1. **ACR Card application**
   Each year every Registered Commercial Seed Producer must apply to the MAF Seed Department for an Annual Crop Registration (ACR) Card. This card includes a request to purchase a specific quantity of Certified Seed, the details of the type and variety of the crop to be grown, and the area to be cultivated for Commercial Seed Production.

2. **Field inspection & distribution of ACR Card & AQC form**
   MAF Seed Department staff undertake inspection of each commercial seed producer’s field and issue them the ACR Card and Annual Quality Control (AQC) form.

3. **Certified Seed obtained from MAF Seed Department**
   Commercial Seed Producer obtains Certified Seed from MAF Seed Department in accordance with the quantity authorised on the ACR Card & AQC form.

4. **Mid-season field inspection**
   At the crop’s mid-season the Commercial Seed Producer requests a field inspection from the MAF District Seed Officer. The inspection is signed-off on the AQC form. If the commercial seed producer fails in a certain criteria but shows potential to solve the problem, the AQC form will note the improvements necessary to pass future inspections.

5. **Commercial Seed processing and spot-checks**
   All Commercial Seed is processed and tested by the commercial seed producer before being packaged, branded and made available for commercial sale according to the quality specified on the pink label. The actual quality of any Commercial Seed can be spot-checked by District Seed Officers taking a sample for testing at any of MAF Seed Department’s seed testing laboratories. Significant quality differences between actual and label can result in removal of authority to produce Commercial Seed next year or even de-registration.

6. **Monitoring/control of seeds available for sale based on AQC**
   Any seed purchasing company (e.g. buying on behalf of MAF or other seed buyer or trader) requires a copy of the AQC form from the Commercial Seed Producer (CSP) selling seeds. Whenever a sale is agreed the buyer notes, signs and stamps the AQC form with the amount purchased. Seller and buyer keep a copy of this form. This ensures that the amount of Commercial Seed supplied is linked to what the CSP has been authorised to produce that year. This in turn is linked to the amount of Certified Seed bought from the MAF Seed Department and the area planted as per the ACR Card.