



REQUIREMENT FOR NOTIFICATION OF BILLING AGENT FOR CHARGING OF AQIS SERVICES

ADVICE TO AGENTS – SEAPORTS 05/04

The Australian Quarantine and Inspection Service's (AQIS) Seaports Program is responsible for the quarantine clearance of all vessels that enter Australian ports from overseas. Prior to inspection and quarantine clearance, a risk assessment is performed on every vessel as it arrives in Australia. This Advice to Agents outlines the requirement for notifying AQIS of the correct billing agent for the charging of AQIS services.

AQIS is a cost recovered organisation and the Seaports Program is obligated to recover sufficient revenue to ensure that it can maintain resource levels necessary to provide quarantine services to the shipping industry.

Revenue is recovered by charging the shipping industry for the quarantine services performed by the AQIS Seaports Program. In 1999, the current system of monthly billing to shipping agents was introduced to simplify the cost recovery process.

To minimise the amount of time required by both shipping agents and AQIS to correct billing errors, it is essential that the billing agent be identified at the time of requesting a quarantine service. Quarantine services include crew clearance or resealing of bonded goods in subsequent ports and pratique clearance at the first port of call.

Prior to the arrival of a vessel, AQIS Seaports must receive a Quarantine Pre-Arrival Report (QPAR) form, from which an initial vessel risk assessment is performed. The QPAR risk assessment provides guidance on the inspection requirements. **The agent details on the QPAR are used for charging purposes.** If the agent requesting the pratique clearance inspection (via the QPAR) will not be handling the charges, please make sure that AQIS is aware of this so that the correct agent will receive the charges.

It is also important that agents requesting quarantine services, such as derat inspections, in subsequent ports inform AQIS of the correct billing agent.

AQIS appreciates the cooperation of shipping agents in attempting to minimise the amount of time that both parties presently spend on correcting billing errors.

Please contact your local AQIS office should you require further information.

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