

CUSTOMS AND EXCISE ACT 1996

CUSTOMS (IMPORT ENTRY WCO MESSAGE) RULES 2013

Preamble

PURSUANT to Section 288(1)(d) and section 288(12) of the Customs and Excise Act 1996 (the Act) the Chief Executive hereby makes the following rules prescribing the form and manner in which goods to which section 39(1) of the Act applies must be entered when using the electronic WCO messaging within the Trade Single Window computer system, including particulars to be provided in the entries and the form of declaration:

RULES:

1 Application and commencement

- a) These rules may be cited as the Customs (Import Entry WCO Message) Rules 2013.
- b) These rules shall apply for the purposes of prescribing the form, content and manner in which goods that are imported or to be imported into New Zealand must be entered, together with particulars to be provided and the form of the declaration to be made in the entry when using the electronic WCO message content (in Trade Single Window).
- c) These rules shall come into force on the 28th day after the notification of their making in the *Gazette*

Notes on the Customs (Import Entry) Amendment Rules 2013

- (i) Until Trade Single Window under the Joint Border Management System is fully operational a transitional period has been implemented.
- (ii) While the transitional period is in effect, importers and their agent/broker can elect to continue to use the existing legacy import entry message system for entering imported goods. If they choose to do so, then the Customs (Import Entry) Amendment Rules 2013 will apply to those entries.

2 Interpretation

- (1) In these rules, unless the context otherwise requires –

- a) **The Act** means the Customs and Excise Act 1996.
- b) **The Regulations** means the Customs and Excise Regulations 1996.
- c) **Customs computerised entry processing system** means JBMS as accessed through the Trade Single Window either directly or via a third party service provider.
- d) **Form** means a form in an electronic message format prescribed by the Chief Executive, the form and manner of which are set out in Schedule 1 to these rules.
- e) **Import Declaration** is a message declaration provided by an importer or their agent/broker in relation to the entry of goods to be imported under section 39(1) of the Act and “Declarant” means the person making that entry.
- f) **Joint Border Management System (JBMS)** means the integrated border management computer system developed by the New Zealand Customs Service (Customs) and the Ministry for Primary Industries (MPI) to modernise and integrate New Zealand’s border clearance processes for people, goods and craft.
- g) **Legacy import entry message** is the message lodgement and content provided to Customs under the Customs (Import Entry) Rules 1997 and the Customs (Import Entry) Amendment Rules 2013.
- h) **Short landed** in relation to goods, means goods shipped for discharge at a port or airport in New Zealand but which were not so discharged, the fact of which is certified by the owner of the craft or its authorised agent.
- i) **Short packed** in relation to goods, means goods that have been entered in accordance with the invoiced quantity but which are later found not to have been packed as part of the invoiced shipment.
- j) **Short shipped**, in relation to goods, means goods that were manifested for shipment to a port or airport in New Zealand but which were not shipped, the fact of which is certified by the owner of the craft or its authorised agent.
- k) **Trade Single Window (TSW)** means the computer system application jointly managed by Customs and MPI that enables parties involved in international trade and transport to submit craft and cargo clearance data that is required by New Zealand border agencies electronically, once, through one entry point.

- l) **WCO message** is the electronic message lodgement and content for the entering of goods for importation that is provided to JBMS through TSW in accordance with the World Customs Organizations' Data Model as adapted for New Zealand and outlined in the New Zealand Trade Single Window Message Implementation Guidelines for Import Declaration
 - m) **Form** means a form in an electronic message format prescribed by the Chief Executive, the form and manner of which are set out in Schedule 1 of these rules
- (2) Expressions not defined in this Rule but defined in the Act have, in this Rule, the meanings ascribed to them by the Act.

3 Form, content and manner of making electronic WCO messages

Purpose

- (a) Goods imported or to be imported into New Zealand must be entered for any one of the following purposes –
 - (i) home consumption; or
 - (ii) re-export; or
 - (iii) removal to a Customs controlled area -

and as the case may be, an importer must make an electronic entry in the manner set out in rules 3(b), (c) and (d) below and Schedule 1 to these rules.

Where imported goods have at the time of import been entered for the purpose specified in (i), (ii) or (iii) above of this rule by way of a Temporary Entry or Sight Entry, such goods must be entered again and the information requirements completed within such timeframes as Customs may require.

Form, content, and manner when using WCO messaging

- (b) Entries required under section 39(1) of the Act provided electronically shall be made in WCO message format in accordance with the requirements set out in Schedule 1 through the Customs computerised entry processing system Trade Single Window.
- (c) Every person required to make an entry (in paragraph (b) above) shall, in completing the entry provide the answers required in relation to the particulars specified in or by such form, and where the form requires a declaration to be made, make such declaration as set out in Schedule 1

Updating entry

- (d) Where imported goods have been entered and the entry must subsequently be updated as no longer being correct or complete in every particular, then:
 - (i) an updated entry must be provided in accordance with these Rules, and notified as an updated entry; or

- (j) where the entry is cancelled as the import will no longer occur, then the entry must be updated in accordance with these Rules and notified as a cancelled entry

Entry processing

- (e) In the event that the Customs computerised entry processing system TSW is not able to accept an electronic entry, then a Customs officer may authorise the provision of the information in another manner and form.
- (f) Notwithstanding the temporary arrangements that are made in the event of the Customs computerised entry system not being available to accept an entry, an entry in accordance with Schedule 1 to these rules must be subsequently completed for each affected entry.

