



Please carefully read and indicate by your signature that you understand the information in this guideline provided.

Shipping your items to Australia involves an entry process by two departments of the Australian Government. The Australian Customs Service and Australian Quarantine Inspection Services (AQIS). It is important that you understand your responsibilities in importing items into Australia. Door to door sea shipments are via Groupage shared ocean container services. Departures for these services from NZ are subject to filling of the container and vessel space for booking general cargo containers. Due to these reasons NZ departure dates and delivery dates in Australia are estimates. No guarantees can be made for delivery dates.

• **Door-to-Door shipments either by Air or Sea Customs:** Normally personal effects items are not subject to duty or GST for individuals relocating or returning to Australia. However items less than year old or gifts are subject to GST or Duty or both. If you are shipping items that belong to another individual who is living in Australia we recommend that the shipment be set up so that person is the shipper and receiver of the items. If not then the person you are shipping to can end up paying duty or taxes because it appears to the Customs service that they are importing items into Australia from you rather than bringing in their own items. If customs requires an inspection of the items shipped they will schedule an inspection time at their discretion. This can be the next day, 15 days or more. It totally depends on their schedule. Storage charges can occur for sea or air shipments but generally not through courier services. If customs determines any items are subject to GST or duty. The person receiving the items in Australia will be required to pay for these items before the items can be released for delivery. Customs may require proof of arrival into Australia such as a copy of your arrival stamp in your passport for NZ passports holders or copies of Australian visas for non-Australian passport holders. They may also require an original customs/AQIS entry form filled out with original signatures rather than the photocopy forms we have provided that travels with your shipments documents.

Quarantine Inspection AQIS (similar to MAF in NZ) has one of the toughest entry inspection processes of any country. Shipments larger than 100 kgs or 1 cubic meter are almost always required to have an AQIS inspection. They are concerned about plant material of any kind, garden implements, animal products, articles used with animals, sports items, fishing gear any item with soil. Bicycles, shoes, skis, tents, wooden items, seeds, etc. Should they determine an inspection is required they will schedule an inspection at their schedule. This can be the next day, 15 days, or more. It totally depends on their schedule. There can be inspection charges and also the agent handling the arrival of your items may have an "attendant" fee to open boxes at the request of the AQIS inspector. Both these fees will have to be paid prior to release for delivery of your items. They can also request items to be cleaned and then re-inspected at a date of their scheduling. They can also request fumigation of a shipment or items in a shipment. These charges will also have to be paid before release for delivery. There can be storage charges at air or sea depots while your shipment undergoes the Customs or AQIS inspection process. Prompt responses to requests by either department for information about your immigration status, GST payments on items or fumigation must be adhered to avoid depot storage charges. Our door-to-door services for air include customs clearance and AQIS entry and delivery. *These services do not include inspection charges by AQIS, duties, GST, Storage charges, AQIS mandatory cleaning of items or fumigation.* Our door-to-door services for sea include customs clearance, delivery and *do not include AQIS entry or inspection fees. AQIS entry and inspection charges by AQIS, duties, GST, Storage charges, or fumigation are paid directly to company handling the delivery of your shipment.* Because of the inspection processes we cannot advise a particular delivery date for your shipment.

• **Shipment to airport or seaport depot for self-clearance.** For customers shipping their items to Australia and processing the entry of their goods themselves. Please bring your airwaybill for air shipments, bill of lading for sea shipments, passport and Australian AQIS Customs form and packing list to the import depot to present to the two departments. Generally there is no charge for customs entry and a \$55 AUD charge for the AQIS entry application (entry application does not pay for inspection charges). AQIS can require an inspection fee. Generally you have three business days free storage after your goods have arrived to complete the entry requirements and pickup your goods. For airport shipments there is an airline release fee. For seaport shipments there is a port service charge, delivery order and import service fee. Paid directly to the arrival port agent. Our services to depot do not include arrival sea or port charges, customs entry, storage, AQIS entry or inspection charges, possible fumigation or delivery. Because of the inspection processes we cannot advise a particular delivery or release date for your shipment. The entry process and scheduling of inspections is solely and entirely at the discretion of the two Australian Government departments.

