

NEW ZEALAND CUSTOMS SERVICE

Customs and Excise Act 1996

Notification by the Chief Executive of the Customs Service of Requirements for Supporting Documents Pursuant to Section 34 (a) of the Customs and Excise Act 1996, and of Variations to Those Requirements Pursuant to Section 34 of That Act.

1. I require the following supporting documents, lodged electronically in the Format E5 set out in Schedule 1, to accompany an outward report delivered to the Customs, pursuant to section 34 of the Customs and Excise Act 1996:
 - (a) For a craft carrying any commercial cargo, one or more outward cargo reports, containing the particulars set out in Schedule 2, which, when taken together, report all commercial cargo loaded onto that craft in New Zealand (whether originating in New Zealand or transhipped for export in New Zealand);
 - (b) For a ship or boat carrying any commercial cargo packed in a shipping container, a separate consolidation outward cargo report, containing the particulars set out in Schedule 3, in respect of every shipping container (other than an FCL container or a bulk container) which was loaded onto that ship or boat in New Zealand; and
 - (c) For an aircraft carrying any consolidated cargo consignments, a separate consolidation outward cargo report, containing the particulars set out in Schedule 4, in respect of every consolidated cargo consignment which was loaded onto that aircraft in New Zealand.
2. In addition to the requirements set out in paragraph 1 above, in respect of a ship or boat (other than small craft), I require the following supporting documents to accompany an outward report delivered to the Customs, pursuant to section 34 of the Customs and Excise Act 1996:
 - (a) Any requisitions for stores for the craft (if any) as specified in Form NZCS 325 set out in Schedule 5;
 - (b) A list of controlled drugs and firearms (if any) as specified in Form NZCS 341 set out in Schedule 5;
 - (c) A list of passengers (if any) as specified in Form NZCS 342 set out in Schedule 5;
 - (d) A list of transit passengers (if any) as specified in Form NZCS 343 set out in Schedule 5.
3. I approve the following variations to the requirement set out in paragraph 1 above:
 - (a) In the case of a ship or boat carrying any commercial cargo packed in a shipping container, outward cargo reports may be lodged within 24 hours after the departure of that ship or boat from New Zealand;
 - (b) In the case of a ship or boat carrying commercial cargo of which the majority by volume is not packed in shipping containers, outward cargo reports may be lodged within 48 hours after the departure of that ship or boat from New Zealand; and
 - (c) In the case of an aircraft carrying commercial cargo, outward cargo reports may be lodged within two hours after the departure of that aircraft from New Zealand.

4. I may withdraw an approval set out in paragraph 3 above in respect of any craft at any time by notice in writing to the owner or operator of that craft or to an agent of the owner or operator of that craft (including the person in charge of that craft).

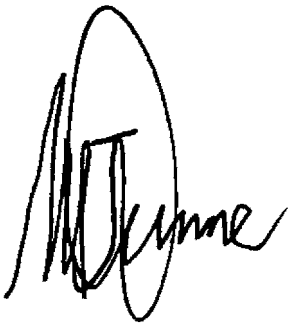
5. I approve the following variation to the requirements set out in paragraphs 1 (b) and 1 (c) above:

A consolidation outward cargo report made for the purposes of paragraph 1 (b) or 1 (c) above need not actually accompany the related outward report delivered in terms of section 34, if that consolidation outward cargo report is lodged by the consolidator of the container or consignment prior to the delivery of the container or consignment to the port or airport where it will be loaded for export.

6. For the purposes of this notice, the term “commercial cargo” has the same meaning as set out in the Customs (Outward Report) Rules 2004.

; and variations set out above shall come into effect on 1 December 2004.

is 27th day of October 2004.



MARTYN JOHN DUNNE,
Comptroller of Customs.

