

TSW FACT SHEET: IMPORT DECLARATION REQUIREMENTS

An import declaration is required for goods with a Customs value of NZ\$1,000 or more. This fact sheet explains key aspects involved in import declarations and sets out what needs to be provided in each information field. If you are using commercial software the appearance may differ, as this fact sheet follows the layout of TSW Online. You can call 0800 BORDER for assistance.

SUBMITTING AN IMPORT DECLARATION

Import declarations are lodged electronically via the internet or via electronic data interchange (EDI). You can find out more about messaging options by referring to [*TSW Fact Sheet: Electronic Submission of Lodgements*](#).

Registering as a user of the Customs entry processing system

Every individual who wishes to lodge electronic clearances needs to apply to be registered to do so and prove to Customs they have the necessary legal knowledge and expertise. Approved applicants are issued with a declarant code and a unique user identifier (UUI). A UUI is similar to a personal identification number (PIN) and identifies the person submitting the declaration. All users of the Customs entry processing system must be registered as a user of TSW Online to manage their UUI and keep their personal and employment details up-to-date.

For more information refer to:

[*TSW Fact Sheet: Applying for a Declarant Code to Submit Lodgements*](#)

BEFORE COMPLETING AN IMPORT DECLARATION

As an import declaration contains a legally binding declaration, it is important the person completing it understands the definitions of the terminology used. Explanations of the terminology are set out below and are followed by an explanation of how to complete an import declaration.

WHAT IS THE CUSTOMS VALUE OF GOODS?

A Customs value must be specified for all goods imported into New Zealand, regardless of whether the goods are subject to a sale, are supplied free of charge, are personal possessions or are temporarily imported into New Zealand. The Customs value, also referred to as the value for duty of imported goods, is used to calculate duties. The Customs value may not be the same as the amount paid for the goods, because deductions or additions are sometimes necessary. You can find out more, including methods of valuation, the influence of the exchange rate and information required, by referring to [*Fact Sheet 15: Customs Value of Imported Goods*](#)

PRODUCT SAMPLES

Product samples are subject to the same risk screening, Customs duty rates and GST as commercially imported goods, based on the origin and Customs value of the goods. If the product is food, the trade samples are subject to the same requirements as imported food for sale unless there is sufficient evidence that the samples will not be consumed. Small samples of bulk goods may be entered free of duty and/or GST on application to Customs. Goods may be subject to MPI requirements and require inspection and/or treatment. Refer to the [*MPI website*](#).

WHO IS LIABLE TO PAY DUTY TO CUSTOMS?

The importer is responsible for the payment of Customs duty. If you entrust money to a broker for the payment of Customs duties and these monies are not forwarded to Customs for any reason, you are still liable to Customs for the debt. MPI charges may also apply – refer [here](#).

DUTY CONCESSIONS

If goods are not produced in New Zealand and there are no suitable alternatives, then these goods may be imported free of Customs duty. A consolidated list of current Part II duty concessions, covering a wide range of goods, is published by Customs and available on the Customs website. These published concessions are available for use by any importer. Applications for new duty concessions must be made on an approved form [NZCS 245](#) which is available from Customs offices or from the Customs website www.customs.govt.nz

BINDING TARIFF CLASSIFICATION FOR IMPORTED GOODS

Customs offers a service for pre-importation rulings for tariff classification and concession applicability. This facility provides the information necessary to ensure Customs' commercial users can proceed with assurance when dealing with the importation of their goods and allows clients to accurately assess any costs resulting from the classification. If goods are entered with no binding classification, the importer may use the incorrect tariff heading and pay more or less than required at the time of the importation. Customs is able to claim duty on goods incorrectly entered without a binding classification. Rulings are provided by Customs on payment of a fee at the time of application.

Further information can be found by referring to [Fact Sheet 23: Pre-Importation Rulings Service for Tariff Classification and Concession Applicability](#).

CLIENT CODES

If goods are over the value of NZ\$1000, the importer named on an import declaration must hold an importer client code. You can apply for a new client code by completing a current [NZCS Form 224](#), or by applying online using TSW, if you are set up with Self Service Registration. Please note Customs does not accept forms that are not the current version. Visit the [Customs website](#) for more information about client codes.

WHO ELSE ACCESSES THE IMPORT DECLARATION INFORMATION?

As well as Customs and MPI, the information provided on the import 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 stats.govt.nz

COMPLETING AN IMPORT DECLARATION

All declarations must be made according to the EDI Message Implementation Guidelines. This publication is available from the [Customs website](#). Clearance via the internet complies with these guidelines.

