

IMPORTANT INFORMATION – Personal & Household effects

PHOTOCOPY OF PASSPORT

For all shipments a photocopy of the owner's passport is required.

- New Zealand & Australian Passport Holder: Photo page only
- All other passport holders: Photo page and all relevant Visas

FIRST TIME IMMIGRANTS / WORK PERMIT HOLDERS

If you are coming to New Zealand to take up residency or work for the first time, customs may require further evidence of your intention to live here in New Zealand. Thus please also provide a copy of one or more of the following..

- Employment Contract, House Purchase or Rental Agreement, Bank Transfer of funds, etc..

COMPLETION OF UNACCOMPANIED PERSONAL BAGGAGE DECLARATION

The following notes cover commonly misunderstood questions and are designed to assist you in completing the enclosed 'Unaccompanied Personal Baggage Declaration'. Correct completion of this form and submission of other relevant documents (if required) will avoid delays in the delivery of your possessions.

- Please ensure you read and understand the 'Advice to Declarant' notes on the front page before you complete the form, paying particular attention to recording your correct 'Arrival Status' which is to be shown in the box provided on Page 2.
- If you are completing this declaration on behalf of the owner, a letter authorizing the nominee to sign declaration must accompany forms.
- Date of Departure from New Zealand is only applicable to returning New Zealand residents of B1, B2 and V1 status.
- Under B2 and V1 categories if you originally shipped your effects from New Zealand please enclose a copy of the packing list and shipping details showing what was exported. Any items purchased overseas (excluding personal clothing) could be dutiable and taxable.
- Other Persons Covered by this Declaration – You are required to list ALL other persons who have goods in the consignment. A copy of their passport (photo page and visa page if applicable) must be returned with your documents.
- 'Weapons of any kind?' If you have a firearm in your shipment and have already obtained a New Zealand Police Firearms licence please enclose a copy of this with your documents.
- Deceased Estate – Please Endeavour to fill the form in as much as possible and return with a copy of your passport, the will and the death certificate.

DELIVERY / HANDOUT

Please note that it is our intention to conduct the soonest possible delivery/handout of your shipment following its arrival. Following is an indication of the time frame you can expect delivery.

	Within 30 miles of port of entry	Over 30 miles of port of entry
<i>Air freight</i>	2 -3 days	3 – 7 days
<i>Sea freight groupage</i>	5 – 10 days	5 – 15 days
<i>Sea freight sole use container / LCL</i>	2 – 4 days	2 – 5 days

During busy periods these times may vary as a result of delays with Customs and Quarantine services. As soon as clearances are obtained and goods are available we will contact you to arrange delivery/handout.