

SHIP AND CRAFT STORES

This fact sheet will assist providers and shipping agents with the requirements and processes around supplying and delivering stores to visiting ships and small craft that require provisioning prior to departing New Zealand.

WHAT ARE SHIPS STORES?

Stores for ships and craft include:

- » foodstuffs
- » cleaning products
- » alcohol and tobacco
- » spares and service parts
- » bunkers
- » general provisions for crew and passengers.

WHEN DO I HAVE TO SUPPLY A CUSTOMS EXPORT DELIVERY ORDER?

Where the stores are being taken into a Customs controlled area (a port), a Customs Export Delivery Order (CEDO) must be produced to the port authority or operator of the area, for goods loaded on-board ships and small craft. This includes:

- » stores being zero-rated for goods and services tax (GST) purposes
- » duty-free stores that are supplied from a Customs controlled area, licensed for this purpose — generally this will be alcohol and tobacco but may also include equipment, parts, and accessories for vessels
- » stores subject to a drawback of duty
- » stores that have been transhipped (see “Specific requirements” on page 2).

IS A CUSTOMS EXPORT DELIVERY ORDER REQUIRED FOR ALL GOODS?

Not all goods require a CEDO. Those that do not are:

- » crew and passengers’ baggage effects (excluding motor vehicles)
- » goods of a type normally used for commercial or business purposes such as laptop computers, cell phones, and video and photographic equipment carried by a passenger leaving New Zealand
- » routine vessel documentation, mail, schedules, plans and so on
- » domestic stores being supplied inclusive of GST
- » water supplied by the port authority
- » bunkering fuel. Suppliers of bunkering fuel to commercial craft are required to lodge a periodic export entry. Port authorities will not require a CEDO for individual deliveries of bunkers.

HOW DO I UNDERTAKE CUSTOMS CLEARANCE?

- » Generally, consignments over NZ\$1,000 FOB (free on board) will require an export entry — see Fact sheet 6A.
- » All goods subject to drawback will require an Export Entry — see Fact sheet 1.

- » All goods supplied duty-free from a Customs controlled area, licensed for this purpose, will require an export entry — see Fact sheet 1.
- » An Electronic Cargo Information (ECI) report must be lodged for all transshipment goods and goods under NZ\$1,000 FOB — see Fact sheet 6B.

ARE THERE SPECIAL REQUIREMENTS FOR SMALL CRAFT THAT HAVE BEEN ENTERED ON A TEMPORARY IMPORT ENTRY?

Duty-free alcohol and tobacco

Small craft entered on a Temporary Import Entry (TIE) are only eligible to load duty free alcohol and tobacco stores when they are about to depart (see ‘Specific Requirements’ on page 2).

Fuel

Pleasure craft entered on a Temporary Import Entry (TIE) are eligible to load fuel without payment of goods and services tax (GST) when they are about to depart for a destination outside New Zealand fisheries waters. There are two options for obtaining a CEDO:

- » the supplier may lodge an export entry or ECI report, or
- » the craft operator can produce their purchase invoice and yellow copy of the TIE to Customs, who will issue a manual delivery order.



Parts, accessories, and equipment supplied exclusive of GST

Where parts, accessories and equipment are subject to a drawback claim or are supplied duty free from a Customs controlled area, an export entry is required.

For all other parts, accessories, and equipment supplied exclusive of GST, an Export Entry/ECI report will not be required. Customs will issue a manual delivery order on production of the purchase invoice and yellow copy of the TIE.

ARE THERE SPECIFIC TARIFF ITEMS FOR SHIPS STORES?

Yes. The following tariff items have been issued specifically for provision of vessels:

- » **9808.00.10 00B** — Alcohol and tobacco products intended for passenger and crew consumption en route.
- » **9808.00.20 00H** — Other craft stores intended for passenger and crew consumption en route.
- » **9808.00.90 00F** — Other craft stores, including spare and service parts necessary to operate or maintain the craft.

WHAT EXPORTS ARE PROHIBITED OR RESTRICTED?

Customs enforces a wide range of export prohibitions and restrictions on behalf of government departments and agencies that have policy responsibility for export controls on certain types of goods. For some types of goods, an export licence or permit may be required, with a code and number to be declared in a particular field within an export entry. For some other types of goods, exportation may be completely prohibited.

To ensure you understand how to comply with any prohibition or restriction requirements, this Fact Sheet should be read in conjunction with:

- » Fact sheet 4 — Export Prohibitions and Restrictions. This gives a brief explanation of the prohibitions and restrictions Customs enforces at the border.
- » Fact sheet 10 — Permits to Export — Alerts. This explains export entry requirements.

