

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 seafreight, 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 Transhipment 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 Transhipment 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 Transhipment for Export entry in the form of an Export ECI message is required for any transhipment 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 transhipments 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 Transhipment 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 Transhipment 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	23	Container IC 40 ft.
2	Epoxy coated tank	24	Refrigerator tank 20 ft.
3	IMO1	25	Refrigerator tank 30 ft.
4	IMO2	26	Refrigerator tank 40 ft.
5	IMO3		
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.	42	Dual trailer
22	Container IC 30 ft.		

Schedule 2

ELECTRONIC MESSAGE FORMAT FOR INWARD CARGO REPORT

Summary Information

Submitter Reference Number	Port of Delivery
Submitter Code	Place of Final Delivery
ECI Number	Container Pack Location
Carrier name	Place of Origin
Consolidator name	Country of Origin
Remarks	Consignee Name
Port of Arrival/Departure	Consignee Address
Date of Arrival/Departure	Consignor Name
Transport Mode	Consignor Address
Craft Name/Flight Number	Contact Party Name
Voyage Number	Contact Party Address
ECI Type	
Full/Part Indicator	

Goods Item Information

Goods Item Number
Goods Description

Container List

Container Number	Vehicle Identification Number
Container Size/Type Code	Package Type – Level 1
Container Status	Number of Packages
Attached Equipment Indicator.	Package Type – Level 2
Prohibited Packaging Indicator	Package Type – Level 3
Quarantine Code	Gross Weight
	Value In Currency
	Currency Code

Consignment Information

Consignment Number	Container Number
Bill number	Dangerous Goods Code
Bill Type	Dangerous Goods Number
Port of Loading	Flash Point
Place of Transshipment	
Port of Discharge	

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.