Please note for current legacy messages [Fact Sheet 07](#) contains the necessary requirements.

WHAT SHOULD I BE AWARE OF WHEN USING THIS FACT SHEET?

This fact sheet relates to both Trade Single Window (TSW) and Electronic Data Interchange (EDI) users but follows the layout of TSW Online and contains new fields according to WCO3 messaging requirements. The titles of the fields and the order in which they appear may differ slightly from the titles and order shown on your software. In addition, TSW Online and some software brands will automatically complete certain fields or provide dropdown lists to select from, while other software brands require the submitter to insert those particulars.

FIELD REQUIREMENTS

The field requirements are split into six sections to help you identify each field.

Section A: Declaration field requirements

Section B: Shipment field requirements

Section C: Shipping field requirements

Section D: Detail Line field requirements

Section E: Summary

Section F: Override Request

BEGINNING YOUR LODGEMENT

Lodgement

Select "New Lodgement" and "Import Declaration".

Transport Mode (mandatory)

Select from the dropdown in TSW Online Sea ('1'), Air ('4'), or Mail ('5') to indicate how the goods are being transported for import.

Lodgement Type (mandatory)

State the appropriate import declaration type.

The import lodgement types are:

- Periodic – for declaration of goods covered by a procedure statement issued by the Customs.
- Primary Industries Import Declaration – for imports where an MPI Biosecurity Authority Clearance Certificate and/or food safety clearance is required i.e 'write-off consignments' where Customs has already cleared the consignment or does not require an Import Declaration for it. The Customs' Import Entry Transaction Fee does not apply to the MPI Import Declarations
- Sight – for declaration of goods for which full details are not available. A deposit of duty or security will be taken to cover duty and a time limit imposed for furnishing a complete declaration. Completion of a sight declaration is by lodgement of a manual declaration or by amending the electronic declaration. Full duty is to be paid on the completing declaration, except when the goods are exported
- Simplified – for import shipments with a value for duty of less than NZ\$1,000
- Standard – for import shipments with a value of NZ\$1,000 or more.

Temporary – for declaration of goods imported to 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

Submitter Code (mandatory)

In TSW Online, this will auto-populate. The submitter is either the importer or Customs broker. Where both importer and broker are specified on the declaration the submitter is the broker. Enter the code. This will populate the submitter name field.

SECTION A: DECLARATION FIELD REQUIREMENTS

Declaration

Submitter Code and Submitter Name

In TSW Online, these will be auto-filled.

Declarant Code and Declarant Name (mandatory)

The declarant's code must be stated except for MPI Import Declarations. The code is available by applying to Customs and subsequent approval. The name will auto-populate in TSW Online.

Broker Code and Broker Name

The broker/agent code is required if the declaration is lodged by a brokerage company or third party acting as an agent. This will populate the Broker name field. Leave blank if the importer code and broker code are the same.

Note:

The Declarant Code, Submitter Client Code and Broker Code are all allocated by TSW as part of the registration process. The Submitter Client Code and Broker Code will be the same if the declaration is lodged by a brokerage company or third party acting as an agent.

Sender's Reference (mandatory)

This is used to identify your declaration and must be a unique number for this transaction within your system.

Method(s) of Communication (mandatory)

The contact method and details of the declarant must be stated. Valid options are:

- Cellular phone
- Email
- Facsimile
- Telephone

Importer

Importer Code (mandatory*) and Importer Name

Insert the client code issued by TSW to the New Zealand person or company importing the goods (not being the carrier, freight forwarder or importer's agent). In TSW Online, this will self-populate the importer name field. Codes for new importers are available by applying to Customs. Existing codes are available from the importer.

* This is mandatory for and applicable to Standard, Temporary, Sight or Periodic import declarations.

A simplified import declaration or an MPI import declaration do not require an importer code but may be stated if known. If not known, the importer name and address must be entered, including name, city and country as a minimum.

Importers of food for sale must be specifically registered as a food importer for this purpose.

Note – if an importer code is not input on a simplified declaration then an importer deferred payment account cannot be charged as these accounts are linked to the importer code.

Contact Person (mandatory)

The contact person for the importer must be stated.