Fact sheets are available on the Customs website www.customs.govt.nz, at your local Customs office, or by calling 0800 428 786 (0800 4 CUSTOMS).

WHAT BUSINESS RECORDS AM I REQUIRED TO KEEP?

The following records are required to be kept for a period of seven years:

- (a) Shipping, import, export or transportation documents.
- (b) Ordering and purchase documentation.
- (c) Stock and sale documents.
- (d) Banking and accounting information.

SPECIFIC REQUIREMENTS

Alcohol and tobacco

A requisition to supply alcohol and tobacco must be approved by Customs. Once approval is received, the export entry or ECI report can then be lodged. The number of the approved requisition is to be quoted in the goods description field on the Export Entry and in the Export ECI report.

The requisition to supply is to be made on Form NZCS 325, available on the Customs website www.customs.govt.nz.

Form NZCS 325 is to be emailed to ships.stores@customs.govt.nz Approved requisitions will be signed, stamped, and numbered by Customs and returned.

The following processing times below apply.

PROCESSING TIMES

Requisition sent	Processing time
Monday to Friday 08:00 – 17:00 (other than public holidays)	Maximum of two hours.
Monday to Thursday, after 17:00 hours	Application will be processed the following morning before 10:00 am. If the requisition requires urgent processing the client is to telephone the Tauranga on-call officer on 029 277 0635.
Friday after 17:00 hours to Sunday, Public holidays.	A maximum of five hours unless an alternative processing time has been agreed between the client and Customs. In all instances where a requisition is sent after 17:00 hours on Friday through to Sunday, the client is to telephone the Tauranga on-call officer on 029 277 0635.

With the exception of international passenger ships (cruise vessels), the amount of duty-free alcohol and tobacco that may be loaded is determined using a formula calculation, as follows:

Approved quota (detailed in table below)
x number of crew and passengers

x voyage duration

– duty free alcohol and tobacco stores already on board

The approved quota per crew member and passenger is:

Beer	6 x cans or bottles per day (each can or bottle not to exceed 375ml) or
Wine	1 x 750ml bottle per day, and
Spirits or liqueur	3 x 1125ml bottles per 10 days
Cigarettes	20 cigarettes per day or
Tobacco	250g per 10 days or
Cigars	5 (regardless of weight) every 10 days

Transshipment stores

Transshipment stores are stores imported by air or sea, which have not cleared Customs control and are being loaded onto another vessel for subsequent export.

(i) Import and export from the same Customs controlled area

Where stores are imported and exported from the same Customs controlled area, the only transaction required is the lodgement of the ECI Report.

Please note there is one exception to this. There is no requirement for an ECI Report for full containers (FCLs) where:

- › the import bill of lading number is the same as the export bill of lading
- › there is no unpack/repack
- › the transshipment details were captured in the Inward Cargo Report.

Where these conditions are met, the electronic Customs response message for the Inward Cargo Report may be used as the Customs clearance number to authorise loading for export.

(ii) Movement between Customs controlled areas

Where the stores are held in a Customs controlled area and need to be moved to another Customs controlled area in order to be loaded onto a vessel, there are two mechanisms for moving the stores:

- › a transshipment is used to move stores between Customs controlled areas in different regions, for example, Auckland to Tauranga.
- › a Customs Permit to Remove is used to move goods within a region.

Where the licensee of the Customs controlled area holding the goods at time of import permits paperless transshipment between regions, the stores may be moved without lodging any documentation with Customs. Where paperless transshipment is not permissible, a manual transshipment entry will be required.

In all instances where transshipment or a Customs Permit to Remove is used, an ECI Report is required in order to generate a Customs Export Delivery Order (CEDO) to permit the stores to be loaded onto the vessel.

Notes:

- » If the value of the transshipment stores exceeds NZ\$1,000, the value on the ECI report is to be shown as NZ\$999.
- » A list of Customs Controlled Areas, which also indicates those that operate under the paperless transshipment scheme, is available on the Customs website www.customs.govt.nz.

If you are unfamiliar with export entries and ECI reports, or lodge this documentation infrequently, Customs suggests you engage the services of a freight forwarder or customs broker to lodge clearances on your behalf.

FOR FURTHER INFORMATION

Contact your nearest office of the New Zealand Customs Service, visit the Customs website www.customs.govt.nz or call Customs on 0800 428 786 (0800 4 CUSTOMS).