I have read this information and understand my responsibilities provided in this guideline in shipping my items to Australia.

Your Signature: _____

Date: _____



**AUSTRALIAN
CUSTOMS SERVICE**

UNACCOMPANIED PERSONAL EFFECTS STATEMENT



- This is a legally binding document and may be used as evidence.
- This statement must be completed in English (block letters), with all errors and alterations to be initialled.

WARNING

Do **not** carry drugs. Penalties for drug offences in Australia are severe. A **false** or **misleading** statement to a Customs Officer is an **offence** and may involve heavy penalties, including forfeiture of any goods concerned.

NOTICE

The Privacy Act 1988 says we must tell you why we are collecting this information, how we will use it and whether you have to give it to us. This information is required to ensure travellers comply with Australian Customs, Quarantine, Health, Wildlife and Currency laws. We require this information under the Customs Act 1901, the Quarantine Act 1908, the Wildlife Protection (Regulation of Exports and Imports) Act 1982 and the Financial Transaction Reports Act 1988. Customs also need the information to calculate the right amount of duties and taxes. Any questions you do not answer will be asked by a Customs or Quarantine Officer. The Australian Customs and Quarantine Services are not permitted to disclose this information or any supplementary information you give, except when authorised or required by law.

Please complete the following details

Given names		Family name	
Address and telephone number of intended or actual Australian residential address			Date of birth
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Passport number	Country of issue	
Persons covered by this statement: <input type="checkbox"/> Myself <input type="checkbox"/> Spouse		Name of spouse?	
Spouse passport number		Number of children under 18 years of age?	

How I arrived or intend to arrive in Australia

On (airline flight number or ship name)		At (port or airport)
Date, or estimated date, of arrival?	Country of departure	

For returning residents only

Other countries visited	Period of absence from Australia
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How my personal effects arrived or will arrive

By Mail; or By Air; or By Sea (if by air or sea then complete below)

The consigned to me have arrived or are due to arrive:

On (airline flight number or ship name)	At (port or airport)	Date, or estimated date, of arrival?
Container number	Sea Bill or Air Waybill number	Name of local business handling your personal effects?

Clearing your personal effects

You may clear your personal effects or pay a licenced Customs Broker to clear them for you. Alternatively, you may nominate somebody else (eg a family member or friend) to act on your behalf. If you wish to nominate somebody else, you must fill in the details of your nominee in the space provided below.

Family name	Given names
Address	Phone number

Your nominee will need to produce one of the following forms of identification when clearing your goods through Customs.

<input type="text" value="Driver's licence number"/>	<input type="text" value="Place of issue"/>	Or	<input type="text" value="Passport number"/>	<input type="text" value="Country of issue"/>
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Declaration

I declare that the above particulars are to the best of my knowledge true and correct.

Signature of owner	Date
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Important

You must answer each of the following questions by placing a tick (✓) in the appropriate boxes. If you mark YES in any box in sections three to eight, or if you are in doubt whether any particular effects should be declared, please give details in the space provided under each question or on a separate attachment if the space is insufficient. Unaccompanied effects may be examined. Please ensure that keys are available at the time of clearance.

Section One

Have you come or are you coming to Australia

As a tourist only? →

To take up temporary residence only? →

To resume permanent residence or as a returning Australian citizen?

To take up permanent residence for the first time?

As an Australian citizen residing overseas, returning temporarily?

Section Two

Did you pack the goods yourself?

Yes

No →

Are you fully aware of the contents of the packages?

Yes

No →

Do the packages contain goods belonging to any person other than you or those who accompanied you on your arrival in Australia?

Yes →

No

Section Three

Do your unaccompanied effects contain any of the following restricted goods?