Method(s) of Communication (mandatory)

The contact type and details of the importer must be stated. Valid options are:

- Cellular phone
- Email
- Facsimile
- Telephone

Fee Payment Method (mandatory)

Customs Payment Method (mandatory)

State one of the following:

- Broker deferred – available on the request of a broker/agent who holds a broker deferred account. It is not available to an importer who holds a deferred account.
- Cash
- Client Deferred – only available to importers who are holders of a Customs deferred account. Refer *Fact Sheet 17: Deferred Payment Scheme*

MPI Account Number and MPI Account Name

Enter MPI account number and name where applicable.

Additional Information

Other Information Type and Other Information Data

Only record other information that applies to the total declaration in these fields. You can select from the TSW Online dropdown or Other Information Codes (OINF), which are available on the Customs website www.customs.govt.nz

Input an appropriate other information data for the information type.

Handling Instructions

Any 'Handling Instructions' included are passed to ports or freight forwarders. This should be provided as a single string of text with no special characters.

Remarks

Enter a free text to include any additional information relevant to government agencies. This should be provided as a simple text with no special characters i.e. !@?.

Documents

Document Type and Document Reference Number

Make reference to any certificates, passports or other documents relevant to the lodgement as required by agencies. Select the type and input an appropriate reference number.

Permit Authority and Permit Number

Only record information that applies to the total declaration in these fields. State the relevant code or select from the dropdown provided in TSW Online, and input the permit number. (The importer is responsible for obtaining the permit number from the permit authority.) A full list of valid permit authority codes is available on the Customs website www.customs.govt.nz

Note – some imported goods may require an MPI Biosecurity permit to import (e.g. live animals). Import Health Standards are available at the [MPI website](#). The permit must be applied for from MPI prior to the arrival of the goods and the permit details and document attached to the declaration.

Attach Type and Attachment

Use this field to physically attach documents relevant to the lodgement, such as Biosecurity permits, invoices, packing lists, container quarantine declarations etc, as required by agencies. Select the type and attach the document.

Previous Document

Select the type and state the declaration number of the original declaration when the goods were imported into New Zealand on a sight declaration or a temporary declaration.

Completion of Sight or Temporary Declaration

In TSW Online, select tick box if the lodgement completes a previous sight or temporary declaration made for the goods.

Customs Controlled Area (CCA)

CCA Code and CCA Name

Complete this field for excisable goods to be entered into a Customs controlled area. Otherwise leave blank. Only the Customs controlled area code is required. The code is available from the licensee of the Customs controlled area.

MPI Transitional Facility

Transitional Facility Code and Transitional Facility Name

Complete this field for containers to be directed to a Transitional Facility or Facilities. Otherwise leave blank. Only the Transitional Facility code is required. The code is available from the licensee of the Transitional Facility.

SECTION B: SHIPMENT FIELD REQUIREMENTS

Shipment

Nature of Transaction (mandatory)

The terms of sale or details of transfer of ownership are entered in this field. Select from the dropdown list provided in TSW Online, or enter the code. The options for this field are available on the Customs website www.customs.govt.nz

Incoterms and Invoice Number (mandatory)

State the supplier's invoice number that specifically identifies the goods on the declaration, and the Incoterms associated. The Incoterms are the terms of payment (including freight, insurance, other charges) as shown on the invoice. If using TSW Online, these are displayed in the dropdown, otherwise the codes are available on the Customs website www.customs.govt.nz

Not required for periodic declarations. Goods on consignment should be entered on a sight declaration.

Currency and Exchange Rate

The currency used and the applicable exchange rate must be specified. In TSW Online, this information becomes available at a detail line level to allow calculations for value for duty.

Enter the applicable exchange rate. The currency code and exchange rates are published fortnightly on the Customs website [here](#). Where the currency and related exchange rate are not available online at the above website, the submitter must contact Customs for the applicable exchange rate and specify the rates in New Zealand dollars (\$NZ) based on the exchange rate provided by Customs.

This is not required for Primary Industries Import Declarations.

Freight Proportioning Method (mandatory)

In this field state how the freight amount has been allocated in the detail lines. The options are:

- by weight
- by value
- by volume

Total Freight in NZD (mandatory)

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.

This is not required for Primary Industries Import Declarations.

Supplier (mandatory)

Supplier Code and Supplier Name

Enter the TSW supplier code for each of the overseas suppliers of the goods.

A simplified import declaration or a MPI import declaration does not require a supplier code but may be stated if known. If not known, the supplier name and address must be entered, including name, city and country as a minimum.

Contact Person (mandatory)

A Contact Person for each supplier must be stated.

