



International Freight Logistics N.Z. Ltd

DDI +64 3 477 8269

Phone +64 3 477 8711

P O Box 597, Dunedin, 9054, New Zealand

Fax +64 3 477 8712

Website www.ifl.co.nz

Personal and Household effects

Import Clearance Guidelines

Documents IFL requires in order to complete the import clearance of your personal effects shipment is as follows:

- Completed and signed Unaccompanied Personal Baggage Declaration (UPBD)
- Fully itemised and numbered list of contents of import goods, which corresponds with the numbered boxes/packages of your consignment
- Clear, colour copies of photo page of passport and applicable VISA of all persons listed on the UPBD
- Freight invoice showing freight paid to ship consignment, if pre-paid at origin
- Purchase receipts for any new/un-used goods
- New Zealand Quarantine Declaration, completed by the party responsible for packing the container at origin

When your consignment consists of a vehicle and / or motorbike the following additional documentation is required:

- Completed Client Code application with corresponding required documentation – as per application (IFL will submit to NZ Customs on your behalf)
- Proof of ownership and proof of purchase date

**** Vehicle must be de-registered at origin****

All the above mentioned documents must be provided to IFL for import clearance to be completed, at least 72 hours prior to vessel arrival, to avoid clearance delays and additional charges

Please note: All documents must be completed by yourself, IFL cannot complete any documents on your behalf. Please ensure you know what items are restricted by looking on the New Zealand Customs and Ministry of Primary Industry websites:

www.customs.govt.nz – Info attached

www.biosecurity.govt.nz – Info attached