



Disclaimer:

This document is a consolidated version of the Customs (Import Entry) Rules 1997 produced by the New Zealand Customs Service as a reference document only. It has been compiled from the official rules that were made by the Comptroller of Customs. Copies of the official rules and amendment rules were notified in the NZ Gazette and are available on the New Zealand Customs Service website.

Customs (Import Entry) Rules 1997

PURSUANT to Section 288(1)(d) of the Customs and Excise Act 1996 the Chief Executive hereby makes the rules prescribing the form and manner in which goods to which section 39(1) of the Act applies must be entered, the particulars to be provided in the entries, and the form of declaration to be made in the entries.

RULES

1. Title and Application

- (a) These rules may be cited as the Customs (Import Entry) Rules 1997.
- (b) These rules are made for the purposes of prescribing the form and manner in which goods that are imported or to be imported from New Zealand must be entered, together with the particulars to be provided and the form of declaration to be made in the entry.
- (ba) These rules apply only to import entries made using the legacy export entry message format. Export entries that use the new WCO message content will fall under the new Customs (Import Entry WCO Message) Rules 2013.
- (c) These rules shall come into force on 7 July 1997.

2. Interpretation

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

- (a) The term "the Act" means the Customs and Excise Act 1996
- (b) The term "the Regulations" means the Customs and Excise Regulations 1996
- (c) Any terms used in these rules that are defined in section 2 of the Act shall have the meanings given to them in that section
- (d) "Prescribed form" or "form" means a form prescribed by the Chief Executive and set out in Schedule 1 to these rules (and includes an electronic message format); and a reference to a numbered form is a reference to the form so prescribed and numbered
- (e) "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
- (f) "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
- (g) "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.
- (h) "legacy export entry message" means the message lodgement and content provided to the New Zealand Customs Service under the principal rules.
- (i) "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.
- (j) "WCO message" means the electronic message lodgement and content for the entering of goods for exportation that is provided to the Joint Border Management System through Trade Single Window in accordance with the World Customs Organizations' Data Model as adapted for New Zealand.
- (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 boarder agencies electronically, once, through one entry point.

3 Purpose and Manner of Making Import Entry

Goods imported or to be imported into New Zealand must be entered for any one of the following purposes—

- (a) For home consumption; or
- (b) For export; or
- (c) For export to a Customs controlled area—

as the case may be, by making entry in the manner set out in rule 4(a) and rule 4(ab) of these rules.

Provided that where imported goods have at any time been entered for the purpose specified in paragraph (c) of this rule:

- (i) such goods must be entered again for any one of the purposes specified in paragraphs (a) or (b) of this rule as if no previous entry had been made or passed in relation to those goods; and
- (ii) such entries must be made within such time as are prescribed in the Regulations.

Provided also that where imported goods have at the time of import been entered for the purpose specified in paragraph (a) of this rule by way of a sight entry such goods must be entered again for home consumption or for export within such time as the Customs may require in any particular case.

4. Form and Content of Making Entries

- (a) Every entry required under section 39(1) of the Act shall be:
 - (i) In Format E1 through the use of a Customs computerised entry processing system when entering goods for home consumption other than goods which are to be entered pursuant to sub-paragraph (iv) of this rule;
 - (ii) In Format E4 where imported goods that are to be transhipped in New Zealand for export have arrived in New Zealand on a bill of lading or airway bill which does not specify a place outside New Zealand as being the final destination of those goods;
 - (iii) In Form C4D (Import Entry (For Transportation within New Zealand)) for entry of imported goods which are to be transported from one Customs controlled area to another Customs controlled area for future Customs clearance;
 - (iv) In Form C4G (Import Entry (Temporary) for Yachts and Small Vessels) when entering yachts and small vessels that the Chief Executive is satisfied are to be in New Zealand for a temporary period only before being exported.
- (ab) Notwithstanding paragraph (a)(i) of this rule, goods imported or to be imported into New Zealand by a natural person otherwise than for use in a business or for supply in any way to another person, and which are to be entered for home consumption, may be entered in Form C4 (Import Entry) including any continuation sheet in Form C4CS.

- (b) Every entry made in form C4 (including any continuation sheet in Form C4CS), or in Form C4D, or in Form C4G, shall include the particulars specified in or by such form and shall be completed in accordance with the requirements set out in those forms, and in accordance with Schedule 2 to these rules.
- (c) Every entry made by a Customs computerised entry processing system in Format E1 shall be completed in accordance with the requirements set out in that format and in accordance with Schedule 2 of these Rules.
- (ca) Every entry made by a Customs computerised entry processing system in Format E4 shall be completed in accordance with the requirements set out in that format and in accordance with Schedule 3 of these Rules.
- (d) Notwithstanding the generality of paragraph (a) and paragraph (ab) of this rule, 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 person making the entry must also provide by way of a separate detail line for each such vehicle:
 - (i) The make and year of manufacture of the vehicle; and
 - (ii) The vehicle's chassis number preceded by the words "chassis number"; and
 - (iii) The odometer reading at the time of sale for export of the vehicle to New Zealand.
 - (iv) The odometer reading of the vehicle at the time of its import to New Zealand.
- (e) Every person required to make an entry in any one or more of the prescribed forms 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.
- (f) Where goods are alcoholic beverages dutiable on the basis of alcoholic strength, the entry shall specify the volume of alcohol present in the beverage in accordance with the strength stated by the manufacturer or supplier on the invoice or on the label of the product concerned.

5. Notes

Where a 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 an entry.

6. Revocation

The Customs (Import Entry) Rules 1996* are hereby revoked.

*Notified in the New Zealand Gazette (Customs Edition) of 27 August 1996

SCHEDULES

SCHEDULE 1

Form C4



Te Mana Arai o Aotearoa

IMPORT ENTRY

Client Reference		Entry Type		Entry Number	
Payment Method					
Importer	Code	Agent		Code	
Customs Controlled Area	Code			Declarants Code	
Invoice Number(s)	Invoice Terms	I Importer/Agent of Importer declare that the particulars contained in this entry are true and correct Signature Date			
COMPLETION OF SIGHT/TEMPORARY ENTRY		PERMIT INFORMATION		OTHER INFORMATION	
Original Entry Number		Authority	Number	Code	Data
Remarks					
SHIPPING DETAILS					
Mode of Transport	Voyage No.	Craft/Flight	Date of Import	Total Gross Weight (kg)	
Sea / Air / Mail					
Port of Loading	Port of Discharge	Delivery Authority	Code		
CONTAINER AND PACKAGE INFORMATION					
Number & Type of Packages	Container Number	Container Status	Bill Number	Bill Type	
DETAIL LINE INFORMATION					
Detail Line No.	Description of Goods	Tariff Item	Concession Code		
1					
		Relationship Indicator	Preference Indicator		
		YES / NO	Q / N		
Country of Export	Country of Origin	Supplier Code	Supplier Name		
Statistical Unit	Statistical Quantity	Supplementary Unit	Supplementary Quantity		
VFD (Foreign)	Currency Code	VFD (Whole NZ\$)	Exchange Rate		
Insurance (Whole NZ\$)	Freight (Whole NZ\$)	Misc. Reason Code	Misc. Amount NZ\$		
Duty Payable NZ\$	GST Payable NZ\$	Total Payable NZ\$			
PERMIT INFORMATION		PROHIBITED GOODS		OTHER INFORMATION	
Authority	Number	Code		Code	Data
ENTRY TOTAL					
					Total Payable NZ\$

Notes
1. This form may be used to enter for home consumption goods imported or to be imported into New Zealand by a natural person otherwise than for use in a business or for supply in any way to another person.
2. A properly completed "Customs Delivery Order" form should accompany the entry at the time of lodgement.

