



New Zealand Gazette

OF THURSDAY, 12 JUNE 2014

WELLINGTON: TUESDAY, 17 JUNE 2014 — ISSUE NO. 64

CUSTOMS RULES

CUSTOMS (ADVANCE NOTICE OF DEPARTURE)
RULES 2014

CUSTOMS (APPLICATION FOR CASE LICENCES)
RULES 2014

CUSTOMS (APPLICATION FOR CUSTOMS
CONTROLLED AREA LICENCES) RULES 2014

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CUSTOMS (OUTWARD CARGO REPORT) RULES 2014

CUSTOMS (INWARD CARGO REPORT) RULES 2014

PURSUANT TO THE
CUSTOMS AND EXCISE ACT 1996

NEW ZEALAND CUSTOMS SERVICE**CUSTOMS AND EXCISE ACT 1996****CUSTOMS (ADVANCE NOTICE OF DEPARTURE) RULES 2014**

Pursuant to section 288(1)(a) of the Customs and Excise Act 1996, the chief executive hereby makes the following rules prescribing the form and content of, and the particulars to be verified by declaration in, advance notices of departure required under section 34(a) of the Act and revokes the Customs (Outward Report) Rules 2004 and amendments made thereto.

RULES**1. Title, Commencement, Application and Purpose**

- (1) These rules may be cited as the Customs (Advance Notice of Departure) Rules 2014.
- (2) These rules shall come into force on 15 July 2014.
- (3) These rules shall apply for the purposes of submitting advance notices of departure required to be delivered under section 34(a) of the Act in respect of every departing craft which has as its destination a point outside New Zealand.
- (4) These rules revoke the Customs (Outward Report) Rules 2004 and amendments made thereto.

2. Interpretation

In these rules, unless the context otherwise requires:

- (a) The term "the Act" means the Customs and Excise Act 1996.
- (b) Any terms used in these rules which are defined in section 2 of the Act shall have the meanings given to them by that section.
- (c) "Commercial cargo" means all goods, except the personal effects of crew and passengers and stores for craft, carried or to be carried in or on any craft to a point outside New Zealand whether in the course of international trade or for the sale and supply of those goods.
- (d) "Small craft" means any ship or boat not used for hire or reward (for example privately owned and operated yachts and launches).

3. Form and Content of Advance Notices of Departure

Every advance notice of departure required under section 34(a) of the Act must be:

- (a) In Form C2 for ships or boats (other than small craft) and must contain the particulars specified in that form, accompanied by any applicable supporting documents as the chief executive may require;
- (b) In Form C2A for aircraft and must contain the particulars specified in that form, accompanied by any applicable supporting documents as the chief executive may require;
- (c) In Form C2B for small craft and must contain the particulars specified in that form, accompanied by any applicable supporting documents as the chief executive may require.

4. Provide answers and make declaration

The person making an advance notice of departure in any form specified under rule 3 must provide the answers pertaining to all matters as are required in or by that form and where the form requires a declaration to be made make such declaration

5. Notes

Where a prescribed form contains any explanatory or other notes such notes do not form part of the prescription but are intended for the guidance of the person making the advance notice of departure.

6. Revocation

The following rules are hereby revoked:

- (a) Customs (Outward Report) Rules 2004¹
 - (b) Customs (Outward Report) Amendment Rules 2006²
 - (c) Customs (Outward Report) Amendment Rules 2009³
-

SCHEDULE

Form C2



FORM C2 | MAY 2014

Advance notice of departure (Ships and boats other than small craft)

PART A : ARRIVAL DETAILS				
Name of ship		Port of departure		
Date of departure	Time of departure	Port of destination		
Name of person in charge		Name and address of ship's agent in New Zealand		
IMO number	Passenger capacity			
Gross register tonnes				
Summer loadline displacement (salt water, metric tonnes)				
Light weight of ship (salt water, metric tonnes)				
Segregated ballast tanks total tonnage (tankers only)				
LIST OF PORTS VISITED WHILE IN NEW ZEALAND ON THIS VOYAGE <i>(Please record on a separate sheet and attach if additional space is required)</i>				
New Zealand ports visited		Date of arrival	Date of departure	
1.				
2.				
3.				
4.				
5.				
LIST OVERSEAS PORTS EN ROUTE TO PORT OF DESTINATION <i>(Please record on a separate sheet and attach if additional space is required)</i>				
1.				
2.				
3.				
Total number of crew on arrival	Total number of crew disembarking in New Zealand	Total number of passengers on arrival	Total number of passengers disembarking in New Zealand	
CARGO				
Has cargo been loaded onto the craft in New Zealand, whether originating in New Zealand, or transhipped in New Zealand for export? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If YES, state the number of Outward Cargo Reports intended to be given and the names of the persons who will be giving them.				
Please record on a separate sheet and attach if additional space is required.				
Number				
TANKERS ONLY: Total tonnage of persistent (P) and non persistent (NP) oil carried				
New Zealand ports visited	P oil carried on arrival	P oil loaded	NP oil carried on arrival	NP oil loaded
1.				
2.				
3.				
4.				
5.				
DECLARATION				
I hereby declare that this Inward Report, comprising of Parts A, B, C and the electronically lodged inward crew and passenger lists, are true and correct.				
Signature of Person in Charge or Owner			Date	
PART B : SUPPORTING DOCUMENTS CHECKLIST				
NOTE: The crew and passenger lists are to be sent electronically (if applicable), all other identified applicable documents should be attached to this report:				
Crew list sent electronically	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Passenger list sent electronically	Yes <input type="checkbox"/> No <input type="checkbox"/>
Craft stores requisitions attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Controlled drugs and firearms list attached	Yes <input type="checkbox"/> No <input type="checkbox"/>
OFFICIAL USE: Documentation for Outward Report produced and Certificate of Clearance issued:				
Signature of Customs officer:			Date:	



**NEW ZEALAND
CUSTOMS SERVICE**
TE MANA ĀRAI O AOTEAROA

Advance notice of departure (Aircraft)

PART A : AIRCRAFT INFORMATION						
Operator			Owner			
Flight number			Aircraft registration number			
Country of registration			Date of departure			
Airport of departure			Airport of destination of flight			
Other airports visited en route						
PART B : CREW AND PASSENGER INFORMATION						
Passport or official travel document number	Issuing state or organisation for passport or official travel document	Surname	Given names	Date of birth	Gender	Traveller status (passenger, crew member, or in transit)
PART C : CARGO						
Was cargo loaded onto the aircraft in New Zealand, whether originating in New Zealand or transhipped in New Zealand for export? Yes <input type="checkbox"/> No <input type="checkbox"/>						
If YES, state the number of Outward Cargo Reports intended to be given and the names of the persons who will be giving them.						
Number						
PART D : SUPPORTING DOCUMENTS						
Cargo reports attached	Number electronic				Number manual	
DECLARATION						
I declare that all information contained in this Advance notice of departure is true and correct.						
Signature of Person in Charge or Owner Date						
NOTES						

Crew and passenger information: If not provided electronically in advance of arrival, it must be provided manually and accompany this form.

1. This report should be made at the final airport of departure in New Zealand.
2. Any other crew or passenger documentation used or produced must contain the same information as in this form.
3. Attach, as necessary, additional sheets for passenger, crew or cargo details.
4. **Advance notice of departure timeframe:** You are required to deliver the Advance notice of departure to Customs not less than 30 minutes before the intended time of departure of this aircraft.
5. **Cargo Report timeframe:** If providing electronically, it may be lodged up to 2 hours after departure. If provided manually, it must accompany this form.
6. **Crew and passenger information timeframe:** If providing electronically, it may be lodged up to 30 minutes after departure. If not, it must be provided in Part B of this form.

Form C2B



FORM C2B | MAY 2014

Advance notice of departure (small craft)

PART A : REGISTRATION DETAILS			
Name of small craft		Registration number	Date of registration
Country of registration		Port of registration	
Sail number		Home port	
Name of person in charge		Total number of persons on board	
PART B : DEPARTURE DETAILS			
Port of departure		Date of departure	Time of departure
Next overseas port		Intended date of return to New Zealand	Intended port of return
Intended itinerary	1.	2.	
	3.	4.	
COMMERCIAL CARGO (Please record on a separate sheet and attach if additional space is required)			
List all goods carried in or on the craft, whether in the course of international trade or for sale or supply in those goods, but excludes the personal effects of crew and passengers and stores for craft)			
FIREARMS (Please specify makes, models and serial numbers)			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
CONTROLLED DRUGS/MEDICINES ON BOARD (Please specify name and quantity)			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
STORES ON BOARD			
Spirits	Quantity		
Beer			
Wine			
Cigarettes/tobacco			
SMALL CRAFT STATUS			
Tick box that applies:			
Visiting overseas craft <input type="checkbox"/>		Departing New Zealand craft <input type="checkbox"/>	Craft being permanently exported <input type="checkbox"/>
Have you sold or otherwise disposed of any equipment from your craft while in New Zealand?			
Yes <input type="checkbox"/> Please provide details			
No <input type="checkbox"/>			
OFFICIAL USE ONLY			
TIE Number	New Zealand Safety Certificate number		Export entry number

PART C : CREW AND PASSENGER DETAILS (Person in Charge first)*(Please put surname in block letters and attach any additional details of crew members on a separate sheet)*

Surname		Surname	
First name/s		First name/s	
Nationality	Date of birth	Nationality	Date of birth
Passport number		Passport number	
Overseas contact address		Overseas contact address	
Next of kin, relationship		Next of kin, relationship	
Address/telephone of next of kin		Address/telephone of next of kin	
Surname		Surname	
First name/s		First name/s	
Nationality	Date of birth	Nationality	Date of birth
Passport number		Passport number	
Overseas contact address		Overseas contact address	
Next of kin, relationship		Next of kin, relationship	
Address/telephone of next of kin		Address/telephone of next of kin	
Surname		Surname	
First name/s		First name/s	
Nationality	Date of birth	Nationality	Date of birth
Passport number		Passport number	
Overseas contact address		Overseas contact address	
Next of kin, relationship		Next of kin, relationship	
Address/telephone of next of kin		Address/telephone of next of kin	
Surname		Surname	
First name/s		First name/s	
Nationality	Date of birth	Nationality	Date of birth
Passport number		Passport number	
Overseas contact address		Overseas contact address	
Next of kin, relationship		Next of kin, relationship	
Address/telephone of next of kin		Address/telephone of next of kin	

PART D : CRAFT DETAILS				
Craft type Yacht <input type="checkbox"/> Motor launch <input type="checkbox"/> Other (Specify) _____			Design	
Yacht rig Cutter <input type="checkbox"/> Sloop <input type="checkbox"/> Ketch <input type="checkbox"/> Yawl <input type="checkbox"/> Schooner <input type="checkbox"/>			Mast construction Alloy <input type="checkbox"/> Timber <input type="checkbox"/> Composite <input type="checkbox"/> Other (Specify) _____	
Hull construction Steel <input type="checkbox"/> Alloy <input type="checkbox"/> Ferro <input type="checkbox"/> Cement <input type="checkbox"/> Fibreglass <input type="checkbox"/> Composite <input type="checkbox"/> Other (specify) _____				
Length Metres <input type="checkbox"/> Feet <input type="checkbox"/>		Beam Metres <input type="checkbox"/> Feet <input type="checkbox"/>		Draught Metres <input type="checkbox"/> Feet <input type="checkbox"/>
Gross tonnage				
COLOURS				
Mast		Deckhouse/Superstructure (tops)		
Hull (above water line)		Deckhouse/Superstructure (sides)		
Hull (below water line)		Decks		
Dodgers/Sail covers		Sails		
ENGINE				
Make		Model		
Power (HP/Kw)		Passage speed under motor		
Fuel capacity		Fuel consumption		
ELECTRONICS				
Radar 1	Make	Model	Range	
Radar 2	Make	Model	Range	
SSB	Make	Model	Call sign	
VHF	Make	Model	Call sign	
HAM	Make	Model	Call sign	
Cellphone	Make	Model	Number	
INMARSAT voice	Make	Model	MMSA numbers	
INMARSAT fax	Make	Model	MMSA numbers	
INMARSAT data	Make	Model	MMSA numbers	
GPS 1	Make	Model		
GPS 2	Make	Model		
Radar detector (CARD)	Make	Model		
Radar reflector	Make	Model		
SART	Make	Model		
EPIRB 121.5/406mHz	Make	Model	Serial number (if 121.5 beacon)	

NOTES

- 1 **Advance notice of departure timeframe:** You are required to deliver the Advance notice of departure to Customs not less than 4 hours before the intended time of departure of the craft.
- 2 **Cash Reporting – NZ\$10,000 or more:** If you are carrying, whether on yourself or in your baggage, cash and/or BNI with a TOTAL value of NZ\$10,000 or more (or the foreign currency equivalent) you are required under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 to complete a Border Cash Report.
- BNI (Bearer negotiable instruments) include a bill of exchange, a cheque or bank draft, a promissory notes, a bearer bond, travellers cheques, stored value cards or travel cards, a money order, postal order or similar or any other negotiable instrument not already listed.
- False, misleading, or non-reporting of cash may result in the forfeiture and seizure of the cash.

WARNING

There are heavy penalties under New Zealand law for the illicit importation and exportation of drugs.
DRUG TRAFFICKING IS NOT WORTH THE RISK

OFFICIAL USE ONLY**Attached**

Passenger and crew details list/s attached	<input type="checkbox"/>
Craft photo/s (electronic or attached)	<input type="checkbox"/>
Departure card/s	<input type="checkbox"/>
New Zealand Safety Certificate (for New Zealand registered small craft only)	<input type="checkbox"/>

Dated at Wellington this 12th day of June 2014.

Carolyn Tremain
Chief Executive

Notice Under Section 288(7) of the Act.

