[Your Store Business Name]

Place Store Logo Here

[Store Address]

[Store Contact No. and Email]

[Date]

Dear Valued Supplier,

The updated Plain English Allergen Labelling regulations for food offered for sale in Australia came into effect 25th February 2021, with a 3-year transition period.

Please be advised, effective the **25th of February 2024** all food products produced or packaged by your company must comply with the new Allergen Labelling Laws.

Products that have been manufactured and packed PRIOR to this date are exempt from these new laws, however, any products that have been packaged, distributed or imported by you FROM the **25th of February 2024** must be 100% compliant.

If you are unaware of the new legislative requirements, please visit the Food Standards Code (the Code) website for all the details you need to be compliant.

Please see link below.

<https://www.foodstandards.gov.au/media/Pages/New-requirements-for-allergen-labelling-on-packaged-foods-.aspx>

During the transition period, food businesses can comply with either the existing allergen declaration requirements in the Code, or the new requirements.

In summary, the regulations require all Allergens to be listed in their **\*\***required names as:

1. **Bold text** within a statement of ingredients (when a product is required to bear a label), and;
2. In a separate bold type **“Contains”** statementin the same field of view as the statement of ingredients; and directly next to the statement of ingredients; and be distinctly separated from the statement of ingredients.

We require all our valued suppliers to be compliant with the new Regulations **by no later than 25th February 2023** to provide us with ample time to complete our product information updates by no later than February 2024**.**

To help ensure a smooth transition to the new Regulations we request that you forward the following information to us as soon as possible, but no later than **25th February 2023**.

* Provide us with updated, and compliant to new legislation, product specification/information sheets.
  + This will provide us with adequate time to update any product information we hold within our store/s to ensure we can comply by the end of the transition period.

Please contact us if you will have difficulty providing the information requested by the required date.

Regards

[Please Insert Store Owner/Manager Name/Signature]