Method of Communication (mandatory)

Select or enter the method of communication with the supplier and contact details. Valid options are:

- Cellular phone
- Email
- Facsimile
- Telephone

Seller

If the seller is other than the supplier of the goods enter the full name and address of each seller. If a name is inputted, an address must be supplied and vice versa.

SECTION C: SHIPPING FIELD REQUIREMENTS

Note – The required shipping details will vary depending on which transport mode has been selected by the submitter. For example where 'Mail' has been selected, the craft name, International Maritime Organization (IMO)/Lloyds Number, Voyage Number, and Flight Number will not be required.

Shipping

Shipment Origin (mandatory)

Select the country from the dropdown provided in TSW, or state the two-character country code from the International Organisation for Standardisation (ISO). Codes are available from Customs' National Contact Centre on 0800 428 786, or from the [ISO website](#). 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 country.

Craft Name (mandatory)

State the ship's registered name in capital letters. Not required for air or mail shipments. The craft name must be the same as that published on the [Customs website list](#).

Port of Loading (mandatory)

Select from the dropdown provided in TSW Online, or 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 transhipped in Singapore would state the port of loading as Singapore).

Use the five-character format (for example, GBLHR = Great Britain Heathrow). Refer to United Nations Code for Trade and Transport Locations (UN/LOCODE) available [here](#).

Port of Discharge (mandatory)

Select from the dropdown list if using TSW Online, or state the port the goods are, or are expected to be, discharged from the importing craft in New Zealand. Use the five-character format. Refer to United Nations Code for Trade and Transport Locations (UN/LOCODE) available [here](#).

Voyage Number (mandatory)

This is only required for imports made by sea. Enter the voyage number for the craft voyage that brings the goods to New Zealand. Obtain the voyage number from the carrier if not known.

IMO/Lloyds Number

The IMO/Lloyds number for sea craft should be entered if known.

Flight Number (mandatory)

State the aircraft flight number. This is not required for sea or mail shipments. The flight number must conform to the list published by Customs on the [Customs website](#).

Carrier Code and Carrier Name

Provide the client code issued by TSW of the carrier providing the transport of the goods to New Zealand where known. This will self-populate the Carrier Name. Otherwise provide the Carrier Name where known, for example 'Maersk'.

Unique Consignment Reference

Provide the unique consignment reference if known. This relates to any unique reference number that has been assigned to the consignment and can be used for tracing and verification purposes.

Total Gross Weight (kg) (mandatory)

State the total gross weight (in kilograms) of the shipment covered by this declaration.

Date of Import (mandatory)

This is the date the importing craft first arrives into New Zealand waters or airspace. Use the date picker, or use the format DD/MM/YYYY.

Period of Import – for periodic declarations only

State the period that the declaration covers. The year and month must be stated. Where the declaration covers more than one month, the last month of the period must be stated.

Container Pack Location

Container Pack Location

For containerised cargo the name of the packer and physical address where the container was packed should be entered where known. If a name is inputted, an address must be supplied and vice versa.

Containers

Container or Pallet Number

For each container state the container number in which the goods are imported. Not required for air containers.

Container Status

If a container number and size/type are inputted, the status must also be selected. Indicate the status as one of the following:

- Bulk – goods shipped in some container types, for example grain shipped in a specialist grain/bulk container.
- Empty – an empty container containing no goods, where the container itself is the good being imported. Where the container is being used to transport other goods (i.e. as transport equipment) other requirements will apply as set out in the rules
- Full load – only one consignment is packed in the container, and the consignment contains goods for only one consignee
- Full, contains multiple LCL consignments – more than one consignment has been packed into the container. The container contains multiple less than container load (LCL) consignments that individually do not occupy the full space available in a container. The consignments must have at least two different consignees in New Zealand. Another name commonly used and synonymous with this definition is FAK (freight all kinds)

Container or Pallet Size/Type

If a container number is inputted, the size and type of container/pallet must also be input. Select from the dropdown in TSW Online, or the equipment size and type descriptions are located at [UN/EDIFACT 8155](#).

MPI Quarantine Declaration

If you have a full container the five Y/N letter response codes should be selected for the MPI container declaration. If you don't have an MPI container declaration these fields should be left blank.

These relate to:

QD1. Cleanliness

At the time of packing, the container(s) were inspected internally and externally, and are clean and free from contamination with live organisms, material of plant or animal origin, soil and water?

QD2. Restricted Packaging Materials

Has any soil, peat, moss, used sacking material, used tyres, hay, straw, chaff or any packing material contaminated with the above been used within the container(s) listed above?

