

Treaty Article Management									
Date	Time	Outgoing / Incoming	Article Description	Tangible/Intangible	DTCML category	Recipient/Supplier Name	Recipient/Supplier Facility ACID#	Intermediate Consignee Utilised	Markings applied? Y/N
List in format of choice.	List in format of choice.	Was the transaction a transfer to or from your business?	Provide a general description of the item eg. Lasers specifically designed, modified or configured for military application.	Is the article tangible or intangible in nature. This will help dictate the method by which it is transferred.	The DTCML category will help confirm the article type e.g. Part 17 Category XII - Fire Control, Range Finder, Optical and Guidance and Control Equipment.	Name the recipient/supplier who has been supplied/transferred the article e.g. Department of Defence.	Every Approved Community Member has an ACID#. Listing here will help validate the member in your records.	List the Intermediate Consignee (if applicable) who was responsible for the transfer (in the event of tangible products).	Are there markings applied, and if so, are they IAW the markings described within the Australian Community Manual.

Notes:

1. The legislative reference for Treaty Recordkeeping is Part 6, Division 2, Chapters 26 and 27 of the [Defence Trade Controls Regulation 2013](#)
2. Further details about recordkeeping are contained within the Australian Community Manual.
3. A form of recordkeeping template should be utilised by every Treaty facility (even if same Australian Community Member e.g. multiple Australian Community Member Facilities).
4. The required duration to hold Treaty records is five years.
5. This template is not mandated for use, and Australian Community Members may choose to modify this template suited to their own business needs.