Drugs of any kind including, but not limited to: *DHEA, narcotics, hallucinogens, amphetamines, barbiturates, tranquilisers, steroids or performance enhancing drugs.*

Yes No

Weapons including, but not limited to: *firearms or parts (including air pistols and air rifles), ammunition, replica firearms, spring bladed knives, daggers, knuckle dusters or martial arts equipment.*

Yes No

Articles manufactured from wildlife including, but not limited to: *reptiles/snakes, elephants, rhinoceri, members of the cat family, whales, dolphins, zebras, antelope, deer or coral.*

Yes No

Material which is likely to cause offence to a reasonable adult. This may include, but is not limited to: *child pornographic material, child abuse material, material which may promote, incite or instruct in matters of crime or violence or misuse of a drug, or sexual material (including bestiality).*

Yes No

I declare that the above particulars are to the best of my knowledge true and correct and that I have understood the questions contained in this form and the answers to those questions are true and correct.

Section Four**Do your unaccompanied effects contain any of the following goods?****Australian and/or Foreign currency in the amount of \$10,000 Australian or more.** Yes No

If yes, please list the amount(s) in Australian dollars

Medicines (whether prescribed by a medical practitioner or not) including but not limited to: herbal. Yes No

If yes, please provide a list of the goods

Section Five**Do your unaccompanied effects contain any of the following goods? If you tick 'yes' to any question, describe the goods in the table below.***Cigarettes, cigars or tobacco* Yes No*Alcoholic liquor including: spirits, wine or beer.* Yes No*Motor vehicle, motorcycle, trailers or watercraft.* Yes No*Goods belonging to any person other than you or those who accompanied you on your arrival in Australia.* Yes No*Goods for commercial purposes, including goods for sale, lease, hire or exchange.* Yes No*Other goods owned by you for less than 12 months.* Yes No***If insufficient space, attach a separate sheet***

Description	Price or estimated price \$AUS	Date of purchase

IMPORTANT NOTICE: Any goods owned by you for less than 12 months must be declared. Such goods will be assessed for duty and taxes. Penalties exist for not declaring such goods. Direct enquiries to your local Customs Information Centre on 1300 363 263.

Section Six

Within one month prior to shipping these effects to Australia, did you or any member of your family who arrived or will arrive with you, visit a place where farm animals are kept, including farming communities, research farms, sanctuaries and sale yards or visit an abattoir or any meat processing plant?

 Yes No

I declare that the above particulars are to the best of my knowledge true and correct and that I have understood the questions contained in this form and the answers to those questions are true and correct.

Signature of owner

Date

Section Seven**Do your unaccompanied effects contain any of the following goods, subject to animal quarantine laws, or wildlife export and import laws?****Animals** alive or dead including mammals, reptiles, fish, birds, insects or parts thereof or **Animal Products** including:
feathers, skins, horns, shells, hatching eggs, semen or embryos. Yes No

If yes, please provide a list of the goods

Food of any kind (including any edible item) such as:*meat, poultry, eggs, dairy products, baby food, spreads and sauces, beverages and non-alcoholic drinks.* Yes No

If yes, please provide a list of the goods

Equipment used with horses or other animals including:*saddles, harnesses, whips, collars, brushes, blankets or rugs used as animal bedding.* Yes No

If yes, please provide a list of the goods

Biological specimens including:*vaccines, cultures, blood, cell samples or cell lines, semen or embryos.* Yes No

If yes, please provide a list of the goods

Section Eight**Do your unaccompanied effects contain any of the following goods, subject to plant quarantine laws?****Plants or parts of plants** live or dead including:*fruits, nuts, seeds, bulbs, leaves, wooden articles or articles made of plant material, cuttings, flowers, mushrooms, fungi, straw, bamboo, herbs or teas.* Yes No

If yes, please provide a list of the goods

Furniture or other articles of wood, cane or bamboo. Yes No

If yes, please provide a list of the goods

Soil or earth or goods containing soil, earth, rock or mineral samples. Yes No

If yes, please provide a list of the goods

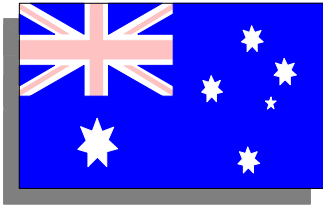
Straw or wood packing material other than wood shavings or sawdust. Yes No**Egg or fruit cartons** used in packing. Yes No*I declare that the above particulars are to the best of my knowledge true and correct and that I have understood the questions contained in this form and the answers to those questions are true and correct.*

Signature of owner

Date

FOR OFFICIAL USE ONLY**Goods declared****Action taken**

ICD number:



Importing Personal Property Into Australia

HOUSEHOLD GOODS AND PERSONAL EFFECTS

CUSTOMS REGULATIONS AND REQUIRED DOCUMENTS

Customs Regulations:

All shipments entering Australia are subject to Customs inspection and clearance.

