



Australian Government

Australian Fisheries Management Authority

Southern Bluefin Tuna Catch Documentation Scheme Longline Catch Handbook

UPDATED 2013

This document is intended as a **guide only** and does not replace arrangements in the *Southern Bluefin Tuna Fishery Management Plan 1995* (the Plan) and the conditions attached to each fishing concession. You must ensure that you read and understand your obligations for operating in the fishery.

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Introduction

The CCSBT Catch Disposal Scheme (CDS) was introduced in Australia on 1 January 2010 and replaced the former export based Trade Information Scheme (TIS). The aim of the CDS is to prevent Southern Bluefin Tuna (SBT) caught by illegal, unregulated and unreported (IUU) means entering the market.

One of the problems of the TIS was that it did not track domestic landings, so Japan's catch, which is all landed domestically, was not tracked and reported. Unlike the TIS, the CDS will track fish from the point of capture through to the point of first sale and through the export and import process.

The CDS applies to all SBT domestically sold or exported. Under the CDS, each fish needs to be tagged, weighed and measured, and have the correct accompanying documentation. No SBT will be accepted for domestic sale, export or import, without the correct accompanying CDS documentation, and, in the case of whole fish, without a tag. The only fish that do not require a tag are those that have been loined or filleted prior to freezing so where this document refers to whole fish or whole dead fish it means any fish that has not been loined or filleted prior to freezing. **It is your responsibility to ensure you have tags before you fish.** For further information, see 'Definitions' on page 14 of this document.

AFMA understands that the CDS places additional obligations on industry. In order to assist operators in complying with the CDS measure AFMA has developed this handbook. The handbook details the procedures that operators will need to follow in a simple question and answer format. While we have endeavored to cover as many scenarios as possible, with a new scheme it is impossible to anticipate every scenario. If you have questions or require clarification on any issue please contact the staff listed on page 17 of this document who will be happy to help.

It is extremely important that the CDS forms are completed correctly and accurately as your fish may be rejected, particularly if exported, when received by the next party in the chain. This is the last thing both you and AFMA want to have happen.

The CDS requirement does not negate the requirement to complete Catch Disposal records or/and Transit logs.

Changes to the CDS commencing 2012/13 fishing season

New CDS requirements

The Commission for the Conservation of Southern Bluefin Tuna (CCSBT) has implemented three changes to CDS documentation for the 2012/13 season. These are:

- Product definition changes;
- Fork length definition – Catch Tagging Form (CTAU); and
- Certification by Exporter – must be an AFMA client or agent.

Changes to product definitions (Processing Codes)

CCSBT has implemented changes to the definitions of product types (processing codes), so that importers can appropriately verify CDS documentation. The changes listed in Table 1 split each of the current Gilled and Gutted (GG), and Dressed (DR)

product types into two additional types. The changes took effect from 1 December 2012 and apply to the following forms:

- Catch Monitoring Form (CMAU);
- Catch Tagging Form (CTAU); and
- Re-Export/Export After Landing of Domestic Product Form (REAU).

Table 1 Revised processing codes and their definitions for Southern Bluefin Tuna.

Code	Name	Description
RD	Round	SBT without any processing
GGO	Gilled and gutted – tail on	Processed with gills and gut removed. Operculae (gill plates/covers) and dorsal, pelvic and anal fins may or may not be removed.
GGT	Gilled and gutted – tail off	Processed with gills, gut and tail removed. Operculae (gillplates/covers) and dorsal, pelvic and anal fins may or may not be removed.
DRO	Dressed – tail on	Processed with gills, gut, operculae (gill plates/covers) and head removed. Dorsal, pelvic and anal fins may or may not be removed.
DRT	Dressed – tail off	Processed with gills, gut, operculae (gill plates/covers), head and tail removed. Dorsal, pelvic and anal fins may or may not be removed.
FL	Fillet	Processed further than DRT, with the trunk cut into fillets.
OT	Other	None of the above.

Please note that the 'Dressed' classification refers to product that has had the head and operculae removed. In comparison, the 'Gilled and Gutted' classification refers to product that has the head attached and the operculae may or may not be removed.

