

Notice to customers

**Re: Manifest and Documentation Audits**

In the best interests of our customers, and with a view to maximise supply chain efficiency, the Port of Brisbane Pty Ltd (PBPL) continues to plan and develop key infrastructure including Port Drive Upgrade and Shipping Channel Optimisation Strategy.

The provision of accurate and timely manifest data is crucial in ensuring our infrastructure investment is planned ahead of demand. In this regard, PBPL would like to highlight to our customers, their obligations in relation to the *Transport Infrastructure Act 1994* (the Act).

We draw your attention to two specific requirements, as outlined below:

1. PBPL seeks to remind customers of their mandatory requirement regarding the provision of ships manifests;
  - Completed and accurate ships manifests are required to be submitted to PBPL within five (5) working days of the ship's loading/discharge
  - PBPL will process submitted manifests within three (3) working days of receipt of all necessary information
2. PBPL reserves the right to request an audit of documentation in order to test, or otherwise verify manifest declarations;
  - While rarely undertaken in practice, under section 283A of the Act, ad hoc documentation audits are possible at any time.
  - In such instances, customers may be required to produce documents for inspection which are either relevant to deciding whether they are liable to pay the charge, or the amount of the charge.

We thank you for your compliance and ongoing attention to these important requirements.

Peter Keyte  
Chief Operating Officer  
Port of Brisbane Pty Ltd