



Tradex Duty Liability and Payment Form

Tradex Scheme Act 1999

Email completed form to 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, 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](#).

Tradex Order Holder Information

1 Tradex Order Number

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Tradex Order Holder Name

Legal/registered name or sole trader

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

3 Select which details have changed and provide detail below

- | | | |
|---|---|---|
| <input type="checkbox"/> Website | <input type="checkbox"/> Business email address | <input type="checkbox"/> Trading Name |
| <input type="checkbox"/> Business address | <input type="checkbox"/> Postal address | <input type="checkbox"/> Nominated contact person |
| <input type="checkbox"/> Contact persons position | <input type="checkbox"/> Customs broker details | <input type="checkbox"/> Other |

Provide Details

4 What time period are you reporting/paying your Tradex duty?

Quarterly Six-monthly Annually Other

From ___/___/___ To ___/___/___

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 28 days of incurring duty ⇒ Go to Question 8

Other Agreed Method (OAM) ⇒ Go to Question 9

Periodic Reconciliation ⇒ Go to Question 10

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*

Cheques

Note: EFT payment is the departments preferred option

Make payable to: Department of Industry, Science and Resources – Tradex duty

Before you make payment by cheque please contact the Tradex team at Tradex@industry.gov.au

Payment Reference ID:

Date of payment

	____ / ____ / ____
Payment Amount: \$A	

Cheque Account Name

Cheque Number

Date of cheque

	____ / ____ / ____
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Cheque Amount

\$A

Once payment is made, please advise Tradex at Tradex@industry.gov.au

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

<input type="checkbox"/> Chief Executive Officer	<input type="checkbox"/> Financial Controller / Accountant	<input type="checkbox"/> Company Secretary	<input type="checkbox"/> Partner
<input type="checkbox"/> Company Secretary	<input type="checkbox"/> Partner	<input type="checkbox"/> Director	<input type="checkbox"/> Other Specify below ↓

Print name of signatory

Title	Given name/s	Family name (surname)

Signature

	____ / ____ / ____	
Day	Month	Year