Australian product that is currently classified as Gilled and Gutted (head off and tail on), would now need to be classified as 'DRO' (Dressed with tail on) to comply with the new changes.

The processing codes; GG and DR will no longer be accepted.

Definition of Fork Length – Catch Tagging Form (CTAU)

The definition of Fork Length has been clarified and should be used where required on the Catch Tagging Form (CTAU).

Measuring Fork Length:

- Enter the fork length of the fish rounded to the nearest whole centimetre;
- Measure the straight line horizontal length (not curved over the body) of the fish from the closed mouth to the fork of the tail before freezing and tailing as shown in Figure 1 below.

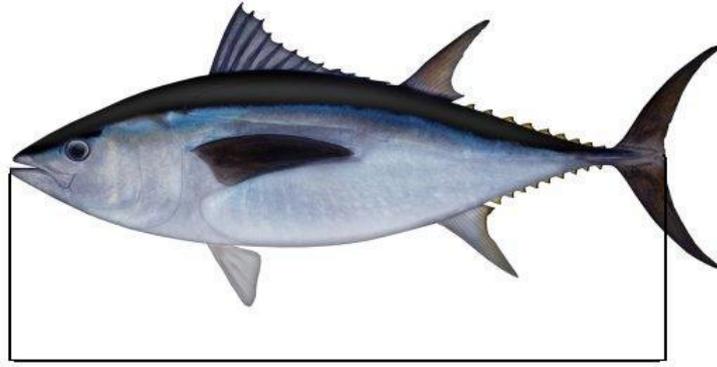


Figure 1. Fork Length measurement for Southern Bluefin Tuna.

Certification by Exporter

The instruction of how to complete this section has not changed, but from 1 December 2012, the person who signs as the certifier on any CDS form, must be a client of AFMA or a nominated authorised agent of an AFMA client. An authorised Agent form can be obtained by calling the Manager of Licensing and Data Services on (02) 6225 5361.

Persons who are currently listed with AFMA as SBT validators are able to sign as certifiers. However, it should be noted that the individual certifying as “Exporter” must not be the same individual as the authority validating the export.

Tagging

For the 2013-14 season, AFMA will be reconciling all tags at the end of the fishing season. To assist with this process, operators are asked to return all unused and damaged tags to AFMA at the end of the season. Operators are also asked to ensure that if they provide tags to other operators, the numbers of these tags are noted and provided to AFMA. Please return all unused/damaged tags and numbers by 15 December 2013.

It is important to note that the approved tags have the year of capture printed on them. This means that the tags used last year are no longer valid – only the orange tags starting with the prefix AU13 will be accepted this year.

How will the CDS affect me if I am an SBT Long liner or Pole vessel?

Before you go to sea make sure:

- 1) That all vessels being used are on the CCSBT register. Refer to ‘common questions’ for registration details.
- 2) Ensure that you have:
 - a) enough AFMA approved SBT tags on board and that they are stamped with the current calendar year;
 - b) access to the Catch Tagging Form (CTAU02); and
 - c) access to Catch Monitoring Forms (CMAU02).

While you are at sea:

- 1) Tag each SBT, with an AFMA approved tag in such a way that the tag is not reusable, unless they have been processed so they are no longer whole (Whole; includes Gilled and Gutted) at the point of kill.
- 2) If you run out of tags at sea any untagged fish must be kept on the vessel until tags can be obtained and the fish tagged. If this situation arises AFMA must be notified in writing prior to landing indicating the number of untagged fish on board.

When you land:

- 1) Weigh and measure each whole tagged fish before freezing it and record each fish on the Catch Tagging Form (CTAU02) unless the fish was processed so that it is no longer whole at the point of kill.
- 2) Land your fish to a Commonwealth Fish Receiver Permit holder who is registered, with AFMA, to receive Southern Bluefin Tuna.
- 3) Fill out the Catch/Harvest Section of the Catch Monitoring Form (CMAU02). This applies whether or not the fish have been tagged (i.e. include details of any loined or filleted SBT).
- 4) Have the Catch/harvest Section of the Catch Monitoring Form (CMAU02) validated by the fish receiver.
- 5) Complete either the Intermediate Product Destination Section as the SBT owner at time of export, and ensure that this section is validated by a Licensed Fish Receiver. Or if SBT is sold domestically please ensure the Final Product Destination Section is completed, this section must be signed by the domestic buyer and ensure the yellow copy is sent to AFMA.
- 6) Give the white and yellow copies of the Catch Monitoring Form (CMAU02) to the Fish Receiver Permit (FRP) holder and keep the green copy in the book.
- 7) Send the pink copy of the Catch Monitoring Form (CMAU02) to AFMA within 3 business days of landing.
- 8) If you lose a tag and need to replace it fax or email AFMA with the following details:
 - a) the old tag number (if known)
 - b) the new tag number
 - c) the old Catch Tagging Form Number (if known)
 - d) the new Catch Tagging Form Number
 - e) the reason the tag was replaced.
- 9) Send AFMA a completed copy of the Catch Tagging Form (CTF) within 3 business days of landing.
- 10) Keep a copy of each completed form for your records.

Requirements when transporting fish from port of landing to the licensed fish receiver

If the fish cannot be weighed and validated at the point of landing, you can transport the fish to a licensed fish receiver provided you:

- complete the catch harvest section of the catch monitoring form leaving the weights and lengths blank;
- complete the catch tagging form leaving the weights and lengths blank; and
- send the white, pink and yellow catch monitoring forms and the white catch tagging forms with the fish to the licensed fish receiver.

Upon receiving the fish, the fish receiver will need to:

- weigh and measure the fish and enter the weights and measurements on the catch monitoring and catch tagging forms;
- sign the certification on the catch tagging form;
- validate the catch monitoring form;
- send the yellow catch monitoring form to AFMA and the white catch monitoring form with the fish; or if the fish are sold domestically send both the yellow and white copy of the catch monitoring form with the fish; and
- work with you to ensure that the white copy of the catch tagging form and the pink copy of the catch monitoring forms are sent to AFMA.

It is your responsibility to work with the fish receiver and ensure that relevant copies of the catch monitoring and catch tagging forms are complete and returned to AFMA in the prescribed time.

While you are not required to have the green copy of the catch monitoring form validated we would recommend you obtain the weights from the fish receivers and record these in the copies retained in the catch tagging and catch monitoring books.

A flow diagram outlining the CDS process is shown in Figure 2.