Form C4CS




Te Mana Arai o Aotearoa

CONTINUATION SHEET

FOR IMPORT ENTRY

(FOR USE WITH MORE THAN TWO DETAIL LINES)

DETAIL LINE INFORMATION					
Detail Line No.	Description of Goods			Tariff Item	Concession Code
				Relationship Indicator YES / NO	Preference Indicator Q / N
Country of Export	Country of Origin		Supplier Code	Supplier Name	
Statistical Unit	Statistical Quantity		Supplementary Unit	Supplementary Quantity	
VFD (Foreign)	Currency Code	VFD (Whole NZ\$)		Exchange Rate	
Insurance (Whole NZ\$)	Freight (Whole NZ\$)		Misc. Reason Code	Misc. Amount NZ\$	
Duty Payable NZ\$	GST Payable NZ\$		Total Payable NZ\$		
PERMIT INFORMATION		PROHIBITED GOODS		OTHER INFORMATION	
Authority	Number	Code	Code	Data	
DETAIL LINE INFORMATION					
Detail Line No.	Description of Goods			Tariff Item	Concession Code
				Relationship Indicator YES / NO	Preference Indicator Q / N
Country of Export	Country of Origin		Supplier Code	Supplier Name	
Statistical Unit	Statistical Quantity		Supplementary Unit	Supplementary Quantity	
VFD (Foreign)	Currency Code	VFD (Whole NZ\$)		Exchange Rate	
Insurance (Whole NZ\$)	Freight (Whole NZ\$)		Misc. Reason Code	Misc. Amount NZ\$	
Duty Payable NZ\$	GST Payable NZ\$		Total Payable NZ\$		
PERMIT INFORMATION		PROHIBITED GOODS		OTHER INFORMATION	
Authority	Number	Code	Code	Data	
FOR DEPARTMENTAL USE ONLY					

Importer (and full postal address) GST Number Code		 TE MANA ĀRAI O AOTEAROA IMPORT ENTRY (For Transportation within New Zealand)	
Agent of Importer (and full postal address) Code		IImporter/Agent of Importer declare that the particulars contained in this entry are true and correct. Date	
Date of Importation 		Customs Controlled Area of Destination (Trading name and full postal address) Located at Port/Airport Internal Consignment Note/Bill of Lading/Air Waybill Number	
Importing Vessel/Flight No./P.Post Voyage Number			
Port of Loading Expected Port of Discharge			
Transported in New Zealand by 			
SHIPPING DETAILS			
Bill of Lading/Air Waybill/P.Post 	Container Number and Status 	Packages: No. and Kind 	Permit Numbers
Full Description of Goods 			FOR OFFICIAL USE Customs Officer (Date Stamp) No.

(See notes on reverse)

NOTES

1. This form should be used when imported goods are to be transported from one Customs controlled area to another Customs controlled area for future Customs clearance.
2. Imported goods transported from one Customs controlled area to another Customs controlled area, are required to be entered within 20 working days after the date on which the first entry was made in respect of the goods.
3. In all cases a properly completed "Customs Delivery Order" form should accompany the entry at the time of lodgement.



FORM C4G I

Import entry (temporary) - Yachts and small vessels

Owner/person in charge (and full postal address in New Zealand)				FOR OFFICIAL USE ONLY			
				ENTRY PASSED		NUMBER:	
Port of arrival				(Stamp)		Date	
Name of vessel				Date of arrival		Ports to be visited in New Zealand	
Last port before New Zealand				Intended port of departure from New Zealand		Intended length of stay in New Zealand	
Length	Beam	Constructions	Type	Vessel registration		Port of registration	
DETAIL LINE INFORMATION							
Detail Line No 1	Plain description of goods					Tariff item	Concession code
Supplier No						Duty rate	
Statistical unit	Statistical Qty	C. of Currency	VFD (Foreign currency)	Exchange rate	VFD (whole NZ\$)	CIF (whole NZ\$)	
C. of Origin	C. of Export		Duty payable calculation	GST payable calculation	Total payable calculation		
Code	Misc. Amts Payable	Code	Other information		Total Misc. Amts Payable NZ\$		
Items of Equipment carried on board						Value NZ\$.....	
Description:							
Comment:							
The principal reason for the vessel's presence in New Zealand				Refitting/refurbishing	Tourism	Other (specify)	
Declaration:							
I (name) being the Owner/person in charge (delete one)							
of the vessel (vessel name) declare that the owner of the vessel is not a resident of New Zealand.							
1. The vessel (vessel name) has arrived in New Zealand for a temporary stay of up to 24 months, and:							
(a) this vessel will not be sold or offered for sale or otherwise disposed of in New Zealand without the permission of the Chief Executive of Customs; and							
(b) this vessel will not be used in a commercial capacity for hire, or for the transport of cargo or the carriage of passengers for reward while in New Zealand; and							
my contact details in New Zealand are : Phone and/or email:							
2. That I undertake to pay Customs the sum of \$..... being the amount of duty payable on the vessel, unless the Chief Executive is satisfied that the vessel							
has been dealt with in one of the ways mentions in (i) to (v) below by (final date of temporary entry period)							
(i) Exported; or							
(ii) Shipped for export; or							
(iii) Packed for export into a bulk cargo container in a Customs controlled area and the container secured to the satisfaction of the Chief Executive; or							
(iv) Destroyed; or							
(v) Dealt with in such manner as the Chief Executive may allow; and							
3. That I understand I will be released from the provision of paragraph 2, unless otherwise permitted by the Chief Executive, once the vessel has been shipped to a point							
outside New Zealand; and							
4. That I will provide written notice to Customs of my intention to export the vessel not less than six working hours before the time at which the vessel is due to be shipped							
for export.							
5. That the particulars contained in this entry are true and correct.							
Owner/person in charge				Date.....			
FOR OFFICIAL USE							
The vessel has departed New Zealand for							
from on							
..... Customs officer							

NOTES

1. This form must be prepared in duplicate. The original copy will be retained by Customs, and the duplicate copy must be kept and presented to Customs when the vessel prepares to finally clear New Zealand.
2. The duplicate copy can also be used to demonstrate to the Inland Revenue Department that certain goods qualify for zero rating for the purpose of the Goods and Services Tax Act. More information on this issue can be obtained from the nearest office of the Inland Revenue Department.

