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INSTRUCTIONS FOR THE COMPLETION OF AN AUSTRALIAN CUSTOMS FORM - UNACCOMPANIED PERSONAL EFFECTS STATEMENT B534

Detailed below are important instructions and advice to assist you in completing the **Australian Customs – Form B534**. We ask that you read and complete this form carefully as an improperly completed Customs declaration can cause unnecessary delays and expense.

It is imperative that we receive this form at least 7 - 10 days prior to a consignment's arrival at a port/airport in Australia. In the case of an airfreight consignment, this Customs declaration should be completed prior to uplift in or despatch from the country of origin so that it (together with a copy of the assignees passport) can travel with the consignment and be immediately available to the Customs authority upon arrival in Australia. Failure to complete all of the Customs information that is required may also result in possible seizure by Australian Customs and placement into Government ordered and controlled storage.

PLEASE INCLUDE A COPY OF YOUR PASSPORT (IDENTIFICATION PAGE AND EVERY STAMPED/USED PAGE AND VISA IF YOU ARE A NON RESIDENT) WHEN FORWARDING YOUR CUSTOMS FORM TO OUR OFFICE OR WHEN PROVIDING IT IN ADVANCE TO THE OVERSEAS BASED MOVER AT POINT OF ORIGIN.

The following categories MUST be completed:

FIRST PAGE

- Full name as it appears on your passport.
- Address **MUST** be completed; this may be a temporary accommodation address or a relative's home address but **NOT** "care of" a Hotel/Motel. If you do not have an address, please leave this **BLANK** and we will complete it for you once your accommodation has been confirmed.
- Date of birth
- Sex
- Passport number and Country of issue
- Persons covered by the statement
- Name of spouse and their passport number and dependants ages **(if applicable)**
- **'How I arrived or intend to arrive in Australia'** – all categories **MUST** be completed
- **'For returning residents only'** – this **MUST** be completed if this applies to you
- **'How my personal effects arrived or will arrive'** – Please mark the appropriate box with an **X** (A separate Customs form must be completed for sea and air goods)

**ALL OTHER DETAILS BELOW THIS BOX WILL BE COMPLETED BY
MOVE MANAGEMENT AUSTRALIA OTHER THAN**

THE DECLARATION AT THE FOOT OF THE PAGE, YOU MUST SIGN AND DATE THIS SECTION

Section One

- **‘Have you come or are you coming to Australia’** – Please mark the appropriate box with an **X** ensuring that you indicate your intended length of stay (if applicable).

Section Two - all questions **MUST** be answered

- **‘Did you pack the goods yourself?’** In most cases the answer will be no however, you must enter the name of the overseas based mover who packed/handled your consignment at origin.
- **‘Are you fully aware of the contents of the packages?’** Please mark the appropriate box.
- **‘Do the packages contain goods belonging to any other person other than you or those who accompanied you on your arrival in Australia?’** Please **DO NOT** insert your spouse/partner details here if you have already declared them on the front page of the declaration.

Section Three - all questions **MUST** be answered

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

ALL four questions **MUST** be answered honestly. Failure to do so could result in your consignment being seized by Australia Customs and fines may be imposed consequently resulting in unnecessary delays and excess charges to your account. If you have answered **‘Yes’** to any of the questions, the following will be required;

- **Drugs of any kind** – You must contact the Australian Consulate or Embassy well before your departure to Australia from overseas to confirm that the type and quantity of the medicines to be shipped are permitted as part of your unaccompanied air or seafreight consignment. It will assist greatly if you also have a copy of the relevant prescription notice and a doctor’s letter for Australian Customs explaining your medical condition or reason for having such drugs in your possession/consignment. This advice relates to prescription drugs only and a copy of this letter should be attached to the Customs declaration. Severe penalties (which may include fines, legal action & imprisonment) apply if illicit or recreational, prohibited drugs/substances are imported into Australia in a consignment of household & personal effects.