Copies of these rules are available for inspection on the Customs Service website at:
www.customs.govt.nz/news/resources/legal/Pages/default.aspx
or at any of the following Customs Offices:

Auckland	–	The Customhouse 50 Anzac Avenue, Auckland Central, Auckland 1010
Wellington	–	The Customhouse 1 Hinemoa Street, Harbour Quays, Wellington
Christchurch	–	The Customhouse 6 Orchard Road, Christchurch Airport, Christchurch 8053
Dunedin	–	The Customhouse 32 Portsmouth Drive, South Dunedin, Dunedin 9012

Copies of these rules may be purchased from the New Zealand Customs Service, Private Bag 1928, Dunedin 9054.

¹*New Zealand Gazette*, 28 October 2004, No. 138, page 3412

²*New Zealand Gazette*, 9 November 2006, No. 132, page 3821

³*New Zealand Gazette*, 22 October 2009, No. 154, page 3747

NEW ZEALAND CUSTOMS SERVICE
CUSTOMS AND EXCISE ACT 1996
CUSTOMS (APPLICATION FOR CASE LICENCES) RULES 2014

Pursuant to section 288(1)(aab) of the Customs and Excise Act 1996, the chief executive hereby makes the following rules prescribing the form for the making of applications for CASE licences.

RULES

1. Title, Commencement, Application and Purpose

- (1) These rules may be cited as the Customs (Application for CASE Licences) Rules 2014.
- (2) These rules shall come into force on 15 July 2014.
- (3) These rules shall apply for the purposes of prescribing the forms with respect to any applications made pursuant to section 19C of the Act for a CASE licence.

2. Interpretation

- (1) In these rules, unless the context otherwise requires:
 - (a) The term "the Act" means the Customs and Excise Act 1996.
 - (b) Any terms used in these rules which are defined in section 2 of the Act shall have the meanings given to them by that section.
 - (c) "Prescribed form" or "form" means a form prescribed by the chief executive and set out in the schedule to these rules; and a reference to a numbered form is a reference to the form so prescribed and numbered.

3. Form of Application

- (a) An application for a CASE licence shall be in Form 2.
- (b) Every person making an application in the form referred to in paragraph 3(a) of this rule shall provide the information required to be completed in or by any such form

4. Notes

Where the prescribed form contains any explanatory or other notes such notes do not form part of the prescription but are intended to assist the applicant in the completion of the application.

APPLICATION FOR CASE LICENCE

Section 19C, Customs and Excise Act 1996

To the New Zealand Customs Service

at (Place)

Application is made for a CASE licence for the area specified in this application, for the purpose of storing goods for export (temporarily or otherwise) until they are transported (either directly or via another area or areas) to the place of shipment, and shipped.

1. Name of applicant:
Trading as (If applicable):

Note: (a) Registered company—full registered name and company registration number to be shown; and
(b) Partnership/sole trader—full names of all persons involved and trading name if applicable.

2. Address of applicant’s principal place of business:

3. Addresses of other places at which the applicant carries on, or proposes to carry on, business:

Note: (a) State full address, postal address, and telephone number for each place of business; and
(b) Indicate the nature of the business (or proposed business) at each place.

4. Legal description of area to be licensed as a CASE (Lot and DP number from Council area plan):

Note: A detailed plan of the area should accompany this application. The plan should contain specific reference to any place where goods subject to the control of the Customs will be stored or examined. Full details should be provided of any buildings, including dimensions, windows, doors, and the nature of construction.

5. Specific activity to be undertaken in the area to be licensed and the hours of operation:
.....

6. Any particular security measures that will be applied to the area to be licensed:
.....

7. Details of procedures and records used to account for the consolidating, packing, repacking, treating, or other handling and storage of goods subject to the control of the Customs (If applicable):
.....

8. Details of any CASE licence that the applicant currently holds or has previously held:

9. Details of any Customs-controlled area licence that the applicant currently holds or has previously held:

10. Estimate of cargo volumes for the next 3 years in respect of the area to be licensed:

11. Nature of cargo to be handled, and equipment for handling cargo in respect of the area to be licensed:
.....

12. Contact person nominated by the applicant for the purpose of discussing this application:

.....

Declaration

I,, declare that the particulars contained in this application are true and correct.

Signature of applicant: Date:

Dated at Wellington this 12th day of June 2014.

Carolyn Tremain
Chief Executive

Notice Under Section 288(7) of the Act.

Copies of these rules are available for inspection on the Customs Service website at:
www.customs.govt.nz/news/resources/legal/Pages/default.aspx
or at any of the following Customs Offices:

- | | | |
|--------------|---|--|
| Auckland | – | The Customhouse
50 Anzac Avenue, Auckland Central, Auckland 1010 |
| Wellington | – | The Customhouse
1 Hinemoa Street, Harbour Quays, Wellington |
| Christchurch | – | The Customhouse
6 Orchard Road, Christchurch Airport, Christchurch 8053 |
| Dunedin | – | The Customhouse
32 Portsmouth Drive, South Dunedin, Dunedin 9012 |

Copies of these rules may be purchased from the New Zealand Customs Service, Private Bag 1928, Dunedin 9054.

NEW ZEALAND CUSTOMS SERVICE**CUSTOMS AND EXCISE ACT 1996****CUSTOMS (APPLICATION FOR CUSTOMS CONTROLLED AREA LICENCES)
RULES 2014**

Pursuant to section 288(1)(aaa) of the Customs and Excise Act 1996, the chief executive hereby makes the following rules prescribing the forms for the making of applications for Customs controlled area licences.

RULES**1. Title, Commencement, Application and Purpose**

- (1) These rules may be cited as the Customs (Applications for Customs controlled area Licences) Rules 2014.
- (2) These rules shall come into force on 15 July 2014.
- (3) These rules shall apply for the purposes of prescribing the forms with respect to any application made pursuant to section 11 of the Act for a Customs controlled area licence.

2. Interpretation

In these rules, unless the context otherwise requires:

- (a) The term "the Act" means the Customs and Excise Act 1996.
- (b) Any terms used in these rules which are defined in section 2 of the Act shall have the meanings given to them by that section.
- (c) "Prescribed form" or "form" means a form prescribed by the chief executive and set out in the schedule to these rules; and a reference to a numbered form is a reference to the form so prescribed and numbered.

3. Form of Application

- (a) An application for a Customs controlled area licence shall be in Form 1.
- (b) Every person making an application in the form referred to in paragraph (a) of this rule shall provide the information required to be completed in or by any such form.

4. Notes

Where the prescribed form contains any explanatory or other notes such notes do not form part of the prescription but are intended to assist the applicant in the completion of the application.

SCHEDULE

RULE 3(a)

FORM 1

Application for Customs controlled area licence**Section 11, Customs and Excise Act 1996**

To the New Zealand Customs Service at: (nearest Customs port)

1 **Name of applicant:**
(Full registered company name or partnership/sole trader/trust names to be shown)

Trading as (where applicable):

2. **Full name and address of each company director/partner/trustees (if applicable):**.....
.....
.....3. **Application is hereby made for a Customs controlled area licence for the purposes of:**

Note: Delete the categories in (a) to (g) that are not appropriate. Customs should be consulted if you are unsure which purpose is appropriate.

- (a) The manufacture of goods specified in Part A of the Excise and Excise-equivalent Duties Table: (*manufacturing area*)
- (b) The deposit, keeping, or securing of imported or excisable goods, without payment of duty on the goods, pending the export of those goods: (*export warehouse*)
- (c) The temporary holding of imported goods for the purposes of the examination of those goods under section 151 of the Customs and Excise Act 1996 (including the holding of the goods while they are awaiting examination): (*general goods*)
- (d) The disembarkation, embarkation, or processing of persons arriving in or departing from New Zealand:
- (e) The processing of craft arriving in or departing from New Zealand or the loading or unloading of goods onto or from such craft:
- (f) The storage, by or for one of the following, of wine manufactured in New Zealand, where that wine cannot be physically accommodated within the manufacturing area in which it was manufactured: (*off-site storage area*)
 - (i) the manufacturer of the wine;
 - (ii) the first owner of the wine, if that person is not also the manufacturer of the wine;
- (g) The storage of imported goods, or goods manufactured in a manufacturing area, of a kind that are subject to duty, and on which such duty has not been paid, pending the sale of those goods to —
 - (i) persons departing to or arriving from a country outside New Zealand; (*duty-free shop*) or
 - (ii) persons exercising an entitlement to the supply of goods free of duty under the Customs and Excise Act 1996, or any other Act.

4. **Address of principal place of business of applicant:**.....
.....

PO Box number:

Contact numbers:

Email address:

5. **Address of other places at which the applicant carries on, or proposes to carry on business (indicate the nature of the business at each place):**.....
.....
.....6. **Legal description of the area to be licensed (eg, Lot and DP number):**.....
.....7 **Activity to be undertaken in the area to be licensed.**.....
.....

.....

8. What security measures are in place at the area to be licensed? (eg, alarms, cameras etc)

.....

.....

.....

9 If excisable goods are to be manufactured or stored in the area to be licensed, please list: (eg, wine, beer, spirits, fuel, tobacco)

.....

.....

.....

10. Names and position held of key contact personnel of the applicant

.....

.....

.....

Declaration

I hereby declare that the particulars contained in this application are true and correct.

Signature of applicant: .. Date: / /

Full name of signatory:

Designation of signatory:

General information

(a) This application should be accompanied by the following:

- (i) a letter supporting the application
- (ii) a site plan
- (iii) a copy of the Certificate of Incorporation of the company
- (iv) photo ID of persons listed under section 2

(b) An annual licence fee is payable in accordance with the scale set out in the First Schedule to the Customs and Excise Act 1996

(c) A security may be required as a condition of the procedure statement

(d) Further information may be required as set out in the Customs and Excise Act 1996, Section 11(2).

Privacy Act 1993

The personal information on this form will be used as part of the assessment of the licence application and may be input into a New Zealand Customs Service database.

The Privacy Act 1993 provides rights of access to and correction of personal information. You may gain access to and correct this information through any office of the New Zealand Customs Service.

Dated at Wellington this 12th day of June 2014.

Carolyn Tremain
Chief Executive

Notice Under Section 288(7) of the Act.

Copies of these rules are available for inspection on the Customs Service website at:
www.customs.govt.nz/news/resources/legal/Pages/default.aspx
or at any of the following Customs Offices:

- | | | |
|--------------|---|--|
| Auckland | – | The Customhouse
50 Anzac Avenue, Auckland Central, Auckland 1010 |
| Wellington | – | The Customhouse
1 Hinemoa Street, Harbour Quays, Wellington |
| Christchurch | – | The Customhouse
6 Orchard Road, Christchurch Airport, Christchurch 8053 |
| Dunedin | – | The Customhouse
32 Portsmouth Drive, South Dunedin, Dunedin 9012 |

Copies of these rules may be purchased from the New Zealand Customs Service, Private Bag 1928, Dunedin 9054.

NEW ZEALAND CUSTOMS SERVICE**CUSTOMS AND EXCISE ACT 1996****CUSTOMS (APPLICATION FOR JBMS USER REGISTRATION) RULES 2014**

Pursuant to section 288(1)(ha) of the Customs and Excise Act 1996, the chief executive hereby makes the following rules prescribing the form of application for registration as a JBMS user.

RULES**1. Title, Commencement, Application and Purpose**

- (1) These rules may be cited as the Customs (Application for JBMS user registration) Rules 2014.
- (2) These rules shall come into force on 15 July 2014.
- (3) These rules shall apply for the purposes of prescribing the form of application for registration as a user of the JBMS and the information to be provided in support of the application.

2. Interpretation

In these rules, unless the context otherwise requires:

- (a) The term "the Act" means the Customs and Excise Act 1996.
- (b) Any terms used in these rules which are defined in section 2 of the Act shall have the meanings given to them by that section.
- (c) "Trade Single Window" or "TSW" means a computer system that forms part of the JBMS.
- (d) Any reference to the submission of lodgements may refer to transmission via TSW or any other approved form of transmission.

3. Form of application

An application to be registered as a JBMS user shall be made in the following form:

- (a) In respect of any individual ordinarily resident in New Zealand who intends to submit lodgements to the JBMS, in Form 9 as set out in Schedule 1; or
- (b) In respect of any body corporate, unincorporated body or individual not ordinarily resident in New Zealand who intends to submit lodgements to the JBMS, in Form 9A as set out in Schedule 2; or
- (c) In respect of all other individuals, bodies corporate or unincorporated bodies who do not intend to submit lodgements to the JBMS, Form NZCS 224 as set out in Schedule 3.

4. Supporting documentation

- (1) In respect of an application made under rule 3(a), the following documents must be supplied:
 - (a) the birth certificate of the applicant; and
 - (b) a passport, or New Zealand driver's licence, or any other form of identification bearing a photo of the applicant that is acceptable to the chief executive as a comparable form of identification; and
 - (c) if the applicant is making the application in a name that is different from that on his or her birth certificate, the applicant must provide:

- (i) a marriage certificate
 - (ii) a dissolution of marriage order
 - (iii) a deed poll of change of name
 - (iv) any other comparable evidence of identity that is acceptable to the chief executive as evidence of the identity of the applicant.
 - (d) If any form of personal identification required by subclause (1) of this rule is not written in English, the applicant must provide an English translation of the personal identification, certified by a translator nominated by the chief executive.
- (2) In respect of an application made under rule 3(b), there must be supplied:
- (a) if the applicant is a body corporate, a Certificate of Incorporation; and
 - (b) in respect of any person nominated as a representative, the documents described in subclause (1) of this rule.
- (3) In respect of an application made under rule 3(c), the following documents must be supplied:
- (a) if the applicant is an individual, a copy of the applicant's passport or driver's licence;
 - (b) if the applicant is a body corporate, a Certificate of Incorporation; and
 - (c) in respect of all individuals for whom particulars are required, a copy of each individual's passport or driver's licence.