ZERO RATED SUPPLIES OF GOODS
(to be completed by supplier at time of supply)

(to be completed by supplier at time of supply)

Goods supplied (over \$25.00)

[illegible]

ELECTRONIC MESSAGE FORMAT**Import Entry Summary**

Entry No.:
 Clients Reference:
 Entry Type:
 Processing port:
 Payment Method
 Invoice Number(s)
 Invoice Terms

Summary Entry Totals

VFD(NZ)
 Insurance
 Freight
 Duty
 GST
 CIF
 Misc.
 Total Payable

Client Information

Importer code
 Broker code
 CCA code
 Declarant code
 Suppliers name

Import Miscellaneous Information Permit

Auth
 Number

Sight /Temporary Entry

Import Entry Number

Other Information

Code
 Date
 Remarks

Import Shipping Information

Mode of transport
 Voyage Number
 Craft/Flight
 Date of Import
 Total Gross weight (kg)

Container and package information

Bill Number
 Bill type
 Container Number
 Container Status
 Package Type
 Number of Packages

Port Information

Port of loading
 Port of discharge

Delivery

Delivery authority code

Import Line Item

Detail Line Number
 Description
 Tariff item
 Concession
 Country of Export
 Country of Origin
 Preference. Indicator
 Duty rate
 Stats quantity
 Stats unit
 Supplementary quantity
 Supplementary unit
 VFD (Foreign)

Supplier Information

Name
 Code
 Importer/supplier relationship
 Misc. Reason code
 Misc. Amount

Permit Information

Permit Auth.
 Permit Number

Prohibited

Code

Currency code
Exchange rate
VFD(NZ)
Insurance
Freight
Unit value

Other Information

Code
Data

Format E4**ELECTRONIC MESSAGE FORMAT**

This format sets out the particulars New Zealand Customs requires in relation to the goods and their intended 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.

Summary Information

Submitter Reference Number
 Submitter Code
 ECI Number
 Carrier name
 Consolidator name
 Remarks
 Port of Arrival/Departure
 Date of Arrival/Departure
 Transport Mode
 Craft Name/Flight Number
 Voyage Number
 ECI Type
 Full/Part Indicator

Port of Delivery
 Place of Final Delivery
 Container Pack Location
 Place of Origin
 Country of Origin
 Consignee Name
 Consignee Address
 Consignor Name
 Consignor Address
 Contact Party Name
 Contact Party Address

Container List

Container Number
 Container Size/Type
 Container Status
 Attached Equipment Indicator.
 Prohibited Packaging Indicator
 Quarantine Code

Goods Item Information

Goods Item Number
 Goods Description
 Vehicle Identification Number
 Code Package Type – Level 1
 Number of Packages
 Package Type – Level 2
 Package Type – Level 3
 Gross Weight
 Value In Currency
 Currency Code
 Container Number
 Dangerous Goods Code
 Dangerous Goods Number
 Flash Point

Consignment Information

Consignment Number
 Bill number
 Bill Type
 Port of Loading
 Place of Transshipment
 Port of Discharge

Rule 4(b) and 4(c)**SCHEDULE 2****PART A****IMPORT ENTRIES**

General requirements:

- (a) The declaration on the entry is to be completed in full.
- (b) For electronic entries in place of a signature the declarant must use the unique user identifier issued to him or her by the Customs Service.
- (c) The requirements for completing the manual entry **Import Entry (Form C4)**, and the **Electronic Message Format (Format E1)** are set out below.
- (d) In this Schedule the term "electronic format" means an electronic message format when using a Customs computerised entry processing system
- (e) All entries made using Format E1 must be made in accordance with the instructions set out in **The New Zealand Customs Service Guidelines for Electronic Commerce, EDI Message Implementation Guidelines** (first published on 10 December 1996, and includes all additions and amendments thereto). This publication is available from Publications, New Zealand Customs Service, Private Bag 1928, Dunedin.
- (f) The maximum number of detail lines that can be made on an entry are:
 - 150 for manual forms
 - 250 for electronic format
- (g) All fields on an entry made in any form must be completed unless otherwise stated below.

Entry Number

Note: This number is created by a Customs computerised entry processing system and the field is to be left blank.

Entry type

Notes:

- i. Import entry types are:
 - standard import entries
 - "Simplified"**
 - "Temporary"**

"Sight"

"Permit" or

"Periodic".

- ii. The appropriate type of entry is to be specified in this field. If this field is left blank the entry type will revert to a standard entry.
- iii. **"Simplified"** - for entry of import shipments with a value for duty of less than \$1000.
- iv. **"Temporary"** - for entry of goods that are to be in New Zealand for a temporary period only before being exported. A deposit or security will be taken to cover the full duty for the importation.
- v. **"Sight"** - for entry of imported goods in respect of which full details are not available to make a full or complete entry. A deposit of duty or security will be taken to cover duty and a time limit imposed for furnishing a complete entry.
- vi. Completion of a sight entry is by lodgement of a manual entry or amending the electronic format to an import entry. Full duty is to be paid on the completing entry except when the goods are exported.
- vii. **"Permit"** - for import of goods on which no duty (duty includes goods and services tax) is payable, or in respect of which entry has already been made and duty paid but which were found to be short packed, short shipped or short landed.
- viii. **"Periodic"** - for entry of goods that are covered by a procedure statement issued by the Customs.

Client Reference

Note: This is used as a means of identifying a client's entry and must be a unique number for this transaction within the client's system.

Processing port

Notes:

- i. This field in the electronic format is used to identify the Customs office at which entry processing is requested.
- ii. The codes for requested processing ports are set out in **Part B** to this Schedule.
- iii. For manual entry this field is not available. Processing port is port of lodgement of entry.

Payment Method

Notes:

The options are:

- **"Broker deferred"**
 - **"Deferred"**
 - **"Cash"** or
 - left blank
- i. Broker deferred is available on the request of an agent who holds a broker deferred account. It is not available to a client who holds a deferred account.
 - ii. Deferred is only available to clients who are holders of a deferred account.

Importer and Code

Notes:

- i. The full trading name and code of the importer must be stated, except:
 - for electronic entries where only the code is to be stated, or
 - for simplified entries where only the importer's name is required.
- ii. A code for a new importer is available on written request from the Customs.
- iii. Existing codes are available from the importer.

Agent and Code

Notes:

- i. For manual entries the full trading name and code of the importer's agent, where applicable, must be stated.
- ii. For electronic entries only the code is required.
- iii. Where the importer and agent codes are the same, the agent's name and code are to be left blank.