- **For more information**, please contact us or **“The Department of Health and Aged Care Therapeutic Goods Administration”** on:

Tel: 1800 020 653 (Australia only)

Tel: + 61 2 6232 8536 (Outside Australia)

Fax: + 61 2 6232 8605

Website: www.health.gov.au/tga

- **Weapons** – In order to import any type of weapon, the owner must first apply for a **‘Restricted Goods Permit’** from Australia Customs prior to export from the country of origin and an **‘Import permit’** from the Police Department in the intended State or City of destination within Australia. Please contact our office for more detailed instructions if you intend importing weapons of any nature in a consignment of household goods. Customs will seize all weapons on arrival and remove them for a mandatory safety check. Owners will need to produce a valid Australian Shooters licence issued by the relevant state police authority for firearms prior to release. **NOTE* this process can be arduous and delays are likely.**
- **Articles manufactured from wildlife** – environmental laws governing Australia and its territories may prohibit the importation of certain items manufactured from wildlife i.e.: trophies, whalebone products, ivory, rugs made of certain animal skins etc. All items in this category that are permitted to enter Australia by the relevant authority must be free/cleaned of blood, skin, faeces or soil. Skin and hides must be professional tanned or cured. Wool must be scoured and hair cleaned. Please refer to the Australian Quarantine Service (contact details below) or us for further enquiries or information.
- **Material** – This is self-explanatory.

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THIRD PAGE

Section Four – all questions *MUST* be answered

‘Do your unaccompanied effects contain any of the following goods?’

- Australian and/or Foreign currencies ***in the amount of Australian \$10,000.00 or more.***
This is self-explanatory.
- **Medicines** – Please write a description/name of the medicines here i.e. Paracetamol tablets, cough medicine, etc...also refer to section three **‘Drugs of any kind’** for more information on importing prescription medicines.

Section Five – all questions *MUST* be answered

‘Do your consignment contain any of the following goods?’

NOTE* DUTY AND TAXES MAY APPLY. IF APPLICABLE, THESE MUST BE PAID IN FULL PRIOR TO THE RELEASE OF YOUR CONSIGNMENT BY AUSTRALIA CUSTOMS.

- **Cigarettes, cigars or tobacco** – You must complete a separate inventory with your name and signature stating the quantity, make/brand, type of tobacco (**eg cigarettes, cigars etc**), weight (content), country of make/origin (**if known**), the date of purchase and purchase price in Australian Dollars. **NOTE* you may download and complete a blank tobacco inventory from our website at www.movemanagement.com.au to assist in completing this task.**
- **Alcoholic liquor/spirits and/or wine** – Please complete a separate inventory of all alcohol imported in a consignment of personal/household effects with your name and signature on it stating the brand name of the wine/liqueur, it’s type, the number of bottles imported, millilitres per bottle, the alcoholic content % of each bottle, country of origin, value per bottle and total value of all alcohol imported in Australian Dollars. To assist you in this process, there is a blank **liquor inventory** format available on our website: www.movemanagement.com.au
Taxes/GST are applicable regardless unless you can prove that the alcohol was previously exported from Australia (the previous original export packing inventory, copy purchase receipts or credit card debit statement, alcohol listing (when originally exported) and a copy Bill of Lading will be required by Australia Customs as proof of their original export from Australia). **This alcohol declaration should be attached to the Customs declaration form B534.**
- **Motor vehicles, motorcycles and trailers (for registered or off road use in Australia) -** Firstly, in order to import these, the registered owner/purchaser must apply for an import permit prior to export from the country of origin. Please contact our office or visit our website at www.movemanagement.com.au for a more detailed instruction if you intend importing a motor vehicle (**not including personally owned boats or water craft**) into Australia, as the process is quite complicated. An import application can take approximately 6 weeks to be processed and approved or declined by the relevant authority. Please contact the **Department of Transport and Regional Services** (details below) or our website for further information. **Duty/GST will apply for the importation of all motor vehicles, boats and pleasure craft regardless. Please contact us in advance and prior to export from the country of origin for further details and advice.**

Tel: 7200 815 272 (Australia Only)

Fax: (02) 6274 6013

Tel: 61 2 6274 74444 (Outside Australia)

Fax: 61 2 6274 6013

Website: www.dotars.gov.au

Email: Vimports@dotars.gov.au

- **Goods belonging to you or any person other than you or those who accompanied you on your arrival in Australia** – Please list these items in the space provided (**or attach a separate document/listing**) indicating their value in Australian Dollars with an explanation as to why you have these goods and to whom they belong.
- **Goods for commercial purposes - including goods for sale, lease, hire or exchange** – Please list the items in the space provided (**or attach a separate document/listing**) with a description of the item or items, their value and date of purchase. Please also state if they were purchased in Australia and originally exported or purchased overseas.
- **Other goods owned by you for less than 12 months overseas prior to shipment** – Any goods purchased overseas within the last 12 months prior to shipment must be declared. Customs are especially looking for **“high value”** goods such as electrical items (computers, televisions etc). Please attach a copy of purchase receipts for all such items declared to your Customs form B534. This will hasten the clearance process. GST/taxes and duties will be applicable on cigarettes, cigars, tobacco, alcohol and motor vehicles imports **regardless** of the date of purchase.