5. Notes

Where any prescribed form contains any explanatory or other notes such notes do not form part of the prescription but are intended for the guidance of the person in the completion of a report.

Schedule 1



Ministry for Primary Industries
Manatū Ahu Matua



FORM 9 | MAY 2014

Joint Border Management System - Registered User Application - Individual

Section 132 of the Customs and Excise Act 1996

For enquiries phone 0800 428 786

To apply for registration as a user of an integrated border management computerised system (JBMS), please supply the information as required.

Applicant Details

Surname: Previous names:
 First name: Alias:
 Date of birth: Country of birth:
 Gender: Occupation:

Identification details

Birth Certificate:
 Passport or Drivers Licence:

Contact Details - Home

Full Street Address: Full Postal Address:
 Suburb: Suburb:
 City: Post code: City: Post code:

Landline: Mobile: Email:
IMPORTANT: If you do not ordinarily reside in New Zealand, please nominate one or more individuals ordinarily resident in New Zealand as your representative on page 3.

Contact Details - Work

Company Name: Client code:
 Full Street Address: Full Postal Address:
 Suburb: Suburb:
 City: Post code: City: Post code:
 Business/DDI: Email: Web:

Usage Details

Select all of the following reasons you are registering as a user:

- ☐ Importing goods for your own use
☐ Exporting goods in your own name
☐ Entering excisable goods in your own name

And/or employed by:

- ☐ An agent/broker dealing in imports
☐ An agent/broker dealing in exports
☐ An agent/broker entering excisable goods
☐ An agent/broker reporting craft and/or cargo

- ☐ A company/entity that imports goods
☐ A company/entity that exports goods
☐ A company/entity entering excisable goods
☐ A company/entity reporting craft and/or cargo

Transmission Details

How do you or will you transmit lodgements to Customs? (Select all that apply)

- ☐ The Trade Single Window online lodgements Internet site operated by the New Zealand Customs Service and the Ministry for Primary Industries
☐ Trade Single Window via Direct Connect
☐ Trade Single Window using a messaging service provider: (State name of provider)
☐ The CusWeb internet site
☐ A commercial software package: (State name of software package)
☐ A system developed for your company

Client code details

If you are importing goods for your own use or exporting goods in your own name, or employed by or conducting business as a company/entity that imports or exports goods or a company/entity that is dealing in excisable goods, or reporting on craft or reporting on cargo (or carrying out more than 1 of these activities), state below the client code(s) for all the entities in whose name you wish to lodge entries or reports.

If you are employed by or conducting business as an agent/ a broker, state below the name(s) or client code(s) of the agent/broker company (or companies) in whose name you wish to lodge entries and/or reports.

Add link to Organisation/Brokerage? Yes ☐ No ☐ Organisation/Brokerage Client Code(s):

Remove link to Organisation/Brokerage? Yes ☐ No ☐ Organisation/Brokerage Client Code(s):

Authority to link attached: Yes ☐ No ☐

Authority to Link: For a TSW user to be linked requires the attachment of an endorsement from the organisation that user is requesting to be linked to. This should be on the organisation letterhead and be signed by a named responsible person within the company such as manager, user's supervisor or company officer.

Notification Preferences

To receive TSW notifications for lodgements - select ONE of the following notification methods:

No Notification Preferences <input type="checkbox"/>	Email <input type="checkbox"/>	Messaging (only available for B2B) <input type="checkbox"/>
Add name(s) to be notified:		Email:

If TSW notification preferences requested - select any/all of the following WCO lodgement types:

Import <input type="checkbox"/>	Export <input type="checkbox"/>	OCR <input type="checkbox"/>	CRE <input type="checkbox"/>	ICR <input type="checkbox"/>	ANA <input type="checkbox"/>	AND <input type="checkbox"/>	Excise <input type="checkbox"/>
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For the lodgement type requested - select any/all of the following lodgement status:

Cancelled <input type="checkbox"/>	Cleared <input type="checkbox"/>	Directions given <input type="checkbox"/>	Declaration Required <input type="checkbox"/>	Error <input type="checkbox"/>	Written Off <input type="checkbox"/>
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Criminal convictions

Note: Information on criminal convictions does not have to be provided if you meet the eligibility criteria of the Criminal Records (Clean Slate) Act 2004. Information on these criteria is available on the Ministry of Justice website.

Do you have convictions for any of the offences as specified in section 132B of the Customs & Excise Act 1996? Yes ☐ No ☐

If you answer "Yes", please list what these are:

.....

.....

.....

Please provide any further information you think is relevant to your conviction(s):

.....

.....

Declaration

I, (full name): of (address):

declare that the information I have provided is true, correct and complete in every particular.

Signature of applicant: Date:

Note: Making a declaration that is erroneous in a material particular is an offence under the Customs and Excise Act 1996. Making a false declaration may be an offence under the Biosecurity Act 1993, the Food Act 1981, and the Agricultural Compounds and Veterinary Medicines Act 1997.

Nominated Representative Page

This page is to be completed if you are required to nominate a person as your representative. Please submit supplementary pages if more than one representative is required.

Representative Details

Passport or Drivers Licence.....
Mandatory - a copy must be submitted with the application

Surname:..... Previous names:

First name:..... Alias:.....

Date of birth:..... Country of birth:.....

Gender:..... Occupation:.....

Contact Details – Home

Full Street Address:..... Full Postal Address:.....

Suburb:..... Suburb:.....

City:..... Post code:..... City:..... Post code:.....

Landline:..... Mobile:..... Email:.....

Contact Details – Work

Company Name:..... Client code:.....

Full Street Address:..... Full Postal Address:.....

Suburb:..... Suburb:.....

City:..... Post code:..... City:..... Post code:.....

Business/DDI:..... Email:..... Web:.....

Criminal convictions

Note: Information on criminal convictions does not have to be provided if you meet the eligibility criteria of the Criminal Records (Clean Slate) Act 2004. Information on these criteria is available on the Ministry of Justice website.

Do you have convictions for any of the offences as specified in section 132B of the Customs & Excise Act 1996? Yes ☐ No ☐

If you answer "Yes", please list what these are:

.....
.....
.....

Please provide any further information you think is relevant to your conviction(s):

.....
.....

Declaration

I, (full name):..... of (address).....

declare that the information I have provided is true, correct and complete in every particular.

Signature of nominated representative:..... Date:.....

Note: Making a declaration that is erroneous in a material particular is an offence under the Customs and Excise Act 1996. Making a false declaration may be an offence under the Biosecurity Act 1993, the Food Act 1981, and the Agricultural Compounds and Veterinary Medicines Act 1997.

Privacy Statement

The information that is being collected on this form will enable the New Zealand Customs Service to –

- ☐ conduct a security check on you; and
- ☐ decide whether or not to register you as a user of the Joint Border Management System to enter goods, report cargo, or report craft; and
- ☐ verify the correctness of entries, cargo reports, and craft reports you may lodge; and
- ☐ contact you as may be required.

The New Zealand Customs Service and the Ministry for Primary Industries may also collect and use information in this form for border management and border-related risk management purposes

under the Customs and Excise Act 1996 and the Biosecurity Act 1993.

The information in this form will be stored on a secure database managed by the New Zealand Customs Service and Ministry for Primary Industries.

Under the Privacy Act 1993 you have the right to request access to, and correction of, any personal information you have provided or that the New Zealand Customs Service or the Ministry for Primary Industries holds on you. Information may be withheld from you for the reasons (for refusal of requests) listed in Part 4 of the Privacy Act. You may request access and correction through any office of the New Zealand Customs Service, or any office of the Ministry for Primary Industries.

Schedule 2



Ministry for Primary Industries
Manatū Ahu Matua



FORM 9A | MAY 2014

Joint Border Management System – Registered User Application - Organisation

Section 132 of the Customs and Excise Act 1996

For enquiries phone 0800 428 786

To apply for registration as a user of an integrated border management computerised system (JBMS), please supply the information as required.

Organisation Details

Company Name:.....

Company Registration Number:..... GST/IRD Number:.....

Full Street Address:..... Full Postal Address:.....

Suburb: Suburb:

City:..... Post code:..... City:..... Post code:.....

Business:..... Fax:..... Mobile:.....

Email:..... Web:

Nominated Representative

Passport or Drivers Licence.....
Mandatory - a copy must be submitted with the application

IMPORTANT: If you are an overseas organisation or New Zealand-based organisation then you must nominate one or more individuals ordinarily resident in New Zealand as your representative. Representatives will have access to your or your organisation's information and will have access to amend this information. Please submit supplementary pages if more than one representative is required.

Surname:..... Previous names:

First name: Alias:.....

Date of birth:..... Country of birth:.....

Gender:..... Occupation:.....

Full Street Address:..... Full Postal Address:.....

Suburb: Suburb:

City:..... Post code:..... City:..... Post code:.....

Landline:..... Mobile:..... Email:.....

Business/DDI:..... Email:..... Web:.....

Criminal Convictions (To be completed by nominated representative)

Note: Information on criminal convictions does not have to be provided if you meet the eligibility criteria of the Criminal Records (Clean Slate) Act 2004. Information on these criteria is available on the Ministry of Justice website.

Do you have convictions for any of the offences as specified in section 132B of the Customs & Excise Act 1996? Yes ☐ No ☐

If you answer "Yes", please list what these are:

Please provide any further information you think is relevant to your conviction(s):

Signature of representative: Date:

Note: Making a declaration that is erroneous in a material particular is an offence under the Customs and Excise Act 1996. Making a false declaration may be an offence under the Biosecurity Act 1993, the Food Act 1981, and the Agricultural Compounds and Veterinary Medicines Act

Usage details

Select all of the following reasons you are registering as a user:

- | | |
|---|--|
| <input type="checkbox"/> An agent/broker dealing in imports | <input type="checkbox"/> A company/entity that imports goods |
| <input type="checkbox"/> An agent/broker dealing in exports | <input type="checkbox"/> A company/entity that exports goods |
| <input type="checkbox"/> An agent/broker entering excisable goods | <input type="checkbox"/> A company/entity entering excisable goods |
| <input type="checkbox"/> An agent/broker reporting craft and/or cargo | <input type="checkbox"/> A company/entity reporting craft and/or cargo |

Transmission details

How do you or will you transmit lodgements to Customs? (Select all that apply)

- ☐ The Trade Single Window online lodgements Internet site operated by the New Zealand Customs Service and the Ministry for Primary Industries
- ☐ Trade Single Window via Direct Connect
- ☐ Trade Single Window using a messaging service provider: (State name of provider)
- ☐ The CusWeb Internet site
- ☐ A commercial software package: (State name of software package)
- ☐ A system developed for your company

Notification Preferences

To receive TSW notifications for lodgements - select ONE of the following notification methods:

No Notification Preferences <input type="checkbox"/>	Email <input type="checkbox"/>	Messaging (only available for B2B) <input type="checkbox"/>
Add name(s) to be notified:		Email:

If TSW notification preferences requested - select for the following WCO lodgement types:

Import <input type="checkbox"/>	Export <input type="checkbox"/>	OCR <input type="checkbox"/>	CRE <input type="checkbox"/>	ICR <input type="checkbox"/>	ANA <input type="checkbox"/>	AND <input type="checkbox"/>	Excise <input type="checkbox"/>
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For the lodgement type requested - select any/all of the following lodgement status:

Cancelled <input type="checkbox"/>	Cleared <input type="checkbox"/>	Directions given <input type="checkbox"/>	Declaration Required <input type="checkbox"/>	Error <input type="checkbox"/>	Written Off <input type="checkbox"/>
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Declaration

I, (full name):position.....

of (organisation).....

declare that the information I have provided is true, correct and complete in every particular.

Signature of applicant: Date:

Note: Making a declaration that is erroneous in a material particular is an offence under the Customs and Excise Act 1996. Making a false declaration may be an offence under the Biosecurity Act 1993, the Food Act 1981, and the Agricultural Compounds and Veterinary Medicines Act 1997.

IMPORTANT INFORMATION**Privacy Statement**

The information that is being collected on this form will enable the New Zealand Customs Service to –

- ☐ conduct a security check on you; and
- ☐ decide whether or not to register you as a user of the Joint Border Management System to enter goods, report cargo, or report craft; and
- ☐ verify the correctness of entries, cargo reports, and craft reports you may lodge; and
- ☐ contact you as may be required.

The New Zealand Customs Service and the Ministry for Primary Industries may also collect and use information in this form for border management and border-related risk management purposes

under the Customs and Excise Act 1996 and the Biosecurity Act 1993.

The information in this form will be stored on a secure database managed by the New Zealand Customs Service and Ministry for Primary Industries.

Under the Privacy Act 1993 you have the right to request access to, and correction of, any personal information you have provided or that the New Zealand Customs Service or the Ministry for Primary Industries holds on you. Information may be withheld from you for the reasons (for refusal of requests) listed in Part 4 of the Privacy Act. You may request access and correction through any office of the New Zealand Customs Service, or any office of the Ministry for Primary Industries.

Schedule 3



Ministry for Primary Industries
Manatū Ahu Matua



NZCS 224
MAY 2014

Joint Border Management System - Client Registration Application

Please refer to notes on reverse before completing form. Not for use for overseas suppliers

Email to clientcodes@customs.govt.nz or fax to 09 927 8015. For enquiries phone 0800 428 786.