Customs Controlled Area and Code

Notes:

- i. For goods to be removed to a Customs controlled area licensed for the purposes of Section 10(a),(b) or (f) of the Act :
 - For a manual entry the full trading name and code of the Customs controlled area must be stated.
 - For electronic entries only the code is to be stated.
- ii. In all other cases the field must be left blank.

- iii. The code is available from the licensee of the Customs controlled area.

Declarant's Code

Notes:

- i. For manual entries the declarant's code must be stated, if available.
- ii. For electronic entries the declarant's code must be stated.

Invoice Number(s) and Invoice Terms

Notes:

- i. State the Supplier's invoice number that specifically identifies the goods on the entry.
- ii. The terms of payment (including freight, insurance and any other charges) as shown on the invoice are to be stated.
- iii. The terms codes are set out in the **Part C** to this Schedule.
- iv. Not required for periodic entries.

Declaration

Note:

For a manual entry the importer's/agent's full name, signature and date of entry must be completed.

Completion of Sight/Temporary Entry - Original Entry Number

Note:

State the entry number of the original entry when the goods were imported into New Zealand on a sight entry or a temporary entry.

Permit information - Authority and Number

Notes:

- i. Only information that applies to the total entry is to be recorded in these fields. Data that is only relevant to a detail line is to be recorded in that line.
- ii. The relevant Permit Authority codes are set out in **Part D** to this Schedule.
- iii. It is the importer's responsibility to obtain the permit number from the permit authority. e.g. Ministry of Health.

Other Information - Code and Data

Notes:

- i. Only information that applies to the total entry is to be recorded in these fields. Information that is relevant only to a detail line is to be stated in that detail line.
- ii. The relevant codes and data requirements are set out in **Part E** to this Schedule.

Remarks

Note: Any additional information may be stated which is relevant to the processing of the entry.

Mode of Transport

Notes:

- i. The code for the mode of transport must be stated for electronic entries.
- ii. The codes for electronic entries are: **1** (sea), **4** (air), **5** (mail).
- iii. For manual entries state: "**Sea**", "**Air**" or "**Mail**".
- iv. Not required for periodic entries.

Voyage Number

Notes:

- i. This field is only required for imports made by sea.
- ii. The voyage number is to be obtained from the carrier and relates to the voyage that brings the goods to New Zealand.

Craft / Flight.

Notes:

- i. For sea - state the ship's registered name.
- ii. For air - state the flight number.
- iii. For mail shipments this field is left blank.
- iv. Not required for periodic entries.

Date of Importation

Note: State by way of: day, month, and year.

Total Gross Weight (kg)

Note: This field must state the total gross weight of the shipment covered by this entry expressed in kilograms.

Port of Loading

Notes:

- i. State the port the goods were loaded onto the craft for the final leg of the journey to New Zealand. For example a shipment from Germany that was transhipped in Singapore would state a Port of Loading as Singapore.
- ii. This field must state the 5 character port of loading code set out in the United Nations Economic Commission for Europe publication **Trade Data Element Directory**.
- iii. The code is available from the Customs.

Port of Discharge

Notes:

- i. State the port the goods are or are expected to be discharged at in New Zealand
- ii. This field must state the 5 character port of loading code set out in the United Nations Economic Commission for Europe publication **Trade Data Element Directory**.
- iii. The code is available from the Customs.

Delivery Authority and Code

Notes:

- i. These fields are only to be completed when an electronic delivery order is to be sent to a person other than the importer, or the importer's agent.
- ii. The delivery authority's full trading name and code is to be stated.
- iii. The code is to be obtained from the delivery authority.

Number and Kind of Packages

Notes:

- i. State the number and kinds of packages listed on the bill of lading, waybill or parcels post, as the case may be.
- ii. The codes for kind(s) of package(s) are set out in **Part G** to this Schedule.
- iii. This information is not required for periodic entries.

Container number and Container Status

Notes:

- i. State the container number in which the goods are imported.
- ii. State the status as:
 - **"empty"**

- **"full"**
- **"less than a container load" or**
- **"bulk"**

iii. This field is to be left blank for periodic entries or mail shipments.

Bill Number and Bill Type

Notes:

- i. State the bill of lading number or waybill number.
- ii. State: **"master"** or **"house"** to identify bill type.
- iii. This information is not required for periodic entries.

Detail Line Number

Note: Detail lines are to be numbered sequentially starting with the number 1.

Description of Goods

Notes:

- i. The goods must be clearly and correctly described, in English.
- ii. In the case of an imported used motor vehicle the description must state:
 - The make and year of manufacture of the vehicle;
 - The words **"Chassis number"** followed by the vehicle's chassis number;
 - The odometer reading at the time of sale of the vehicle for export to New Zealand; and
 - The odometer reading of the vehicle at the time of its import to New Zealand.

Tariff Item

Note: State the tariff classification of the goods by reference to the tariff number and statistical key code according to the "New Zealand Customs Service Working Tariff Document".

Concession Code

Note: State the applicable concession (if any) issued under:

- Section 8 of the Tariff Act 1988 by reference to its number, as published by the Ministry of Commerce; or
- Codes issued by the New Zealand Customs Service to implement Sections 108, 109, and 113 of the Customs and Excise Act 1996; or

- Codes for goods entered under reference 80 to Part II of the First Schedule to the Tariff Act 1988.

Relationship Indicator

Note: If there is a relationship between the importer and seller of the goods of a type stated in Subclauses 2 and 3 of Clause 1 to the Second Schedule to the Act indicate **"YES"**. If otherwise indicate **"NO"**.

Preference Indicator

Note: If preferential rate of duty entitlement is claimed indicate **"Q"**, otherwise indicate **"N"**.

Country of Export

Notes:

- i. For manual entries state in full the country of export of the goods.
- ii. For electronic entries state the 2 character country code set out in the United Nations Economic Commission for Europe's publication **Trade Data Element Directory**.
- iii. The code is available from the Customs.
- iv. 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.

Country of Origin

Notes:

- i. For manual entries state, in full, the country of origin of the goods.
- ii. For electronic entries state the 2 character country code set out in the United Nations Economic Commission for Europe's publication **Trade Data Element Directory**.
- iii. The code is available from the Customs.

Supplier Code and Name

Notes:

- i. State the full name and code of the **overseas** supplier of the imported goods.
- ii. For a simplified entry only the supplier's name needs to be stated.

Statistical Unit and Statistical Quantity

Note: These fields must state the quantity and appropriate statistical unit as set out in the "New Zealand Customs Service Working Tariff Document".

Supplementary Unit and Supplementary Quantity

Note: If the duty calculation requires a second quantity amount (and unit), the supplementary unit and value is to be stated. An example is goods that are dutiable in accordance with the volume of alcohol present in the goods.

VFD (Foreign)

Note: State the foreign value for duty in the currency in which the goods are traded.

