

## How to Complete the Australian Customs & Quarantine 'Unaccompanied Personal Effects Statement'

Please read the following information carefully before completing the form

- Only complete this form if the consignment to be shipped belongs to yourself;
- A separate form must be completed for each consignment e.g.: sea and air;
- All pages must be signed and dated at the bottom of each page;
- Always initial any errors;
- DO NOT use 'Twink', 'White Out' or any type of correction fluid to remove errors;
- Questions MUST be answered with a tick (☑) in the appropriate box (DO NOT use a cross ☒).

**Note:** If the form is not completed correctly or fully, then Customs will require another form to be completed in accordance with The Customs Act 1901 (as amended) and this WILL RESULT IN A DELAY and possible costs.

**IMPORTANT:** Every question must be answered **with the exception** of some questions of the first page.

### Page One:

- **Address and telephone number** - This must be an Australian residential address, **NOT** a PO Box or business address. Do not use the words "Care Of" or "C/-". It does not need to be the final destination where your effects will be delivered, we cannot ship your goods until we have an address in this field, also provide a contact phone number in Australia;
- **How I arrived or intend to arrive in Australia** - Enter your personal travel and arrival information into Australia, (not the shipping details for your personal effects being shipped);
- **How my personal effects arrived or will arrive** - Tick only the appropriate mail/air/sea box. The other shipping details will be completed by our agent in Australia;
- **Clearing your personal effects** - Leave this blank unless you are not going to be in Australia when your goods arrive, then complete your representatives details.

### Pages Two to Four:

- Section 2, Question 1 - **Did you pack the goods yourself:** If packed by Transworld International Removals, tick 'NO' and state 'Packed by Transworld International Removals';
- Section 5: If you tick any of the 'YES' boxes please list all items that are applicable;
- Section 5, Question 2 - **Alcoholic Liquor:** If you ticked 'YES' please include a complete detailed alcohol list of all spirits, wine and beer, including the amount left in open bottles;
- Section 5, Question 6 - **Goods owned less than 12 months:** You need to declare all goods that have been owned for less than 12 months – these items may attract duty and GST by Australian Customs. If you ticked 'YES', please provide details in the space provided;
- Section 7, Question 2 - **Food of Any Kind:** If there is ANY food in the consignment tick 'YES' and list the types of food, i.e. spices, dried food, tinned food. Please consult with Transworld regarding prohibited foods;
- Section 8, Question 2 - **Furniture:** If you have any wood, cane or bamboo items in the consignment tick the 'YES' box and state "As per Transworld International Removals Inventory" and also state "Fully Treated Domestic Furniture" if this is the case;
- Section 8, Question 4 - **Straw or Wood Packaging:** Transworld International Removals does not use straw or untreated wood in our packing. You can tick 'NO' for this question as long as you have not packed using these materials yourself.

### Deceased Estate:

If you are importing items from a deceased estate, we will require:

- A copy of the will and death certificate, or a letter from the Executors of the Estate stating that these items were bequeathed to you;
- A declaration from yourself, signed by a JP, stating your relationship to the deceased and that the items to be imported are not for lease, sale or hire.

### Passport Copies:

We will require a clear copy of your passport **signature/personal details page and photo page**, also include your spouse's if they are indicated on the form.

Non Australian citizens must also provide a copy of the passport page on which the entry stamp or visa is stamped or provide a copy of the visa letter if the visa is electronic.

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