4 Notes

- (a) In order to make an entry into JBMS, an importer or agent of the importer must first be registered as a Declarant. Information on becoming a Declarant may be found on the Customs Internet site. Upon registration the Declarant will be assigned the necessary Declarant Code to access and use the Trade Single Window interface.
- (b) Where an importer or agent has previously been provided with a Declarant Code and Importer Code, the same codes will be applicable in the Trade Single Window.
- (c) The term "MPI-specific information" means information that is included in the import entry to comply with legislation administered by MPI.
- (d) Where any prescribed content 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 an entry.

Schedule 1

PART A

Import Entries – Declaration

ELECTRONIC (WCO) MESSAGE FORMAT

General Requirements:

- (a) The contents of the import entry (the entry) must be true, correct and complete in every particular.
- (b) Declarants who lodge entries through the use of a Customs computerised entry processing system must use the unique user identifier (UUI also known as the PIN) issued to him or her by the Trade Single Window.
- (c) The use of the PIN will be the equivalent of the signature of the Declarant.
- (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 Organisation Data Model 3 and the *New Zealand Trade Single Window Message Implementation Guidelines for Import Declaration* available from Customs.
- (e) The requirements for completing an entry declaration in the WCO message format via Trade Single Window are set out below.
- (f) All fields on an entry must be completed unless stated below.

NEW LODGEMENT

Lodgement

Select “Import Declaration”.

Type

The Import Entry Type must be selected:

- “Standard Import”
- “Simplified Import”
- “Temporary Import”
- “Sight Import”
- “Periodic Import ”

Notes:

- (i) Once the Import Entry Type has been sent the Import Entry Type can not be amended.
- (ii) “Simplified Import”- for entry of:
 - (a) import shipments with a value for duty of less than \$1,000; or
 - (b) household and other effects (excluding aircraft, ships, small ships (as defined in concession reference number 80 in Part II of the *The Working Tariff Document of New Zealand*), and motor vehicles (including motorcycles)) that are not intended for any other person, or gift, sale or exchange; or
 - (c) short landed, short packed or short shipped goods.
- (iii) “Temporary Import” – for entry of goods that are to be in New Zealand for a temporary period only before being exported in accordance with the Regulations. A deposit or security will be taken to cover the full duty for the importation. A “Temporary Import” must be subsequently completed by way of being entered again

- with a Customs computerised entry processing system within a timeframe specified by Customs in accordance with these rules.
- (iv) **“Sight Import”** – for entry of imported goods in respect of which full details are not available to make a full or complete entry. A deposit or security will be taken to cover the full duty and a time limit imposed for furnishing a complete entry. A **“Sight Import”** must be subsequently completed by way of being entered again with a Customs computerised entry processing system within a timeframe specified by Customs in accordance with these rules.
 - (v) **“Periodic Import”** – for entry of goods that are covered by a procedure statement issued by Customs.

Notes on MPI-specific Information:

- (i) The Declarant may select the Import Entry Type **“Primary Industries Import Declaration”** for the entry of goods where a Customs inward report write off has been given and the importer is advised that more information is required by MPI to evaluate risk.
- (ii) By selecting **“Primary Industries Import Declaration”**, TSW will open up screen content with the relevant fields that need to be completed with respect to this type of declaration.

Transport Mode

Select the Transport Mode for the importation of the goods covered by this entry, either:

“Air”
“Sea”
“Mail”

Notes:

- (i) By selecting the appropriate Transport Mode, TSW will open up screen content with the relevant fields that need to be completed with respect to the entry.
- (ii) Some of the fields specified in this Schedule relate to only one or two of the Transport Modes listed.

Submitter Client Code

The Submitter’s Client Code must be stated.

DECLARATION

Declarant Code

The Declarant Code for the person making the entry must be stated.

Broker Code

Where applicable, the Broker Code for the company acting as an agent for an Importer must be stated.

Notes:

- (i) The Declarant Code, Submitter Client Code and Broker Code are all allocated by TSW as part of the registration process.
- (ii) The Submitter Client Code and Broker Code will be the same if the entry is lodged by a brokerage company or third party acting as an agent.

Completion Status

Indicate whether this entry is a completion of a previously entered **“Sight Import”** or completion of a previously entered **“Temporary Import”**.

Sender’s Reference Number

A unique Reference Number created by the submitter must be stated. This Reference Number must be the same on all subsequent entry adjustments.

Method(s) of Communication

At least one Method of Communication Type for the Declarant must be selected together with the relevant details stated.

IMPORTER**Importer Code**

The Importer Code must be stated for a **“Standard Import”**, **“Temporary Import”**, **“Sight Import”** or a **“Periodic Import”**.