Please tick all of the following which apply

Company <input type="checkbox"/>	Sole Trader <input type="checkbox"/>	Partnership <input type="checkbox"/>	Individual <input type="checkbox"/>
Port Authority <input type="checkbox"/>	Excise Client <input type="checkbox"/>	Brokerage <input type="checkbox"/>	Freight forwarder <input type="checkbox"/>
Shipping company <input type="checkbox"/>	Shipping agent <input type="checkbox"/>	Diplomatic <input type="checkbox"/>	Carrier <input type="checkbox"/>

Will you be:	Exporting <input type="checkbox"/>	Importing <input type="checkbox"/>	Both <input type="checkbox"/>	Other <input type="checkbox"/>
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Food Importer:	Do you wish to be an importer under the Food Act 1981? Yes <input type="checkbox"/>
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Please indicate if you consider yourself to be a Maori Business (for statistical purposes only) ☐

Full company/partnership/sole trader/individual name – including trading name (refer note 2 on reverse):

.....
 Company Registration Number: GST/IRD Number:
 Full Street Address: Full Postal Address:
 Suburb:
 City:
 Postcode:

Landline Phone: Fax Number: Mobile Number:

Email Address: Web Address:

Contact Name: Position in organisation:

Email Address: Phone: Fax:

If company or partnership - full particulars of all directors/shareholders to be listed on reverse

If sole trader or individual – Date of birth: Country of birth:

Payment Account Details (if applicable)

Customs deferred account number: Ministry for Primary Industries account number:

OPTIONAL: Set TSW Brokerage Access

Please indicate if you wish to restrict the use of your code to nominated Brokers only? Yes ☐ No ☐

If yes, Brokerage Name: Brokerage Code (if known):

(attach a supplementary list if more than one broker

Optional: Please advise Customs Broker of the code at email:

DECLARATION (refer Note 4 on reverse)

I (position) of
 declare that the information provided is true and correct.

Signature: Date:

Date: Processing Officer: Client Code:

Full particulars of all directors/shareholders/partners/sole trader/individual (refer note 3 below)

1.	Surname	Given Names	Date of Birth	Identification Type	Number
2.	Surname	Given Names	Date of Birth	Identification Type	Number
3.	Surname	Given Names	Date of Birth	Identification Type	Number
4.	Surname	Given Names	Date of Birth	Identification Type	Number
5.	Surname	Given Names	Date of Birth	Identification Type	Number
6.	Surname	Given Names	Date of Birth	Identification Type	Number

IMPORTANT INFORMATION**NOTES:**

1. You must tick ALL boxes that apply.
2. A copy of your company's Certificate of Incorporation must be attached, also details of trading name if different from registered company name. For Partnerships & Sole Traders, trading name (if applicable) is required. Private individuals must supply photo ID, passport or drivers licence.
3. A copy of the passport biography details page is the preferred ID for all names listed including directors/partners/contact persons and signatory of form, however, if no passport exists please provide a copy of that person's driver's licence. All directors / partners must be listed. Add a supplementary page if required.
4. The application must be completed and signed by an authorised person of the entity concerned (for example an officer of the company or a Customs broker) or the importer/exporter of the goods.
5. **Incomplete applications will be rejected and returned for completion.**
6. Please note you are required to keep business records in New Zealand pursuant to section 95 of the Customs and Excise Act 1996.
7. Applications can be lodged electronically to email clientcodes@customs.govt.nz or, if you do not have access to email, faxed to 09 927 8015.
8. For enquiries phone 0800 428 786.

The information on the client registration application form (and any subsequent customs entries) may be supplied to Statistics New Zealand for use in official statistics.

The personal information on this form will be used as part of the assessment of the client registration application in accordance with the Customs and Excise Act 1996 and for border-related risk management.

The New Zealand Customs Service and the Ministry for Primary Industries may collect and use information for border management and border-related risk management purposes under the Customs and Excise Act 1996 and the Biosecurity Act 1993. This information will be stored on a secure joint New Zealand Customs and Ministry for Primary Industries database. Under the Privacy Act 1993 you have the right to request access and correction of any personal information you have provided or that the New Zealand Customs Service or the Ministry for Primary Industries holds on you. Information may be withheld from you for the reasons (for refusal of request) listed in Part 4 of the Privacy Act 1993. You may request access and correction through any office of the New Zealand Customs Service, or any office of the Ministry for Primary Industries.

For Food Importers

This information is being collected for the purpose of listing importers of food for sale and for border-related risk management. The collection of information is authorised by the Food (Importer Listing) Standard 2008 issued under section 11C of the Food Act 1981. The provision of this information is necessary in order to process an application for listing. The Biosecurity Act 1993 was amended in 2012 to define the meaning of biosecurity to include functions, duties, or powers relating to managing risks associated with the movement of goods into or out of New Zealand under the Food Act 1981.

All information provided to the Ministry for Primary Industries for the purposes of listing importers of food for sale is official information and subject to the Official Information Act 1982. If a request is made under that Act for information you have provided in this application, the Ministry for Primary Industries will consider any such request taking into account its obligation under the Official Information Act 1982 and any other applicable legislation.

Set TSW broker access –

This is an optional field that allows you to nominate a specific brokerage or group of brokers who can use your client registration code to make lodgements through TSW. If no selection is made, then any brokerage will be able to make lodgements on your behalf.

Dated at Wellington this 12th day of June 2014.

Carolyn Tremain
Chief Executive

Notice Under Section 288(7) of the Act.

Copies of these rules are available for inspection on the Customs Service website at www.customs.govt.nz/news/resources/legal/Pages/default.aspx or at any of the following Customs Offices:

- | | | |
|--------------|---|--|
| Auckland | – | The Customhouse
50 Anzac Avenue, Auckland Central, Auckland 1010 |
| Wellington | – | The Customhouse
1 Hinemoa Street, Harbour Quays, Wellington |
| Christchurch | – | The Customhouse
6 Orchard Road, Christchurch Airport, Christchurch 8053 |
| Dunedin | – | The Customhouse
32 Portsmouth Drive, South Dunedin, Dunedin 9012 |

Copies of these rules may be purchased from the New Zealand Customs Service, Private Bag 1928, Dunedin 9054.

NEW ZEALAND CUSTOMS SERVICE
CUSTOMS AND EXCISE ACT 1996
CUSTOMS (OUTWARD CARGO REPORT) RULES 2014

Pursuant to section 288(1)(ca) of the Customs and Excise Act 1996, the chief executive hereby makes the following rules prescribing the form and manner in which outward cargo reports are to be made.

RULES

1. Title, Commencement, Application and Purpose

- (1) These rules may be cited as the Customs (Outward Cargo Report) Rules 2014.
- (2) These rules shall come into force on 15 July 2014
- (3) These rules shall apply for the purposes of prescribing the form and manner in which outward cargo reports required under section 37A are to be made.

2. Interpretation

In these rules, unless the context otherwise requires:

- (a) The term "the Act" means the Customs and Excise Act 1996.
- (b) Any terms used in these rules which are defined in section 2 of the Act shall have the meanings given to them by that section.
- (c) "WCO message" means a message in the format made in accordance with the requirements set out in the World Customs Organisation Data Model 3
- (d) "Legacy message" means a message in the format set out in Customs' version of the D03A version of the UN/EDIFACT CUSCAR and the *EDI Message Implementation Guidelines for Outward Report Message and Customs Response Message*.
- (e) "Trade Single Window" or "TSW" means the Trade Single Window, a computer system forming part of the JBMS.

3. Manner in which report to be made

Every report required under section 37A is to be made electronically in a format to be determined based on rules 4 and 5.

4. Submitter may elect message format

- (1) For the purposes of Rule 5, a person responsible for making a report may elect to make the report as either:
 - (a) A WCO message, in the format specified in Schedule 1; or
 - (b) A legacy message in format E5 as specified in Schedule 2.

5. Content of report

- (1) The content of a report lodged in the format described in rule 4(1)(a) shall be:
 - (a) For all craft, the particulars specified in Schedule 1.

(2) The content of a report lodged in the format described in rule 4(1)(b) shall be:

- (a) In respect of all commercial cargo carried on a craft, one or more reports containing the particulars specified in Schedule 3 which, when taken together, report all commercial cargo carried on that craft, and:
 - (i) In respect of cargo carried by a ship or boat that is packed in a shipping container (other than a full container load or bulk container), a consolidation outward cargo report containing the particulars in Schedule 4; or
 - (ii) In respect of any consolidated cargo consignment carried by an aircraft, a consolidation outward cargo report containing the particulars in Schedule 5.

6. Notes

Where any prescribed form contains any explanatory or other notes such notes do not form part of the prescription but are intended for the guidance of the person in the completion of a report.

Schedule 1**WCO Message
Outward Cargo Report****General Requirements**

- (a) The information submitted in the message must be true, correct and complete in every particular.
- (b) Users who lodge OCRs through the use of the JBMS must use the unique user identifier (UUI otherwise known as the PIN) issued to him or her by the Trade Single Window (TSW).
- (c) The PIN will be used in place of the signature and will be the equivalent of the signature of the user.
- (d) In this Schedule, the term "electronic format" means an electronic message format made in accordance with the requirements set out in the World Customs Organization Data Model 3 and the *NZ Trade Single Window Message Implementation Guidelines for Outward Cargo Report*.
- (e) If the information provided in accordance with the message content below is no longer true, correct and complete in every particular, then the related OCR that has been submitted must be either cancelled or replaced or changed in accordance with this schedule.
- (f) All fields in the OCR must be completed unless stated below.

NEW LODGEMENT**Report**

Select "**Outward Cargo Report**".

Submitter

The Submitter's Code must be stated.

Note:

The Submitter's code is issued by Trade Single Window for the system (trading partner) sending the transaction. Once sent the Submitter Code cannot be amended.

DECLARATION**Senders Reference Number**

A unique reference number created by the Submitter must be stated. The Sender's Reference Number must be the same on all subsequent adjustment transactions for an OCR.

CRAFT DETAILS**Carrier Code**

The unique identification code issued by Trade Single Window for the Carrier must be stated where the OCR is provided by the Carrier.

Carrier Name

The name of the transporting carrier providing the transport of goods from New Zealand must be stated if known. It may be provided when the OCR is submitted by a Consolidator.

The craft is the vessel/ship or aircraft that is departing to a point outside New Zealand with the exported goods.

Craft Name or Flight Number

The vessel/ship's registered name (if by sea) or the flight number (if by air) must be stated.

Voyage Number

For exports by sea, the voyage number must be obtained from the Carrier and stated.

IMO/Lloyds Number

For exports by sea, the International Maritime Organisation (IMO)/Lloyds number should be stated, if known.

Date of Departure

The date of departure of the craft from New Zealand must be stated, in the format CCYYMMDD. For example, 12 June 2013 would be 20130612.

Port of Departure

The port where the goods are expected to be loaded for shipment to a point outside New Zealand must be selected. This field must state the 5-character port of loading code (UN/LOCODE) available from www.unesce.org and Customs.

Itinerary

The countries through which the goods will be routed between the country of origin and the final destination must be stated in actual sequence starting with "1".

Country of routing

Each country, using the country code based on ISO 3166-1 two alpha country code standard available from www.iso.org, must be stated.

CONSOLIDATION

Where consignments are being consolidated into one large or master consignment and the OCR is reporting a consolidated shipment, then the box asking if this OCR is a consolidated OCR must be checked and further information in relation to the consolidation must be stated or may be stated for third party delivery notification.

Consolidator Code

The consolidator code issued by Trade Single Window must be stated.

Consolidator Name

The name of the party that will consolidate the consignment must be stated.

Master Bill**Booking Reference**

Where the OCR is a consolidated OCR, then the master bill number or the booking reference number must be stated to state the bill of lading type.

Containers

For consolidation OCRs, where the goods are being exported by sea, information on the containers relating to the consolidation OCR must be stated, the sequence number must be sequentially provided to identify the containers, starting with "1".

Container Number

The container number for each container in the consolidation OCR must be provided as a continuous string with the prefix, identification and check number and excluding any spaces e.g. ABCU1234560.

Container Status

The code value **"Full, contains multiple LCL consignments"** must be selected for each container in a consolidated OCR.

Note:

"Full, contains multiple LCL consignments" means more than one consignment has been packed into the container. The container contains multiple less than full container load (LCL) consignments that individually do not occupy the full space available in a container. The consignments must have at least two different consignees in New Zealand. Another name commonly used and synonymous with this definition is FAK (freight all kinds).

Delivery Notification

For consolidation OCRs, where third party notification is required, then information on the delivery party may be stated.

Party Code

The TSW organisation, person or client code should be stated where delivery notification to a third party is required.

Party Name

Where the Party Code is not known or a Party Code has not been assigned, the Party Name of the delivery notification party must be stated.

Email

Where the Party Code is not known or a Party Code has not been assigned, the Email address of the delivery notification party must be stated.

Note:

By completing this information the delivery notification party will be notified when the consolidation OCR is accepted.

OVERRIDE REQUEST**Override Indicator**

The override indicator option may be selected to request a previously reported error or to direct the report to a Customs officer for manual processing. The box **"Override Indicator"** must be checked and the reason for the override or manual processing reason must be stated (a free text field).

Note:

By checking the box and providing a reason, the field will automatically override the normal automatic processing procedures.

ADDITIONAL DOCUMENTS

Documents can be attached to the electronic message.

Document Type**Document Reference Number**

Where an additional document or documents relating to the outward cargo report is/are available, each document type must be selected and the document reference number for each document must be stated.

Attachment Type**Attachment**

The Attachment Type must be stated, e.g. **"Attachment PDF"** and the name of the attachment stated.

ADDITIONAL INFORMATION

The details related to additional documents supplied as part of a declaration or sought as part of a response need to be provided

Type**Additional Information Text****REMARKS**

This free text field may be used by the sender to state additional information in relation to the OCR declaration.

CONSIGNMENTS

The details about the transport between a consignor and a consignee must be provided, as specified in the transport contract document.

Consignment number

The sequential number to identify each consignment must be stated starting from **"1"**. At least one consignment must be present.

