



## How to use our services

This is a general guideline on how we work with you on shipping your items to another country. As you can imagine all countries are different in their customs requirements and import procedures.



### Booking your shipment

- Contact us by phone, e-mail, fax or post your documents to us. After we receive your completed forms we will formalise your booking and arrange pickup if required. We require a copy of your passport photo page, our shipping form filled out and a detailed packing list of your items. If you are immigrating to another country please also provide a copy of your visa for that country. Customers can always come directly to our office in Auckland and complete the paperwork there. We offer 1 months free storage if you are traveling and need items sent at a later date. You can make arrangements with us to export your items if you are not in NZ.



### Packaging

- Each item being shipped requires your name and delivery address clearly labeled or written with black felt pen. Soft sided bags, snowboard bags, surfboard bags etc should be addressed with name and delivery address on the outside and on the inside. For cartons and packages do not use brown or white wrapping paper to wrap the boxes with as this can come off in transport handling and then your items can get lost in transit. You can use your own cartons. Do not use fruit boxes or any boxes not in good condition. Electronic items such as stereos and DVD players, TV's or flat screen should be shipped in their original boxes and securely packaged. Do not pack flammables, cologne, perfume, aerosol cans of any sort, paints, flammable cosmetics or lead acid batteries.



### Arranging Pickup

- After packaging your goods and returning your forms and documents to us we will arrange pick up from your residence or business. Once we have the items at the export terminal we will weigh and measure for your final shipping weight of cubic measurement and then notify you of your final charges before we export. We use several transportation firms to pickup your items around the country to transport your items to an export terminal in Christchurch or Auckland. These services are not involved with the export of your items. Do not give drivers any documents or payment. They are only involved with transporting your goods in NZ. Pickups are arranged by 3pm the previous business day. Either am or pm. No specific time can be booked.



### Payment Options

- Payment is by credit card for all door to door shipments. Customers dropping off at our terminal may pay by cheque or direct deposit. No EFTPOS. Shipments are exported once final charges are agreed and paid. We offer Air & Marine insurance through AIG NZ at 4% of the value of your goods with a \$500 exclusion for self packed items.



### Send us your forms and documents

E-mail [shipping@nzbaggagemovers.co.nz](mailto:shipping@nzbaggagemovers.co.nz)

Phone 0800 692 244 or 64 9 984 8059

Postal address PO Box 107057, Mangere East, NZ

FAX 64 9 256 9597 NZ 09 256 9597



## Air Shipments

- **Door to door.** Unless you are dropping your items at our terminal our procedure is as follows. All the forms and copies of passports listed above. For shipments to Australia, UK, USA and Ireland please fill out the customs forms for the country you are shipping to. Maximum suggested weight per piece is 30 kilos. Requires minimum of 3 business days notice to make booking and send transportation documents to your residence. At time of booking your pickup we will charge 100% of your estimated weight to your credit card. Valid credit card required for door to door courier shipments no direct deposits. Cash or cheque acceptance at Auckland depot office only. Shipment will be exported once full payment is received. At time of export your shipment is subject to re-weigh and volumetric charges per piece may apply. If after re-measure and reweigh your shipment increases in shipping weight we will charge your credit card for the difference in your estimated weight and the final export chargeable weight. Shipment will be exported once full payment is received. All cargo weighed and measured electronically and loose straps or tags can cause increased volumetric weight. We ship ski's, snow boards, surfboards, suitcases and cartons. We recommend cargo insurance for all shipments. Please contact us for those services. Not included in our services are arranging for customs duties, agriculture department inspections, taxes on items exported. Most countries do not tax personal effect items being imported, but customs clearance is always at the discretion of the customs officer clearing your items or import. If you are shipping your items to another individual the arriving customs office may charge duty on the items as you are not the importer of your own items. We recommend you always be the sender and the receiver of your own items. Some countries may require proof of your arrival in that country before clearance is granted. If duties, GST or agriculture department inspections are required you will have to pay the office handling the arrival of your shipment for those charges.

- **Door to depot or depot to depot air shipping.** After we have your items weighed and measured we will give you the final price and book your items to travel on an air carrier to your requested destination. Air service is space available. Large pieces can be shipped. After departure we will e-mail you the airline airwaybill or airwaybill number and provide phone and address of cargo terminal. Upon arrival at destination airport you will contact the cargo terminal and local customs office. Airline usually has a release fee averaging \$40 to \$85. You will clear your own items with the local customs. Usually you have 3 business to clear your shipment after shipment has arrived before your would incur storage charges.