The Importer Code may be stated for a **“Simplified Import”**

Note:

An Importer Code will be assigned by TSW following approval of an application for registration as an importer. Existing Importer Codes allocated via the CusMod computer system will be migrated to TSW.

Notes on MPI-specific information:

- (i) For a **“Primary Industries Import”** the Importer Code may be stated.
- (ii) Importers of food for sale must be specifically registered as a food importer by MPI for this purpose.

Importer Name and Address Details

Where an Importer Code is not stated for a **“Simplified Import”**, the full trading name and address details of the importer must be stated.

Note:

The postcode may be stated if known.

Note on MPI-specific information:

Where an Importer Code is not stated for a **“Primary Industries Import”** the full trading name and address details of the importer must be stated.

Contact Person

The Contact Person for the importer must be stated.

Method(s) of Communication

At least one Method of Communication type for the importer must be selected together with the relevant details stated.

Customs Controlled Area

Where goods are to be removed to a Customs Controlled Area licensed for the purposes of Section 10 (a), (b) or (f) of the Customs and Excise Act 1996, the Premises Code must be stated. The Premises Code is available from the licensee of the Customs Controlled Area.

FEE PAYMENT METHOD**Customs Fees****Customs Payment Method**

The method of payment to Customs must be selected.

For entry types: **“Standard Import”**, **“Simplified Import”** and **“Periodic Import”**, the Customs Payment Method **“Client Deferred”** can only be used where the client has a current Client Deferred Account with Customs.

“Broker Deferred” can only be used where the broker/agent of the importer has a current Broker Deferred Account with Customs. **“Broker Deferred”** can not be used where the client holds a Client Deferred Account.

“Cash” must be used for entry types **“Temporary Import”** and **“Sight Import”**.

Notes:

- (i) **“Cash”** may be used regardless of a client’s or broker’s account status.
- (ii) The Fee Payment Method can not be amended once the entry is cleared.

Notes on MPI-specific Information:

- (i) MPI Account Details must also be provided here.
- (ii) Where known, the MPI Account Number and MPI Account Name should be stated.
- (iii) If the MPI Account Number and/or the MPI Account Name are not known then the payment type will be **“Cash”**.

OVERRIDE REQUEST

Override Indicator

The Override Indicator option may be selected to request a previously reported error or to direct an entry to a Customs officer for manual processing. The reason for the override or manual processing reason must be stated.

DOCUMENTS

Permit Details

Where a permit covering the entire entry has been issued, the Permit Authority Code must be selected and the relevant Permit Number issued must be stated.

Note:

Permits relating to a specific detail line only must be provided at the relevant detail line where they are applicable.

Notes on MPI-specific information:

- (i) Imports of some goods may be subject to additional permit requirements in accordance with:
 - a) an Import Health Standard approved under the Biosecurity Act 1993
 - b) the Food Act 1981 and/or in associated food standards
 - c) the Agricultural Compounds and Veterinary Medicines Act 1997
 - d) the Hazardous Substances and New Organisms Act 1996.
- (ii) Where a permit to import is required, the permit must be applied for prior to the arrival of the goods and the Permit Number and permit document(s) must be attached to the entry. Where the permit applies to the whole entry it must be provided here. If it applies to only a specific part of the entry it should be provided at the detail line level
- (iii) Further information on MPI permit requirements is available from the MPI internet site.

Document Reference

Where an additional document or documents relating to the entire entry is/are available, each document type must be selected and the Document Reference Number for each document must be stated.

Attach Documents

Where permit details and/or a Document Reference Number has been stated, an electronic copy of the associated documents must also be attached. For each attached document, the Attachment Type must be selected and the name of the attachment stated.

Notes on MPI-specific information:

- (i) Depending on the type of imported goods, there may be requirements to provide certificates attesting that particular requirements have been met. Examples of documents to be attached include phytosanitary and sanitary certificates, food certificates, manufacturer declarations, treatment certificates, etc.
- (ii) This information should be provided here where it relates to the whole entry, or at the detail line level if it only related to part of the entry.

Previous Document

Where a “**Standard Import Entry**” is lodged to complete a “**Sight Import**” or a “**Temporary Import**”, the Previous Document Type must be selected and the original Sight or Temporary Import Entry Number stated.

ADDITIONAL INFORMATION

Other Information Codes

Where an Other Information Code/s relating to the entire entry applies, the relevant Code Type must be selected and the relevant data stated, where required.

Note on MPI-specific information

MPI may have specific Other Information Codes that apply to the entire entry. The relevant Code Type must be selected and the relevant data stated, where known.

Additional Information Details

Where Additional Information Details relating to the entire entry applies, the Relevant Code Type must be selected and the relevant details stated.

Notes:

- (i) The details in relation to handling instructions for a third party, for example a port company, may be specified under the Handling Instructions at the discretion of the Submitter.
- (ii) These handling instructions can be provided as free text in this field, for example, “please keep chilled”, and the information will be passed onto the third party by Customs with respect to this entry.

Remarks

Additional information relating to the entry may be stated in the Remarks field.

SHIPPING DETAILS

Note:

The Shipping Details will vary depending on which Transport Mode has been selected by the Submitter. Where “**Mail**” has been selected the craft name, International Maritime Organization (IMO)/Lloyds Number, Voyage Number and Flight Number will not be required.