If new consignments are subsequently added to the OCR, the consignment number of the new consignment should be a continuation of the existing consignment number series.

If consignments are subsequently deleted from the OCR, the consignment number of the deleted consignment must not be reused.

Bill Details**Bill Type**

For each consignment the bill type must be stated:

"Bill of Lading"

"Master Bill"

"House Way Bill"

"Booking Reference"

Bill Number

The bill of lading or master bill or house way bill number must also be stated for each consignment.

Export Delivery Order Number*Note:*

The Export Delivery Order Number is a TSW-assigned clearance number for the consignment. Specify the customs clearance number for the bill number specific to the consignment.

Unique Consignment Number

The Unique Consignment Reference may be included here, if known.

Note:

The unique consignment number relates to any unique reference number that has been assigned to the consignment. The concept of a single, unique consignment reference number that can be used for tracing and verification purposes is only starting to gain some usage internationally, but is commonly used for express freight consignments.

Schedule 2

**Legacy Message (Format E5)
Outward Cargo Report**

Summary Information

Submitter reference number
Submitter code
Party qualifier
Outward report number
Carrier name
Transport stage qualifier
Voyage number
Transport mode
Craft name/flight number
Port of departure
Country/ies of destination
Date of departure
Container number
Container status

Consignment Information

Consignment number
Customs clearance number
Bill type
Bill number

Schedule 3**Craft carrying any commercial cargo, one or more outward cargo reports*****Particulars to be provided in Outward Cargo Report*****General Requirements**

- (a) All fields in the report must be completed unless otherwise stated below.
- (b) A single report can only cover cargo for a single vessel or flight on a single date. A separate report must be made where more than one vessel/flight or date is involved.
- (c) Reference in this Schedule to a "UNECE Port Code" or a "UNECE Country Code" means the code set out in the United Nations Economic Commission for Europe *Trade Facilitation Code Lists*. The codes can be accessed from the UNECE website location www.unece.org/cefact

Notes:

- (i) The particulars required in this Schedule relate to Customs' version of the D03A version of the UN/EDIFACT CUSCAR data elements. This Customs' version is referred to as the Outward Cargo Report message. If a submitter's software package uses an earlier version of the CUSCAR data elements than D03A, it will not provide for the required data elements, and therefore cannot be used to transmit the E5 format.
- (ii) Various different brands of software packages containing the E5 Outward Cargo Report format exist. This Schedule sets out the particulars Customs requires in relation to the craft and its cargo. It does not include data particulars required merely to tag and separate data segments or to enable and track the electronic message interchange. Thus this Schedule should be read in conjunction with the Customs publication *EDI Message Implementation Guidelines for Outward Report Message and Customs Response Message*, which sets out those data particulars.
- (iii) Some software brands or systems will automatically complete certain particulars, while other brands or systems require the submitter to insert those particulars. If the software or system being used by a submitter has automatically completed a field listed in this Schedule, this means it has been "inserted" for the purposes of this Schedule.
- (iv) The titles of the particulars and the order in which they appear in this Schedule may differ from the titles and order presented in a submitter's software package.
- (v) In this Schedule, the term "insert" includes cause to be transmitted.
- (vi) In this Schedule, the term "notes" is followed by explanatory comment.

Field Requirements**SUMMARY INFORMATION****Submitter Reference Number**

Insert in this field a unique alphanumeric identifier of no more than 14 characters.

Notes:

- (i) This field is used as a means of identifying a submitter's Outward Cargo Report within the JBMS.
- (ii) The unique alphanumeric identifier should therefore be from the submitter's own administrative system.

Submitter Code

Insert in this field the client code issued by the Customs to the person or company that is submitting the report.

Notes:

- (i) The code consists of eight digits plus a check letter.
- (ii) The code required in this field is the client code issued to the person or business submitting the report, not any individual declarant code issued to the person submitting the report.

(iii) A code for a new client will be issued by Customs on application.

Party Qualifier

- (a) When the operator of the vessel or aircraft, or the agent for that operator, is submitting the report, insert in this field the code **"CH"**.
- (b) When another carrier or a wholesaler that shares or sells space aboard the vessel or aircraft, or the agent for such a carrier or wholesaler is submitting the report, insert the code **"CA"**.

Note:

For the purposes of requirement (a), operator means the principal shipping company or airline that has leased or chartered the vessel or aircraft for the journey from New Zealand, or where no lease or charter exists, the shipping line or airline in whose name the vessel or aircraft is registered.

Outward Report Number

Leave this field blank.

Note:

This number is automatically created by the JBMS.

Carrier Name

When the report is being lodged by other than the operator of the craft, insert in this field up to 35 characters, in order, of the full name of the operator of the vessel or aircraft for which the report is being made. Otherwise leave this field blank.

Note:

For the purposes of this requirement, "operator" means the principal shipping company or airline that has leased or chartered the vessel or aircraft for the journey from New Zealand, or where no lease or charter exists, the shipping line or airline in whose name the vessel or aircraft is registered.

Transport Stage Qualifier

Insert in this field the code **"20"** standing for Main Carriage Transport.

Voyage Number

When making a report in relation to a craft departing by sea, insert in this field the voyage number of the vessel departure for which the report is being made.

Note:

When making a report in relation to a craft departing by air, this field should be left blank.

Transport Mode

Insert in this field the mode of transport of the craft in respect of which the report is being made. Insert the code **"1"** for sea transport or the code **"4"** for air transport.

Craft Name or Flight No.

- (a) When making a report in respect of a craft departing by sea, insert in this field up to 30 characters, in order, of the registered name of the craft.
- (b) When making a report in respect of a craft departing by air, insert in this field the flight number allocated to the craft's departure.

Port of Departure

Insert in this field the five-character UNECE Port Code for the port from which the vessel or aircraft in respect of which the report is being made is expected to depart New Zealand for a point overseas.

Countries of Destination

Insert in this/these field/s the two-character UNECE Country Code/s for the final country of destination of the flight or voyage, and for each country in which it is intended the vessel or aircraft will call en route.

Date of Departure

Insert in this field the date on which the vessel or aircraft in respect of which the report is being made departed or is expected to depart New Zealand. The date must be stated in the format yyyy/mm/dd, where yyyy represents the year, mm represents the sequential number of the month in the year, and dd represents the day of the month.

CONTAINER INFORMATION**Container Number and Container Status**

Leave these fields blank.

Note:

These fields are used when the format is being used to submit a Consolidation Outward Cargo Report of consignments packed or to be packed in a single sea freight FAK or LCL container.

Consignment Information*Note:*

Up to 9,999 consignment lines can be listed on a single report.

Consignment Number

Insert a unique sequential number for each consignment line, starting with the number "1".

Bill Number

- (a) When the mode of transport is sea, for each shipment loaded onto the vessel in New Zealand (whether originating in New Zealand or transhipped for export in New Zealand), insert in this/these field/s the number of either the booking reference or the ocean bill of lading issued for the shipment.
- (b) When the mode of transport is air, for each consignment loaded onto the craft in New Zealand (whether originating in New Zealand or transhipped for export in New Zealand), insert in this/these field/s the number of the master air waybill issued for the consignment.
- (c) Where two or more Customs clearance numbers as required in the Customs Clearance Number field below relate to one Bill Number, repeat the Bill Number to allow for insertion of the applicable number of Customs clearance numbers.

Customs Clearance Number

For each consignment loaded onto the craft in New Zealand (whether originating in New Zealand or transhipped for export in New Zealand), insert in this/these field/s the Customs clearance number or numbers issued to authorise loading for export of the consignment. Where the Customs clearance number is unknown, insert "unknown".

Bill Type

For each corresponding number shown in the Bill Number field, insert in this field the code denoting the bill type. Insert the code "BN" where the number shown is a booking reference number. Insert the code "BM" where the number shown is a Bill of Lading number. Insert the code "MB" where the number shown is a master air waybill. Insert the code "HWB" where the number shown is a house air waybill number.

Schedule 4**Ship or boat carrying any commercial cargo packed in a shipping container, a separate consolidation outward cargo report****General Requirements**

- (a) All fields in the report must be completed unless otherwise stated below.
- (b) A single report can only cover one container. A separate report must be made for each container.
- (c) Reference in this Schedule to a "UNECE Port Code" or a "UNECE Country Code" means the code set out in the United Nations Economic Commission for Europe *Trade Facilitation Code Lists*. The codes can be accessed from the UNECE website location www.unece.org/cefact

Notes

- (i) The particulars required in this Schedule relate to Customs' version of the D03A version of the UN/EDIFACT CUSCAR data elements. This Customs' version is referred to as the Outward Cargo Report message. If a submitter's software package uses an earlier version of the CUSCAR data elements than D03A, it will not provide for the required data elements and therefore cannot be used to transmit the E5 format.
- (ii) Various different brands of software packages containing the E5 Outward Cargo Report format exist. This Schedule sets out the particulars Customs requires in relation to the craft and its cargo. It does not include data particulars required merely to tag and separate data segments or to enable and track the electronic message interchange. Thus this Schedule should be read in conjunction with the Customs publication *EDI Message Implementation Guidelines for Outward Report Message and Customs Response Message*, which sets out those data particulars.
- (iii) Some software brands or systems will automatically complete certain particulars, while other brands or systems require the submitter to insert those particulars. If the software or system being used by a submitter has automatically completed a field listed in this Schedule, this means it has been "inserted" for the purposes of this Schedule.
- (iv) The titles of the particulars and the order in which they appear in this Schedule may differ from the titles and order presented in a submitter's software package.
- (v) In this Schedule, the term "insert" includes cause to be transmitted.
- (vi) In this Schedule, the term "notes" is followed by explanatory comment.

Field Requirements**SUMMARY INFORMATION****Submitter Reference Number**

Insert in this field a unique alphanumeric identifier of no more than 14 characters.

Notes:

- (i) This field is used as a means of identifying a submitter's Outward Cargo Report within the JBMS.
- (ii) The unique alphanumeric identifier should therefore be from the submitter's own administrative system.

Submitter Code

Insert in this field the client code issued by the Customs to the person or company that is submitting the report.

Notes:

- (i) The code consists of eight digits plus a check letter.
- (ii) The code required in this field is the client code issued to the person or business submitting the report, not any individual declarant code issued to the person submitting the report.
- (iii) A code for a new client will be issued by Customs on application.

Party Qualifier

Insert in this field **"CS"** standing for consolidator.

Outward Report Number

Leave this field blank.

Note:

This number is automatically created by the JBMS.

Carrier Name

Insert in this field up to 35 characters, in order, of the full name of the operator of the vessel on which the container is to be exported.

Note:

For the purposes of this requirement, "operator" means the principal shipping company that has leased or chartered the vessel for the journey from New Zealand, or where no lease or charter exists, the shipping line in whose name the vessel is registered.

Transport Stage Qualifier

Insert in this field the code **"20"** standing for Main Carriage Transport.

Voyage Number

Insert in this field the voyage number of the vessel departure on which the container is to be exported.

Transport Mode

Insert in the code **"1"** standing for sea transport.

Craft Name or Flight No.

Insert in this field up to 30 characters, in order, of the registered name of the vessel on which the container will be exported.

Port of Departure

Insert in this field the five-character UNECE Port Code for the port from which the vessel in respect of which the report is being made is expected to depart New Zealand for a point overseas.

Countries of Destination

Insert in this/these field/s the two-character UNECE Country Code/s for the final country of destination of the voyage, and for each country in which it is intended the vessel will call en route.

Date of Departure

Insert in this field the date on which the vessel in respect of which the report is being made is expected to depart New Zealand. The date must be stated in the format yyyy/mm/dd, where yyyy represents the year, mm represents the sequential number of the month in the year, and dd represents the day of the month.

CONTAINER INFORMATION**Container Number and Container Status**

Insert in this field the number of the container into which the consignments have been or will be packed.

Consignment Information

Note:

Up to 9,999 consignment lines can be listed on a single report.

Consignment Number

Insert a unique sequential number for each consignment line, starting with the number "1".

Bill Number

- (a) For each consignment within the consolidation, insert in this/these field/s the number of either the booking reference or the bill issued for that consignment by the consolidator or freight forwarder.
- (b) Where two or more Customs clearance numbers as required in the Customs Clearance Number field below relate to one Bill Number, repeat the Bill Number to allow for insertion of the applicable number of Customs clearance numbers.

Customs Clearance Number

For each consignment within the consolidation, insert in this/these field/s against the corresponding Bill Number/s, every Customs clearance number issued to authorise loading of the consignment. Where the Customs clearance number is unknown, insert "unknown".

Bill Type

For each corresponding number shown in the Bill Number field, insert in this field the code denoting the bill type. Insert the code "BN" where the number shown is a booking reference number. Insert the code "BM" where the number shown is a Bill of Lading number.

Schedule 5

Aircraft carrying any consolidated cargo consignments, a separate consolidation outward cargo report

General Requirements

- (a) All fields in the report must be completed unless otherwise stated below.
- (b) A single report can only cover cargo for a single flight on a single date. A separate report must be made where more than one flight or date is involved.
- (c) Reference in this Schedule to a UNECE Port Code or a UNECE Country Code means the code set out in the United Nations Economic Commission for Europe *Trade Facilitation Code Lists*. The codes can be accessed from the UNECE website location www.unece.org/cefact

Notes:

- (i) The particulars required in this Schedule relate to Customs' version of the D03A version of the UN/EDIFACT CUSCAR data elements. This Customs' version is referred to as the Outward Cargo Report message. If a submitter's software package uses an earlier version of the CUSCAR data elements than D03A, it will not provide for the required data elements, and therefore cannot be used to transmit the E5 format.
- (ii) Various different brands of software packages containing the E5 Outward Cargo Report format exist. This Schedule sets out the particulars Customs requires in relation to the craft and its cargo. It does not include data particulars required merely to tag and separate data segments or to enable and track the electronic message interchange. Thus this Schedule should be read in conjunction with the Customs publication *EDI Message Implementation Guidelines for Outward Report Message and Customs Response Message*, which sets out those data particulars.
- (iii) Some software brands or systems will automatically complete certain particulars, while other brands or systems require the submitter to insert those particulars. If the software or system being used by a submitter has automatically completed a field listed in this Schedule, this means it has been inserted for the purposes of this Schedule.
- (iv) The titles of the particulars and the order in which they appear in this Schedule may differ from the titles and order presented in a submitter's software package.
- (v) In this Schedule, the term "insert" includes cause to be transmitted.
- (vi) In this Schedule, the term "notes" is followed by explanatory comment.

