

TSW FACT SHEET:

EXPORTING GOODS FOR PERSONAL USE

This fact sheet provides an introduction and general overview for people wanting to take goods out of New Zealand for personal use. It explains commonly used terms, how the export clearance process works and other information to consider.

Taking goods out of New Zealand – what do I need to do?

Taking goods out of a country is called exporting, and if you are exporting goods, you are an exporter. If you export goods from New Zealand, you will need to get them cleared by the New Zealand Customs Service (Customs). This allows the monitoring and enforcement of permit requirements and prohibited goods, and provides assurance about the security of our exports. Export clearance also provides key information for trade statistics.

What are personal goods?

The word 'goods' means any item, including personal effects, animals, and commercial products. Personal goods are items for yourself that you do not intend to use in a business application, or gift, exchange or sell.

What is an export clearance?

An export clearance refers to the procedure where the details of the exported goods are provided to Customs, the necessary risk screening and actions are completed and the goods are authorised to leave New Zealand.

How are goods for export valued?

Customs and Statistics NZ are interested in the total value of your goods. This includes all costs, including transport, packaging and goods value up to the point of the goods leaving New Zealand waters. For example, if you forwarded your goods from Wellington, and they are going to London via Auckland, the value will include what they cost to get to Auckland (including any packaging) but not what they cost to get to London. This type of value is called free on board (FOB).

The FOB value is important because it determines what clearance is required for your exported goods, and ensures standardisation of trade statistics.

How do I clear goods for personal use?

There are two options:

- Using an agent. For example, international moving companies will often provide a door-to-door service if you are moving overseas. Check if the agent provides border clearance as part of their service.
- Clearing goods yourself at a Customs counter. A Customs officer can assist you.

The clearance process will depend on the value and type of goods. The most common are detailed below.

Exporting Personal and Household Effects

Household and related effects can usually be exported without an export declaration regardless of value. This exemption does not apply to vehicles. Your moving company is likely to clear your household effects as part of the service they provide. They will provide the necessary documents to enable your export.

Exporting Goods with a FOB Value of more than NZ\$1,000

Exporting goods with a FOB value of more than NZ\$1,000 (with the exception of personal and household effects as above) requires a standard export declaration. To do this you will need a client code, which you can apply for by completing a current *NZCS Form 224*. A Customs officer or an agent can complete an export declaration on your behalf. If you are using an agent they usually provide all the necessary documentation, including Form 224.

Exporting Goods with a FOB value NZ\$1,000 or less

In the case of goods with a FOB value of less than NZ\$1,000 the shipper or freight forwarder will provide summary details of your goods to Customs.

Who is involved in goods clearance?

The Exporter

Exporters can clear goods themselves with the help of a Customs officer, or need to provide accurate information to an agent.

Agents

The New Zealand Government has rules and regulations about what goes out of our country. Agents are people and organisations which know these requirements, and have the expertise and software needed to clear exported goods with government agencies. You can engage them to do this on your behalf.

Customs

Customs provides clearance of your goods.

Note – other government agencies may need to provide certificates and permits for certain goods. Refer to *Fact Sheet 4: Export Prohibitions and Restrictions* to check for other government agency requirements.

Engaging an Agent

You need to decide which agent to use. You can find a list of agents in New Zealand business directories. Those affiliated to the Customs Brokers and Freight Forwarders Federation of New Zealand (CBAFF) are also listed at www.cbaff.org.nz

What Am I responsible for when an agent clears the goods?

As you are the exporter of the goods, any actions or declarations that the agent makes on your behalf are considered to be your actions or declarations also. This means you may need to pay any penalties incurred by the agent in this clearance process; for example, failure to get a permit required.

When should I apply for clearance?

To allow time for inspection and examination, you should apply for clearance of

- airfreight – more than 9 hours prior to loading
- seafreight – more than 48 hours prior to loading.

Export clearances can be made up to one hour before loading but there is no guarantee of loading as there is not enough time if an intervention is required.