Note on MPI-specific information:

The information requirements for Shipping Details are the same for a “**Primary Industry Import Declaration**” unless stated.

Craft Name

For imports by sea, the registered name of the ship that brings the goods to New Zealand must be stated.

Note:

The Craft Name must conform to the list published by Customs on the Customs Internet site.

Voyage Number

For imports made by sea the Voyage Number must be stated.

Note:

The Voyage Number is to be obtained from the carrier and relates to the voyage that brings the goods to New Zealand.

IMO/Lloyds Number

For imports by sea, The IMO/Lloyds number should be stated if known.

Flight Number

For imports by air, the Flight Number must be stated.

Notes:

- (i) The Flight Number is to be obtained from the carrier and relates to the flight that brings the goods to New Zealand.
- (ii) The Flight Number must conform to the list published by Customs on the Customs Internet site.

Shipment Origin

The two-character Country Code specifying where the shipment was originally exported from must be selected or stated.

Note:

The Country Code is based on the ISO 3166-1 two alpha country code standard available from www.iso.org.

Port of Loading

The five-character Port Code specifying the port where the goods were loaded onto the craft for the final leg of the journey to New Zealand must be stated.

Notes:

- (i) The Port of Loading Codes (UN/LOCODE) are available from www.unece.org.
- (ii) For example, a shipment from Germany that was transhipped in Singapore, must state Singapore (SESIN) as the Port of Loading and Germany (DE) as the Shipment Origin.
- (iii) The Country of Export field will also be requested at the detail line level.

Port of Discharge

The port where the goods are or are expected to be discharged at in New Zealand must be selected.

Carrier Name

The company name of the transporting Carrier providing the transport of goods to New Zealand should be stated where known.

Unique Consignment Reference

Notes:

- (i) The Unique Consignment Reference may be included here if known, and relates to any unique reference number that has been assigned to the consignment.
- (ii) 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.

Total Gross Weight

Where the entry is by air or sea the Total Gross Weight of the entry must be stated in kilograms.

Note:

Where detail line information is provided for the entry, the Total Gross Weight of the entry should be at least the accumulated weight provided later in the Detail Lines. If not an error message will be returned.

Date of Import

The date of import into New Zealand must be stated or selected for a **“Standard Import”**, **“Simplified Import”**, **“Temporary Import”** or **“Sight Import”**.

Note:

The format is CCYYMMDD. For example, 12 June 2013 would be 20130612.

Note on MPI-specific information:

The Date of Import must be stated or selected for a **“Primary Industries Import Declaration”**.

Import Period

The year and month must be stated for a **“Periodic Import”**. Where the declaration covers more than one month, the last month of the period must be stated.

SHIPMENT DETAILS**Nature of Transaction**

The Nature of the Transaction associated with a shipment, to specify the terms of sale or transfer of ownership, must be selected.

Invoice Details

The invoice number/s relating to the goods must be stated.

Incoterms Details

The Incoterms Details, specifying the delivery or transport terms for each invoice must be stated.

Note:

Incoterms is the term used to describe the International Chamber of Commerce official rules for the interpretation of trade terms. Incoterms apply to the contract of sale and not to the contract of carriage.

Currency Exchange

The Currency Code used and the applicable Exchange Rate must be specified.

Notes:

- (i) This field will determine the exchange rate applicable for the entry and will translate currency values for the entry into the equivalent New Zealand dollars (\$NZ).
- (ii) The Currency Code and rates of exchange are published fortnightly by the Customs at: <http://www.customs.govt.nz/news/utilities/Pages/Rates-Of-Exchange.aspx>
- (iii) Where the currency is NZ dollars, the exchange rate must be stated as **“1.00”**.
- (iv) Where the currency and related rate of exchange is not available online at the above Internet site, the Submitter must contact Customs for the applicable rate of exchange and specify the rates in New Zealand dollars (\$NZ) based on the exchange rate provided by Customs.
- (v) Currency Exchange can also be stated at the detail line level.

Note on MPI-specific information:

The Currency Exchange is not required for a **“Primary Industries Import Declaration ”**.

Bill Details

For goods imported by air, the **“House Way Bill”** type must be selected and the relevant bill number stated. If known, the **“Master Bill”** must also be selected, with the relevant bill number stated. Where, however, a House Way Bill is not applicable, then the **“Master Bill”** must be selected and the relevant bill number stated.

For goods imported by sea, the **“Bill of Lading”** type must be selected and the relevant bill numbers stated. If known, the **“Master Bill”** type must also be selected with the relevant bill number stated.

For goods imported by mail, the **“Parcel Number”** type must be selected and the relevant parcel number stated.

**Total Freight
Freight (NZD)**

The Total Freight for the shipment in New Zealand dollars must be stated.

Note:

The Total Freight is the cost of transportation of the goods to New Zealand inclusive of internal costs in the country of exportation.

Note on MPI-specific information:

A freight amount is not required for a **“Primary Industries Import Declaration ”**.

