

Guideline for completing Australian Customs/Quarantine B534 form

The Australian Customs Unaccompanied Personal Effects Statement must be completed by the person sending household furniture and personal effects into Australia and must be completed by the owner of the goods.

To support this document, we are required to submit a photocopy of your passport. If you are a New Zealand or Australia passport holder, we need a copy of the photo/signature page/s. For all other country's passport holders, we will require copies of the photo/signature page/s plus a copy of the visa you have that entitles you to live in Australia. **We need passport copies for anyone with goods in the consignment who is over 18 years old.**

PLEASE NOTE: We cannot clear personal effects shipments on a tourist visa.

****IMPORTANT** EVERY SECTION/QUESTION MUST BE ANSWERED with the exception of the section on page 1 headed "How my personal effects arrived or will arrive" to the bottom of page 1 (excluding signature block) CUSTOMS WILL NOT ACCEPT ANYONE BUT THE CLIENT COMPLETING THE CUSTOMS FORM – any forms not completed in full will be returned to the client for completion/amendment which may delay clearance.**

Points to note when completing the form are:

- i) You must put a contact address in Australia. It does not need to be your delivery address. **DO NOT USE A POSTAL BOX NUMBER**
- ii) **How I Arrive or intend to arrive in Australia** – this is your personal travel details and must be completed. If your arrival is more than 6 months prior to the shipment a letter of explanation will be required for customs. You must have travelled overseas or coming to Australia to take up Permanent residence or temporary (457 visa) to clear the shipment as personal effects.
- iii) **for returning residents only** – list any countries you have visited or lived in since last residing in Australia. If you haven't lived in or visited any other countries, please put NONE. Make sure to put in period of absence from Australia.
- iv) **Section 1-** this is based on your **CURRENT** (visa) status e.g. if you currently have a 457-visa tick "to take up temporary residence only" and put the length of stay (as per the validity of your visa) in the box provided.
- v) **Section 2 'Did you pack the goods yourself?'** If packing is done by your removal company tick NO and insert the name of your removal company.
- vi) **Section 5** If you are bringing any alcohol/tobacco products or items owned for less than 12 months in your affects you should be aware that this will incur taxes and duty. You must list what you are bringing, the price and date purchased. **There is no duty-free allowance for unaccompanied personal effects shipments.**

- vii) **Section 8 'Do your unaccompanied effects contain any of the following goods'**
Furniture or other articles of wood, Cane or Bamboo, you should answer 'YES' if you have any wooden furniture amongst your effects and print in the box below: AS PER INVENTORY
- viii) **PLEASE ENSURE THAT YOUR SIGN EACH PAGE IN THE SPACE AT THE BOTTOM. (The signature must match the signature that is in your passport)**
- ix) If you make a mistake on the form **DO NOT USE WHITEOUT** or any other correction fluid. Cross out the mistake neatly and write in the correction then initial.
- x) If you are importing items from a deceased estate, you will need a copy of the Will and Death Certificate or a letter from the executor of the estate, stating these items were bequeathed to you.
- xi) We have instances where a client has not travelled and has purchase/s item/s on-line. These are not considered as personal effects and duty and GST will apply. Also, Customs broker's fee will apply for clearance. We will need proof of purchase.

NOTE: Quarantine inspection is mandatory – NO EXCEPTIONS. It is important you complete this form correctly and promptly to avoid delays processing your consignment. If you are unsure about any sections, contact Chess.

Chess Moving Perth

Address: 3 Purdy Place, Canning Vale WA 6155
Phone : +61 (08) 9352 4333
Fax : +61 (08) 9352 4322
Email : PerthImports@chessmoving.com.au