QD3. Wood Packaging

Has any wood packaging been used within the container(s) such as cases, crates, pallets or wood used to separate, brace, protect or secure cargo in transit?

QD3a.

If yes to question 3, has the wood been ISPM 15 treated and marked or is the packaging made from material exempt from these requirements (such as Plywood or Medium Density Fibreboard)? Certification is not required for ISPM 15 treated and marked wood packaging.

QD3b.

If no to 3a, has the wood been otherwise treated and certified as per the Import Health Standard?

MPI Approved System (MAS) Number

The MAS number should be quoted for each container if the container has been packed overseas by an MAS holder and the related Sea Container Quarantine Declaration fields left blank. This number relates to the location the container has been packed at overseas, where that site has been approved by MPI as meeting the necessary quarantine container Import Health Standard. Reduced border quarantine requirements at the New Zealand border may therefore apply. If the MAS number is not known or is not applicable, then this field can be left blank.

If the Sea Container Quarantine Declaration is not known, then these fields must be left blank. If the fields are left blank, and a MAS number is not applicable or has not been stated, the container may be inspected by MPI to ascertain the quarantine status of the container and charges may apply.

MPI Transitional Facility

Select or enter the transitional facility that the container will be moved to.

Seal Number

Where containers are sealed, for each Container Number the number of the seal fixed to that container should be stated.

Bills, Containers and Packaging (mandatory)

Use this section to enter the bill details and to relate bills, containers and packaging.

Bill Number (mandatory)

The Master Bill number or Bill number associated with each package type should be entered or selected from the dropdown in TSW Online.

Bill Type (mandatory)

Select the bill type relevant to your transport mode. Valid types are:

- Bill of Lading
- House Way Bill
- Master Bill
- Parcel Number

Where applicable, both Master Bill and Bill of Lading (sea) or House Way Bill (air) should be specified. For imports by mail the Parcel Number bill type must be used.

If not using TSW Online, state the Bill of Lading number or Waybill number, and state 'Master' or 'House' to identify bill type.

Bill

Select the bill number associated with each container entered.

Container Number

The container number associated with each package type should be entered or selected from the dropdown in TSW Online.

Package Type

Select the types of packages listed on the bill of lading, waybill or parcels notice. If not using TSW Online, use the relevant package codes available on the [Customs website](#). The full list of Package Type codes are listed under UN/EDIFACT Recommendation 21 Annex V [here](#).

For bulk containers the number of packages must be shown as one (1) and the package type must be one of the bulk kind, e.g. Bulk, gas (at 1031 mbar and 15C); Bulk, liquid; Bulk, scrap metal; Bulk, solid, large particles ("nodules"); etc.

Package Count (mandatory)

State the total number of packages in the declaration listed on the Bill of Lading, Waybill or parcels notice.

For empty containers the number of packages must be shown as '0'.

Location of Goods

Location of Goods Code

A TSW premises code must be shown in this field. This refers to the freight forwarder's store, MPI Transitional Facility or Containment Facility or other premises approved by Customs and MPI to hold imported shipments awaiting clearance. If you want a delivery order to go to a CCA, you must enter a CCA code in this field. This field is mandatory for air and mail imports, and for sea imports if the location of your goods is different from the port of discharge.

- For goods imported by air, the TSW premises code of the cargo terminal operator/consolidator/freight forwarder premises where the goods are located is required.
- For goods imported by mail, the TSW premises code 8737J must be entered.
- For sea freight shipments, a TSW premises code must be entered when the location of the shipment is different from the port of discharge, for example the shipment is at a freight forwarder's premises or an MPI Transitional Facility.
- A list of Location of Goods codes are available on the customs website, www.customs.govt.nz.

Delivery Destination

If the goods are being delivered to other than the importer, the name and address of where the goods are being delivered should be stated. If a name is input an address must be supplied and vice versa.

Delivery Notification

This field is completed where the agency delivery notifications are to be sent to other parties requiring notification. **This notification is in addition to the default delivery notification to the Port/ Airport or premises where the goods are located.** Either enter the third party entity TSW code, or their name and email address if they are not registered in TSW.

SECTION D: DETAIL LINE FIELD REQUIREMENTS

In addition to the whole of the declaration details, information on specific line items must be provided. This additional information is used to separate out items for applying different clearances, tariffs and duties.

Detail Line

Line Number

Detail lines are numbered sequentially starting with the number 1. This is auto-populated in TSW Online.