## Sea Shipments

- **Door to door.** Charged per cubic measurement Prices include residential pickup, all NZ export document charges, arrival customs clearance and 1 ground level delivery. Rates do not include any possible, agriculture inspections, fumigation, customs duties or storage charges. Residential pick up service requires 48 hours notice. All prices in NZD. Final pricing your shipment is determined by the shipping line measuring your cubic meter volume. All items must be packed and or boxed for transport. Transit time varies by country of destination. Please make sure all items are labeled or properly addressed to your delivery address. We can provide packing services in the Auckland region for furniture items. We recommend you always be the sender and the receiver of your own items. Some countries may require proof of your arrival in that country before clearance is granted. If duties, GST or agriculture department inspections are required you will have to pay the office handling the arrival of your shipment for those charges. UK door to door baggage shipments have a 25 kilo per item on shipments. Items weigh over that may incur a two man delivery charge. Not applicable to household goods shipments over 2.85 cubic meters.

- **Door to depot or depot to depot sea shipping.** Shipment has a minimum of 1 cubic meter in shipping charges. Shipments are sent via commercial "Less than Container Load" services and generally leave weekly from NZ. For shipments larger than 1 cubic meter you are charged by the closest rounding 1.20 cubic meter 2.9 etc. Our prices to you will include residential pickup and sea freight as one charge. Export documents are a flat fee per shipment. Not included are any charges at the point of arrival. These can be terminal handling fees, delivery order, security fees, arrival documents fees, fumigation, storage fees, etc. After the vessel has departed we will send you the shipping line bill of lading. This is your document to present to the arrival agent whose contact details are indicated on the document. You will need to contact the arrival agent to make arrangements to pay your arrival fees and the local customs office for clearance procedures. Large furniture pieces by application. Usually you have 3 business to clear your shipment after it has arrived before your would incur storage charges.



# CARGO SHIPPING DOCUMENT

Shipper's name: \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 Apartment #: \_\_\_\_\_  
 Suburb: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Province or State: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  
 Phone: (    )                      Work Phone: (    ) \_\_\_\_\_  
 Cell phone: (    ) \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Pickup Date: \_\_\_\_\_

Receiver's name: \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 Apartment#: \_\_\_\_\_  
 Suburb: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Province or State: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  
 Phone: (    )                      Work Phone: (    ) \_\_\_\_\_

Number of Items or containers: \_\_\_\_\_  
 Special or oversize items: \_\_\_\_\_  
 Required declared value of total shipment: \_\_\_\_\_  
 Estimated total weight: \_\_\_\_\_  
 Insurance required:  yes  no  
 Premium is 4% of nominated value. \$500 NZD excess for self packed items  
 Minimum insured value \$2,000 NZD.

Service Required:  
 Door to door by air \*\*     Door to door by sea \*\*  
 Door to airport     Depot to airport  
 Door to seaport     Depot to seaport  
 \*\* Services require UK and Australian customs forms

Required: write name and address of sender address and receiver address on each box with black felt tip or use label. Keep a copy of packing list & this form. Attach Packing List identifying contents of each container for customs export/import offices and insurance requirements. Email, Fax, Post or personally bring: this form, your packing list and photo page of passport to our office. **Do not give any of these documents to courier driver if you are having your items picked up. Drivers do not accept payment nor give pricing informaton.** Fax to 64 9 256 9597, Email to documents@nzbaggage movers.co.nz. Post to: PO Box 107057, East Mangere, New Zealand (not depot address). Final payment is determined by final export weight and measurement at export terminals in Auckland and Christchurch.