DUTY-FREE ENTRY IS PERMITTED IF THE FOLLOWING REQUIREMENTS ARE MET:

- Unaccompanied baggage and used household good that have been owned/used for at least 12 months prior to shipping. Items not in this category will be subject to duty. The duty rates applicable vary, and purchase receipts or invoices will likely be required to substantiate the value of the items.
- Customs inspections target electrical appliances, TV's stereo equipment, etc. Customs officials may require the shipper to produce invoices or receipts for particular items. If a receipt is not produced, then Customs will assess the item's value.
- **All alcohol is subject to duty and must be declared.**
- Australian Customs Service requires the submission of a physical address for all importers of household goods prior to 24 hours of the arrival of the shipment. A PO Box or email address is not acceptable.
- Shipments lacking a physical address will be subject to heavy fines.

Required Documents:

- ✓ Copy of Passport including photo page, Australian port of entry. Some ports of entry require copy of all pages, including blank pages. The first page should be signed, dated and endorsed with the following statement. "I hereby declare this to be a true copy of my passport." This document must be faxed.
- ✓ Original Customs form B534 Unaccompanied Baggage Statement must be completed and signed by the owner of the good when the shipment arrives into Australia. Unaccompanied
- ✓ Bill of Lading/Air Waybill (express B/L is acceptable)
- ✓ A certified Australian commercial invoice for computing duties/taxes by customs officials
- ✓ Comprehensive inventory list in English
- ✓ Itemized list of articles/goods not in possession of shipper for at least 12 months
- ✓ Invoices and/or receipts for ALL items less than 12 months old and for ALL electronic items

Diplomat Status:

Foreign diplomats are granted duty free entry

Required Documents:

- ✓ Diplomatic Franchise
- ✓ Passport copy
- ✓ Comprehensive inventory list in English

RESTRICTED/DUTIABLE ITEMS

QUARANTINE

Australia is very dependent upon the livestock and agricultural industries. Australia is fortunate in its freedom from many diseases of humans, animals and plants that affect other parts of the world. As a result quarantine regulations are strict. If in doubt, please check with the Australian Quarantine and Inspection Service or the Imported Food Inspection Service, prior to departure.

- **Customs officials recommend fumigating, deep cleaning or steam cleaning the following “high risk” items to avoid possible customs delays and charges:**
- **Australian Quarantine & Inspection Service may NOT honor a Fumigations Certificate issued in the country of origin.**

Car, boat & golf cart interiors	Bicycles, shoes	Work tools	Camping equipment
Lawn & garden tools, furniture	Flowers, candles	Pet boxes, cages	Christmas decorations
Saddlery, drums	Vacuum cleaners- No bags	Soft toys, souvenirs	Wood models, blinds, cane ware

- All alcohol items must be accompanied by an alcohol inventory form, listing type of alcohol, amount imported, alcohol % and size of each bottle. These items WILL be assessed duty and Wine Equalization Tax of 29%
- Intellectual Property
- Food Items should not be included in the shipment. If Inclusion of such items is required, than these items should be packed separately in one box and noted clearly on the inventory.
- Firearms are subject to import restrictions and will be subject to release on approval from the Police authorities. All firearms and ammunitions must be declared to customs. The below steps should be taken prior to importation:
 1. Contact the Police Department in the state of your final destination regarding regulations and to obtain approval for importing the firearm.
 2. Obtain a Firearm License from the Australian Police authorities in the region of your final destination.

The firearm can be imported duty-free if you have the Firearm License and the firearm passes the ballistics inspection by the Commonwealth Police.