Goods Description (mandatory)

Clearly and correctly describe the goods in English. For imported used motor vehicles, the description must state the:

- make and year of manufacture of the vehicle
- words 'Chassis number' followed by the vehicle's chassis number
- odometer reading at the time of sale of the vehicle for export to New Zealand.

Tariff Item (mandatory)

State the tariff classification of the goods by referring to the tariff number and statistical key code according to the Working Tariff Document of New Zealand. This publication is available on the Customs website [here](#).

Concession Code

State the applicable concession (if any) issued under:

- Part II concession by referring to its number, as published; or
- Codes issued by the New Zealand Customs Service to implement Sections 145, 151, and 153 of the Customs and Excise Act 2018; or
- Codes for goods entered under reference 80 to Part II of the Schedule One to the Tariff Act 1988.

Note – the Consolidated List of Approvals relating to Part II of the Tariff of New Zealand, also known as the tariff concession, is available on the [Customs website](#).

The Concession Code is stated as the reference number.

Country of Export (mandatory)

Select from the dropdown list provided in TSW Online or state the two-character country code the consignment was shipped from. Codes are available from Customs' National Contact Centre on 0800 428 786, or from the website www.iso.org

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 (mandatory)

Select from the dropdown list provided in TSW Online or state the two-character country of origin code. Codes are available from Customs' National Contact Centre on 0800 428 786, or from the website www.iso.org

Region of Origin

Select the country from the dropdown provided in TSW Online, otherwise state the region code as listed in the UNLOCODE subdivision codes [here](#). For goods classified in Chapters 2–22 of the tariff, the code for the region within the country of origin where the goods were born, reared, slaughtered, manufactured, processed, grown or harvested must be entered.

Statistical Quantity and Statistical Unit

If required, state the quantity and appropriate statistical unit relating to the tariff item of the goods as set out in the [Working Tariff Document of New Zealand](#).

The statistical quantity must be specified to three decimal places.

Supplementary Unit and Supplementary Quantity

If required by the tariff classification of the goods, state the supplementary unit and quantity. This is normally required if the levy calculation requires a second quantity amount and unit; for example, for goods that are dutiable in accordance with the volume of alcohol present.

The supplementary quantity must be specified to three decimal places.

Goods Value

Value in Foreign Currency

Enter the foreign currency value of the goods covered by the detail line. This value should not include freight or insurance.

This is not required for Primary Industries Import Declarations.

Currency

Select from the dropdown list in TSW Online or state the code for the country of currency the goods are traded in.

This is not required for Primary Industries Import Declarations.

Value for Duty (VFD) in NZD

State the foreign value converted to New Zealand dollars at the Customs exchange rate. This should be stated in whole dollars, rounded down to the nearest dollar for amounts ending in up to 50 cents, and rounded up to the next whole dollar for amounts ending above 50 cents.

This is not required for Primary Industries Import Declarations.

Freight in NZD

State the freight amount in New Zealand dollars. This is the cost of transportation to New Zealand of the goods covered by this detail line, including internal costs in the country of exportation.

This is not required for Primary Industries Import Declarations.

Insurance in NZD

State the insurance amount in New Zealand dollars. The amount includes insurance incurred in the exporting country for the goods covered by this detail line, inclusive of internal costs in the country of exportation.

This is not required for Primary Industries Import Declarations.

Tariff Preference Claimed (mandatory)

When tariff preference is claimed based on country of origin the preferential code must be input or selected from the dropdown in TSW Online. Tariff preference is set out in the [Working Tariff document of New Zealand](#).

This is not required for Primary Industries Import Declarations.

Tariff Duty in NZD (mandatory)

State the amount of duty payable in respect of the goods covered by the particular detail line. This includes any excise-equivalent duty that may be payable.

This is not required for Primary Industries Import Declarations.

Goods and Services Tax in NZD (mandatory)

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.

This is not required for Primary Industries Import Declarations.

Other Duty Tax Fees

Duty Type and Duty Amount in NZD

Where applicable, select the duty type from the dropdown in TSW Online, or state the duty type. If not using TSW Online, state the code(s) and the relevant amounts payable. Codes are available on the [Customs website](#).

State the duty amount in New Zealand Dollars.

This is not required for Primary Industries Import Declarations.