SCHEDULE 1

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 2

Requirement 1 (a)

Particulars to be Provided in Outward Cargo Report

General Requirements

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 web site location www.unece.org/cefact

Notes

- (i) The particulars required in this Schedule relate to New Zealand Customs' version of the D03A version of the UN/EDIFACT CUSCAR data elements. This New Zealand 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 New Zealand 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 New Zealand 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 "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 Outward Cargo Report within a Customs computerised entry-processing system.
- (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 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

Requirements

- (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

Requirement

Leave this field blank.

Note

This number is automatically created by a Customs computerised entry processing system.

Carrier Name*Requirement*

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*Requirement*

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

Voyage Number*Requirement*

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*Requirement*

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.*Requirements*

- (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*Requirement*

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*Requirement*

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*Requirement*

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***Requirement*

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*Requirement*

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

Bill Number*Requirements*

- (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

Requirement

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

Requirement

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 3

Requirement 1 (b)

Particulars to be Provided in Consolidation Outward Cargo Report for Consignments Packed in Seafreight Shipping Containers

General Requirements

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 web site location <http://www.unece.org/cefact>

Notes

- (i) The particulars required in this Schedule relate to New Zealand Customs’ version of the D03A version of the UN/EDIFACT CUSCAR data elements. This New Zealand 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 New Zealand 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 New Zealand 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 “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 Outward Cargo Report within a Customs computerised entry-processing system.
- (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 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

Requirement

Insert in this field “CS” standing for “consolidator”.

Outward Report Number*Requirement*

Leave this field blank.

Note

This number is automatically created by a Customs computerised entry processing system.

Carrier Name*Requirement*

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*Requirement*

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

Voyage Number*Requirement*

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

Transport Mode*Requirement*

Insert in the code “1” standing for sea transport.

Craft Name or Flight No.*Requirements*

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*Requirement*

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*Requirement*

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*Requirement*

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***Requirement*

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*Requirement*

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

Bill Number*Requirement*

- (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*Requirement*

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

Requirement

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 4

Requirement 1 (c)

Particulars to be Provided in Consolidation Outward Cargo Report for Airfreight Consignments

General Requirements

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 web site location <http://www.unece.org/cefact>

Notes

- (i) The particulars required in this Schedule relate to New Zealand Customs’ version of the D03A version of the UN/EDIFACT CUSCAR data elements. This New Zealand 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 New Zealand 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 New Zealand 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 “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 Outward Cargo Report within a Customs computerised entry-processing system.
- (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 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

Requirement

Insert in this field “CS” standing for “consolidator”.

Outward Report Number

Requirement

Leave this field blank.

Note

This number is automatically created by a Customs computerised entry processing system.

Carrier Name*Requirement*

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*Requirement*

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

Voyage Number*Requirement*

Leave this field blank.

Transport Mode*Requirement*

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

Craft Name or Flight No.*Requirement*

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*Requirement*

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*Requirement*

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*Requirement*

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*Container Number and Container Status*

Leave these fields blank.

Consignment Information*Note*

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

Consignment Number*Requirement*

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

Bill Number*Requirements*

- (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*Requirement*

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*Requirement*

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.



REQUISITION FOR SHIPS STORES

Te Mana Arai o Aotearoa

Name of craft	Port of loading	Date of loading
Final New Zealand port	Port of destination	Duration of voyage
Number of crew		

I (Full name)..... of (Name of company)
 apply for the following stores to be loaded for export.

Signature Date

Articles	Quantity					
	On board		Requisitioned		Approved	
	Size of bottle/cask/cans	No.	Size of bottle/cask/cans	No.	Size of bottle/cask/cans	No.
Brandy						
Brandy						
Rum						
Rum						
Gin						
Gin						
Vodka						
Vodka						
Whisky						
Whisky						
Other spirits						
Other spirits						
Beer						
Beer						
Wine						
Wine						
	Total weight		Total weight		Total weight	
Tobacco						
	Carton size	No.	Carton size	No.	Carton size	No.
Cigarettes						
Cigarettes						
	No.		No.		No.	
Cigars						
Cigars						
Other (Specify)						

Shipment approved (as indicated)

Signature Date (Stamp)

Received on board

Signature of Master or Officer in Charge Date (Stamp)