Freight Proportioning Method

Where the entry covers freight charges which have been proportioned for each consignment in a multi-consignment importation, the method of determining the proportional freight amount must be selected.

CONTAINERS

Notes:

- (i) Where goods are transported by sea in a container, information on the container is needed here.
- (ii) Where goods are transported by air, information with respect to the pallet(s) is needed here.
- (iii) Multiple containers can be itemised on separate detail lines. This enables the entry to be broken down into smaller entities with respect to clearance. For example, where only part of the entry is of interest to a border agency, providing details on separate details lines enables other parts of the entry to not be held up for clearance .

Container/Pallet Number

For containers transported by sea, state the Container Number(s).

For pallets, whether imported by sea or air, state a unique sequential number starting with **“1”**.

Container/Pallet Size and Type

For each Container Number, the Container Size and Type must be selected.

Notes:

- (i) There are multiple different Container Types.
- (ii) Container Types are outlined in the UN/EDIFACT 8155 Equipment size and description codes available from www.unece.org.

Container Status

For each Container Number, the Container Status must be selected:

“Empty”
“Full load”
“Full, contains multiple LCL consignments”
“Bulk”

The Number of Packages where **“bulk”** is selected is **“1”**.

Notes:

- (i) **“Empty”** means an empty container containing no goods, where the container itself is the goods being imported. Where the container is being used to transport other goods (i.e. as transport equipment) other requirements will apply as set out in these rules.

- (ii) **“Full load”** means goods supplied by one or multiple consignors are packed in the container, and the consignment contains goods for only one consignee.
- (iii) **“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).
- (iv) **“Bulk”** means non-packaged goods, for example grain, gas, liquid or powder, shipped in a specific purpose container.

Notes on MPI-specific information:

- (i) For each container number, the New Zealand Sea Container Quarantine Declaration must be provided in respect to the cleanliness (Q1), restricted packaging (Q2) and wood packaging (Q3).
- (ii) The format is “Y” = yes, “N” = No.
- (iii) Where wood packaging is “Y” (yes), responses to QD3a and QD3b must also be stated.
- (iv) Further information on the Sea Container Quarantine Declaration can be found on the MPI Internet site.
- (v) If the container has been packed overseas by an MPI-approved system holder, the MPI Approved System Number can be stated for each applicable container and the related Sea Container Quarantine Declaration fields can be left blank.
- (vi) If the Sea Container Quarantine Declaration is not known, and/or the MPI Approved System Number is not applicable or known then these fields must be left blank.
- (vii) Where a Container Quarantine Declaration is left blank, or where the Quarantine Declaration indicates possible biosecurity risk, and/or an MPI Approved System Number is not provided, the container may be subject to inspection by MPI and charges may apply.

Seals/Seal Number

For each Container Number, the Seal Number identifying the seal affixed to that container should be stated.

Packaging

The Package Type and Total Number of packages as listed on the Master Bill or Bill of Lading for each container/pallet number must be stated.

Note:

The full list of Package Type codes are listed under UN/EDIFACT Recommendation 21 Annex VI available from www.unece.org

No packaging information is required for **“Empty”** Container Type or for **“Periodic Import Entries”**.

Note:

The purpose of this part of the entry is to associate packages with the relevant container and bill. Where the goods are containerised, the packaging information associated with each container is provided here.

CONTAINER PACK LOCATION

Where known, the Container Pack Location and the address details should be provided.

LOCATION OF GOODS

Location of Goods Code

For goods imported by air, the TSW Premises Code of the cargo terminal operator/consolidator/freight forwarder premises where the goods are located must be stated.

For goods imported by sea, the TSW Premises Code is not required when goods are processed directly at the port of discharge .

For goods imported by sea, where the location is different to the port of discharge, the TSW Premises Code where the goods are located must be stated.

Notes on MPI-specific information:

- (i) Where the goods or the container are of biosecurity interest, such goods and containers can only be cleared for movement (prior to biosecurity clearance being given) to an Transitional Facility or Containment Facility approved under the Biosecurity Act 1993.
- (ii) The facility Premises Code must be provided to allow for the movement of uncleared containerised goods.

DELIVERY DESTINATION

Where the delivery of the goods is to a party other than the importer, the Delivery Destination name and address must be stated.

DELIVERY NOTIFICATION

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.

SUPPLIER

Supplier Code

The Supplier Code of each overseas supplier of the imported goods must be stated. This is not required for a “**Simplified Import**” but may be stated where known.

Note on MPI-specific information:

The Supplier Code is not required for a “**Primary Industries Import Declaration**” but may be stated where known.

Supplier Name

The full name of each overseas supplier of the imported goods must be stated for a “**Simplified Import**”, where a supplier code has not been stated. The full address details of each supplier must be stated.

Note on MPI-specific information:

The full name of each overseas supplier of the imported goods must be stated for a “**Primary Industries Import Declaration**” where a Supplier Code has not been stated. The full address details of each supplier must be stated.

Contact Person

Where known, the Contact Person for each supplier must be stated.

Method(s) of Communication

At least one Method of Communication type for the supplier must be selected together with the relevant details stated.

SELLER**Same as Supplier**

Select where the name of the seller of the goods is the same as the supplier.