PROHIBITED ITEMS

- ✓ Controlled chemicals, Psychotropic Substances, DHEA steroids and performance enhancing drugs,
- ✓ Pornography, obscene publications, videos & software that promote or instruct violent behavior
- ✓ Indecent and obscene materials featuring children
- ✓ Reproductions of copyright materials and videos and counterfeit goods
- ✓ Weapons, swords, switchblades, martial arts equipment, fireworks and ammunitions
- ✓ Cordless telephones unless approved by the Spectrum Management Agency and the Australian Telecommunication Authority (AUSTEL)
- ✓ Plants, Birds, Animals (other than pets) meat, game, poultry and smokeless tobacco
- ✓ Skins, furs tusks etc from any animal mentioned on the Endangered Species List

IMPORTATION OF PETS

Australia is a rabies free country and therefore has very stringent regulations governing the importation of animals. To meet all of the requirements, it requires careful advance planning to make all the necessary arrangements. The following points are general guidelines. For more detailed information contact Australian Quarantine and Inspection Service (AQIS).

Applications for permits can be obtained from AQIS, the permit must be obtained BEFORE importation. Quarantine requirements are dependent upon the animal's country of origin. The dog/cat must have been in the **approved country** for at least six months and must NOT have been in a quarantine kennel in the country of origin within 30 days prior to export. Animals must be at least 6 months old. Certain breeds deemed "dangerous" such as Pit Bull Terriers, are prohibited.

- **Birds and prohibited animals will be destroyed upon arrival**
- All pets must be micro-chipped
- Pets must have a Rabies Neutralizing Antibody Titre Test (RNATT) between 60 days to 1 year prior to exportation. The collection data should be at least 12 150 days before export to minimize the length of stay in quarantine. The test should occur at least 4 weeks after the rabies vaccination is administered.

Required Documents:

- ✓ Veterinary Certificate A & B: Completed and endorsed by an official veterinarian in the country of origin prior to shipment
- ✓ AQIS Import Permit

IMPORTATION OF VEHICLES

Before importing a vehicle (automobile or motor cycle) into Australia, you must obtain a permit from the Federal Office of Road Safety in Canberra. This permit must be obtained prior to shipping. Complete an "Application for Vehicle Import Approval." For more information and to download an application for an import permit, go to the Department of Infrastructure website at www.infrastructure.gov.au

All vehicles are subject to duties and taxes. The vehicle must be steam cleaned, including the underside, and the interior vacuumed to remove all dirt, prior to shipment. Quarantine authorities will inspect the vehicle upon arrival. Vehicles 15 years or older are exempt from Compliance Plate restrictions, but must meet State or Territory vehicle registration requirements.

- Shipper has had possession of the vehicle for at least 12 consecutive months.
- Shipper is or has applied to become an Australian citizen, or permanent resident.
- Shipper is eligible for a driver's license
- Road safety requirements will be met prior to registration
- Shipper has not imported a vehicle within a year of current importation
- Vehicles 15 years or older are exempt from Compliance Plate restrictions, but must meet State or Territory vehicle registration requirements and require an Import Permit

Required Documents:

- ✓ Copy of Certificate of Title and Registration
- ✓ Import Permit
- ✓ Proof of ownership of at least 1 year before importation – Such as original purchase invoice, insurance certificate, etc.

NOTE:

Effective August 1st 2008, importation of shipments containing wood packing materials must follow precise directions from Australian Quarantine. New documentation is required along with specific guidelines to follow regarding various wood packing materials. To allow sufficient time for reissue of Annual Packing Declarations there will be a phase in period where the revised requirements will not be enforced until 1 January 2010.

Please refer to Australian Quarantine Packing Requirements and the Packing Declaration pages for more information and directions for packing shipments for importation into Australia.

****A Packing Declaration must accompany ALL sea freight shipments into Australia**

ACKNOWLEDGMENTS:

Vanguard Logistics Services 2009

Australian Quarantine and Inspection Service, www.daffa.gov.au/aqis

The information presented herein is based on customs data available at the time of printing and is frequently subject to change without notice. It is the responsibility of the owner or importer of the household goods to comply with the current customs restrictions, regulations, and duties of the country to which the goods are imported. We strongly advise customers to contact the consulate or embassy of the destination country for the most current information on customs regulations, restrictions and duties for importing household goods, personal effects and vehicles.