**Conditions of acceptance:** I understand it is my responsibility to declare any flammable or hazardous material and to supply information where applicable. I am required to supply a 'dangerous goods declaration' if such materials are in my shipment. I am responsible for all arriving air or sea port: customs fees, duties, taxes, any GST or VAT charged by governments, storage charges, fumigation charges, terminal handling charges or security examinations and agency fees for the release of my goods and or taxes GST or VAT on those fees. Planned departure and arrival dates are not guaranteed. All items are shipped as freight and are on a space available basis for transport. Delays by service providers due to any reason or misrouting are the responsibility of the service provider not NZ Baggage Movers Ltd. I understand that all items must be packed sufficiently in structurally sound containers to handle the normal wear and tear of transportation handling systems. I authorise NZ Baggage Movers to arrange the shipping of my goods with service providers. Payment is based on NZ Baggage Movers or its agents determining final weight or dimensional weight whichever is the greater per item. The Goods are carried at the Customer's risk and the Customer authorises NZ Baggage Movers to act as its agent to enter into the terms and conditions in a transport document on behalf of the Customer. I understand that my items may be inspected by airline security staff or customs officers for security reasons.  
**Door to Door shipments may require:** customs duties, VAT/GST taxes, customs entry fee, agriculture inspection fee, paid to the Customs department at the port of entry before delivery. Customs may also require customs entry forms to be completed in the country of importation before delivery can occur. Customs can require proof of ownership and personal proof of arrival into that country for personal effect shipments before delivery. Clearance of your items is at the discretion of the customs department of the country of import. I am responsible for all arriving air or sea customs duties, agriculture department inspections or charges for required cleaning of items. Second attempt delivery may incur a delivery charge. Deliveries are ground floor level. Individual items weighing in excess than 25 kilos to the UK as sea freight may require a two man delivery at an extra delivery charge payable to delivery company. Courier company shipments maximum of 25 kilos per piece. Changing delivery address to another delivery region can create additional delivery charges payable to the delivery agent.  
**Pickup and delivery times and dates are estimates and no guarantees are made for either pickup date or time or delivery date or time whatsoever. I authorise my goods to be shipped per the terms and conditions of NZ Baggage Movers Ltd. Copy or scan of passport photopage required for all shipments!**

**Required shipper's signature** \_\_\_\_\_ Date \_\_\_\_\_

Shipments must be prepaid. Please debit my credit card:

Type:  Visa     Mastercard    Expiry Date: \_\_\_\_\_

Cardholder's name \_\_\_\_\_

Cardholder's signature \_\_\_\_\_ Date \_\_\_\_\_

14A Rennie Drive. • Airport Oaks • Auckland New Zealand (not postal address)  
 Auckland 09 984 8053 • NZ 0800 692 244 • INTL 64 9 256 9598 • FAX 64 9 256 9597  
 Post Office Box 107057 • Airport Oaks • Mangere East • Auckland • New Zealand



# Packing List

**DO NOT PACK** any liquids, flammables, camping gas, perfume, spray paint, paint, hair spray, car batteries.  
Copy of passport photopage required for all shipments .

## 1. Container Contents:

<i>Dimensions in centimeters:</i>	<i>Length</i>	<i>Width</i>	<i>Height</i>

## 2.

<i>Dimensions in centimeters:</i>	<i>Length</i>	<i>Width</i>	<i>Height</i>

## 3.

<i>Dimensions in centimeters:</i>	<i>Length</i>	<i>Width</i>	<i>Height</i>

## 4.

<i>Dimensions in centimeters:</i>	<i>Length</i>	<i>Width</i>	<i>Height</i>

## 5.

<i>Dimensions in centimeters:</i>	<i>Length</i>	<i>Width</i>	<i>Height</i>

## 6.

<i>Dimensions in centimeters:</i>	<i>Length</i>	<i>Width</i>	<i>Height</i>



# American Home Assurance Company

New Zealand Branch

Incorporated with Limited Liability in the USA

A Member Insurance Company of American International Group

## APPLICATION FOR HOUSEHOLD REMOVAL INSURANCE

NAME (please print): .....

ORIGIN ADDRESS: .....

DESTINATION ADDRESS: .....

**IMPORTANT:** THIS POLICY IS SUBJECT TO AVERAGE - YOU WILL HAVE TO BEAR A PROPORTIONATE PART OF ANY LOSS OR DAMAGE TO ITEMS NOT INSURED FOR THEIR REPLACEMENT COST OR PRESENT VALUE AS PER THE NOTE BELOW

- NOTE:**
- Replacement Cost on all items not more than 10 years old (excluding clothing or footwear, household linen, bicycles or sports equipment, computer or associated equipment (incl software), books, records, compact discs, audio/video tapes) must be declared.
  - Present Value on all items not included in 1. above must be declared.

