

To: <i>"insert O'Seas Manufacturer / Supplier"</i> etc	<i>"insert AU Business logo"</i>
From: <i>"insert AU Business name"</i> etc	
Date: nn Month 202n	

**Subject: Request for a Contact Manager for Confidential Listed Introduction Chemicals**

Dear .....

Our Company, *"insert AU Business name"* is importing your product(s)

a/

b/

c/

You have already kindly supplied us with your SDSs, TDSs, CofAs, Flowcharts, etc. for these products.

**We now have a further regulatory information request.**

As well as the existing CAS-ON-AICS statement for all ingredients in your SDSs or separately supplied; under the new AICIS Regulations from July 2020 *"insert AU Business name"*, **requires a Contact Manager at *"insert O'Seas Manufacturer / Supplier"***. This Contact Manager will need to be able to provide to AICIS information in respect to the Confidential Listed Introduction Chemicals in the product(s) nominated above.

We request you to advise the name and contact details of a manager with the authority to provide the AICIS Authority with Confidential Information (if required by AICIS). This information includes:

- Confidential ingredient(s) Chemical Name(s),
- Confidential CAS No.(s) and
- Confidential percentage(s) in your product(s) [not specified in the Regulations, but likely to be requested]

The above information must be able to be provided to the AICIS Authority within a 20 working day period (normally 4 weeks), should the AICIS Authority require it.

*"insert AU Business Name"* will pass this Contact Manager information onto the AICIS Authority only if requested. (Please Note: We will NOT receive your Confidential Information when you provide it to AICIS).

We are assuming this is not a new request for *"insert O'Seas Manufacturer / Supplier"*, as we expect you already supply into Europe or similar markets where you have to meet the REACH or similar requirements, for a Responsible Person's / Regulatory Information Contact Manager's name, and contact details to be provided.

Whilst we import your product(s) (and for 5 years thereafter), we are required to maintain this Contact Manager information, so we will request annual confirmation of the current Contact Manager details.

If you require clarification, please do not hesitate to contact *"insert AU Business Name"*.

*If your business doesn't hold the Confidential Chemical Information requested, please forward our request onto your Manufacturer/Supplier, and alert "insert AU Business Name" that this has occurred. Then forward the contact details of the Contact Manager with the Authority, when this is provided to you.*

Kind regards,

Manager's name

Position

**AU Business name**, Address and Contact details

See next page for the "AICIS Regulatory basis for a Confidential Listed Introduction Chemicals Contact Manager"

## AICIS Regulatory basis for a Confidential Listed Introduction Chemicals Contact Manager

Importing businesses need to set up / extend their product supply database as soon as possible for:

### AICIS Record-Keeping obligations for Confidential Listed Introduction Chemicals

<https://www.industrialchemicals.gov.au/business/reporting-and-record-keeping-obligations/record-keeping-obligations-inventory-listed-chemicals>

**Written undertakings:** If you've relied on information held by another person - such as a supplier or manufacturer - to categorise your chemical introduction as a listed introduction, you will need to keep a written undertaking from that person. It must confirm that they will provide the CAS name and CAS number (if assigned) for your chemical, if AICIS ask for it.

*"insert your Business Name"* must provide this written undertaking to AICIS.

### Records to keep if you DO NOT know the CAS number or CAS name for your chemical

1. The names you use to refer to your chemical and a written undertaking from the chemical identity holder that they will give us the CAS name and CAS number (if assigned), if AICIS ask for them.
2. If the terms of the Inventory listing for your chemical include a defined scope of assessment - records to prove that you are introducing or using your chemical in accordance with that defined scope.
3. If the terms of the Inventory listing for your chemical include conditions relating to its introduction or use - records to prove you are complying with those conditions.
4. If the terms of the Inventory listing for your chemical include specific requirements to provide information to us - records to prove that you are meeting those requirements.

**AICIS may ask for your records** to ensure your chemical introduction is authorised as a Listed Introduction. In circumstances where you have provided a written undertaking, the person who holds the information about your chemical can give it to AICIS directly (rather than via the introducer). If AICIS ask for your records, you (and the person who holds the information, if applicable) must provide the records within 20 working days.

### Legislation and key documents that support the AICIS laws

<https://www.industrialchemicals.gov.au/about-us/industrial-chemicals-law-australia>

[Industrial Chemicals Act 2019](#)

<https://www.legislation.gov.au/Details/C2019A00012/63464adf-2d4e-4a05-b4ea-97875622c08b>

104 Record keeping for all categories .....p89 (p99 in the pdf)

[Industrial Chemicals \(General\) Rules 2019](#)

<https://www.legislation.gov.au/Details/F2019L01543/b5f90a52-a97a-4a18-a962-b1b43bf02355>  
(125 page pdf)

(p64 in the pdf) Part 2—Record keeping for listed introductions

For the purposes of paragraph 104(2)(b) of the Act, if a circumstance mentioned in column 1 of an item in the following table applies in relation to the listed introduction of an industrial chemical, records of the kind mentioned in column 2 of the item are prescribed in relation to the introduction of the industrial chemical.

### **"insert AU Business name:" Some issues to be considered / addressed:**

**1/** Most manufactured products contain confidential ingredients (generally <10%, mostly <3%) that are not hazardous. Even "pure" chemicals may contain stabilisers at ppm amounts that are confidential.

**2/** Each Introducer under AICIS will need to setup and regularly maintain an additional database with this information, specific to each product. As the Manufacturer's/Supplier's Contact Manager able to provide the confidential information may change, it is suggested at least a yearly reaffirmation of the manager is reasonable.

This database will need to maintained over decades, but the individual specific product data will need to be maintained until 5 years after the AICIS Registration year in which *"insert your Business Name"* ceases importing that specific product with the Confidential Listed Introduction Chemicals.