Field Requirements

SUMMARY INFORMATION

Submitter Reference Number

Insert in this field a unique alphanumeric identifier of no more than 14 characters.

Notes:

- (i) This field is used as a means of identifying a submitter's Outward Cargo Report within the JBMS.
- (ii) The unique alphanumeric identifier should therefore be from the submitter's own administrative system.

Submitter Code

Insert in this field the client code issued by the Customs to the person or company that is submitting the report.

Notes:

- (i) The code consists of eight digits plus a check letter.
- (ii) The code required in this field is the client code issued to the person or business submitting the report, not any individual declarant code issued to the person submitting the report.
- (iii) A code for a new client will be issued by Customs on application.

Party Qualifier

Insert in this field "CS" standing for consolidator.

Outward Report Number

Leave this field blank.

Note:

This number is automatically created by the JBMS.

Carrier Name

Insert in this field up to 35 characters, in order, of the full name of the operator of the aircraft on which the cargo is to be exported.

Note:

For the purposes of this requirement, "operator" means the principal airline that has leased or chartered the aircraft for the journey from New Zealand, or where no lease or charter exists, the airline in whose name the aircraft is registered.

Transport Stage Qualifier

Insert in this field the code "20" standing for Main Carriage Transport.

Voyage Number

Leave this field blank.

Transport Mode

Insert in this field the code "4" standing for air transport.

Craft Name or Flight No.

Insert in this field the flight number allocated to the departure of the craft on which the cargo is to be exported. When the flight number is not known at the time of making the report, insert "COURIER".

Port of Departure

Insert in this field the five-character UNECE Port Code for the port from which the aircraft in respect of which the report is being made is expected to depart New Zealand for a point overseas.

Countries of Destination

Insert in this/these field/s the two-character UNECE Country Code/s for the final country of destination of the flight, and for each country in which it is intended the aircraft will call en route.

Date of Departure

Insert in this field the date on which the aircraft in respect of which the report is being made is expected to depart New Zealand. The date must be stated in the format yyyy/mm/dd, where yyyy represents the year, mm represents the sequential number of the month in the year, and dd represents the day of the month.

Container Information

Leave these fields blank.

Consignment Information*Note:*

Up to 9,999 consignment lines can be listed on a single report.

Consignment Number

Insert a unique sequential number for each consignment line, starting with the number **"1"**.

Bill Number

- (a) For each consignment within the consolidation, insert in this/these field/s the number of the house air waybill issued for that consignment by the consolidator or freight forwarder.
- (b) Where two or more Customs clearance numbers as required in the Customs Clearance Number field below relate to one Bill Number, repeat the Bill Number to allow for insertion of the applicable number of Customs clearance numbers.

Customs Clearance Number

For each consignment within the consolidation, insert in this/these field/s against the corresponding Bill Number/s, every Customs clearance number issued to authorise loading of the consignment. Where the Customs clearance number is unknown, insert **"unknown"**.

Bill Type

For each corresponding number shown in the Bill Number field, insert in this field the code the code **"HWB"** standing for house air waybill number denoting.

Dated at Wellington this 12th day of June 2014.

Carolyn Tremain
Chief Executive

Notice Under Section 288(7) of the Act.

Copies of these rules are available for inspection on the Customs Service website at
www.customs.govt.nz/news/resources/legal/Pages/default.aspx
or at any of the following Customs Offices:

- | | | |
|--------------|---|--|
| Auckland | – | The Customhouse
50 Anzac Avenue, Auckland Central, Auckland 1010 |
| Wellington | – | The Customhouse
1 Hinemoa Street, Harbour Quays, Wellington |
| Christchurch | – | The Customhouse
6 Orchard Road, Christchurch Airport, Christchurch 8053 |
| Dunedin | – | The Customhouse
32 Portsmouth Drive, South Dunedin, Dunedin 9012 |

Copies of these rules may be purchased from the New Zealand Customs Service, Private Bag 1928, Dunedin 9054.

NEW ZEALAND CUSTOMS SERVICE
CUSTOMS AND EXCISE ACT 1996
CUSTOMS (INWARD CARGO REPORT) RULES 2014

Pursuant to section 288(1)(aa) of the Customs and Excise Act 1996, the chief executive hereby makes the following rules prescribing the form and manner in which inward cargo reports are to be made.

RULES

1. Title, Commencement, Application and Purpose

- (1) These rules may be cited as the Customs (Inward Cargo Report) Rules 2014.
- (2) These rules shall come into force on 15 July 2014.
- (3) These rules shall apply for the purposes of prescribing the form and manner in which inward cargo reports required under section 21A are to be made.

2. Interpretation

In these rules, unless the context otherwise requires:

- (a) The term "the Act" means the Customs and Excise Act 1996.
- (b) Any terms used in these rules which are defined in section 2 of the Act shall have the meanings given to them by that section.

3. Form of report

Any report required in relation to commercial cargo under section 21A of the Act shall contain the particulars specified in Schedule 1.

4. Manner in which report to be made

All reports shall be submitted electronically using the message format E4 specified in Schedule 2.

5. Notes

Where any prescribed form contains any explanatory or other notes such notes do not form part of the prescription but are intended for the guidance of the person in the completion of a report.

Schedule 1**PARTICULARS TO BE PROVIDED IN INWARD CARGO REPORTS****General Requirements***Requirements*

- a) All fields in the report must be completed unless otherwise stated below.
- b) A single report can only cover cargo to be imported on a single vessel or flight on a single date. A separate report must be made where more than one vessel/flight or date is involved.
- c) Reference in this schedule to a "UNECE Port Code" means the five-character port code set out in the United Nations Economic Commission for Europe **Trade Facilitation Code Lists**. The codes can be accessed from the UNECE website location www.unece.org/cefact/locode/service/main.htm

Notes:

- i. The particulars required in this schedule relate to New Zealand Customs' version of the D98A version of the UN/EDIFACT CUSCAR data elements. This New Zealand Customs version is referred to as the Electronic Cargo Information report message, or ECI report. If a submitter's software package uses an earlier version of the CUSCAR data elements than D98A, it will not provide for reporting of sea freight, and therefore cannot be used to transmit the E4 format for sea craft.
- ii. Various different brands of software packages containing the E4 Inward Cargo Report format exist. This schedule sets out the particulars New Zealand Customs requires in relation to the goods and their transport. It does not include data particulars required merely to tag and separate data segments or to enable and track the electronic message interchange. Thus this schedule should be read in conjunction with the New Zealand Customs publication "*EDI Message Implementation Guidelines for Electronic Cargo Information*", which sets out those data particulars.
- iii. Some software brands or systems will automatically complete certain particulars, while other brands or systems require the submitter to insert those particulars. If the software or system being used by a submitter has automatically completed a field listed in this Schedule, this means it has been "inserted" for the purposes of this Schedule.
- iv. The titles of the particulars and the order in which they appear in this schedule may differ from the titles and order presented in a submitter's software package.
- v. In this schedule, the term "insert" includes "cause to be transmitted".
- vi. In this schedule, the term "requirements" is followed by the specific particulars to be provided, while the terms "notes" is followed by explanatory comment.

Field Requirements**Summary Information****Submitter Reference Number***Requirement:*

Insert in this field a unique alphanumeric identifier of no more than 14 characters.

Notes:

- i. This field is used as a means of identifying a submitter's Inward Cargo Report within the JBMS.
- ii. The unique alphanumeric identifier should therefore be from the submitter's own administrative system.

Submitter Code*Requirement:*

Insert in this field the client code issued by the New Zealand Customs Service to the person or company that is transmitting the report.

Notes:

- i. The code consists of 8 digits plus a check letter.
- ii. The code required in this field is the client code issued to the person or business transmitting the report, not the individual declarant code issued to the person transmitting the report.
- iii. A code for a new client will be issued by Customs on application.

Party Qualifier*Requirement:*

If the holder of the client code stated in the *Submitter Code* field of the report is the operator of the vessel or aircraft for which the report is being made, or the agent for that operator, insert in this field the code "CA" standing for carrier. In all other cases, insert the code "CS".

Note:

For the purposes of this requirement, "operator" means the principal shipping company or airline that has leased or chartered the vessel or aircraft for the journey to New Zealand, or where no lease or charter exists, the shipping line or airline in whose name the vessel or aircraft is registered.

ECI Number*Requirement:*

Leave this field blank.

Note:

This number is automatically created by the JBMS.

Carrier Name*Requirement:*

Insert in this field up to 35 characters, in order, of the full name of the operator of the vessel or aircraft for which the report is being made.

Note:

For the purposes of this requirement, "operator" means the principal shipping company or airline that has leased or chartered the vessel or aircraft for the journey to New Zealand, or where no lease or charter exists, the shipping line or airline in whose name the vessel or aircraft is registered.

Consolidator Name*Requirement*

If the report is not being made by or on behalf of the operator of the vessel or aircraft, insert in this field up to 35 characters, in order, of the full name of the party for which the report is being made.

Notes:

- i. For the purposes of this requirement, "operator" means the principal shipping company or airline that has leased or chartered the vessel or aircraft for the journey to New Zealand, or where no lease or charter exists, the shipping line or airline in whose name the vessel or aircraft is registered.
- ii. If the report is being made by or on behalf of the operator of the vessel or aircraft, leave this field blank.

- iii. This field effectively requires the name of the space sharer, code sharer, integrator, consolidator or other such reporting party to be shown. So if the code "CS" is required to be shown in the *Party Qualifier* field, then this field must be completed.

Remarks*Note:*

Completion of this field is optional. It may be used to convey any additional information (not elsewhere provided for) relating to the report, which the person making the report believes is relevant to the processing of that report. However it is not to be used to satisfy any requirement specified for any other field on the entry. Nor is it to be relied upon that the content will be read and acted upon by Customs.

Port of Arrival/Departure*Requirement:*

Insert in this field the UNECE Port Code for the New Zealand port at which the vessel or aircraft for which the report is being made is expected to first arrive.

Date of Arrival/Departure*Requirement:*

Insert in this field the date on which the vessel or aircraft for which the report is being made is expected to arrive at its first New Zealand port. The date must be stated in the format yyyy/mm/dd, where "yyyy" represents the year, "mm" represents the sequential number of the month in the year, and "dd" represents the day of the month.

Transport Mode*Requirements:*

Insert in this field the mode of transport of the craft for which the report is being made. Insert the code "1" for sea transport or the code "4" for air transport.

Craft Name or Flight No.*Requirements:*

- a) When making a report for craft arriving by sea, insert in this field up to 30 characters, in order, of the registered name of the vessel for which the report is being made.
- b) When making a report for craft arriving by air, insert in this field the flight number allocated to the aircraft arrival for which the report is being made.

Voyage Number*Requirement:*

When making a report for craft arriving by sea, insert in this field the voyage number of the vessel arrival for which the report is being made.

Notes:

- i The voyage number is a sequential number that identifies the particular voyage of the vessel concerned. The voyage number may be obtained from the shipping company or agent.
- ii When goods are imported by air, this field should be left blank.

*ECI Type**Requirement:*

Insert in this field the code "10" standing for "Import".

Full/Part Indicator*Requirement:*

If the report is a report of all cargo aboard the craft, insert in this field the letter "Y" standing for "yes". If the report is not a report of all cargo aboard the craft, insert the letter "N" standing for "No".

Note:

As space sharers, code sharers, wholesalers or other parties may report their cargo separately, submitters should check with the craft operator before inserting "Y", to ensure this is accurate.

Container Information*Requirement:*

These fields should only be completed when the consignments covered by the report are to be imported by sea, and one or more of the consignments have been packed into a shipping container/s.

Note:

When none of the consignments covered by the report have been packed into a shipping container/s, or the consignments are to be imported by air, these fields should be left blank.

Container Number*Requirement:*

Insert in this/these fields the serial number of each shipping container carried on the vessel for which the report is being made, including empty containers.

Container Size/Type Code*Requirement:*

Insert in this/these fields the two-digit code listed in annex A to this schedule that represents the size and type of the corresponding container listed in the "container number" field.

Container Status*Requirement:*

For each corresponding container number listed in the "container number" field, insert in this field one of the following codes according to the status of the container:

- a) Where the container is an empty shipping container, insert the code "4" standing for "Empty".
- b) Where the container contains consignments listed in the report for only one ultimate consignee, insert the code "5" standing for "Full Load", except where the code inserted in the "package type" field for the goods within the consignment is VG, VQ, VL, VY, VR or VO (relating to bulk forms).
- c) Where the container contains consignments listed in the report for only one ultimate consignee, and the code inserted in the "package type" field for the goods within the consignments is VG, VQ, VL, VY, VR or VO (relating to bulk forms), insert the code "8" standing for "Bulk".
- d) Where the container contains the goods of more than one ultimate consignee, or the container includes consignments not listed in the report, insert the code "7" standing for "Less than a Container Load".