QTY	ARTICLE	VALUE	QTY	ARTICLE	VALUE	QTY	ARTICLE	VALUE
	<b>LOUNGE/RUMPUS</b>			<b>LINENS</b>			<b>ELEC. APPLIANCES</b>	
	Sofa(s)			Sheet(s)			(other than kitchen)	
	Chair(s)			Pillow Cases			Radio(s)	
	Lamps			Spreads			Television(s)	
	Table(s)			Quilts			Stereo Equipment	
	Pictures/Paintings			Blankets			Video(s)	
	Mirrors			Bathroom Linen			Typewriter(s)	
	Bric-a-brac			Other _____			Sewing Machine(s)	
	Desk			<b>TOTAL</b>			Sm. Elec. Appliances	
	Carpets			<b>MAIN BEDROOM</b>			Other _____	
	Curtains/Drapes			Beds/Mattresses			<b>TOTAL</b>	
	Other _____			Dresser(s)			<b>MISCELLANEOUS</b>	
	<b>TOTAL</b>			Chest(s)			Tools	
	<b>DINING ROOM</b>			Night Stand(s)			Tool Chest(s)	
	Table(s)			Lamps			Garden Tools	
	Chair(s)			Mirrors			Mower/Edger	
	China Cabinets			Chair(s)			Patio Furniture	
	Rugs/Curtains			Rugs/Drapes			Grill/Barbeque	
	Lamps/Chandeliers			Other _____			Air Conditioner/Fan	
	Other _____			<b>TOTAL</b>			Photographic Equip.	
	<b>TOTAL</b>			<b>BEDROOMS</b>			Sports Equip.	
	<b>KITCHEN</b>			Beds/Mattresses			Bicycles	
	Table/Chairs			Dresser(s)			Musical Instruments	
	Dishes			Chest(s)			Vacuum/Polisher	
	Glassware			Night Stand(s)			Books	
	China			Lamps			Toys/Games	
	Crystal			Mirrors			Records/Tapes/CDs	
	Utensils			Chair(s)			Computer/Accessories	
	Silverware			Rugs/Drapes			Knitting Machine	
	Pots/Pans			Other _____			Spinning Wheel	
	Refrigerator			<b>TOTAL</b>			Other _____	
	Microwave			<b>OTHER ITEMS</b>			<b>TOTAL</b>	
	Freezer						<b>TOTAL as above</b>	\$
	Sm. Elec. Appliances						<b>OR</b>	
	Other _____						As per attached list	\$
	<b>TOTAL</b>						Plus Packing and	
	<b>CLOTHING</b>						Removal Charges	\$
	Women's						<b>GRAND TOTAL</b>	\$
	Men's							
	Children's							
	<b>TOTAL</b>			<b>TOTAL</b>				

I/We declare that:

### DECLARATION

- The sums insured represent replacement cost or present values at destination.
- The above statements and answers are correct in every respect. I/We have given American Home Assurance all the information likely to affect the acceptance of this insurance.
- I/We acknowledge that this proposal shall form the basis of the contract between American Home Assurance and me/us and I am/we are willing to accept cover subject to the Company's Policy Conditions and special terms.

NAME OF REMOVAL COMPANY

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



## Importing your items to New Zealand

Importing personal effects into New Zealand can be very stressful, but we at NZ Baggage Movers try to make this process as smooth as possible for our clients. We can assist in the clearance of your items. Or on depot-to-depot shipments you can provide your own arrival clearance arrangements with NZ Custom's clearance and arrange your own inspection directly with the Ministry of Agriculture and Forestry. Two government branches, New Zealand Customs and the Ministry of Agriculture and Forestry (MAF), may require the owner of the items being imported to provide further information about the shipment. Shipments into New Zealand either by Air or Sea Freight shipments will have to be cleared through New Zealand Customs and the Ministry of Agriculture and Forestry (MAF) before it can be picked up or delivered to you.

### Before export

The import process starts with the following forms filled out by the sender:

1. A packing list. Please list the items [packed in each container you are shipping (bag, box, carton, suitcase, sports bag, and plastic containers et.) on our packing list or send your own. This is required for all shipments.
2. Fill out and return our shipping forms (included in this PDF)
3. Fill out the New Zealand Customs form (included in this PDF). We will need the Customs / MAF / Enhanced declaration form enclosed to be fully filled & signed (no questions to remain unanswered other than arrival vessel details etc.) before any freight can be accepted at point of origin.
4. Send us a clear copy of the photo page spread of your passport and any New Zealand Department of Immigration Visas of all people whose goods are in shipment e.g. - spouse, children. Blurry or unrecognizable images unfortunately are not acceptable by customs departments either at time of export or import.

Once we have received these items we can then make your booking arrangements for your shipment. Scan and email, fax via photo quality, or via the post to us.

### Arrival in New Zealand

#### Customs & MAF Arrival Procedures

Your items by air and sea will arrive in either New Zealand via Auckland or Christchurch airports and seaports. Door to door air shipments arrive via Auckland. If by door-to-door courier service most likely the courier service will be arranging clearing of your items with Customs and MAF. NZ Baggage Movers can process a customs and MAF clearance on your behalf at either location through our own services for both shipments arriving by air or sea. On service to depots in either location you can make your own arrangements to clear your shipment direct with Customs or MAF.

