**PRINT THE FOLLOWING INFORMATION ON YOUR COMPANY LETTERHEAD**

\*\*\*DATE\*\*\*

**Attention: Australian Biosecurity**

I, .....(*name of the person*).., of ....(*company name*).....declare that the content of this package originating from ..(*name of the* *country*).. contains only cells or tissues or fluids or proteins or peptides from...(*species name and common name*).

I declare that the package contains non-hazardous cells/tissues or non-toxic proteins/peptides from nonvirulent microorganisms and are extracts from multicellular organisms, complying with the attached Biosecurity Import Conditions (BICON) permit No. **0003303284** and item number ……..in the permit.

In addition, the cells/tissues/proteins are in a quantity less than 20 ml or 20 g.

Yours Sincerely,

*Name and signature*

*Position*

*Phone number and e-mail address*

*Name of the organisation*

*===============================================================*

***Notes to the sender (DO NOT include the following section on the letter)***

1. *Please fill out and copy the above-mentioned information on your company letterhead, print this letter and print* ***first page only*** *of the import permit and place them outside of the box.*
2. *Please* ***send the box to the person you are dealing with*** *rather than sending to the name on the permit holder. The permit holder may not know who is importing from the faculty/University; this causes delay in the airport/quarantine department for clearance. Please address to whom you are expecting to receive the box.*
3. *If sample requires storing in the fridge/freezer, please mention this in the outside of the box.*