Notes:

- i For the purposes of requirements b), c) and d), "ultimate consignee" means the person or entity in New Zealand or other country of destination (not being the carrier, freight forwarder, consolidator or other such intermediary) by whom the goods have been bought or obtained from the overseas supplier.
- ii An example of a container that falls under requirement d) is one whose transport has been booked by a freight forwarder or consolidator who has packed it with Freight All Kinds (FAK). While the freight forwarder or consolidator may have received an FCL bill of lading from the shipping company, the container contains the consignments of more than one consignee, therefore the status is "LCL".
- iii Requirements relating to the "package type" field for the item/s within a consignment are set out under the section "Consignment and Goods Item Information" below.

Attached Equipment Indicator*Requirement:*

For each corresponding container number listed in the "container number" field, specify in this field whether or not there are any reefer generators attached to either the inside or outside of the container. Insert "Y" for "Yes" or "N" for "No".

Prohibited Packaging Indicator*Requirement:*

- a) Where a container listed in the "container number" field has a Status of empty, and the carrier named in the "carrier name" field holds a New Zealand Ministry for Primary Industries Container Quarantine Declaration (QD) fully completed by the supplier, for each corresponding container for which such a QD is held, specify in this field the answer shown to the Prohibited Packaging question on the QD. Where the answer shown on the QD is "Yes" insert "Y". Where the answer shown is "No" insert "N". Where the carrier named in the "carrier name" field does not hold a New Zealand Ministry for Primary Industries Container Quarantine Declaration (QD) fully completed by the supplier, for each corresponding empty container for which such a QD is not held, insert in this field "Y" standing for "Yes".
- b) For each container listed in the "container number" field that has a status of other than empty, insert in this field "Y" standing for "Yes".

Notes:

- i. MPI advises it is the responsibility of the overseas supplier of the container to provide a QD for any container destined for import into New Zealand. Where a shipping company is importing empty containers, that shipping company is the supplier. Carriers transporting empty containers to New Zealand on behalf of other shipping companies should arrange to receive QDs for those containers prior to lodging the Inward Cargo Report message
- ii. As empty containers should not include packaging, it is expected the answer under requirement a) will generally be "No", but this does not preclude the requirement for the carrier to hold a fully completed QD.
- iii. If the carrier holds a QD from the supplier for an empty container but that QD is not fully completed, a fully completed QD is not held, meaning "N" must be inserted in this field.
- iv. MPI does not require QD information to be shown on the report for other than empty containers, as the importer of non-empty containers will need to lodge a QD. Therefore requirement b) requires this field to be defaulted to "Y" for non-empty containers.
- v. Information about prohibited packaging can be obtained by contacting the Ministry for Primary Industries, or from their website at www.MPI.govt.nz

Quarantine Code*Requirement:*

- a) Where a container listed in the "container number" field has a status of empty, and the carrier named in the "carrier name" field holds a New Zealand Ministry for Primary Industries Container Quarantine Declaration (QD) fully completed by the supplier, for each corresponding container for which such a QD is held, specify in this field the answer shown to the Cleanliness question on the QD. Insert "F" if the QD declares the container has been fumigated but not cleaned; insert "C" if the QD declares the container has been internally and externally cleaned but not fumigated; or insert "B" if the QD declares the container has been both fumigated and internally and externally cleaned. If the QD declares the container has not been cleaned or fumigated, leave this field blank. Where the carrier named in the "carrier name" field does not hold a New Zealand Ministry for Primary Industries Container Quarantine Declaration (QD) fully completed by the supplier, for each corresponding empty container for which such a QD is not held, leave this field blank.
- b) For each container listed in the "container number" field that has a status of other than empty, leave this field blank.

Notes:

- i. MPI advises that it is the responsibility of the overseas supplier of the container to provide a QD for any container destined for import into New Zealand. Where a shipping company is importing empty containers, that shipping company is the supplier. Carriers transporting empty containers to New Zealand on behalf of other shipping companies should arrange to receive QDs for those containers prior to lodging the Inward Cargo Report message
- ii. If the carrier holds a QD from the supplier for an empty container but that QD is not fully completed, a fully completed QD is not held, meaning this field must be left blank.
- iii. MPI does not require QD information to be shown on the report for other than empty containers, as the importer of non-empty containers will need to lodge a QD. Therefore requirement b) requires this field to be defaulted to blank for non-empty containers.
- iv. Information about container cleaning and fumigation requirements can be obtained by contacting the Ministry for Primary Industries, or from their website at www.MPI.govt.nz.

Consignment Information*Requirements:*

- a) Separate consignment details are required for each consignment carried on the craft that is destined for New Zealand, or that is to be transhipped in New Zealand for export to any country, or that will be in transit in New Zealand for transport to or through the USA.
- b) A separate consignment line is required for each empty container.

Note:

Up to 9,999 consignments can be listed on a single report.

Consignment Number*Requirement:*

For each consignment carried on the craft that is destined for New Zealand, or that is to be transhipped in New Zealand for export to any country, or that will be in transit in New Zealand for transport to or through the USA, insert in this field a unique sequential number, starting with the number "1".

Note:

"*Transhipped in New Zealand for export*" means discharged in New Zealand for loading onto another international craft for export, without entering the commerce of New Zealand. "*In transit*" means to be exported from New Zealand aboard the craft on which the consignment arrived, without entering the commerce of New Zealand, and without being unpacked in New Zealand. "*For transport to or through the USA*" means the consignment is either destined for the USA, or the craft on which it is carried is to call in the USA on route to its destination.

Bill Number*Requirement:*

Insert in this/these field/s the serial number of the bill or waybill relating to each consignment carried on the craft that is destined for New Zealand, or that is to be transhipped in New Zealand for export to any country, or that will be in transit in New Zealand for transport to or through the USA.

Bill Type*Requirement:*

For each corresponding number listed in the "Bill Number" field, insert the code denoting the bill type. For imports by sea, insert "BM" standing for "Bill of Lading". For imports by air, where the air waybill whose number is stated in the Bill Number field has been issued by an airline, insert "MB" standing for "Master Waybill". For imports by air, where the air waybill whose number is stated in the Bill Number field has been issued by other than an airline, insert "HWB" standing for "House Waybill".

Port of Loading*Requirement:*

Insert in this field the UNECE Port Code for the first overseas port at which the consignment whose bill number is shown in the Bill Number field was loaded aboard an international flight or vessel for ultimate export to New Zealand.

Place of Transhipment*Requirement:*

- a) For each consignment destined for New Zealand, where the vessel or flight specified in the "Vessel/Flight Number" field of the report is not the only vessel that carried the consignment on its journey to New Zealand, insert in this field the UNECE Port Code for the overseas port at which the consignment was loaded aboard the vessel or flight number specified in the "Vessel/Flight Number" field of the report.
- b) For each consignment to be transhipped in New Zealand for export, insert in this field the UNECE Port Code for the New Zealand port at which the consignment will be loaded aboard the vessel or flight that will transport it from New Zealand.

Notes:

- i. If the consignment is destined for New Zealand, and the vessel or flight specified in the "Vessel/Flight Number" field of the report is the only vessel that carried the consignment on its journey to New Zealand, leave this field blank.

- ii. *"Transhipped in New Zealand for export"* means discharged in New Zealand for loading onto another international craft for export, without entering the commerce of New Zealand.

Port of Discharge

Requirement:

- a) For each consignment destined for New Zealand, insert in this field the UNECE Port Code for the first New Zealand port at which the goods are expected to be unloaded from the craft specified in the "Vessel/Flight Number" field.
- b) For each consignment to be transhipped in New Zealand for export to any country, or that will be in transit in New Zealand for transport to or through the USA, insert in this field the UNECE Port Code for the first overseas port at which the consignment is expected to be unloaded from the craft that will export it from New Zealand.

Note

"Transhipped in New Zealand for export" means discharged in New Zealand for loading onto another international craft for export, without entering the commerce of New Zealand. *"In transit"* means to be exported from New Zealand aboard the craft on which the consignment arrived, without entering the commerce of New Zealand, and without being unpacked in New Zealand. *"For transport to or through the USA"* means the consignment is either destined for the USA, or the craft on which it is carried is to call in the USA on route to its destination.

Port of Delivery

Requirement:

If the port to which the carrier has undertaken to deliver the consignment is different to the port specified in the field "Port of Discharge", insert in this field the UNECE Port Code for that port of delivery.

Note:

If the port to which the carrier has undertaken to deliver the consignment is the port specified in the field "Port of Discharge", leave this field blank

Place of (Final) Delivery

Requirement:

If the final port to which the consignment will be delivered is different to the port specified in the "Port of Discharge" or "Port of Delivery" fields, insert in this field the UNECE Port Code for that port of delivery.

Note:

If the final port to which the consignment will be delivered is the port specified in either the "Port of Discharge" or "Port of Delivery" fields, leave this field blank

Container Pack Location

Requirement:

If the consignment is packed in a shipping container, and the port at which it was packed is different to the port specified in the field "Port of Loading", insert in this field the UNECE Port Code for that port of packing.

Note:

If the consignment is not packed in a shipping container, or the port at which the consignment was packed is the port specified in the field "Port of Loading", leave this field blank

Country of Origin*Requirement:*

Leave this field blank.

Note:

This field is only required when the ECI report is being lodged to seek Customs clearance of imported goods, and is not to be completed for Inward Cargo Reports.

Consignee Name*Requirement:*

- a) For each consignment destined for New Zealand, and for each consignment carried by a craft that will arrive in New Zealand directly from Australia, insert in this/these fields up to 35 characters of the consignee name that appears on each bill or waybill whose number is shown in the corresponding Bill Number field, in the order in which they appear on that bill or waybill.
- b) For each consignment carried by a craft that will arrive in New Zealand other than directly from Australia, and that will be in transit in New Zealand for transport to or through the USA, insert in this/these fields up to 35 characters of the name of the ultimate consignee of each consignment, in order.
- c) For each consignment carried by a craft that will arrive in New Zealand other than directly from Australia, and that is to be transhipped in New Zealand for export to any country, and for which a freight agent in New Zealand will lodge the Transshipment for Export Entry 24 hours prior to arrival of the craft on which it will be imported into New Zealand, insert in this/these fields up to 35 characters of the consignee name that appears on each bill or waybill whose number is shown in the corresponding Bill Number field, in the order in which they appear on that bill or waybill. If a freight agent in New Zealand will not be lodging the Transshipment for Export Entry 24 hours prior to arrival of the craft on which it will be imported into New Zealand, insert in this/these fields up to 35 characters of the name of the ultimate consignee of each such consignment, in order.

Notes:

- i. For the purposes of requirements b) and c), "ultimate consignee" means the party (not being the carrier, freight forwarder, consolidator or other such intermediary) that has bought or obtained the goods from the overseas supplier.
- ii. "*Transhipped in New Zealand for export*" means discharged in New Zealand for loading onto another international craft for export, without entering the commerce of New Zealand. "*In transit*" means to be exported from New Zealand aboard the craft on which the consignment arrived, without entering the commerce of New Zealand, and without being unpacked in New Zealand. "*For transport to or through the USA*" means the consignment is either destined for the USA, or the craft on which it is carried is to call in the USA en route to its destination.
- iii. In regard to requirement c), a Transshipment for Export entry in the form of an Export ECI message is required for any transshipment that is to be unpacked or repacked in New Zealand prior to export, or whose export bill number differs from its import bill number. As the consignee and consignor details required in the Export ECI are the same as those required for transshipments in the Inward Cargo Report, Customs has dispensed with the need for these to be provided in the Inward Cargo Report, provided the Export ECI is lodged in time for Customs to screen the cargo prior to its arrival in New Zealand i.e. 24 hours prior to arrival of the importing craft. Note that the Export ECI forms part of the Inward Cargo Report, and the vessel operator is accountable for ensuring it is lodged accurately and on time.

Consignee Address*Requirements:*

- a) For each consignment destined for New Zealand, and for each consignment carried by a craft that will arrive in New Zealand directly from Australia, insert in these fields the consignee address that appears on the bill or waybill whose number is shown in the corresponding Bill Number field.

- b) For each consignment carried by a craft that will arrive in New Zealand other than directly from Australia, and that will be in transit in New Zealand for transport to or through the USA, insert in these fields the physical address of the ultimate consignee named in the Consignee Name field.
- c) For each consignment carried by a craft that will arrive in New Zealand other than directly from Australia, and that is to be transhipped in New Zealand for export to any country, and for which a freight agent in New Zealand will lodge the Transshipment for Export Entry 24 hours prior to arrival of the craft on which it will be imported into New Zealand, insert in these fields the consignee address that appears on the bill or waybill whose number is shown in the corresponding Bill Number field. If a freight agent in New Zealand will not be lodging the Transshipment for Export Entry 24 hours prior to arrival of the craft on which it will be imported into New Zealand, insert in these fields the physical address of the ultimate consignee named in the Consignee Name field.