#### Inspection Process

The government offices will require: Your packing list, NZ Customs form and relative passports and visas before clearance by their officers commences.

#### Customs

For any reason should NZ Customs want to inspect the shipment an inspection fee is charged and that has to be paid by the receiver of the goods before delivery or release for pickup can be actioned. Charges for Duty, New Zealand Goods and Services Tax (12.5%) can be required by NZ Customs to be paid before the items have been cleared. These charges can be applied to the value of the items and or the cost of the freight services

Customs regulations related to personal effects Import New Zealand Customs allows used personal effect shipments to enter into country free of duty & Goods and Services Tax in following circumstances:

- a) First time migrant importing used personal house hold goods

- b) New Zealand citizens / residents arriving into country after more than 21 months abroad
- c) Any used personal clothing, shoes etc
- d) If on work visa of 12 months or more.

A Goods and Services TAX of 12.5% paid in New Zealand dollars may be collected by customs on any new items. Please consult with one of our staff what will be deemed personal effects if you have any queries related to above.

Or visit [www.customs.govt.nz](http://www.customs.govt.nz)

### Ministry of Agriculture and Forestry (MAF)

We cannot quote for MAF inspection during initial quote as MAF charges vary depending on time of inspection. Once your shipment arrives into a New Zealand port of arrival, usually Auckland or Christchurch there are 3 free days to clear the shipment to clear through Customs & MAF. Door to door courier services may extend that time.

If MAF wants to inspect when cargo is available from either air or sea shipping containers. If for any reason MAF cannot give us inspection date within 3 free days after container unpack any storage charges incurred will be on account of receiver. Any storage charges etc incurred due to MAF etc will be on to the account of receiver. NZ Baggage Movers can not be liable for any charges or damages etc due to fumigation, destruction or any other treatment if required by MAF etc.

Some of the most likely items that will require a MAF inspection of your shipment include:

- food
- medicine (prescription required)
- bicycles
- wooden articles
- straw articles
- feather
- vegetation
- seeds
- used sports equipment & gear
- used tents or camping gear
- used vacuum cleaner
- used motor engine or used car part etc.
- Wooden pallets or wooden crates must be made of heat treated wood and have a mark stating IPPC.

Further information can be obtained from [www.maf.govt.nz](http://www.maf.govt.nz)

MAF often requires professional cleaning or fumigation by a MAF approved cleaning service, particularly for:

- sporting goods
- bicycles
- motorcycles
- garden tools
- fishing gear
- golf clubs
- shoes.

Cleaning charges can vary by article. NZ Baggage Movers can arrange cleaning services on your behalf to complete MAF entry requirements for your shipment.

### Cleared

Customs and MAF issue a release for your shipment. This means your items have now cleared the government entry process and are available for delivery or depot pickup.

NZ Baggage Movers can make arrangements to deliver to most locations in New Zealand.

Clearances with Customs and MAF are processed on weekdays only.

Pickups from the depot and delivery to an address in NZ are Monday through Friday only, with the exception of local and national holidays.

If you are picking up at a depot, then you are responsible for coordinating arrangements directly with the arrival depot.



# Unaccompanied Personal Baggage Declaration



*Please read the Advice to Declarant information prior to completing this declaration*

**THIS FORM IS TO BE COMPLETED BY TRAVELLERS FOR PERSONAL AND HOUSEHOLD EFFECTS ONLY.**

It is **NOT** to be used:

- A) by persons who have not travelled overseas (except for shipments being cleared on behalf of persons who have travelled overseas or who are still overseas)
- B) for goods purchased from within New Zealand, e.g. via the Internet, telephone, e-mail etc
- C) for goods sent to persons in New Zealand by persons overseas (except for A above)

If you are not sure if this form is appropriate for your circumstances, **ASK A CUSTOMS OFFICER OR MAF INSPECTOR BEFORE FILLING IT OUT.**