If the seller is other than the supplier, The full name of each seller and the seller's address details must be stated.

DETAIL LINES*Note:*

In addition to the whole of the entry details, information on specific line items must be provided. This additional information is used to separate out items for applying different clearances, tariffs and duties, etc.

Goods Description

The description of the goods must be clearly described and must state the specific nature and type of the goods. The description should not be a generic trade description, catalogue number, tariff concession description, or the text of either a tariff heading, or of a tariff item.

The description must be stated in English.

For every entry that is made in respect of a used motor vehicle of Tariff heading 87.02, 87.03, 87.04, or 87.05 the Goods Description in the detail line must state:

- (a) The make and year of manufacture of the vehicle;
- (b) The words "Chassis number" followed by the vehicles chassis number;
- (c) The odometer reading at the time of sale of the vehicle for export to New Zealand; and
- (d) The odometer reading of the vehicle at the time of its import to New Zealand.

Tariff Item

The tariff classification of the goods by reference to the Tariff Number and Statistical Key Code according to the "*Working Tariff Document of New Zealand*" must be stated.

Concession Code

State the applicable Concession Code (if any) issued under Section 8 of the Tariff Act 1988 by reference to its number, as published by Customs, or codes issued by Customs to implement Sections 108, 109 and 113 of the Customs and Excise Act 1996.

Note:

The *Consolidated List of Approvals relating to Part II of the Tariff of New Zealand*, also known as the tariff concession, is available on the Customs internet site. The Concession Code is referred to as the reference number.

Country of Export

Select the Country of Export of the goods.

When goods are exported to New Zealand from any country but pass through any other country on their journey to New Zealand (whether transhipped in that other country or not), they are considered to be shipped directly from the first mentioned country.

Note:

The Country of Export code is based on the ISO 3166-1 two-alpha country code standard available from www.iso.org.

Country of Origin

Select the country of origin of the goods.

Note:

The Country of Origin code is based on the ISO 3166-1 two-alpha country code standard available from www.iso.org.

Notes on MPI-specific information:

- (i) Where the goods fall within Chapters 2 to 22 of the "*Working Tariff Document of New Zealand*", the Region of Origin within the country of origin where the goods were born, reared, slaughtered, manufactured, processed, grown, harvested and exported must be stated.
- (ii) The Regional Code to be used is available from the UN/LOCODE subdivision codes available from www.unece.org

Statistical Quantity

The Statistical Quantity of the goods, if required by the Tariff item of the goods as set out in the "*Working Tariff Document of New Zealand*", must be stated. The Statistical Quantity must be specified to three (3) decimal places.

Statistical Unit

The Statistical Unit, if required by the Tariff item of the goods as set out in the "*Working Tariff Document of New Zealand*", must be stated.

Supplementary Quantity

The supplementary quantity must be specified to three (3) decimal places.

Supplementary Unit

The Supplementary Unit, if required by the Tariff item of the goods as set out in the "*Working Tariff Document of New Zealand*", must be stated.

Note:

An example is where goods are classified in a tariff item with the unit of measurement of "l" (litres of alcohol), the supplementary unit is "LTR" (litres). The number of litres must then be stated in the Supplementary Quantity field.

Value in Foreign Currency

The foreign value for duty in the currency in which the goods are traded must be stated.

Currency Code

Select the Currency Code for the country in which the goods were traded.

Value for Duty (NZD)

State the Value for Duty in New Zealand Dollars (\$NZ).

Notes :

- (i) This field will determine the exchange rate applicable for the detail line of the goods and will translate currency values for the goods into the equivalent New Zealand dollars (\$NZ).
- (ii) The Currency Code and rates of exchange are published fortnightly by Customs at: <http://www.customs.govt.nz/news/utilities/Pages/Rates-Of-Exchange.aspx>
- (iii) Where the currency is NZ dollars, the exchange rate must be stated as "1.00".
- (iv) Where the currency and related rate of exchange is not available online at the above Internet site, the Submitter must contact Customs for the applicable rate of exchange and specify the rates in New Zealand dollars (\$NZ) based on the exchange rate provided by Customs.

- (v) Currency exchange is also stated at the header level of the entire entry.

Note on MPI-specific information:

The currency exchange is not required for a “**Primary Industries Import Declaration**”.

Freight

The freight amount in New Zealand dollars (\$NZ) must be stated. This is the cost of transportation of the goods to New Zealand inclusive of internal costs in the country of exportation.

Insurance

The insurance amount in New Zealand dollars (\$NZ) must be stated. This includes insurance incurred in the exporting country in respect of the goods inclusive of internal costs in the country of exportation.

Tariff Duty

The amount of Tariff Duty payable in New Zealand dollars (\$NZ) must be stated. This includes any excise-equivalent duty that may be payable.

Tariff Preference Claimed

Where applicable, the Tariff Preference type claimed must be selected.

Goods and Services Tax

The amount of Goods and Services Tax payable in New Zealand dollars (\$NZ) in accordance with Section 12 of the Goods and Services Tax Act 1985 must be stated.