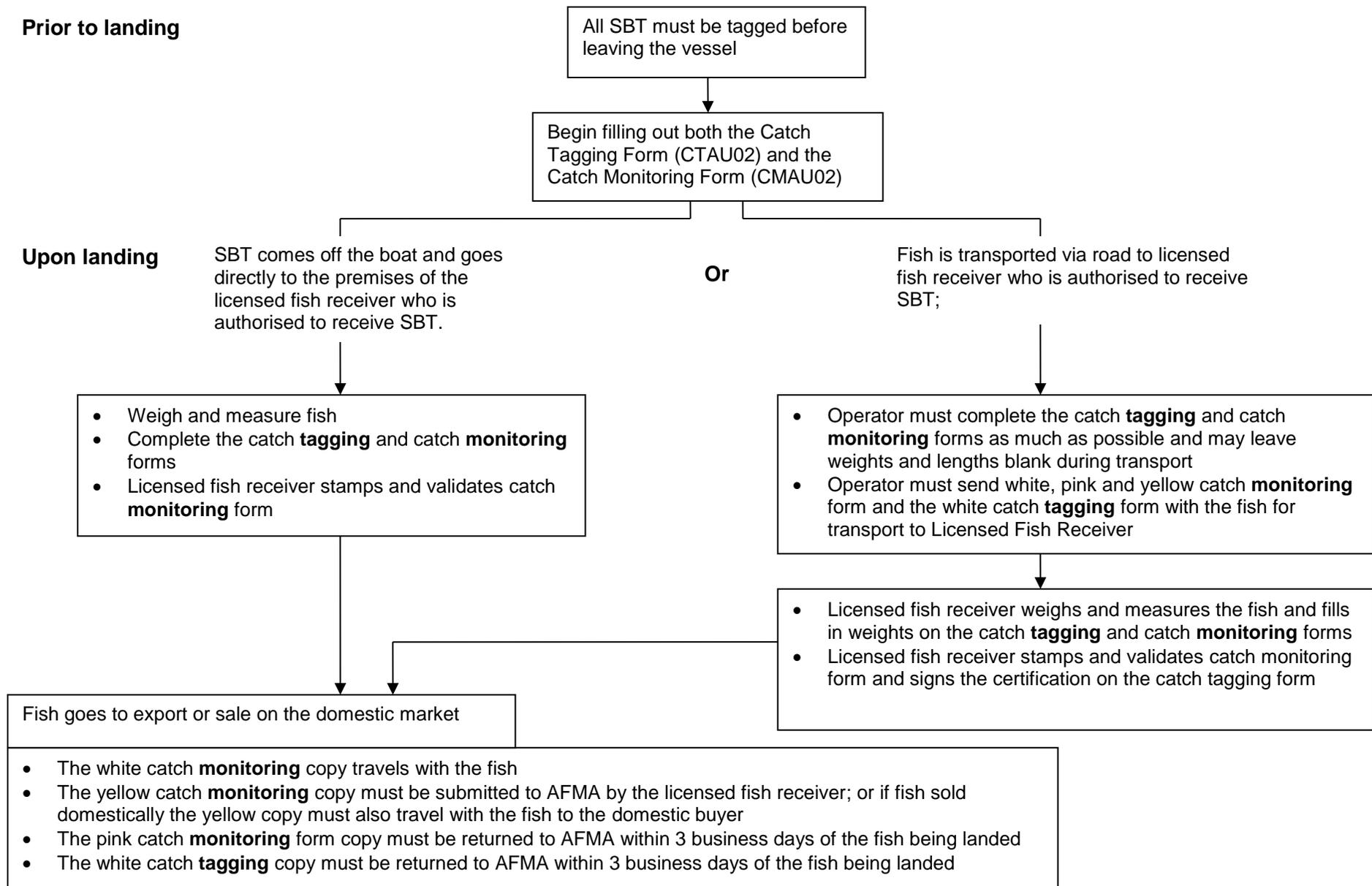


Figure 2. Flow-diagram representing the process of filling out the CDS when SBT is caught by longline on the East Coast of Australia.

How will the CDS affect me if I am a Fish Receiver Permit Holder?

All licensed Fish Receiver Permit holders will be required to have completed the actions listed below before they can accept SBT:

- 1) obtain an Australian Licensed Fish Receiver Stamp which includes your current Fish Receiver Permit Number; and
- 2) register with AFMA using the Validation of Southern Bluefin Tuna CDS Documents form.

If you are unsure if you are registered please contact AFMA Licensing and Data area.

When you receive wild caught Southern Bluefin Tuna:

- 1) Make sure that all individual dead whole fish received are tagged with an AFMA approved tag.
- 2) For all fish, whole or processed, ensure the fisher has completed the Catch/Harvest Section and either the Intermediate Product Destination Section or the Final Product Destination Section of the Catch Monitoring Form (CMAU02) before validating it.
- 3) Ensure you do not certify or validate any section of a CCSBT CDS document that has not been completed according to the forms instructions or contains obviously incorrect information.
- 4) Ensure that the individual who certifies a CCSBT CDS document is not the same person who validates the document.
- 5) Send the yellow copy of the Catch Monitoring Form (CMAU02), ensuring either the Intermediate Product Destination section (For Exports) or Final Product Destination section (For Domestic Product) is completed, to AFMA within 3 business days of the fish leaving your custody.
- 6) Make sure the original (white copy) Catch Monitoring Form (CMAU02) goes with the fish for both domestic sales and exports.
- 7) If you lose a tag and need to replace it, fax or email AFMA with the following details:
 - a) the old tag number (if known)
 - b) the new tag number
 - c) the old Catch Tagging Form (CTAU02) Number (if known)
 - d) the new Catch Tagging Form (CTAU02) Number
 - e) the reason the tag was replaced

Common Questions

How do I register my boat on the CCSBT vessel register?

Contact AFMA and provide details of which vessel you wish to use to catch SBT and have placed on the CCSBT vessel register. AFMA will notify you about what information is required for registration and will ensure that your vessel is registered with CCSBT.