Currency Code

Notes:

- i. State the currency code for the country in which the goods were traded.
- ii. The relevant codes are listed in **Part H** to this Schedule.

VFD (Whole NZ \$)

Note: State the foreign value for duty in New Zealand dollars.

Exchange Rate

Notes:

- i. State the applicable exchange rate used to convert the VFD (Foreign) to New Zealand dollars.
- ii. The applicable exchange rates are from time to time published in the Customs publication: **Customs Release**.

Insurance

Notes:

- i. State the insurance amount in New Zealand dollars.
- ii. The amount includes insurance incurred in the exporting country in respect of these goods inclusive of internal costs in the country of exportation.

Freight

Note: State the freight amount in New Zealand dollars. This is the cost of transportation of the goods to New Zealand inclusive of internal costs in the country of exportation.

Misc. Reason Code and Misc. Amount NZ\$

Notes:

- i. Where applicable state the code or codes, and the relevant amounts payable.
- ii. The codes are listed in **Part I** to this Schedule.

Duty Payable NZ\$

Note: State the amount of duty payable in respect of the goods covered by the particular detail line.

GST Payable NZ\$

Note: State the amount of GST payable in respect of goods covered by this detail line calculated in accordance with Section 12 of the Goods and Services Tax Act 1985.

Total Payable NZ\$

Note: State the total of the duty, GST and miscellaneous amounts for this detail line.

Permit Information - Authority and Number

Notes:

- i. State the appropriate authority code as set out in **Part D** to this Schedule.
- ii. It is the importer's responsibility to obtain the permit and permit number from the relevant third party agency, for example Ministry of Health.

Prohibited Goods - Code

Note: State the appropriate prohibited goods code as set out in **Part F** to this Schedule. A permit may be required for the import of these goods.

Other Information - Code and Data

Note: State the appropriate code and data set out in **Part E** to this Schedule.

Total Payable NZ\$

Notes:

- i. State total amount of duty (inclusive of duty and other charges) expressed in New Zealand dollars.
- ii. Electronic entries do not require this information as the computer will calculate the amount.
- iii. If no amount is payable enter "**NIL**".

Duty payable calculation [in respect of Form C4G]

Note: state the amount of duty payable in respect of the goods covered by the particular detail line in NZ\$.

GST payable calculation [in respect of Form C4G]

Note: state the amount of GST payable in respect of the goods covered by this detail line calculated in accordance with Section 12 of the Goods and Services Tax Act 1985 in NZ\$.

Total payable calculation [in respect of Form C4G]

Note: State the total of the duty, GST and miscellaneous amounts for this detail line in NZ\$.

PART B**Processing Ports**

NZAKL	Auckland
NZCHC	Christchurch
NZDUD	Dunedin
NZIVC	Invercargill
NZNSN	Nelson
NZNPL	New Plymouth
NZTRG	Tauranga
NZNPE	Napier
NZWLG	Wellington

PART C**Invoice Terms**

C&F	Cost & freight to destination
CFR	Cost & freight to destination
CIF	Cost, insurance & freight to destination
CPT	Freight, carriage paid to destination
DTD	Door-to-door
EXW	Ex works (yard)
FAS	Free alongside ship-named port
FIS	Free in store
FOB	Free on board (named port of shipment)
FOC	Free of charge

PART D**Permit Authority or Producer Board**

CUD	New Zealand Customs Service
DOC	Department of Conservation (Cites)
DOL	Department of Labour (explosives)
KFM	Kiwi Fruit Marketing Authority
LTS	Land Transport Safety Equipment
MFE	Ministry for the Environment
MFA	Ministry of Foreign Affairs and Trade
MAF	Ministry of Agriculture
LGE	Ministry of Agriculture - Licensed Game Exporters Division
MOC	Ministry of Commerce (Ozone)
MOF	Ministry of Forestry
MHA	Ministry of Health (Anthrax)
MHD	Ministry of Health (Drugs)
MHF	Ministry of Health (Food)
MOH	Ministry of Health
NRL	National Radiation Laboratory
NZD	New Zealand Dairy Board

FEL	New Zealand Fishing Industry
HEA	New Zealand Horticulture Export Authority
MEL	New Zealand Meat Producers Board
POD	Police Department (Arms)
WNZ	Wools New Zealand

PART E

Code	Description	Data Requirements
BUN	Bunkering	No data required
CGO	Cargo only	No data required
CUS	Customs Officer ID	Customs Officer ID code
COV	Deed of Covenant	Covenant Number
DIP	Diplomatic Privilege	No data required
EXP	Exports	No data required
IMP	Imports	No data required
LOU	Letter of Undertaking	Letter of Undertaking number
MOU	Memorandum of Understanding	Memorandum of Understanding number
EMP	New Zealand Meat Producers Board	EMPIC Code
MSN	New Zealand Ministry of Agriculture	Seal Number
NMT	Non -merchandise trade	No data required
NSQ	Not Sufficient Quantity	No data required
PTS	Parts	No data required
PAS	Passenger effects	No data required
SPL	Ship stores	No data required
MOU	Split Shipment	No data required
WOF TIE	Write-offs	Value of write-off
TRD	Trust Delivery	No data required
PVL	Provisional value	No data required

PART F**Prohibited Goods Code**

BOY	Oysters – Bluff
NOY	Oysters – other
CWA	Weapons - Chemical
NCW	Weapons - Non-chemical
CIT	Cites Importation
CDS	Controlled Drugs
NCD	Non-controlled Drugs
HAS	Hazardous Substances
NHS	Substances classified in the same headings as hazardous substances which are not hazardous
HAW	Hazardous Waste
NOW	[W]aste classified in the same headings as hazardous waste which is not hazardous
IND	Timber Indigenous

NID	Timber Not Indigenous
LHD	Vehicles Left-hand Drive
RHD	Vehicles Right-hand Drive
MUD	MAF Used Goods
NEW	New Goods
NOZ	Non-Ozone Chemicals/Goods
OZO	Ozone Chemicals/Goods

