

OPTIONAL RESPONSE TEMPLATE TO A REQUEST FOR INFORMATION NOTICE

ILLEGAL LOGGING PROHIBITION REGULATION 2012

General information

Purpose of this template This is an optional template that can be used by an importer of regulated timber products who has been issued a Request For Information Notice by the Department of Agriculture.

It should be used in conjunction with other documentary evidence.

Before completing the template Refer the Request For Information Notice, and the *Guidance for importers on responding to a Request For Information Notice*.

When completing the template Expand the text boxes as much as is required to fit your circumstances.

Some text boxes may not be relevant to your circumstances and could be removed.

For more information To request an electronic copy of this document, email your request to the Illegal Logging Compliance Assessment Team at ilca@agriculture.gov.au

Lodging the information The department prefers that all information is submitted by email.

Lodge your response with the department via:

Email: ilca@agriculture.gov.au

Fax: 02 6272 3468

Post: Illegal Logging Compliance Assessment Team
Compliance Division, Department of Agriculture
GPO Box 858, Canberra ACT 2602

RESPONSE TO A REQUEST FOR INFORMATION NOTICE

ILLEGAL LOGGING PROHIBITION REGULATION 2012

NOTICE REFERENCE NUMBER: _____

Information about your usual due diligence system in place for importing regulated timber products

ITEM 1: *Your business or company name and ABN or ACN, your business street and postal address, and your principal business activity*

Business or company name	
ABN/ACN	
Street address	
Postal address	
Principle business activity	

ITEM 2: *The name, position and contact details of the person responsible for maintaining your due diligence system*

First name	
Family name	
Job title or position	
Phone number	
Email address	

ITEM 3: *A description of the due diligence system used by your business (that sets out how your business or company meets the due diligence requirements that apply to the import of regulated timber products)*

Description of the usual due diligence practices and procedures used for all regulated timber products, *including* supply chain knowledge, product coverage, verification of information gathered, availability of information, how risk assessment is undertaken, how identified risks are mitigated, and record keeping practices.

List and attach copies of the relevant parts of documents and other evidence about the usual due diligence practices and procedures used for all regulated timber products.

Document/evidence type

Information about compliance with your due diligence system in relation to importing the regulated timber product:

ITEM 4: *A description of the information you collected using the above due diligence system in relation to importing the identified regulated timber product*

Product description	
Trading name of the product	
Common names and/or scientific names of timber content	
Country of manufacture	
Country of harvest	
Region of harvest	
Forest harvesting units	

Description of documents and other evidence that your business collected when gathering information about this product:

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List and attach copies of the relevant parts of documents and other evidence that your business collected when gathering information, and how they relate to the product:

Document/evidence type

ITEM 5: Copies of any records about your risk identification and assessment against a relevant:

- timber legality framework, or
- country specific guideline, or
- other risk identification and assessment processes you used in relation to importing the regulated timber product

Description of how risk assessment of the information gathered was undertaken for the product:

List of attached copied documents/evidence types that provide evidence the risk assessment was undertaken and recorded:

Document name/evidence type	Relevance to the assessment

A description of how documents were checked for validity and authenticity:

The level of risk that was determined for this product after conducting the risk identification and assessment: Low Not low

ITEM 6: *If applicable, copies of any records about your risk mitigation processes in relation to importing the regulated timber product*

A description of activities undertaken to proportionally mitigate the risk that the product was likely to have been illegally logged:

List of attached copied documents/evidence types that provide evidence that adequate and proportionate risk mitigation was undertaken:

Document name/evidence type	Relevance to the assessment

The level of risk for that the timber in the product was illegally logged after conducting the risk mitigation activities: Low Not low

Other comments