Other Classifications

Classification Type and Classification

Where applicable select or enter the appropriate classification type and reference. Options for type of classification include:

- International code of nomenclature for cultivated plants or other internationally accepted classifications
- International code of zoological nomenclature
- United Nations Dangerous Goods List

Valuation Adjustment

Adjustment Type and Adjustment Amount in NZD

Where any valuation adjustment is made in accordance with Schedule 4 of the Customs and Excise Act 2018, the adjustment type and relevant amount should be entered. Select from the TSW Online dropdown list or enter the adjustment option type. State the valuation adjustment amount in New Zealand dollars. Adjustment options types are available on the [Customs website](#).

This is not required for Primary Industries Import Declarations.

Supplier Relationship

Supplier Code or Name (mandatory)

For TSW Online select from the dropdown populated from the shipping tab, or enter the supplier code or name (simplified import declarations) for the goods covered by the detail line.

Importer/Supplier Relationship (mandatory)

Select from the dropdown in TSW Online or enter the type of relationship between the importer and the seller of the goods.

Options are:

- Parties are not related
- Parties related, affects price paid or payable
- Parties related, does not affect price

If there is a relationship between the importer and seller of the goods of a type stated in Sub-clauses 2 and 3 of Clause 1 to the Second Schedule to the Act, indicate the relationship.

Packaging

Number of Packages (mandatory)

The number of packages relevant to each package type must be stated.

Package Type (mandatory)

For each detail line, the packaging details must be stated. Select the package type from the dropdown provided, or enter the package type code. The full list of Package Type codes are listed [here](#), or can be found at UN/EDIFACT Recommendation 21 Annex V.

Packaging details are not required for empty containers.

Package Volume in m³ (mandatory)

The volume in cubic metres of the package(s) must be stated.

Shipping Marks (mandatory)

The marks and numbers on the package(s) must be stated. Shipping marks are generally numbers printed on the outside of the package.

Packing Material Description

The Packing Material Description is required where any organic matter has been used for packaging and a description of the type of material used must be stated.

Gross Weight Item Level (kg) (mandatory)

Enter the gross weight of the items covered by the detail line. The gross weight must be stated in kilograms and include the packaging but must exclude the transport equipment.

Net Weight Item Level (kg) (mandatory)

Enter the net weight of the items covered by the detail line. The net weight of each detail line must be stated in kilograms and must not include packaging.

Container Number

In this field you can choose to identify the container associated with the packaging. The dropdown is populated from the shipping container tab. This helps border agencies to identify which package is in which container for risk screening.

Product

Product Type and Product Name

The product type and name or term assigned by the manufacturer, producer or grower that identifies the goods should be stated, or select from the dropdown provided in TSW Online. If you are importing food you must include this information.

The product type options are:

- Brand name
- Common name
- Registered name
- Trade name

Product Identifiers

Additional information on the Product Details for goods of interest to MPI may be required as part of a relevant Import Health Standard, an imported food requirement or an imported agricultural compound or veterinary medicine requirement. Information on whether the goods are subject to these requirements is available from the [MPI website](#).

Identity Type

The following is the list of identity number types:

- Chassis number
- Global Trade Item Number (GTIN)
- Identification tag
- Identification tattoo
- Microchip
- Registration number
- Serial number
- Vehicle identification number

Identity Numbers

Where any unique number for the goods is assigned by the manufacturer, producer or grower, the identity number should be stated. Unique identity numbers must be stated for:

- Motor Vehicles – the vehicle identification or chassis number must be stated
- Live Animals – the tag, chip or tattoo number must be stated. In the case of some animals this is a requirement under the National Animal Identification Act 2012 (imported cattle or deer) or the Biosecurity Act 1993
- Used Machinery – the serial number must be stated if known
- Agricultural compounds and veterinary medicines – in accordance with the Agricultural Medicines and Veterinary Compounds Act 1997.

Commodity Characteristic Type and Commodity Characteristics

The commodity characteristic types are:

- Genetically modified
- Used article

Where any used goods or manufactured commodity is imported which has undergone goods grading, genetic modification, or genetic quality that distinguishes the commodity from similar commodities, the code must be stated.

Constituent Name and Constituent Quantity

For goods classified within chapters 2–22 of the Tariff the name of the constituent element or component must be stated.

The constituent quantity of the constituent element contained in the goods must be stated.

Date Marking

Where known, the date marking of the goods should be stated for goods that are classified in Chapters 2–22 of the Tariff. Date marking could be either the “best before date” or the “use by date” of the goods. The date format must be stated in format type DD/MM/YYYY.

Lot Number

The identification number of a production lot, where known, should be stated where the goods fall within Chapters 2–22 of the Working Tariff Document of New Zealand.