PART G**Package type code**

AE	Aerosol	BF	Balloon, non-protected
AM	Ampoule, non-protected	BP	Balloon, protected
AP	Ampoule, protected	BR	Bar
AT	Atomizer	BA	Barrel
BG	Bag	BZ	Bars, in bundle/bunch/truss
BL	Bale, compressed	BK	Basket
BN	Bale, non-compressed	CB	Beer crate
BI	Bin	HR	Hamper
BD	Board	HG	Hogshead
BY	Board, in bundle/bunch/truss	IN	Ingot
BB	Bobbin	IZ	Ingots, in bundle/bunch/truss
BT	Bolt	JR	Jar
BS	Bottle, non-protected, bulbous	JY	Jerrican,, cylindrical
BO	Bottle, non-protected, cylindrical	JC	Jerrican, rectangular
BV	Bottle, protected bulbous	JG	Jug
BQ	Bottle, protected cylindrical	JT	Jutebag
BC	Bottlecrate, bottlerack	KG	Keg
BX	Box	LG	Log
BJ	Bucket	LZ	Logs, in bundle/bunch/truss
VG	Bulk, gas (at 1031 mbar and 15/C)	MT	Mat
VQ	Bulk, liquefied gas (at abnormal temperature/pressure)	MX	Match box
VL	Bulk, liquid	MC	Milk crate
VY	Bulk, solid, fine particles ("powders")	MB	Multiply bag
VR	Bulk, solid, granular particles ("grains")	MS	Multiwall sack
VO	Bulk, solid, large particles ("nodules")	NS	Nest
BH	Bunch	NT	Net
BE	Bundle	PK	Package
BU	Butt	PA	Packet
CG	Cage	PL	Pail
CX	Can, cylindrical	PC	Parcel
CA	Can, rectangular	PI	Pipe
CI	Canister	PZ	Pipes/Planks, in bundle/bunch/truss
CZ	Canvas	PH	Pitcher
CO	Carboy, non-protected	PN	Plank
CP	Carboy, protected	PG	Plate
CT	Carton	PY	Plates, in bundle/bunch/truss
		PT	Pot
		PO	Pouch

CS	Case	RT	Rednet
CK	Cask	RL	Reel
CH	Chest	RG	Ring
CC	Churn	RD	Rod
CF	Coffer	RO	Roll
CJ	Coffin	RZ	Rods, in bundle/bunch/truss
CL	Coil	SH	Sachet
CV	Cover	SA	Sack
CR	Crate	SE	Sea-chest
CE	Creel	SC	Shallow crate
CU	Cup	ST	Sheet
CY	Cylinder	SM	Sheetmetal
DJ	Demijohn, non-protected	SZ	Sheets, in bundle/bunch/truss
DP	Demijohn, protected	SW	Shrinkwrapped
DR	Drum	SK	Skeleton case
EN	Envelope	SL	Slipsheet
FP	Filmpack	SD	Spindle
FI	Firkin	SU	Suitcase
FL	Flask	TY	Tank, cylindrical
FO	Footlocker	TK	Tank, rectangular
FR	Frame	TC	Tea-chest
FD	Framed crate	TN	Tin
FC	Fruit crate	PU	Tray/Tray Pack
GB	Gas bottle	TR	Trunk
GI	Girder	TS	Truss
GZ	Girders, in bundle/bunch/truss	TB	Tub
TU	Tube	VE	Vehicle
TD	Tube, Collapsible	VI	Vial
TZ	Tubes, in bundle/bunch/truss	WB	Wickerbottle
TO	Tun		
NE	Unpacked or unpackaged		
VP	Vacuum packed		
VA	Vat		

PART H

Currency code

ATS	Austria - Shilling	IDR	Indonesia - Rupiah
AUD	Australia - Dollar	IEP	Ireland - Irish Pound
BEF	Belgium - Belgian Franc	ILS	Israel - Shekel
CAD	Canada - Dollar	INR	India - Rupee
CHF	Switzerland - Franc	ITL	Italy - Lira
CLP	Chile - Peso	JMD	Jamaica - Jamaican Dollar
CNY	China - Renminbi or Yuan	JPY	Japan - Yen
DEM	Germany - Mark	KRW	Korea - Won
DKK	Denmark - Krone	LKR	Sri Lanka - Rupee
EGP	Egypt - Egyptian Pound	MXN	Mexico - Peso

ESP	Spain - Peseta	MYR	Malaysia - Malaysian Dollar (Ringgit)
FIM	Finland - Finnish Mark	NLG	Netherlands - Florin (Guilder)
FJD	Fiji - Fijian Dollar	NOK	Norway - Krone
FRF	France - Franc	PGK	Papua New Guinea - Kina
GBP	United Kingdom - Pound	PHP	Philippines - Peso
GRD	Greece - Drachma	PKR	Pakistan - Rupee
HKD	Hong Kong - Hong Kong Dollar	PTE	Portugal - Escudo
SEK	Sweden - Krona		
SGD	Singapore - Singapore Dollar		
THB	Thailand - Baht		
TOP	Tonga - Pa'anga		
TRL	Turkey - Lira		
TWD	Taiwan - Taiwanese Dollar		
USD	USA - Dollar		
WST	Western Samoa - Tala		
XEU	European Currency Unit - Euro Dollar		
XPF	French Polynesia - French Polynesian Franc		
ZAR	South Africa - Rand		

PART I

ADD	Dumping Duty
CVD	Countervailing Duty
HERA	Heavy engineering research association levy
ALAC	ALAC Levy
OTH	Other amounts payable

SCHEDULE 3

PARTICULARS TO BE PROVIDED IN FORMAT E4 – TRANSHIPMENT FOR EXPORT ECI REPORT

General Requirements

Requirements

- a) All fields in the ECI report must be completed unless otherwise stated below.
- b) A single ECI report can only cover shipments to be exported on a single vessel or flight on a single date. A separate ECI report must be made where more than one vessel/flight or date is involved.

Notes:

- i. The particulars required in this schedule relate to version D98B of the UN/EDIFACT CUSCAR data elements. If a submitter's software package uses an earlier version of the data elements, it will not include fields for all of the required particulars, and therefore cannot be used to transmit the E4 format.
- ii. Various different brands of software packages containing the E4 ECI Report format exist. This schedule sets out the particulars New Zealand Customs requires in relation to the goods and their intended 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 will automatically complete certain particulars, while other brands require the submitter to insert those particulars. If the software 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 ECI 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 sending the Report.

Notes:

- i. The code consists of 8 digits plus a check letter.
- ii. A code for a new client will be issued by Customs on application.

ECI 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 sequential characters of the full name of the airline or shipping company that operates the flight, vessel or vessel space on which the goods are to be exported.

Consolidator Name

Requirement:

- a) If the consignments declared on the report are to be packed for export by a cargo consolidator, insert in this field up to 35 sequential characters of the full name of that cargo consolidator.
- b) If the consignments declared on the report are not to be packed for export by a cargo consolidator, leave this field blank.

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 five-character port code set out in the United Nations Economic Commission for Europe **Trade Facilitation Code Lists**, for the port from which the consignments covered by the report will be loaded aboard the vessel or flight that will carry them from New Zealand.

Note:

The codes can be accessed from the UNECE website location
<http://www.unece.org/cefact/locode/service/main.htm>

Date of Arrival/Departure

Requirement:

Insert in this field the date on which the consignments covered by the report are to be exported from New Zealand. This is the date that the vessel or aircraft on which the consignments are to be exported will leave its final port or place of call in 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.

Note:

Shipping schedules may be subject to change and consignments may be off-loaded from an arranged flight, however the person making the report is responsible for making every effort to insert the accurate date of export, or to amend the report should the date change.