## ADVICE TO DECLARANT

- This declaration may be completed by the importer/owner or their agent/nominee. A **letter of authorisation and copy of his or her passport (including immigration visa/permit if applicable)** from the importer/owner is required if a nominated person is completing the declaration, plus photo ID (passport or NZ drivers licence) for the nominated person.
- **If you are completing this declaration on behalf of the owner of the consignment, you must specify the owner as the importer/owner.**
- This declaration must be completed in English. All errors and alterations must be initialled.
- Pages 1 to 5 must be fully completed. All six pages must be presented to MAF Biosecurity New Zealand (MAF) and then to the Customs Service.
- If there are more than four family members covered by this declaration please also complete Supplementary Form NZCS 218A / NQS QD1A with the details of each additional person.
- You must **answer all questions**.
- Your consignment may be examined. **Please ensure that keys/combination codes are available at the time of clearance otherwise there may be delays in clearance.**
- The following **documents are required** for presentation to MAF and the Customs Service:
  - Passports of all those listed on this declaration (i.e. passports of **all** owners/importers of the goods imported)
  - Complete list of baggage contents
  - Airway Bill, Bill of Lading, or Arrival Notice
  - Receipts for goods listed in Specific Goods section on page 4, if you are able
  - Letter of authorisation from the owner/importer if goods are being cleared on their behalf
  - Any treatment and/or cleaning certificates in respect of the goods you may have
  - Any relevant approvals for goods listed in Prohibited or Restricted Goods section on page 4

**Note:** There may be other supporting documents deemed necessary by the Customs Service or MAF when clearing the consignment. If there are more than one person's goods in the consignment a separate form must be completed unless the goods are those of family members (e.g. spouse, partner, children, parent).

### NOTICE

This information is required to ensure travellers comply with New Zealand Customs, Biosecurity, Wildlife, Medicines, and Currency laws.

**The supply of this information is mandatory.** Failure to provide such information or providing false or misleading information may amount to an offence under the Customs and Excise Act 1996 or the Biosecurity Act 1993 and could result in prosecution and/or forfeiture and seizure of goods. The information you provide will be held by the Customs Service, MAF, or by your moving company, Customs broker, or freight forwarder.

The Privacy Act 1993 provides rights of access to, and correction of personal information. You may gain access to and correct this information through any New Zealand Customs Service or MAF office, or through the moving company, Customs broker, or freight forwarder to which you gave this form.

**List of Goods in Consignment (if no separate packing list/inventory):**

## PERSONAL DETAILS OF IMPORTER OF THE GOODS

Family Name:	Given or First Names:	Date of Birth:
Nationality:	Passport Number:	Occupation:
Residential Address or Intended Address in NZ:	<b>Countries Visited</b> up to two months prior to arrival in NZ and prior to baggage being packed:	<b>Countries Resided</b> in up to two months prior to arrival in NZ and prior to baggage being packed:
Contact Phone No.:	Name of NZ Agent and MAF A/C No., if applicable:	

## CONSIGNMENT INFORMATION

Flight/Ship:	Voyage No.:	Airway Bill/Bill of Lading No.:	Date of Arrival of Goods:
Port of Arrival:	Gross Weight:	No. & Type of Packages:	Container No.:

## OTHER FAMILY MEMBERS COVERED BY THIS DECLARATION

Family Name:	Given or First Names:	Date of Birth:
Nationality:	Passport Number:	Occupation:
Family Name:	Given or First Names:	Date of Birth:
Nationality:	Passport Number:	Occupation:
Family Name:	Given or First Names:	Date of Birth:
Nationality:	Passport Number:	Occupation:

There are  additional family members listed on the supplementary family members page (form NZCS 218A / NQS QD1A)  
(number)

## DETAILS OF HOUSEHOLD OR OTHER EFFECTS

The  which make up this consignment contain bona fide  
(number and type of packages)

unaccompanied personal and/or household effects that have an **insured / assessed** value of \$   
(please delete one) (NZ dollar value)

Yes  No  Are you fully aware of the contents of the whole consignment?

Yes  No  Do you have a list of the contents/packing list?

Pages  If so, what is the total number of pages of the list of contents/packing list?

Yes  No  Do you have any treatment/cleaning/Government certificates for any items?

If so, please specify:

## IMPORTER/OWNER'S ARRIVAL OR INTENDED ARRIVAL IN NEW ZEALAND

The importer/owner **arrived / intends to arrive** in New Zealand on  from   
(please delete one) (actual date or estimated date) (country of departure)

## ARRIVAL STATUS

The importer's/owner's "arrival status" is: *Please tick as appropriate.*

Ref:	Person is arriving in New Zealand
A <input type="radio"/>	Person who has arrived in New Zealand and, on the date the effects are imported, holds a document authorising residence in New Zealand <b>and</b> has resided or been domiciled outside New Zealand for the whole of the 21 month period preceding his or her arrival.
B <input type="radio"/>	Other person, please advise status (i.e. visitor, student etc).