Intended Use Code

Where the intended use of the goods which fall within Chapters 2–22 of the Tariff is known, the intended use code should be selected from the dropdown in TSW Online, or stated. The intended use options are:

- Animal consumption
- Further processing
- Import for re-export
- Laboratory analysis
- Personal use
- Sale for human consumption
- Seed for sowing
- Trade sample not for sale

Intended Use

Where an intended use code is not available, a statement that describes the intended use of the commodity should be input.

Storage Temperature (°C)

The temperature required to be maintained for a commodity, or in a container, or in a conveyance can be stated. The temperature should be stated in degrees Celsius. Negative temperatures must be preceded by a minus (-) sign.

Minimum Storage Temperature (°C)

The minimum temperature required to be maintained for a commodity, or in a container, or in a conveyance can be stated. The temperature should be stated in degrees Celsius. Negative temperatures must be preceded by a minus (-) sign.

Maximum Storage Temperature (°C)

The maximum temperature required to be maintained for a commodity, or in a container, or in a conveyance can be stated. The temperature should be stated in degrees Celsius. Negative temperatures must be preceded by a minus (-) sign.

Itinerary

Country/ Countries of Routing

Where goods have passed through multiple countries en route to New Zealand, select each country from the dropdown provided, or provide the country code. Each country between the country of original departure and final destination must be stated. The Country Codes are based on the ISO 3166-1 two-alpha country code standard available from www.iso.org

Preferred Treatment Provider

Preferred Treatment Provider Code and Preferred Treatment Provider Name

A Preferred Treatment Provider can be identified using either the TSW premises code for that provider, or by typing the name in the free text field. Where the goods are to be treated and the Preferred Treatment Provider has not been stated, then this may be sought by MPI.

MPI Transitional Facility

Transitional Facility Code and Transitional Facility Name

If the goods are to be transferred to a Transitional Facility or Containment Facility in accordance with the Biosecurity Act 1993, the TSW premises code for that facility must be stated if this is different from the specified goods item location. Only one Transitional Facility can be input on a lodgement.

Grower/Producer/Manufacturer

For goods classified in chapters 2–22 of the Working Tariff Document of New Zealand enter the respective grower, producer or manufacturer's name and full address where these are different than the stated supplier. A producer includes a person or organisation involved in the production and harvesting of animal and plant products. If a name is input an address must be supplied and vice versa.

Additional Information

Other Information Type and Other Information Data

If required select from the TSW Online dropdown or enter the other information code (OINF) relating to the detail line. Only the OINF that relates to the detail line must be entered at this level. OINF relating to the whole declaration should be input with the declaration. OINF codes at the line level are available on the Customs website www.customs.govt.nz

Prohibited Codes Type

Where applicable select from the TSW Online dropdown or enter the relevant prohibited code relating to the goods covered by the detail line. The options are available on the Customs website www.customs.govt.nz

Documents

If an additional permit is required the type of authority should be selected from the dropdown and the permit number input.

Permit Authority and Permit Number

This field must state the Permit Authority code and relevant permit number where the goods require a permit to import from border agencies. Only record information that applies to this detail line. Enter the relevant code and the permit number. (The importer is responsible for obtaining the permit number from the permit authority and uploading and attaching a copy if required.) Codes can be found on the Customs website [here](#).

Note – imports of some goods may be subject to an Import Health Standard made under the Biosecurity Act 1993, for example to import live animals. Import Health Standards are available at the [MPI website](#).

Some Import Health Standards require a permit to import a particular line of goods, for example importing a pet as part of household goods. The permit must be applied for from MPI prior to the arrival of the goods and the permit details and document attached to the declaration at the relevant detail line.

SECTION E: SUMMARY

The summary page gives a summary of the details entered into the import declaration and provides provision for the declarant to input their unique user identifier PIN to electronically sign the entry as true and correct and lodge it into the TSW system.

SECTION F: OVERRIDE REQUEST

The override request page is only completed where the declaration has been or will be rejected for an error(s) that the declarant knows does not apply, and the permission of a Customs officer has been obtained to override the error(s). In these circumstances, tick the override box, otherwise leave this field blank. If you indicate an override, you must state the reasons for the override, and the name of the approving Customs officer, in the override reasons field of the declaration.

Note: many errors are critical for processing and cannot be overridden. Every attempt should be made to correct errors before requesting override. Sufficient details must be provided to allow an officer to make a decision.

If you copy a lodgement, ensure you delete the override details.

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