



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/combo 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:	Countries Visited up to two months prior to arrival in NZ and prior to baggage being packed:	Countries Resided 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 and 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
 - an Australian Passport
 - a current New Zealand Residence visa or permit or a current returning resident's visa or permit
 - a current permanent residence visa (Including a resident return visa) issued by the Government of the Commonwealth of Australia
- a current work visa or work permit that was issued for a minimum of twelve months
 - 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 visitor's visa or permit that was issued for a minimum of three years

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 <input type="radio"/>	No <input type="radio"/>	<ul style="list-style-type: none"> • Food of any kind (dried, fresh, frozen, preserved, cooked, uncooked)
<i>Please specify items and box number(s)</i>		
Yes <input type="radio"/>	No <input type="radio"/>	<ul style="list-style-type: none"> • Animal products or Animals, including but <i>not</i> 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
<i>Please specify items and box number(s)</i>		
Yes <input type="radio"/>	No <input type="radio"/>	<ul style="list-style-type: none"> • Plants or plant products, including but <i>not</i> 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
<i>Please specify items and box number(s)</i>		
Yes <input type="radio"/>	No <input type="radio"/>	<ul style="list-style-type: none"> • Equipment used with animals and/or plants, including but <i>not</i> limited to: Veterinary equipment/products, fishing gear, fish farming equipment, saddlery, work boots/clothing, pet bedding, gardening equipment/products and forestry equipment
<i>Please specify items and box number(s)</i>		
Yes <input type="radio"/>	No <input type="radio"/>	<ul style="list-style-type: none"> • 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
<i>Please specify items and box number(s)</i>		

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 incompleated 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.



TE MANA ĀRAI O AOTEAROA

CLIENT CODE APPLICATION

PLEASE REFER TO NOTES ON REVERSE BEFORE COMPLETING FORM

FAX TO YOUR LOCAL CUSTOMS OFFICE (REFER TO LIST OF NUMBER OVERLEAF).
FOR ENQUIRIES PHONE 0800 428 786.

Please tick all of the following which apply

Company <input type="checkbox"/>	Sole Trader <input type="checkbox"/>	Partnership <input type="checkbox"/>	Individual <input type="checkbox"/>
CCA <input type="checkbox"/>	Excise Client <input type="checkbox"/>	Broker <input type="checkbox"/>	

Will you be	Importing <input type="checkbox"/> or	Exporting <input type="checkbox"/> or	Both <input type="checkbox"/>
Please Indicate if you consider yourself to be a Maori Business (for statistical purposes only)			<input type="checkbox"/>

Full Company/Partnership/Sole Trader/Individual Name (refer Note 2 on reverse):

.....

Company Registration Number: GST/IRD Number

Full Street Address: Full Postal Address:

Suburb:

City:

Postcode:

Landline Phone: Fax Number: Mobile Number:

Email Address: Web Address:

Full Particulars of all Directors/Shareholders/Partners/Sole Trader/Individual – continuation page on reverse (refer Note 3 on reverse)

1.	Surname	Given Names	Date of Birth	Identification Type	Number
2.	Surname	Given Names	Date of Birth	Identification Type	Number

Description of goods: Name of Supplier/Consignor:
(Imported goods only)

Do you currently have goods awaiting clearance? Yes No Country of Origin:

Country of Export: Country of Destination:

(imports only) (exports only)

Contact person (NB: Copy of ID of Contact Person/Signatory is required)

Full Name: I. Date of Birth:

Position: Ph: Email:

Please advise Margaret Tourell..... of the client code allocated to me. (Refer Note 4 on reverse)

Ph: .04 5778203. Fax: 04 5778201.

DECLARATION

I declare that the information provided is true and correct. (refer Note 6 on reverse)

Signature: Date:

Official Use Only

Processing Officer: New/Existing Code:

Date:

Full Particulars of all Directors/Shareholders/Partners/Sole Trader/Individual (refer Note 3 below)

3.
Surname	Given Names	Date of Birth	Identification Type	Number
4.
Surname	Given Names	Date of Birth	Identification Type	Number
5.
Surname	Given Names	Date of Birth	Identification Type	Number
6.
Surname	Given Names	Date of Birth	Identification Type	Number
7.
Surname	Given Names	Date of Birth	Identification Type	Number

IMPORTANT INFORMATION

The information on the Client Code application form (and any subsequent customs entries) may be supplied to Statistics NZ for use in official statistics.

NOTES:

1. You must tick ALL boxes that apply.
2. A copy of your company's Certificate of Incorporation must be attached, also details of trading name if different from registered company name. For Partnerships & Sole Traders, trading name (if applicable) is required. Private individuals must supply photo ID, passport or drivers licence.
3. A copy of the passport biography details page is the preferred ID for all names listed including directors/partners/contact persons and signatory of form, however, if no passport exists please provide a copy of that person's driver's licence. All directors / partners must be listed.
4. Complete this section if an agent/broker is acting on your behalf.
5. The application must be completed and signed by an authorised person of the entity concerned or the importer/exporter of the goods, if the importer / exporter is a private individual.
6. **Incomplete applications will be rejected and returned for completion.**
7. Please note you are required to keep business records in New Zealand pursuant to section 95 of the Customs and Excise Act 1996.

FAX TO YOUR LOCAL CUSTOMS OFFICE (REFER TO LIST OF BELOW). FOR ENQUIRES PHONE 0800 428 786.

FAX NUMBERS OF CUSTOMS OFFICES

Auckland	09 359 6735
Christchurch	03 358 0607
Dunedin	03 477 6773
Invercargill	03 218 7328
Napier	06 835 1298
Nelson	03 539 0719
New Plymouth	06 751 2637
Tauranga	07 575 0522
Wellington	04 462 0155

Applications lodged in the Auckland office may be sent electronically to email clientcodes@customs.govt.nz