. |
|  | **B.** The value of duty for the Tradex goods exported for this period | $A\_\_\_\_\_\_\_\_\_\_\_\_\_ | The duty value of products exported within the reporting period. |
|  | **C.** The value of duty for the Tradex goods to be exported in next period | $A\_\_\_\_\_\_\_\_\_\_\_\_\_ | Calculate the amount of duty to be carried forward to the next reconciliation period. This will generally include goods in inventory yet to be exported or goods used in a future reconciliation period (to be within 12 months of the arrival date, unless otherwise extension of time has been approved by the department). |
|  | **D.** The value of duty for the Tradex goods used, sold, consumed or wasted in Australia | $A\_\_\_\_\_\_\_\_\_\_\_\_\_  **(Tradex Duty Amount payable)** | Calculate the amount of duty liability that is payable. This will generally include goods sold domestically, wastage, self-consumption and goods not exported within 12 months or within their approved period. |

**Additional calculation and supporting documents can be submitted with this form.**

Payment Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **11** | Please supply payment details: | | | |
|  | **EFT Payments** (Preferred method)  Direct credit to:  **BSB No.** 092-009 **Account No.** 118662  **Account Name** – Department of Industry, Science and Resources  Payment Reference ID should include the word Tradex plus your Tradex order number and the Month and year of payment.  Example: *Tradex order No. 2010-990 01/01/2021* |  | Payment Reference ID: | Date of payment |
|  | \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |
| Payment Amount: $A | |
|
|

Once payment is made, please advise Tradex at [Tradex@industry.gov.au](mailto:Tradex@industry.gov.au)

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheques**  *Note: EFT payment is the departments preferred option*    Make payable to: Department of Industry, Science and Resources – Tradex duty | | Cheque Account Name | |
|  | |
| Cheque Number | Date of cheque |
|  | *Before you make payment by cheque please contact the Tradex team at* [*Tradex@industry.gov.au*](mailto:Tradex@industry.gov.au) |  | \_\_\_\_/\_\_\_\_\_/\_\_\_ |
| Cheque Amount | |
| $A\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ | |

Declaration

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **12** | Authorised person declaration. | | | | | | | | | | | | | | | | | | | |
|  | I declare that: | | | | | | | | | | | | | | | | | | | |
|  | * I am the person who holds the Tradex Order (for payments by individuals) or an officer of the entity that holds the Tradex Order and I am duly authorised to make this payment and declaration (for payments by incorporated entities). | | | | | | | | | | | | | | | | | | | |
|  | * I declare the above information provided in this form, together with any attached statement or schedule is true, correct and accurate in all material particulars. * I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this form. * I understand that the giving of false or misleading information is a serious offence. | | | | | | | | | | | | | | | | | | | |
|  |  | | | | |  | | | |  | | | | | | |
|  | | | Signatory’s position | | | | | | |  |  | |  | |  | | | | |
|  | | |  |  | | | | | |  |  | |  | |  | | | | |
|  | | |  | Chief Executive  Officer | | |  | Financial Controller / Accountant | |  | Company Secretary | |  | | Partner | | | | |
|  | | |  |  | | |  |  | |  |  | |  | |  | | | | |
|  | | |  | Company Secretary | | |  | Partner | |  | Director | |  | | Other Specify below ⇩ | | | | |
|  | | |  |  | | |  |  | |  |  | |  | |  | | | | |
|  | | |  | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | |  |  | |  | |  | | | | |
|  | | |  | |  | | | |  | | |  | | | | | | | | |
|  | | Print name of signatory | | | | | | | | | | Signature | | | | | | | | |
|  | | | Title | | Given name/s | | | | Family name (surname) | | |  | | | | | | | | |
|  | | |  | |  | | | |  | | |  | | / | |  | | / |  | |
|  | | |  | | | | | | | | | Day | | Month | | Year | |