Note: a document authorising residence means any of the following:

- a New Zealand Passport
- a current work visa or work permit that was issued for a minimum of twelve months
- an Australian Passport
- a current work visa or work permit issued under the Work to Residence (Skilled Migrant Category) policy or the Long Term Business Visa/Permit category
- a current New Zealand Residence visa or permit or a current returning resident's visa or permit
- A current visitor's visa or permit that was issued for a minimum of three years
- a current permanent residence visa (including a resident return visa) issued by the Government of the Commonwealth of Australia

## GOODS OF BIOSECURITY INTEREST

New Zealand operates very strict Biosecurity procedures at the border to prevent the introduction of pests and diseases of animals and plants that may adversely effect our economy, environment or human health. Consider all questions carefully and answer correctly. Failure to do so could result in unwanted pests and diseases being introduced which could significantly harm New Zealand and New Zealanders.

Attempting to possess, or possession of unauthorised goods, may constitute an offence pursuant to section 154 of the Biosecurity Act 1993. **Every person who commits an offence is liable, upon conviction, to imprisonment for a term not exceeding 5 years, a fine not exceeding NZ\$100,000, or both.**

**If you are unsure about any items, please ask a MAF Inspector.**

**Unaccompanied personal effects must not be opened without MAF Biosecurity New Zealand authorisation.**

This includes the container, crates, bags, boxes and any luggage. Failure to comply may constitute an offence pursuant to section 154 of the Biosecurity Act 1993.

It is the responsibility of the importer/owner or agent applying for the clearance of goods to arrange an inspection date and time with MAF Biosecurity New Zealand by visiting or telephoning the local MAF Biosecurity New Zealand office.

### WHO PACKED THE PERSONAL EFFECTS?

Importer     Removal Company     Other  *Please specify:*

### DOES THIS BAGGAGE CONTAIN ANY?

Yes     No     • **Food of any kind (dried, fresh, frozen, preserved, cooked, uncooked)**

*Please specify items and box number(s)*

Yes     No     • **Animal products or Animals, including but *not* limited to:** Meat (fresh or dried), eggs, dairy products, honey, skins, fur, feathers, bone, wool, hair, hunting trophies, fish/shell fish (fresh dried, or frozen), Chinese traditional medicines, shells and coral, ivory

*Please specify items and box number(s)*

Yes     No     • **Plants or plant products, including but *not* limited to:** Fresh or dried fruit and cones, vegetables, plants/flowers live and dried, plant cuttings and bud wood, bulbs or roots, seeds, pine antique and/or handcrafted wooden ornaments/carvings, cane, bamboo, basket ware, straw, Chinese traditional medicines

*Please specify items and box number(s)*

Yes     No     • **Equipment used with animals and/or plants, including but *not* limited to:** Veterinary equipment/products, fishing gear, fish farming equipment, saddlery, work boots/clothing, pet bedding, gardening equipment/products and forestry equipment

*Please specify items and box number(s)*

Yes     No     • **Miscellaneous items such as: Used;** Vacuum cleaners, spiked, studded or sprigged footwear (e.g. golf shoes, soccer boots), hiking boots, soiled footwear, water sports equipment, bicycles, boats, Vehicles/car parts, camping equipment/tents, barbeques. **Any;** Christmas and/or Easter decorations, Pooja items

*Please specify items and box number(s)*

### WHILE OUTSIDE NEW ZEALAND HAVE ANY OF THE GOODS IN YOUR CONSIGNMENT:

Yes     No     • Been in contact with any animals?

Yes     No     • Been used/stored in any rural areas including wilderness areas?

## GOODS OF CUSTOMS INTEREST

### DOES THE CONSIGNMENT CONTAIN PROHIBITED OR RESTRICTED GOODS?

- Yes  No  • **Articles manufactured from wildlife** including but not limited to: reptiles, snakes, elephants, rhinoceroses, hippopotamuses, members of the cat family, whales, dolphins, zebras, antelope, deer, birds, feathers, coral or shells
- Yes  No  • **Medicines of any kind**
- Yes  No  • **Controlled drugs** other than prescribed medicines including but not limited to: LSD, heroin, cocaine, cannabis, ecstasy, steroids, human growth hormone, or performance-enhancing drugs, precursor substances
- Yes  No  • **Objectionable/Indecent articles of any kind in any format** including but not limited to: child pornography, material depicting bestiality, or material which may promote, incite, or instruct in matters of crime or violence, or misuse of a drug
- Yes  No  • **Ornamental Pipes** including Sheesha Pipes, Hookah Pipes and other cannabis or methamphetamine utensils
- Yes  No  • **Weapons of any kind** including but not limited to: firearms or parts thereof, replica firearms, bayonets, daggers, sword sticks, spring-bladed knives, or knuckle dusters

