


KEEPING RECORDS CORRECTLY – EXAMPLE OF A “NIL” RETURN

MONTHLY RECORD OF ACQUISITION & DISPOSAL OF HORMONAL GROWTH PROMOTANTS (HGP _s)								
		Australian Government Australian Pesticides and Veterinary Medicines Authority		<i>Send to: HGP Coordinator - (See details on cover)</i> <i>within 2 weeks of the end of each calendar month</i> ONE RECORD SHEET FOR EACH UNIQUE PRODUCT TYPE		123456		
PRODUCT (NAME IN FULL)		Growfast Cattle Growth Promotant		MONTH		January		
RETAILER/WHOLESALER NAME		ABCD Rural Supplies		NOTIFICATION NUMBER		NRA999		
ADDRESS		123 Main Street ANYTOWN NSW 2999		PH: 02 1234 5678		FAX: 02 1234 9876		
ACQUISITIONS (INCLUDING RETURNS, SAMPLES AND BONUSES)			DISPOSALS (INCLUDING SAMPLES, EXPORTS, RETURNS AND DESTRUCTIONS)					
Date of Acquisition (Purchase)	Name & Address of Supplier (include Notification Number)	No. Doses Acquired (Purchased)	Date of Disposal (Sale)	Name & Address of Purchaser (include Notification Number if applicable)	Purchaser Declaration Number (Tail Tag)	No. Doses Disposed (Sold)	Doses Balance	
		Batch No. of Product				Batch No. of product		
			CARRIED FORWARD					500
		B/N	NIL RETURN January 2010			0		
		B/N				B/N 123456	300	
		B/N				B/N 654321	200	
		B/N				B/N		
		B/N				B/N		
		B/N				B/N		
		B/N				B/N		

This is a true and correct record of the acquisition and disposal of the product named above and the balance has been carried forward correctly to the next record sheet.

Signature of Wholesaler/Retailer Printed Name:JOE BLOGGS..... Date: .10../2../ 2010.

This is the name on the product label

Full name and contact details of your business

Month covered by this return

Total amount of doses remaining from previous monthly return

Include batch numbers of any doses in stock

Sign and date all returns