Other Duty/Tax/Fees

Where applicable, the duty, tax or fee type must be selected with the relevant amount stated for each applicable fee type set out in the *NZ Trade Single Window Message Implementation Guidelines for Import Declaration*. This includes:

- “Anti Dumping”
- “Countervailing Duty”
- “Alcohol Levy (Alcohol Liquor Advisory Council)”
- “Steel Levy (Heavy Engineering Research Levy)”
- “Synthetic Greenhouse Levy”
- “Accident Compensation Corporation Levy”
- “Petroleum Fuel Monitoring Levy”
- “Total Amount”

Note for MPI-specific information:

The Other Duty/Tax/Fees is not required for a “**Primary Industries Import Declaration**”.

Other Valuation Adjustment

Where applicable, where any valuation adjustment applies, the Adjustment Type must be selected and the relevant amount stated. The valuation adjustment amount must be stated in New Zealand dollars (\$NZ).

Note on MPI-specific information:

The Other Valuation Adjustment is not required for a “**Primary Industries Import Declaration**”.

Other Classifications

Where applicable, the Other Classification type must be selected and the Classification Type stated. The Other Classification types are based on the UN/EDIFACT code 7143 available from Customs, and include:

- “United Nations Dangerous Goods List” for hazardous goods
- “International/Code of Zoological Nomenclature”
- “International Code of Nomenclature for Cultivated Plants”

SUPPLIER DETAILS

Importer/Supplier Relationship

Where a relationship exists between the importer and the supplier, the Relationship Type and relevant supplier must be selected.

PRODUCT DETAILS

Product Name

Where applicable, the Product Name must be selected and the relevant product name stated:

- "brand name"**
- "common name"**
- "registered name"**
- "trade name"**

Product Identifiers

If there are Product Identifiers, the identity type must be selected and the relevant identify number stated, where known.

For motor vehicles, the vehicle identification or chassis number must be stated.

The Global Trade Item Number (GTIN), if applicable must be stated.

Notes on MPI-specific information:

- (i) Where the goods come within the "*Working Tariff Document of New Zealand*" Chapters 2 to 22, then the goods are of interest to MPI.
- (ii) Additional information on the Product Details for such goods may be required by MPI as part of a relevant Import Health Standard, an imported food requirement or an imported agricultural compound or veterinary medicine requirement. Information on whether the goods are subject to an Import Health Standard, an imported food requirement or an agricultural compound or veterinary medicine requirement are available from the MPI Internet site. Provision of the information is necessary for compliance and will facilitate importation of the goods.
- (iii) If there are Product Identifiers, the identity type must be selected and the relevant identify number stated, where known:
 - a. for live animals, any identification mark or number (e.g. identification tag, microchip, tattoo) must be stated if the animal be so marked or identified; in the case of some animals this is a requirement under the National Animal Identification Act 2012 (imported cattle or deer) or the Biosecurity Act 1993.
 - b. for agricultural compounds and veterinary medicines, in accordance with the Agricultural Compounds and Veterinary Medicines Act 1997.
 - c. for used machinery, the serial number must be stated, if known.
- (iv) Where applicable the Product Characteristic Type must be selected and the Commodity Characteristic stated e.g., for genetically modified goods and for used articles.
- (v) MPI-specific Prohibited Codes must be specified for specific tariff types including a range of used equipment and machinery. Information on MPI-specific codes is available from the Customs internet site. For new goods specify "**NEW**" and for used equipment and machinery specify "**MUD**".
- (vi) The Product Constituents must be stated and the relevant percentage of constituent quantity must be stated.
- (vii) Where known the "best before date" or the "use by date" must be stated, in the format CCYYMMDD.
- (viii) The Lot Number of the goods should be stated.
- (ix) The Intended Use Code must be selected, e.g.

- "sale for human consumption"**
- "animal consumption"**
- "laboratory analysis"**

“trade sample not for sale”
“personal use”
“import for re-export”
“seed for sowing”

- (x) Where the Intended Use Code is not known, a statement that describes the Intended Use Text of the goods must be stated.

TEMPERATURE DATA

Storage Temperature

The Storage Temperature required to be maintained for the goods, or in a container, or in a conveyance, may be stated. The temperature must be stated in Celsius. Negative temperatures must be preceded by a minus (-) sign.

Minimum Storage Temperature

The Minimum Storage Temperature required to be maintained for the goods, or in a container, or in a conveyance may be stated. The temperature must be stated in Celsius. Negative temperatures must be preceded by a minus (-) sign.

Maximum Storage Temperature

The Maximum Storage Temperature required to be maintained for the goods, or in a container, or in a conveyance may be stated. The temperature must be stated in Celsius. Negative temperatures must be preceded by a minus (-) sign.

ITINERARY

Where applicable, the country(ies) where goods have passed through en route to New Zealand from the original country of export must be stated.

Notes:

The Country Codes to be used to outline the itinerary is based on the ISO 3166-1 two-alpha country code standard available from www.iso.org.

PACKAGING

Type of Packages

The Type of Packages listed on the bill of lading, waybill or parcels post must be selected.

Number of packages

The Number of Packages relevant to each package type listed on the bill of lading, waybill or parcel must be stated.