***If you have answered YES to any of the above questions please list the items below.***

***You may be required to provide supporting documents to import these goods e.g. permits, doctor's certificates etc.***

### DOES THE CONSIGNMENT CONTAIN ANY OF THE FOLLOWING SPECIFIC ITEMS?

- Yes  No  • **Cigarettes, cigars, tobacco, or alcoholic liquor**
- Yes  No  • **Goods for commercial purposes** (including goods for sale, lease, hire, exchange, or use in your own business)
- Yes  No  • **New goods** – (Note: For importer/owner arrival status B, New goods are any goods purchased overseas or from a duty free source – other than personal clothing)
- Yes  No  • **Unused goods** – being goods that you (or your family) own but have never used or unused gifts to you
- Yes  No  • **Gifts intended for other persons**
- Yes  No  • **Goods belonging to any person not listed on this declaration**
- Yes  No  • **Motor vehicle(s), motorcycle(s), caravan(s), trailer(s), watercraft, or aircraft**  
(Supporting documents must be presented, e.g. receipts, ownership papers etc.)
- Yes  No  • **Cash in any currency to the value of NZ\$10,000 or more**

***If you have answered YES to any of the items listed above, or are in doubt whether any particular effects should be declared, please give details of these items below or attach a separate schedule.***

***Supporting documents may be required e.g. receipts***

Date of Purchase	Price Paid (in \$NZ)	Description of Goods

PLEASE ASK A CUSTOMS OFFICER OR MAF INSPECTOR IF YOU ARE UNSURE  
OR UNCLEAR ABOUT ANY ASPECT OF THIS FORM

### DECLARATION BY THE IMPORTER/OWNER OF THE GOODS

I

*(full name)*

being the importer/owner of the goods, hereby declare that I have read and understood all the questions contained in this form, and that the information provided is true, correct and complete. I acknowledge that it is an offence under the Biosecurity Act 1993 to open or remove goods which do not have Biosecurity Clearance. I also understand the information will be used to prepare an import entry to obtain clearance of the goods from the Customs Service and MAF Biosecurity New Zealand. Failure to comply may constitute an offence under the Customs and Excise Act 1996 or the Biosecurity Act 1993.

Signature

Date

OR

### DECLARATION BY OTHER THAN THE IMPORTER/OWNER OF THE GOODS

I

*(full name)*

of

*(contact address and phone number)*

hereby declare that I am clearing these goods on behalf of the owner, that I have read and understood all questions contained in this form, and that the information provided is to the best of my knowledge true, correct and complete. I acknowledge that it is an offence under the Biosecurity Act 1993 to open or remove goods which do not have Biosecurity Clearance. I also understand the information will be used to prepare an import entry to obtain clearance of the goods from the Customs Service and MAF Biosecurity New Zealand. Failure to comply may constitute an offence under the Customs and Excise Act 1996 or the Biosecurity Act 1993.

Signature

Date

### Have you fully completed this form?

(Unaccompanied Personal Baggage Declaration)

Yes

No

**Note: Any incompleted forms will not be processed by MAF Biosecurity New Zealand or the New Zealand Customs Service.**

#### NOTICE

This information is required to ensure travellers comply with New Zealand Customs, Biosecurity, Wildlife, Medicines, and Currency laws.

**The supply of this information is mandatory.** Failure to provide such information or providing false or misleading information may amount to an offence under the Customs and Excise Act 1996 or the Biosecurity Act 1993 and could result in prosecution and/or forfeiture and seizure of goods. The information you provide will be held by the Customs Service, MAF, or by your moving company, Customs broker, or freight forwarder.

The Privacy Act 1993 provides rights of access to, and correction of personal information. You may gain access to and correct this information through any New Zealand Customs Service or MAF office, or through the moving company, Customs broker, or freight forwarder to which you gave this form.

**FOR CUSTOMS USE ONLY**

**Import Entry Number:**

All goods are entered as per section 39 of the Customs and Excise Act 1996

**INSPECTION REQUIRED / INSPECTION NOT REQUIRED** *(Delete as Applicable)*

In accordance with section 151 of the Customs and Excise Act 1996

**Activity Report Number:**

Contact:

Phone:

**Location of Goods:**

**Keys Required and Provided / Not Required** *(Delete as Applicable)*

**Other Information Required by Customs**

**Completed by:**

Official Stamp