Notes:

- i. For the purposes of requirements b) and c), "ultimate consignee" means the party (not being the carrier, freight forwarder, consolidator or other such intermediary) that has bought or obtained the goods from the overseas supplier.
- ii. "*Transhipped in New Zealand for export*" means discharged in New Zealand for loading onto another international craft for export, without entering the commerce of New Zealand. "*In transit*" means to be exported from New Zealand aboard the craft on which the consignment arrived, without entering the commerce of New Zealand, and without being unpacked in New Zealand. "*For transport to or through the USA*" means the consignment is either destined for the USA, or the craft on which it is carried is to call in the USA en route to its destination.
- iii. For consignments destined for New Zealand, or to be transhipped in New Zealand for export to a country other than the USA, a physical address is preferable, but a postal address such as a P O Box or Private Bag number is acceptable if it is the only address held by the freight agent. The US Customs administration requires advance cargo information to be transmitted to them, including the physical address of the ultimate consignee, so the physical address should already be known for consignments that will be in transit in New Zealand for transport to or through the USA.
- iv. In regard to requirement c), refer note iii to the *Consignee Name* field

Consignor Name

Requirements:

- a) For each consignment destined for New Zealand, and for each consignment carried by a craft that will arrive in New Zealand directly from Australia, insert in this/these fields up to 35 characters of the consignor name that appears on each bill or waybill whose number is shown in the corresponding Bill Number field, in the order in which they appear on that bill or waybill.
- b) For each consignment carried by a craft that will arrive in New Zealand other than directly from Australia, and that will be in transit in New Zealand for transport to or through the USA, insert in this/these fields up to 35 characters of the name of the ultimate consignor of each consignment, in order.
- c) For each consignment carried by a craft that will arrive in New Zealand other than directly from Australia, and that is to be transhipped in New Zealand for export to any country, and for which a freight agent in New Zealand will lodge the Transshipment for Export Entry 24 hours prior to arrival of the craft on which it will be imported into New Zealand, insert in this/these fields up to 35 characters of the consignor name that appears on each bill or waybill whose number is shown in the corresponding Bill Number field, in the order in which they appear on that bill or waybill. If a freight agent in New Zealand will not be lodging the Transshipment for Export Entry 24 hours prior to arrival of the craft on which it will be imported into New Zealand, insert in this/these fields up to 35 characters of the name of the ultimate consignor of each such consignment, in order.

Notes:

- i. For the purposes of requirement b) and c), "ultimate consignor" means the overseas supplier (not being the carrier, freight forwarder, consolidator or other such intermediary) from whom the goods have been bought or obtained.

- ii. "*Transhipped in New Zealand for export*" means discharged in New Zealand for loading onto another international craft for export, without entering the commerce of New Zealand. "*In transit*" means to be exported from New Zealand aboard the craft on which the consignment arrived, without entering the commerce of New Zealand, and without being unpacked in New Zealand. "*For transport to or through the USA*" means the consignment is either destined for the USA, or the craft on which it is carried is to call in the USA on route to its destination.
- iii. In regard to requirement c), refer note iii to the *Consignee Name* field.

Consignor Address

Requirements:

- a) For each consignment destined for New Zealand, and for each consignment carried by a craft that will arrive in New Zealand directly from Australia, insert in these fields the consignee address that appears on the bill or waybill whose number is shown in the corresponding Bill Number field.
- b) For each consignment carried by a craft that will arrive in New Zealand other than directly from Australia, and that will be in transit in New Zealand for transport to or through the USA, insert in these fields the physical address of the ultimate consignor named in the Consignee Name field.
- c) For each consignment carried by a craft that will arrive in New Zealand other than directly from Australia, and that is to be transhipped in New Zealand for export to any country, and for which a freight agent in New Zealand will lodge the Transshipment for Export Entry 24 hours prior to arrival of the craft on which it will be imported into New Zealand, insert in these fields the consignee address that appears on the bill or waybill whose number is shown in the corresponding Bill Number field. If a freight agent in New Zealand will not be lodging the Transshipment for Export Entry 24 hours prior to arrival of the craft on which it will be imported into New Zealand, insert in these fields the physical address of the ultimate consignee named in the Consignee Name field.

Notes:

- i. For the purposes of requirement b) and c), "ultimate consignor" means the overseas supplier (not being the carrier, freight forwarder, consolidator or other such intermediary) from whom the goods have been bought or obtained.
- ii. "*Transhipped in New Zealand for export*" means discharged in New Zealand for loading onto another international craft for export, without entering the commerce of New Zealand. "*In transit*" means to be exported from New Zealand aboard the craft on which the consignment arrived, without entering the commerce of New Zealand, and without being unpacked in New Zealand. "*For transport to or through the USA*" means the consignment is either destined for the USA, or the craft on which it is carried is to call in the USA on route to its destination.
- iii. For consignments destined for New Zealand, or to be transhipped in New Zealand for export to a country other than the USA, a physical address is preferable, but a postal address such as a P O Box or Private Bag number is acceptable if it is the only address held by the freight agent. The US Customs administration requires advance cargo information to be transmitted to them, including the physical address of the ultimate consignor, thus the physical address should already be known for consignments being transhipped to or in transit to or through the USA.
- iv. In regard to requirement c), refer note iii to the *Consignee Name* field

Contact Party Name

Requirement:

Insert in this/these fields up to 35 characters of the name of the contact party that appears on each bill or waybill whose number is shown in the corresponding Bill Number field, in the order in which they appear on that bill or waybill.

Note:

Where no contact party name appears on the bill or waybill, leave this field blank.

Contact Party Address*Requirement:*

Insert in these fields the contact party address that appears on the bill or waybill whose number is shown in the corresponding Bill Number field.

Note:

Where no contact party address appears on the bill or waybill, leave this field blank.

Goods Item Information*Requirements:*

- a) A separate goods item line is required for each consignment number, and for each different type of goods within the consignment, if there is more than one type of goods. A separate goods item line is also required for each motor vehicle.
- b) Further separate goods item lines are required for each type of packaging in which goods are packaged, if there is more than one packaging type.
- c) At least one goods item line is required for each container number, including empty containers.

Note:

Up to 999 goods items can be listed per consignment.

Goods Item Number*Requirement:*

Insert a sequential number for each goods item line, starting with the number "1".

Goods Description*Requirements:*

- a) For each consignment destined for New Zealand, and for each consignment carried by a craft that will arrive in New Zealand directly from Australia, insert in this/these fields up to 250 characters of the goods description that appears on each bill or waybill whose number is shown in the corresponding Bill Number field.
- b) For each consignment carried by a craft that will arrive in New Zealand other than directly from Australia, and that is to be transhipped in New Zealand for export to any country, or that will be in transit in New Zealand for transport to or through the USA, insert in this field up to 250 characters of text to provide a clear and accurate description in English of the goods covered by the item line.

Notes:

- i. For the purposes of requirement b), "*transhipped in New Zealand for export*" means discharged in New Zealand for loading onto another international craft for export, without entering the commerce of New Zealand. "*In transit*" means to be exported from New Zealand aboard the craft on which the consignment arrived, without entering the commerce of New Zealand, and without being unpacked in New Zealand. "*For transport to or through the USA*" means the consignment is either destined for the USA, or the craft on which it is carried is to call in the USA on route to its destination.
- ii. For the purposes of requirement b), the description must state the specific nature and type of the goods. It must not be a generic trade description, catalogue number, or the text either of a tariff classification heading, or of a tariff classification that does not accurately describe the particular goods.

Vehicle Identification Number*Requirement:*

If the goods covered by the goods item line are a motor vehicle, insert in this field its Vehicle Identification Number (VIN), or if the VIN is not known, its chassis number.

Note:

If the goods covered by the item line are not a motor vehicle, leave this field blank.

Package Type – Level 1*Requirements:*

- a) For goods other than empty shipping containers, insert the code set out in the United Nations Economic Commission for Europe **Trade Facilitation Code Lists** that represents the manner in which the goods covered by the item line are outer-most packaged (excluding any shipping container), or where not packaged, the manner in which they are formed. Where the goods are formed or outer-most packaged in more than one manner, insert the code for each form or manner of packaging.
- b) Where the goods item line relates to an empty shipping container, leave this field blank.

Notes:

- i. The package type codes are available from UNECE website location www.unece.org/cefact/locode/service/main.htm
- ii. Where the goods are not packaged, palletised, trussed etc, the package type will be the form of the goods e.g. bars, board, bulk solid powders, ingots, logs, etc. Care should be taken to choose the exact packaging type from the UNECE list, as there may be more than one type for the form of goods, depending on whether or not they are bundled, trussed or palletised etc. The most reliable source of the correct number and type of packages is the bill of lading or air waybill.

Number of Packages*Requirements:*

- a) Insert in this field the quantity of each type of package mentioned in the "Package Type" field, except where the package type code is VG, VQ, VL, VY, VR or VO (relating to bulk forms). Where the package type code is one of the latter relating to bulk forms, insert "1" in the "Number of Packages" field.
- b) Where the goods item line relates to an empty shipping container, leave this field blank.

Package Type – Level 2*Requirement:*

Where the goods have further inner packaging, if you wish to specify that type of packaging, insert the code/s set out in the United Nations Economic Commission for Europe **Trade Facilitation Code Lists** that represent the manner in which the goods are next outer-most packaged.

Notes:

- i. The package type codes are available from UNECE website location www.unece.org/cefact/locode/service/main.htm
- ii. Completion of this field is optional.

Package Type – Level 3*Requirement:*

Where the goods have further inner packaging, if you wish to specify that type of packaging, insert the code/s set out in the United Nations Economic Commission for Europe **Trade Facilitation Code Lists** that represent the manner in which the goods are next outer-most packaged.

Notes:

- i. The package type codes are available from UNECE website location www.unece.org/cefact/locode/service/main.htm
- ii. Completion of this field is optional.

Gross Weight*Requirements:*

- a) Insert in this field the total gross weight in kilograms of the goods covered by the goods item line rounded to the nearest full kilogram, excluding the weight of the shipping container or airfreight ULD when the goods are being transported in these.
- b) Where the goods item line relates to an empty container, leave this field blank.

Value in Currency*Requirement:*

Leave this field blank.

Note:

This field is only required when the ECI report is being lodged to seek Customs clearance of imported goods, and is not to be completed for Inward Cargo Reports.

Currency Code*Requirement:*

Leave this field blank.

Note:

This field is only required when the ECI report is being lodged to seek Customs clearance of imported goods, and is not to be completed for Inward Cargo Reports.

Container Number*Requirement:*

When the report covers consignments being imported by sea, and the goods covered by the goods item line are an empty shipping container, or are packed in one or more shipping containers, insert in this field the serial number of each such shipping container. Otherwise leave this field blank.

Dangerous Goods Code*Requirement:*

If the goods covered by the item line are or contain dangerous goods as defined under international carriage of goods requirements, insert in this field the 3-character IMD Class and sub-class number. Otherwise leave this field blank.

Dangerous Goods Number*Requirement:*

If the goods covered by the item line are or contain dangerous goods as defined under international carriage of goods requirements, insert in this field the IMDG code page number. Otherwise leave this field blank.

Flash Point*Requirement:*

If the goods covered by the item line are flammable or contain flammable goods as defined under international carriage of goods requirements, insert in this field the flashpoint in degrees Celsius.

Annex A

Container Size/Type Code

1	Dime coated tank	22	Container IC 30 ft.
2	Epoxy coated tank	23	Container IC 40 ft.
3	IMO1	24	Refrigerator tank 20 ft.
4	IMO2	25	Refrigerator tank 30 ft.
5	IMO3	26	Refrigerator tank 40 ft.
6	Pressurized tank	27	Tank container IC 20 ft.
7	Refrigerated tank	28	Tank container IC 30 ft.
8	Semi-refrigerated	29	Tank container IC 40 ft.
9	Stainless steel tank	30	Refrigerator tank IC 20 ft.
10	Nonworking reefer cont'r 40 ft	31	Temp. controlled cont'r 30 ft
11	Box pallet	32	Refrigerator tank IC 40 ft.
12	Europallet	33	Movable case: L < 6,15m
13	Scandinavian pallet	34	Movable case: 6,15m<L<7,82m
14	Trailer	35	Movable case: 7,82m<L<9,15m
15	Nonworking reefer cont'r 20 ft	36	Movable case: 9,15m<L<10,90m
16	Exchangeable pallet	37	Movable case: 10,90m<L< 13,75m
17	Semi-trailer	38	Totebin
18	Tank container 20 ft.	39	Temp. controlled cont'r 20 ft
19	Tank container 30 ft.	40	Temp. controlled cont'r 40 ft
20	Tank container 40 ft	41	Nonworking reefer cont'r 30 ft
21	Container IC 20 ft.		

Schedule 2**ELECTRONIC MESSAGE FORMAT FOR INWARD CARGO REPORT***Summary Information*

Submitter Reference Number
Submitter Code
ECI Number
Carrier name
Consolidator name
Remarks
Port of Arrival/Departure
Date of Arrival/Departure
Transport Mode
Craft Name/Flight Number
Voyage Number
ECI Type
Full/Part Indicator

Goods Item Information

Goods Item Number
Goods Description
Vehicle Identification Number
Package Type – Level 1
Number of Packages
Package Type – Level 2
Package Type – Level 3
Gross Weight
Value In Currency
Currency Code
Container Number
Dangerous Goods Code
Dangerous Goods Number
Flash Point

Container List

Container Number
Container Size/Type Code
Container Status
Attached Equipment Indicator.
Prohibited Packaging Indicator
Quarantine Code

Consignment Information

Consignment Number
Bill number
Bill Type
Port of Loading
Place of Transhipment
Port of Discharge
Port of Delivery
Place of Final Delivery
Container Pack Location
Place of Origin
Country of Origin
Consignee Name
Consignee Address
Consignor Name
Consignor Address
Contact Party Name
Contact Party Address

Dated at Wellington this 12th day of June 2014.

Carolyn Tremain
Chief Executive

Notice Under Section 288(7) of the Act.

Copies of these rules are available for inspection on the Customs Service website at
www.customs.govt.nz/news/resources/legal/Pages/default.aspx
or at any of the following Customs Offices:

- | | | |
|--------------|---|--|
| Auckland | – | The Customhouse
50 Anzac Avenue, Auckland Central, Auckland 1010 |
| Wellington | – | The Customhouse
1 Hinemoa Street, Harbour Quays, Wellington |
| Christchurch | – | The Customhouse
6 Orchard Road, Christchurch Airport, Christchurch 8053 |
| Dunedin | – | The Customhouse
32 Portsmouth Drive, South Dunedin, Dunedin 9012 |

Copies of these rules may be purchased from the New Zealand Customs Service, Private Bag 1928, Dunedin 9054.