

What is an

ANNUAL DECLARATION?

This is a declaration you make to confirm that the industrial chemicals you imported or manufactured during the previous registration year were authorised under our laws.

**Each registration year goes from
1 September to 31 August.**



It's easy to do. You just need to answer a few simple questions and complete a legal declaration via our online form in the AICIS Business Services portal.



You don't need to submit multiple forms. Use one form to tell us about all your introductions for the previous registration year.

Who needs to

SUBMIT ONE – AND WHEN?

Anyone who is registered with us to introduce industrial chemicals or products containing industrial chemicals (for example, cosmetics, paints and plastics) must submit an annual declaration. This applies to all of your chemical introductions, regardless of the category, amount or number of chemicals.

You can submit your annual declaration from 1 August.

**The due date to submit it is 30 November
after the end of each registration year.**



You must complete the form yourself. An agent cannot do it on your behalf.

What information WILL I NEED?

Submitting an annual declaration is easy. You don't have to name all of the industrial chemicals you introduced, and you don't have to provide lists of products. Simply follow these steps:

Step 1: Sign in to your AICIS Business Services account and go to the Annual Declaration tile.

Step 2: Click 'Submit annual declaration' in the Actions column next to the applicable registration year.

Step 3: Select all the introduction categories that apply to the chemicals you imported or manufactured during the registration year. You'll see a list that looks like this:

- Listed Introductions
- Exempted Introductions
- Reported Introductions
- Assessed Introductions
- Commercial Evaluation Introductions
- Exceptional Circumstances Introductions

Example: If all the chemicals you introduced were listed on the Inventory, then you would just select 'Listed Introductions'.

Step 4: Check the declaration boxes to indicate that:

- all of your introductions were authorised under sections 25 to 30 of the *Industrial Chemicals Act 2019*
- the information you have given is true, correct and complete

Step 5: Enter your full name and job title.

Step 6: Click 'submit'. That's it!



Australian Government

Department of Health

Australian Industrial Chemicals Introduction Scheme

Sign in and submit your annual declaration at:
business.industrialchemicals.gov.au