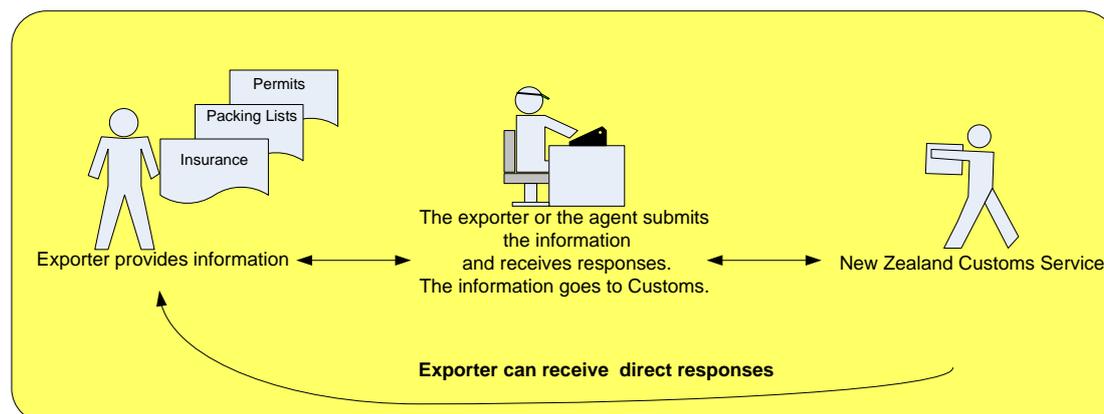
Error-free clearances not subject to agency inspection are normally processed by the border management system in under 60 minutes, generating a printable message authorising export.

What will it cost me to clear my goods?

Any charges should be included in the costs set out by your agent:

1. If your goods require an export declaration to be submitted there is a Customs Export Entry Transaction Fee (EETF) of \$17.94 (GST inclusive); or for Secure Export Scheme members \$12.01 (GST inclusive).
2. Depending on the nature of your goods, other government agencies may also charge fees.
3. Your agent is also likely to charge for their services.

Procedure for Clearing Exported Goods



1. The exporter provides the information needed and enters the details, or passes it to an agent to enter.
2. The information is cleared through agency systems and a response is received, either by the agent or directly by the exporter.
3. The response will either clear the goods or provide alternative instructions.

Exporting Food

Food taken with you for your own personal use, or being sent as a personal gift, doesn't require any extra steps within New Zealand. However, the country you are traveling to will have its own food safety requirements, which you need to check. Travelling with or sending food also carries its own risks – the total time the trip takes is long enough for some foods to go bad. Refer to the [MPI website](#) for more information.

Exporting Biosecurity Risk Goods, Including Pets

Before attempting to export any plant, animal or forestry goods from New Zealand you will need to check the requirements for the product involved on the *MPI website*. Pets also need to meet requirements before they can travel, and usually need official certificates after completing the requirements. For example, dogs require certain vaccinations, depending on their destination country, a maximum of 24 hours before they travel, and may need an Animal Welfare Export Certificate issued by an official vet. To avoid quarantine, they may need to travel on an approved airline and an approved route. Check information about exporting pets *here*.

Who else accesses my export declaration information?

The information provided on the export declaration is supplied to Statistics New Zealand for compiling official international trade statistics. No identifying details of individual exporters or importers are published. For more information see www.stats.govt.nz

Prohibited or Restricted Exports

Customs enforces a wide range of export prohibitions and restrictions on behalf of government departments and agencies that are responsible for policies on exports of certain types of goods. To ensure you understand how to comply with any prohibition or restriction requirements, refer to:

- [*Fact Sheet 4: Export Prohibitions and Restrictions*](#) – gives a brief explanation of the prohibitions and restrictions Customs enforces at the border.
- [*The Export Permit List*](#) – lists the tariff items that are subject to export prohibitions and restrictions.

Offences

The person filling out an export declaration completes a declaration stating the particulars are true and correct. It is an offence to make a declaration under the Customs and Excise Act 2018 that is materially incorrect. A fine can be imposed if convicted of these offences. As well as the requirements of the Customs and Excise Act, exporters should be aware that other legislation may apply to their exports.

Where can I find out more?

For further information on exports refer to:

- [*Fact Sheet 1: Drawback Provisions*](#)

For further information on JBMS and TSW refer to:

- [*TSW Fact Sheet: JBMS Overview*](#)
- [*TSW Fact Sheet: Electronic Submission of Lodgements*](#)
- [*TSW Fact Sheet: Registering to use TSW Online*](#)
- [*TSW Fact Sheet: Applying to be a TSW registered user*](#)
- [*TSW Fact Sheet: Goods Clearance Fees*](#)

Need help?

If you have any other questions or need further assistance please contact 0800 BORDER or visit the border agency websites.

Websites: www.customs.govt.nz and www.mpi.govt.nz