Transport Mode

Requirements:

Insert in this field the mode of transport by which the consignments covered by the report are to be exported from New Zealand. 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 consignments to be exported by sea, insert in this field up to 30 sequential characters of the registered name of the vessel on board which the goods are to be transported from New Zealand.
- b) When making a report for consignments to be exported by air, insert in this field the flight number of the aircraft on board which the consignments are to be transported from New Zealand.

Voyage Number

Requirement:

When making a report for consignments to be exported by sea, insert in this field the voyage number of the vessel that will transport the consignments from New Zealand.

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 exported by air, this field should be left blank.

ECI Type

Requirement:

Insert in this field the code "40" standing for "Export".

Full/Part Indicator

Requirement:

Insert in this field the letter "N" standing for "No".

Note

"N" indicates that the report is not a report of all cargo aboard the voyage or flight.

Container Information

Requirement:

These fields should only be completed when the consignments covered by the report are to be exported by sea, and one or more of the consignments has been or is to be packed into a shipping container/s.

Note:

When none of the consignments covered by the report have been or are to be packed into a shipping container/s, or the consignments are to be exported by air, this field should be left blank.

Container Number*Requirement:*

Insert in this/these fields the serial number of each shipping container into which consignments covered by the report have been or are to be packed.

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 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 only one consignment listed on the report is packed in the container, and that consignment contains the goods of only one consignor, insert the code "5" standing for "Full Load", except where the code inserted in the "package type" field for the item/s within the consignment is VG, VQ, VL, VY, VR or VO (relating to bulk forms).
- C) Where more than one consignment covered by the report has been or is to be packed in the container, or consignments not covered by the report have been or are to be packed in the container, insert the code "7" standing for "Less than a Container Load".
- D) Where only one consignment listed on the report is packed in the container, and that consignment contains the goods of only one consignor, and the code inserted in the "package type" field for the item/s within the consignment is VG, VQ, VL, VY, VR or VO (relating to bulk forms), insert the code "8" standing for "Bulk".

Note:

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:

For each corresponding container number listed in the "container number" field, specify in this field whether or not goods in the container are packaged in any packaging prohibited by the New Zealand Ministry of Agriculture and Forestry. Insert "Y" for "Yes" or "N" for "No".

Note

Information about prohibited packaging can be obtained by contacting the Ministry of Agriculture and Forestry, or from their website at www.maf.govt.nz.

Quarantine Code

Requirement:

Where the container listed in the "container number" field has been cleaned and/or fumigated according to the requirements of the New Zealand Ministry of Agriculture and Forestry, specify in this field that such treatment has occurred. Insert "F" for fumigated, or "C" for cleaned, or "B" for both.

Notes

- i. If the container has not been cleaned or fumigated according to the requirements of the New Zealand Ministry of Agriculture and Forestry, leave this field blank.
- ii. Information about container cleaning and fumigation requirements can be obtained by contacting the Ministry of Agriculture and Forestry, or from their website at www.maf.govt.nz.

Consignment Information

Requirement:

Separate consignment details are required for each individual consignment covered by the report.

Notes:

- i. Consignment and Goods Item details are required for empty containers.
- ii. Up to 9,999 consignments can be listed on a single report.

Consignment Number*Requirement:*

Insert a unique sequential number for each consignment, starting with the number "1".

Bill Number*Requirements:*

Insert in this/these field/s the serial number of the bill or waybill relating to each consignment covered by the report.

Bill Type*Requirements:*

For each corresponding number listed in the "Bill Number" field, insert one of the following codes according to the bill type:

BM (for bill of lading)

MB (for master waybill)

HWB (for house waybill)

Port of Loading*Requirement:*

Insert in this field the five-character port code set out in the United Nations Economic Commission for Europe **Trade Facilitation Code Lists**, for the first overseas port at which the consignment was loaded.

Note:

The codes can be accessed from the UNECE website location
<http://www.unece.org/cefact/locode/service/main.htm>

Place of Transhipment*Requirement:*

Insert in this field the five-character port code set out in the United Nations Economic Commission for Europe **Trade Facilitation Code Lists**, for the New Zealand port at which the consignment first arrived.

Note:

The codes can be accessed from the UNECE website location
<http://www.unece.org/cefact/locode/service/main.htm>

Port of Discharge

Requirement:

Insert in this field the five-character port code set out in the United Nations Economic Commission for Europe **Trade Facilitation Code Lists**, for the overseas port at which the consignment is expected to be unloaded from the vessel or flight specified in the "Vessel/Flight Number" field of the report.

Note:

- i. The codes can be accessed from the UNECE website location
<http://www.unece.org/cefact/locode/service/main.htm>
- ii. Where the consignment is to be unloaded at a port for transshipment to another port, the port of discharge is the first port at which it is to be unloaded. For example, if the consignment is to be unloaded in Longbeach, California en route to Tilbury, England, the code for Longbeach would be stated as the port of discharge.

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 five-character port code set out in the United Nations Economic Commission for Europe **Trade Facilitation Code Lists**, for that port of delivery.

Notes:

- i. The codes can be accessed from the UNECE website location
<http://www.unece.org/cefact/locode/service/main.htm>
- ii. 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 fivecharacter port code set out in the United Nations Economic Commission for Europe **Trade Facilitation Code Lists**, for that port of delivery.

Notes:

- i. The codes can be accessed from the UNECE website location
<http://www.unece.org/cefact/locode/service/main.htm>

ii. 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 arrived in New Zealand 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 five-character port code set out in the United Nations Economic Commission for Europe **Trade Facilitation Code Lists**, for that port of packing.

Notes:

- i. The codes can be accessed from the UNECE website location <http://www.unece.org/cefact/locode/service/main.htm>
- ii. If the consignment did not arrive in New Zealand 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

Place of Origin

If the port at which the consignment originated is different to the port specified in the "Port of Loading" or "Container Pack Location" field, insert in this field the five-character port code set out in the United Nations Economic Commission for Europe **Trade Facilitation Code Lists**, for that port of origin.

Notes:

- i. The codes can be accessed from the UNECE website location <http://www.unece.org/cefact/locode/service/main.htm>
- ii. If the port at which the consignment originated is the port specified in the "Port of Loading" or "Container Pack Location" field, leave this field blank

Country of Origin

Requirement:

If the consignment is to be exported by air, insert in this field the five-character port code set out in the United Nations Economic Commission for Europe **Trade Facilitation Code Lists**, for the country of produce or manufacture of the goods declared on the detail line, determined according to the provisions of Part VI of the Customs and Excise Regulations 1996.

Notes:

- i. The country codes are available from UNECE website location <http://www.unece.org/cefact/locode/service/main.htm>

- ii. If the consignment is to be exported by sea, leave this field blank.

Consignee Name

Requirement:

Insert in this field up to 35 characters of the name of consignee shown on the bill or waybill, in the order in which they appear on the bill or waybill.