Where do I get tags?

It is your responsibility to make sure you have **current** tags before you go fishing. The tags are updated each calendar year and are stamped with the country code, calendar year, unique number and CCSBT logo.

All tags must be certified as AFMA approved before they can be used for the CDS. At this stage the only Australian tags that have been AFMA approved are those produced by the Australian Southern Bluefin Tuna Industry Association (ASBTIA). ASBTIA will be distributing tags to all operators, for more information on tag availability contact ASBTIA on the numbers listed below;

ASBTIA 12/6 South Quay Bld
 Port Lincoln. SA 5606

Contacts: [ABSTIA](#) Research Office
 Kirsty Rough or Claire Webber
 Ph: 08 8682 3257
 Email: sbt_research@bigpond.com

Where do I get CDS forms?

For the longline sector the Catch Monitoring Form and Catch Tagging Form will be forwarded directly to concession holders, extra copies of these documents will be available by contacting AFMA. The Re- export, Export after Landing Form if required can be obtained from AFMA.

What if I run out of tags while I am at sea?

If you run out of tags at sea any untagged fish must be kept on the vessel until tags can be found and the fish tagged. If this situation arises AFMA must be notified in writing prior to landing indicating the number of untagged fish on board.

What happens if a tag falls out?

You will need to fax or email AFMA the following details within 3 days of the incident/landing:

- a) the old tag number (if known);
- b) the new tag number;
- c) the old Catch Tagging Form Number (if known);
- d) the new Catch Tagging Form Number; and
- e) the reason the tag was replaced.

What if I fillet or loin a fish while still at sea?

If a fish has been filleted or loined it is no longer considered whole, therefore you do not have to tag the fish. However, the fish will still require a Catch Monitoring Form on landing. In this instance write "Filleted tag not required" in the *Catch Tagging Form Document Numbers* field of the Catch Monitoring Form.

What if I tag a fish and I choose not to sell it?

You will still need to complete a Catch Monitoring Form and return it to AFMA. In the *Final Product Destination Section* tick the *Landing of Domestic Product for Domestic Sale* field and write in the name and address section 'Discarded because of, or Retained for personal use.' The Fish Receiver Permit Holder or authorised agent should then sign this section.

What if I have multiple domestic buyers?

You need to complete the Catch Harvest Section and the Final Product Destination Section of the Catch Monitoring Form, you may list more than one buyer on each form, and each buyer must sign the form. If this causes privacy issues for you or your buyers AFMA recommends that you complete a separate Catch Monitoring form for each domestic buyer.

Not to forget that each fish landed must be tagged and the Catch Tagging Form completed.

Do I have to send a copy of the Catch Tagging Form with the fish?

No. The original white copy of the Catch Tagging Form is to be returned to AFMA within 3 business days of landing wild caught catch or for farmed fish within 3 business days of final harvest. The completed yellow copy should be retained by the SFR holder for their records and be produced on request for inspection by an authorised AFMA officer.

When is it acceptable to take the tag out of a Southern Bluefin Tuna?

You must leave the tag in the fish at least until the first point of sale, unless the fish has been filleted or loined, then the tag may be taken out. **NOTE:** It is best that the tag is left in the fish if it remains whole after the first point of sale as the fish will not be able to be exported without a tag. For farm fish being sold and/or processed on to freezer vessels, we strongly **recommend** you discuss with the buyer / consignee the requirements of maintaining tags on the fish until cleared by Japanese Customs.

Who certifies the Export section of the Catch Monitoring Form?

The owner (or their designated authority) of the SBT at the time of export certifies the Export section. This means that if you are paying someone else to ship the SBT but still own the SBT then you must certify it. However if the SBT is being sold free along-side a vessel in Australian waters then the exporter must certify the Export section.

Do fish I discard need CDS documentation filled out?

No. CDS documentation does not need to be filled out and the fish does not need tagging if it is rejected and discarded at sea for wild caught fish or within 30 hours for farmed fish, so long as the fish is not sold.

If a first receiver buyer wants to export a fish what must they do in order for the importing country to accept it?

