# *Production questionnaire for products exported to Australia*

**Kopi luwak (civet coffee)**

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| --- |
| Section A: General information |
| Purpose of this form | Information provided in this form will be assessed and used to determine the risk of the product and the import conditions that will be applied to the import permit.  |
| Questionnaire requirements | * It is the responsibility of the **manufacturer** of the product(s) intended for export to Australia to complete this questionnaire in full.
* Submit a separate questionnaire for each product intended for export to Australia with the import permit application.
* Commercial-in-confidence information should be marked as such by the manufacturer and the questionnaire returned directly to the Animal and Biological Imports Branch (ABIB) via email to imports@agriculture.gov.au.
 |  |
| What you must know | * It is the responsibility of the owner and importer to be aware of relevant Australian state, territory and Commonwealth laws.
* In accordance with Biosecurity legislation, Biosecurity officers may decide to suspend, vary or revoke your import permit.
* The Department of Agriculture, Fisheries and Forestry may contact overseas government competent authorities to verify any information provided in this questionnaire.
* It is a criminal offence under the Criminal Code Act 1995 to knowingly give false or misleading information to a Commonwealth officer exercising powers under Commonwealth law. This offence carries a potential penalty of 12 months imprisonment.
* Consider all information provided in this questionnaire carefully. Failure to complete the questions or provide supporting documentation will result in delays in the processing of the import permit application.
 |
| To complete this form | Enter data in all relevant fields, expand text boxes if space is insufficient, save the document and ensure to include with BICON permit application. If you have any questions please contact:**Department of Agriculture, Fisheries and Forestry** Animal and Biological Imports Branch (ABIB) **Phone**: 1800 900 090 or **Email:** imports@agriculture.gov.au |

## Section B: Importer and Manufacturer

1. Importer details

|  |  |
| --- | --- |
| Importer name |  |
| Import permit application number (if known) |  | Previous import permit number for this product (if applicable) |  |

2. Manufacturer details Note: Only the manufacturer of the final product, or their head office, should be listed below and will be included on the permit.

|  |  |
| --- | --- |
| Name of manufacturer  |  |
| Street address |  |
| City |  | Country |  |
| Phone |  | Email |  |

3. Manufacturer’s Administrative Office details Note: Only necessary if import documentation will be provided from an alternative location (e.g. head office)

|  |  |
| --- | --- |
| Administrative office |  |
| Street address |  |
| City |  | Country |  |
| Phone |  |  Email |  |

## **4. Country of export** Note: The country of export must provide the Official Veterinary Health Certificate (unless your permit specifically states otherwise).

|  |  |
| --- | --- |
| **Country** |  |

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## Section C: Product

4. Product details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Brand name  | Product name | Package type | Package size | End use |
| E.g. Wild Cat | E.g. Civet Coffee – Arabica  | Polyethylene sachet | 250 gm sachet | Human Consumption |
|  |  |  |  |  |

5. Product ingredients

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| IngredientsPlease list all ingredients below, including any added water.  | % (Must total 100%) | Sub–ingredientsPlease include percentages adding up to the same % as the ingredient they form. | Species of origin (animal only) or**Genus and species** (fungi / microbial) | Country of origin Required for animal derived material only. The country in which the animals resided at the time of collection. Please note: the EU is not a country. | ProcessingDescribe how individual animal ingredients are cooked (must be in Celsius), treated, etc |
| E.g. Arabica coffee beans –Animal digested Arabica coffee beans  | 100% |  | Asian palm civet (*Paradoxurus hermaphroditus*) | Malaysia | Oven roasting at a minimum core temperature of 100 ⁰C for 30 minutes. |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

6. Manufacturing Overview (for all products)

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| --- |
| Please insert here (electronically) a flow chart or robust description of the manufacturing process, including washing and roasting steps (including core temperature and time). [ ]  Check if Commercial-in-confidence information |
| Animal What animal/s is used in the process? (e.g. civet cat, Jacu bird, weasel etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ What is the extent of animal digestion? (e.g. chewed and spat out, digested and defecated) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| RoastingHave the coffee beans undergone a roasting process?[ ]  No[ ]  Yes If yes:What was used to roast the beans? (e.g. oven, fire etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_How was the temperature measured during the roasting? (e.g. oven setting measuring ambient temperature, probe measuring core oven or bean temperature etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please insert here (electronically) the data to support the roasting process. For example:

|  |  |  |
| --- | --- | --- |
| Time (min) |  | Product temp °C (oven core) |
|   |   | TC 1 |
| Beans added to oven |   | 100.01 |
| 1.00 |   | 98.97 |
| 2.00 |   | 99.17 |
| 3.00 |   | 100.24 |
| 4.00 |   | 101.53 |
| etc |   | etc.  |

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## Section D: Applicant declaration

To be completed by the **Manufacturer** listed in Section B of this application.

I declare that the information above is true and accurate to the best of my knowledge.

If manufacturing processes change, so that product is no longer compliant with all conditions on the import permit, I will provide details of the change to the Australian importer so that a new application for import permit (or an application to amend the current import permit) can be submitted to the Department of Agriculture, Fisheries and Forestry.

|  |  |  |  |
| --- | --- | --- | --- |
| **Manufacturer’s Signature** |  | **Date** (dd/mm/yyyy) |  |
| **Full Name** |  | **Email** |  |
| **Position: state company name and position** |   |
| This declaration must be dated within the last six months and be free from erasures and uncertified alterations. Additional information must be in the form of a manufacturer’s declaration. For further information on documentation requirements please refer to the [Minimum documentary and import declaration requirements policy - DAFF (agriculture.gov.au)](https://www.agriculture.gov.au/biosecurity-trade/import/arrival/clearance-inspection/documentary-requirements/minimum-document-requirements-policy) The Department of Agriculture, Fisheries and Forestry is required to source and assess data on a range of products to ensure that they do not pose a risk to Australia's biosecurity status.  All information made available to the department remains strictly commercial-in-confidence and is protected against unauthorised disclosure by the department to any other party under Australian Federal Law.  With this in mind, manufacturers or exporters may prefer to provide information directly to Department of Agriculture, Fisheries and Forestry. Questionnaires can be emailed to imports@agriculture.gov.au and must contain the BICON application number. |

## Section E: Privacy notice

‘Personal information’ means any information or opinion about an identified, or reasonably identifiable, individual.

‘Sensitive personal information’ means any information or opinion about an individual’s racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

The collection of personal information by the Department of Agriculture, Fisheries and Forestry (the department) in relation to this application is for the purposes of assessing your application and related purposes. If the relevant personal information requested in this application is not provided by you, the department will be unable to assess your application.

Personal information may be disclosed to other Australian agencies, persons or organisations where necessary for these purposes, provided the disclosure is consistent with relevant laws, in particular the *Privacy Act 1988*. Your personal information will be used and stored in accordance with the Privacy Principles.

By completing and submitting this form you consent to the collection of all personal information, including sensitive personal information, contained in this form. The department’s Privacy Policy, including information about access to and correction of your personal information, is available on the department’s website. To contact the department about your personal information or to make a complaint:

**Phone** +61 2 6272 3933

**Email** privacy@agriculture.gov.au

**Post** Privacy Contact Officer

Department of Agriculture, Fisheries and Forestry

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