

CUSTOMS DOCUMENTATION INSTRUCTIONS

Dear Customer,

In order for us to complete the customs and quarantine formalities on your behalf, it will be necessary for you to complete the attached 'Unaccompanied Personal Effects Statement' and 'Authority to Act' forms and return these to us at your earliest opportunity. All details must be given in full; the 'Unaccompanied Personal Effects Statement' is an official government document and must be filled out *completely and accurately*.

NB: MAKING A FALSE OR MISLEADING STATEMENT TO A CUSTOMS OFFICER IS AN OFFENCE AND MAY RESULT IN HEAVY PENALTIES, INCLUDING THE FORFEITURE OF ANY GOODS CONCERNED.

The following notes are for your guidance in completing the 'Unaccompanied Effects Statement'

- 1) The form must be filled out and signed by the owner of the goods. All questions must be answered fully, any forms received with blank spaces or indecipherable comments or marks, will be rejected by customs. Do not use erasers or correction fluid, and ensure all alterations are initialled. **NB:** If your form has 4 separate pages, then **YOU MUST SIGN EVERY PAGE.**
- 2) Please take particular care in completing your personal details on the front of the document. The information required to be given is as per the following listed order:
 - Your full name, ie. Given names then your Surname (Family name).
 - Your Australian address (**NB.** PO box numbers are **NOT** acceptable), and phone number
 - Your date of birth.
 - Your Gender (sex)
 - Your passport number, and the Country in which it was issued
 - The details of your accompanying spouse and children under 18 years of age (if applicable), and your spouse's passport number
 - The flight number or name of ship on which **you** arrived in Australia.
 - **Your** arrival port, ie. the port at which you cleared customs on your arrival in Australia.
 - The date you arrived, or intend to arrive at that port.
 - The country from which you originally departed.
 - Overseas countries you have visited on this trip (for returning Australian residents only).
 - The length of your absence from Australia (for Australian residents only).
 - How your personal effects are arriving, and the number of packages in your shipment.
 - The vessel/flight, port/airport, date of arrival, container number, sea/air waybill number relating to your arriving consignment. **This information is in the accompanying letter.**
- 3) All questions must be answered by placing a tick (✓) in the appropriate box. If you answer any questions as 'yes', then ensure that an appropriate description is appended under the question.
- 4) If your shipment contains goods that you have not OWNED **AND** USED overseas for 12 months or longer, prior to the departure of the goods, customs will require you to produce receipts to verify the purchase price of those items. Please ensure you have your receipts readily available.

If you have any questions or require clarification on any point, please do not hesitate to contact us. Any delays incurred in the return of these forms will delay the clearance of your goods, which could result in storage charges arising.

All charges arising in relation to your consignment are required to be settled by Cash, Bank Cheque or Credit Card PRIOR to delivery of your goods.

NB: The above information is given as a guide only and is correct at the time of publication. It is your responsibility to ensure that all questions and details are completed fully and accurately.

AUTHORITY TO ACT FORM

Please complete this form and return it to us without delay to enable **Allied Pickfords** to act as your Agent in the clearance of your personal effects consignment through the Authorities.

NAME _____

PHONE: (H) _____ (B) _____

INTENDED LENGTH OF STAY: _____

NAME OF EMPLOYER: _____

POSITION EMPLOYED AS: _____

For *communication purposes*, please advise your *temporary residence* details (if applicable)

ADDRESS: _____

PHONE: _____

I, _____ hereby authorise **Allied Pickfords**, to perform on my behalf, the customs and quarantine formalities of my consignment of effects arriving per the vessel

After clearances are completed, please initiate the following action (Please nominate the appropriate instruction).

- 1) Deliver my consignment to my residence at _____

Please provide the following details:

Is it a ground floor residence? YES / NO If no, indicate floor

Is a lift available? YES / NO

Is the residence accessible to a large delivery vehicle? YES / NO

Indicate length of carry from nearest vehicle access to residence _____ metres

Please advise if any delivery access impediments

- 2) Deliver my consignment to your storage facility until further notice. YES / NO
I understand that all storage handling and rental charges will be my responsibility and will be settled in accordance with Allied Pickfords' conditions of removal and storage. .

NB If you require your goods to be stored, we would remind you to check the terms of your insurance policy. Most policies have limited storage cover, and require an extension to be arranged for extended storage periods. If you have any queries on this, you should contact your insurance company for clarification.

- 3) Notify me when clearances have been completed and I will arrange to collect my goods from your warehouse within 7 days, otherwise storage charges will be incurred.

SIGNED _____ DATE: _____

NAME: _____ REFERENCE: _____