If the buyer is the first receiver then the Catch harvest Section and the Intermediate Product Destination sections (export section) of the Catch Monitoring Form should be filled out. The original (white copy) Catch Monitoring Form must accompany the fish and all whole fish must have tags in them.

If a second or later receiver buyer wants to export a fish what must they do in order for the importing country to accept it?

The exporter will need to:

- 1) Ensure that all whole fish remain tagged;
- 2) Make sure a copy of the Catch Monitoring Form is accompanying the fish;
- 3) Obtain a copy of the *Re-export Export After Landing of Domestic Product Form* from either Protec Marine or AFMA;
- 4) Fill this form in and send **BOTH** it and the Catch Monitoring Form on with the fish (If necessary this can be a photocopy of the original Catch Monitoring Form); and
- 5) Send a copy of the Re-export Export After Landing of Domestic Product Form to AFMA within 3 business days of the export.

They must also ensure the tags are intact on all whole fish, if they are not intact, the buyer should contact the seller for replacement AFMA approved tags, they must then send AFMA details of:

- a) the old tag number (if known)
- b) the new tag number
- c) the old Catch Tagging Form Number (if known)
- d) the new Catch Tagging Form Number
- e) the reason

What if I land a fish domestically and fill in the Final Product Destination Section of the Catch Monitoring Form as Landing of Domestic Product for Domestic Sale but decide to export the fish?

- 1) Obtain a copy of the *Re-export Export After Landing of Domestic Product Form* from AFMA.
- 2) Fill this form in and send both it and the Catch Monitoring Form on with the fish.
- 3) Send a copy of this form to AFMA within 3 business days of the export.

What happens if I buy a fish domestically and want to export it?

If you buy a fish domestically and then want to export it you will need to fill in a Re-export or Export after Landing of Domestic Product Form.

What happens if I import a fish and then want to re-export it?

If you import a fish and then want to export it you will need to fill in a Re-export or Export after Landing of Domestic Product Form.

Who can I contact if I am still unsure about any aspect of the scheme?

AFMA has a direct number **1300 723 621** which enables anyone to contact AFMA from any landline in Australia for the cost of a local call.

Name	Section	Phone/ Fax	Email
Trent Timmiss	Senior Manager – Tuna and International Fisheries	Ph: 02 6225 5311	Trent.Timmis@afma.gov.au
Matt Daniel	Manager – SBT Fishery	Ph: 02 6225 5338	Matthew.Daniel@afma.gov.au
Anne Shepherd or Michelle Mooney	Logbooks or CDS books	Ph: 1300 723 621 Fax: 02 6225 5440	Anne.Shepherd@afma.gov.au Michelle.Mooney@afma.gov.au Or sbtmonitoring@afma.gov.au
AFMA	Report Tags Lost/ no tags etc	Fax: 02 6225 5440	sbtmonitoring@afma.gov.au

Definitions

Whole: A fish remains whole despite cleaning, gilling, and gutting, freezing, removing fins, gill plates and tail and removing the head or part of the head. A fish is no longer considered to be whole if it has undergone processes such as filleting or loining.

Example: If a fish is Gilled and Gutted (GGO – tail on or, GGT – tail off), Dressed (DRO – tail on or, DRT – tail off), or Round (RD) it is still considered whole. If the fish has been Filleted (FL) it is not whole.

Wild caught/farmed: Southern Bluefin Tuna is considered 'wild caught' if it is brought on board a vessel at sea and killed and has not been counted into a farm cage. A fish is not classified as wild caught if it has been transferred live into a CCSBT registered farm. It is then classified as 'farmed'.

Example: A fish is wild caught if it is a mortality from a tow cage. It is not wild caught if it is a mortality from a farm cage.

Exporter: The person who owns the fish at the time of export.

Examples:

1. If a fish is sold free along-side a vessel and then exported to Japan then the farmer is the exporter.
2. If the vessel carries the tuna to Japan and it is then sold the farmer is the exporter.
3. If a fish is sent to a receiver for processing and then exporting, but is still owned by the SFR holder then the SFR holder is the exporter.

Forms

Catch Monitoring Form (CMAU02)

This form records information on the catch, landing, transshipment, export, and import of all SBT regardless of whether farmed or not, including unexpected catch.