Section Six

You **MUST** answer this question – it is self-explanatory.

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FOURTH PAGE

Section Seven - all questions **MUST** be answered

Items declared in this section will be closely inspected by Quarantine and may be ordered into fumigation or nominated for eradication treatment and/or destruction. **A fee will be applicable for this service. The nature, size and number of items subject to treatment will ultimately determine cost.**

- **‘Do your unaccompanied effects contain any of the following goods, subject to animal quarantine laws, or wildlife export and Import laws?’**

Australia has strict laws prohibiting and restricting the import of some if not most plant or animal materials. For further information contact us or the **“Australian Quarantine and Inspection Service”**:

Tel: 1800 020 504 (Australia only)

Tel: + 61 2 9364 7222 (Outside Australia)

Fax: + 61 2 9364 7340 (Outside Australia)

Website: www.affa.gov.au/docs/quarantine/import/index.html

Email: pr@aquis.gov.au

- **Food of any kind** – This **MUST** be declared!
- **The following items are prohibited imports. All other food items will be carefully examined:**
 - * **Items containing eggs, including whole, dried, powdered and uncooked egg**
 - * **Fresh fruit and vegetables**
 - * **Meat – including fresh, dried, frozen, canned, smoked or salted.**
 - * **Popping corn, raw un-roasted nuts including raw peanuts and chestnuts (NZ chestnuts are allowed)**
- **Equipment used with horses or other animals** – Quarantine will inspect these items and treatments and/or destruction may apply.
- **Biological specimens** – Some items are prohibited imports, check with Australian Quarantine or us prior to export from the country of origin.

Section Eight - all questions *MUST* be answered

Items declared in this section will be closely inspected by Quarantine and may be ordered for treatment or destruction. **A fee will be applicable.**

- **‘Do your unaccompanied effects contain any of the following goods, subject to quarantine laws?’** - Australia has strict laws prohibiting and restricting the import of some plant or animal materials. For further information contact the **“Australian Quarantine and Inspection Service”**:

Tel: 1800 020 504 (Australia only)

Tel: + 61 2 9364 7222 (Outside Australia)

Fax: + 61 2 9364 7340 (Outside Australia)

Website: www.affa.gov.au/docs/quarantine/import/index.html

Email: pr@aquis.gov.au

- **Live Plants** including cuttings, tissue cultures, roots, bulbs, stems etc are prohibited imports. All other plant life imported will be subject to examination. Treatments and/or destruction may apply.
- **Furniture** – If you have furniture and/or other items made of wood/timber of any kind, these must be declared here. If the furniture has had its complete surfaces **“treated by the manufacturer at point of purchase – not raw timbers”**, simply write this statement on the form in the space provided. List any items of wooden furniture (**including cane, bamboo or wicker furniture**) that have not been treated by a commercial manufacturer (**attach separate list if needed**).
- **Soil or Earth or goods containing soil, earth, rock or mineral samples** – Quarantine will examine these items and treatment/destruction may be necessary.
- **Straw or wood packing material** – Prohibited packing materials/stuffing include fruit cartons, straw, raw cotton and raw wools. (**Most other types of packing material are allowed**)
- **Egg or fruit cartons/containers** – as above.

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MOVE MANAGEMENT AUSTRALIA PTY LIMITED CONTACT DETAILS

Tel: + 61 2 9659 5500

Fax: + 61 2 9659 5099

Email: info@movemanagement.com.au

Website: www.movemanagement.com.au

AUSTRALIAN CUSTOMS CONTACT DETAILS

Tel: + 61 2 6275 6666 (Outside Australia)

Tel: 1300 363 263 (Australia)

Email: information@customs.gov.au

Website: www.customs.gov.au

AUSTRALIAN QUARANTINE AND INSPECTION SERVICE CONTACT DETAILS

Tel: 1800 020 504 (Australia only)

Tel: + 61 2 9364 7222 (Outside Australia)

Fax: + 61 2 9364 7340 (Outside Australia)

Website: www.aquis.gov.au