Consignee Address

Requirement:

Insert in these fields the consignee's address shown on the bill or waybill.

Consignor Name

Requirement:

Insert in this field up to 35 sequential characters of the name of consignor shown on the bill or waybill, in the order in which they appear on the bill or waybill.

Consignor Address

Requirement:

Insert in these fields the consignor's address shown on the bill or waybill.

Contact Party Name

Requirement:

Insert in this field up to 35 sequential characters of the name of the contact party shown on the bill or waybill, in the order in which they appear on the bill or waybill.

Contact Party Address

Requirement:

Insert in these fields the contact party's address shown on the bill or waybill.

Goods Item Information

Requirements:

- a) A goods item line is required for each consignment number, and for each different type of goods within the consignment, if more than one.
- b) Further separate item lines are required for each type of packaging in which goods are packaged, if more than one.
- c) A goods item line is required for each container number.

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*Requirement:*

Using up to 250 characters of text, insert in this field a clear and accurate description in English of the goods covered by the item line.

Note:

The description should state the specific nature and type of the goods. It should 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 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 shipper 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 item line is for an empty shipping container, leave this field blank.

Notes:

- i. The package type codes are available from UNECE website location <http://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 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 item line is for 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 set out in the United Nations Economic Commission for Europe **Trade Facilitation Code Lists** that represents the manner in which the goods are next outer-most packaged.

Notes:

- i. The package type codes are available from UNECE website location <http://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 set out in the United Nations Economic Commission for Europe **Trade Facilitation Code Lists** that represents the manner in which the goods are next outer-most packaged.

Notes:

- i. The package type codes are available from UNECE website location <http://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 item line rounded to the nearest full kilogram, excluding the weight of the shipping container or airfreight 'can' when the goods are to be transported in these.
- b) Where the item line is for an empty container, leave this field blank.

Value in Currency*Requirements:*

- a) Insert the value, in terms of the currency declared in the field "Currency Code", of the goods covered by the item line.
- b) Where the item line is for an empty container, leave this field blank.

Currency Code*Requirements:*

- a) Insert in this field the three-character code set out in annex B for the currency in which the goods have been valued.
- b) Where the item line is for an empty container, leave this field blank.

Container Number*Requirement:*

When the report covers consignments to be exported by sea, and the goods covered by the 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	27	Tank container IC 20 ft.
6	Pressurized tank	28	Tank container IC 30 ft.
7	Refrigerated tank	29	Tank container IC 40 ft.
8	Semi-refrigerated	30	Refrigerator tank IC 20 ft.
9	Stainless steel tank	31	Temp. controlled cont'r 30ft
10	Nonworking reefer cont'r 40ft	32	Refrigerator tank IC 40 ft.
11	Box pallet	33	Movable case: L < 6,15m
12	Europallet	34	Movable case: 6,15m<L<7,82m
13	Scandinavian pallet	35	Movable case: 7,82m<L<9,15m
14	Trailer	36	Movable case: 9,15m<L<10,90m
15	Nonworking reefer cont'r 20ft	37	Movable case: 10,90m<L<13,75m
16	Exchangeable pallet	38	Totebin
17	Semi-trailer	39	Temp. controlled cont'r 20ft
18	Tank container 20 ft.	40	Temp. controlled cont'r 40ft
19	Tank container 30 ft.	41	Nonworking reefer cont'r 30ft
20	Tank container 40 ft.	42	Dual trailers
21	Container IC 20 ft.		
22	Container IC 30 ft.		

Annex B**Currency code**

ATS Austria - Shilling
 AUD Australia - Dollar
 BEF Belgium - Belgian Franc
 CAD Canada - Dollar
 CHF Switzerland - Franc
 CLP Chile - Peso
 CNY China - Renminbi or Yuan
 DEM Germany - Mark
 DKK Denmark - Krone
 EGP Egypt - Egyptian Pound
 ESP Spain - Peseta
 FIM Finland - Finnish Mark
 FJD Fiji - Fijian Dollar
 FRF France - Franc
 GBP United Kingdom - Pound
 GRD Greece - Drachma
 HKD Hong Kong - Hong Kong Dollar
 IDR Indonesia - Rupiah
 IEP Ireland - Irish Pound
 ILS Israel - Shekel
 INR India - Rupee
 ITL Italy - Lira
 JMD Jamaica - Jamaican Dollar
 JPY Japan - Yen
 KRW Korea - Won
 LKR Sri Lanka - Rupee
 MXN Mexico - Peso
 MYR Malaysia - Malaysian Dollar (Ringgit)
 NLG Netherlands - Florin (Guilder)
 NOK Norway - Krone
 PGK Papua New Guinea - Kina
 PHP Philippines - Peso
 PKR Pakistan - Rupee
 PTE Portugal - Escudo
 SEK Sweden – Krona

Dated at Wellington this 28th day of May 1997.

Graeme Ludlow
Chief Executive

History of the Customs (Import Entry) Rules 1997

These rules came into force on 7 July 1997.

This consolidation incorporates:

Amendment	Entry into force	Summary of changes
Customs (Import Entry) Amendment Rules 2004	1 March 2004	<p>Amended rule 3 to replace some words.</p> <p>Amended rule 4 to:</p> <ul style="list-style-type: none"> replaced paragraph (a)-(c) with new paragraphs (a), (ab), (b), (c) and (ca); and amend paragraph (d) <p>Delete notes to Form C4.</p> <p>Amend the title of Form C4D.</p> <p>Amend Schedule 1 to insert Format E4.</p> <p>Insert new Schedule 3.</p> <p>Deleted rule number references at the top of forms C4 and C4CS, C4D, and C4G.</p>
Customs (Import Entry) Amendment Rules 2007	1 June 2007	Amend Schedule 1 to replace Form C4G.
Customs (Import Entry) Amendment Rules 2009	2 April 2009	<p>Amend Schedule 1 to replace Form C4D</p> <p>Amended rule 1 to insert new paragraph (ba).</p>
Customs (Import Entry) Amendment Rules 2013	5 June 2013	<p>Amended rule 2 to insert new paragraphs (h)-(k).</p> <p>Acknowledged introduction of the Customs (Import WCO Message) Rules 2013.</p> <p>Clarified that every import entry made under section 39(1) of the Act using the existing legacy import entry message in the Customs computerised entry processing system (including TSW) falls under the Customs (Import Entry) Rules 1997.</p>
Customs (Import Entry) Amendment Rules 2015	7 December 2015	<p>Revoke and substitute Form C4G in Schedule 1</p> <p>Amend Schedule 2 to insert new headings</p>
Customs (Import Entry) Amendment Rules 2018	1 October 2018	Amended rule 4 to insert new paragraph (f), reflecting changes arising out of the Customs and Excise Act 2018

Amended Schedule 2, Part E to insert a new code
enabling provisional values to be entered