When is this form needed?

- 1) This form is required upon the landing of dead SBT.
- 2) The Catch/harvest sections must be completed when the SBT are landed.
- 3) Either the Intermediate Product Destination or Final Product Destination section must be completed when the fish leaves the FRP holders possession.

Handy tips:

- 1) If the catch is going to two or more destinations a separate Catch Monitoring Form must be completed for the catch being sent to each destination. Split shipments are not permitted.
- 2) Farmers: the Farm Stocking Form Number (FSAU02) can be found on the corresponding SBT04B.
- 3) If the fish was filleted at sea (or for farmed stock within 30 hours) and therefore not tagged write 'Filleted tag not required' in the Catch Tagging Form Document numbers field.
- 4) The Export section should be certified by the seller of the SBT.
- 5) The Landing of Domestic Product section should be certified by the buyer of the SBT.
- 6) Ensure the form is certified and validated by two different people (two different people within the same company is ok).

Who do I send the form to?

- 1) The green copy is kept in the book as a record and should be held for a period of at least 5 years.
- 2) The pink copy must be sent to AFMA by the SFR holder/farmer within 3 business days of the catch being landed/ killed with the Catch/harvest section completed and validated.
- 3) The white original copy must travel with the fish when it is transferred on.
- 4) The yellow copy is to be sent to AFMA within 3 business days of the fish leaving the FRP holders custody with either the Intermediate Product Destination or Final Product Destination completed. It is the responsibility of the FRP holder to ensure this occurs.

Catch Tagging Form (CTAU02)

This form records information on individual fish tagged as part of the CDS.

When is this form needed?

When SBT are killed and tagged.

Handy tips:

- 1) If a fish is processed so that it is no longer whole (filleted or loined) at the point of kill (or within 30 hours for farmed SBT) the fish does not need to be tagged and therefore no Catch Tagging Form (CTAU02) is required.

- 2) In this instance write 'Filletted tag not required' in the Catch Tagging Form (CTAU02) document number field on the Catch Monitoring Form (CMAU02).
- 3) The tag information section can be submitted to AFMA electronically. In this instance:
 - a) the tag information must be emailed to sbtmonitoring@afma.gov.au;
 - b) a CTF must then have all other fields completed as per usual;
 - c) you must have the spreadsheet file name/number that you used to provide the data electronically written in the designated field at the bottom of the CTAU02 form;
 - e.g. McNally Fresh Fish Farm harvested fish 02 Feb to 04 Feb – they might call the file MFFF2-4Feb09 Tags.
 - d) If you choose to submit electronically AFMA will supply you with an electronic format for the spreadsheet file.
- 4) Have the Master of the vessel or Fish Receiver certify the form once it has been fully and correctly completed.

Who do I send the form to?

- 1) The original White copy of this form is to be returned to AFMA within 3 business days of landing wild caught catch or for farmed fish within 3 business days of final harvest.
- 2) The completed Yellow copy should be retained by the SFR holder for their records and be produced on request for inspection by an authorised AFMA officer.

Re-export or Export after Landing of Domestic Product Form (REAU02)

This form records information on SBT already tracked on the Catch Monitoring Form (CMAU02) to the initial point of landing of domestic product or import that is, either in full or part, exported or re-exported.

When is this form needed?

- 1) When you have purchased the SBT as a domestic sale and now wish to export it; or
- 2) When you have imported SBT and now wish to export it again.

Handy tips:

- 1) Complete the form and ensure it is validated and certified.
- 2) Ensure the form is validated and certified by two different people (two people within the same company is ok).
- 3) For the export of SBT you bought domestically ensure the landing of domestic product section of the Catch Monitoring Form (CMAU02) has been fully completed.
- 4) Where SBT purchased is being exported to two different places (partial shipment) a photocopy of the Catch Monitoring Form (CMAU02) can be sent so long as the REAU02 is the original copy.

Who do I send the form to?

- 1) Send the original REAU02, along with the Catch Monitoring Form (CMAU02), with the SBT when it is exported.
- 2) Send a copy back to AFMA within 3 business days of the export.