Package Volume (m3)

The total volume in cubic metres of each relevant package type must be stated.

Shipping Marks

The Shipping Marks and numbers on each relevant package type must be stated.

Notes:

- (i) Shipping marks are generally numbers printed on the outside of the package.
- (ii) No packaging information is required for “**Empty**” Container Type or for Periodic Imports.

Notes on MPI-specific information:

- (i) The Packing Material Description is required where any organic matter has been used for packaging and a description of the type of material used must be stated. For

some types of goods the packing material and how the goods are to be transported is prescribed in an import health standard.

- (ii) For each container or pallet number, the packaging details must be stated.
- (iii) A Preferred Treatment Provider can be identified using the Trade Single Window premises code for that provider. Where the goods are to be treated and the Preferred Treatment Provider has not been stated, then this may be sought by MPI.
- (iv) If the goods are to be transferred to a Transitional Facility or Containment Facility in accordance with the Biosecurity Act 1993, the Trade Single Window premises code for that facility must be stated for each applicable container.
- (v) The full name of the Transitional Facility or Containment Facility can be stated if the premises code is not known for a **"Primary Industries Import Declaration"**.

GOODS MEASURE

Gross Weight Item Level (kg)

The gross weight of each detail line must be stated. The weight must be stated in kilograms and include the packaging, but must exclude the transport equipment.

Net Weight Item Level (kg)

The net weight of each detail line must be stated. The weight must be stated in kilograms and exclude any packaging or transport equipment.

Notes on MPI-specific information:

For goods which fall within Chapters 6, 7, 8, 10 and 12 of the *"Working Tariff Document of New Zealand"* (animal and plant products) the full name and address details must be stated, where:

- (a) the Grower is different to the Supplier of the goods; and/or
- (b) the Producer of processed food of plant or animal origin is different to the Supplier of the goods. A Producer includes a person or organisation involved in the production and harvesting of animal and plant products; and/or
- (c) the Manufacturer who manufactured the goods is different to the Supplier.

DOCUMENTS

Permit Details

Where a Permit has been issued relating to goods at detail line level only, the Permit Authority Code must be selected and the relevant Permit Number issued must be stated.

Notes on MPI-specific information:

- (i) Imports of some goods may be subject to additional permit requirements in accordance with:
 - (a) an Import Health Standard approved under the Biosecurity Act 1993
 - (b) the Food Act 1981 and/or in associated food standards
 - (c) the Agricultural Compounds and Veterinary Medicines Act 1997
 - (d) the Hazardous Substances and New Organisms Act 1996.
- (ii) Where a permit to import is required, the permit must be applied for prior to the arrival of the goods and the Permit Number and permit document(s) must be attached to the entry. Where the permit applies for a specific part of the entry then it must be provided here in the Detail Line. If it applies to the whole entry it should be provided at the whole of entity level
- (iii) Further information on MPI permit requirements is available from the MPI internet site.

Document Reference

Where an additional document or documents relating to goods at detail line level only, each Document Type must be selected and the Document Reference Number for each document must be stated.

ADDITIONAL INFORMATION

Other Information Codes

Where an Other Information Code/s relating to goods at detail line level only applies, the relevant Information Code Type must be selected and the relevant data stated, where required.

Prohibited Codes

Where applicable, the Prohibited Goods Code Type must be selected. A Permit may be required for the import of these goods.

Note on MPI-specific information:

MPI-specific Prohibited Codes must be specified for specific tariff types including a range of used equipment and machinery. Information on MPI-specific codes is available from the Customs internet site. For new goods specify **"NEW"** and for used equipment and machinery specify **"MUD"**.

Additional Information Details

Where Additional Information Details relating to goods at detail line level only applies, the relevant code type must be selected and the relevant details stated.

PART B

Nature of Transaction

Goods for final purchase/sale
Goods for intended sale
Goods for trial with right of return
Transactions involving payment in kind
Goods for sale to foreign travellers
Goods for financial leasing
Ships stores
Bunkering (exports only)
Self propelled craft
Returned goods
Replacement for returned goods
Replacement for goods not returned
Government aid initiative
Private aid
Other transfer of ownership without payment
Goods for processing
Goods for repair and maintenance against payment
Goods for repair and maintenance free of charge
Goods returned after processing
Goods returned after repair and maintenance against payment
Goods returned after repair and maintenance free of charge
Goods for hire, loan, operational leasing
Other temporary uses
Other transactions

Dated at Wellington this 26th day of March 2013.



Carolyn Tremain
Chief Executive

Notice under Section 288(7) of the Act.

Copies of these rules are available for inspection in:

Auckland – The Customhouse
50 Anzac Avenue, Auckland City

Christchurch – The Customhouse
6 Orchard Road, Christchurch Airport

Dunedin – The Customhouse
32 Portsmouth Drive

Wellington – The Customhouse
1 Hinemoa Street

Copies of these rules may be purchased from the Corporate Support Unit, New Zealand Customs Service, Private Bag 1928, Dunedin

or can be downloaded for free from the Customs website:
<http://www.customs.govt.nz/news/resources/legal/Pages/default.aspx>