

# TSW FACT SHEET:

## EXPORT DECLARATION REQUIREMENTS

An export declaration is required for goods with a FOB value of more than NZ\$1,000. This fact sheet explains some key aspects involved in export declarations and 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 order of appearance on TSW Online. You can call 0800 BORDER for assistance.

### SUBMITTING AN EXPORT DECLARATION

Export declarations are lodged electronically via the internet or via electronic data interchange (EDI). You can find out more about messaging options by reading [\*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 that they have the necessary 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.

For more information refer to:

- [\*TSW Fact Sheet: Overview of JBMS\*](#)
- [\*TSW Fact Sheet: Completing Export Declarations\*](#)
- [\*TSW Fact Sheet: Applying for a Declarant Code to Submit Lodgements\*](#)

### BEFORE COMPLETING AN EXPORT DECLARATION

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

### CLIENT CODES

If goods are over the value of NZ\$1,000, the exporter named on an export declaration must hold an exporter client code. You can apply for a new client code by completing a current [\*NZCS Form 224\*](#), or by applying online using TSW. Please note that Customs do not accept forms that are not the current version. Visit [\*Client codes\*](#) for more information.

## WHO ELSE ACCESSES THE 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 [Stats.govt.nz](http://Stats.govt.nz)

## COMPLETING AN EXPORT DECLARATION

All declarations must be made according to the Message Implementation Guidelines. These are available on the [Customs website](#). Clearance via TSW Online complies with these guidelines.

For goods to be exported by air or sea freight, a single declaration can only cover shipments for a single exporter to be exported on a single voyage or flight. A new declaration must be made where more than one exporter or vessel/flight is involved.

For consignments to be exported by a postal service, a single declaration by one exporter on one date may cover any number of consignments. A new declaration must be made where more than one exporter or date is involved.

## 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

## 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.

## BEGINNING YOUR LODGEMENT

### Lodgement

Select "New Lodgement" and "Export Declaration"

### Transport Mode (mandatory)

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

### Lodgement Type (mandatory)

If using TSW Online, select the export declaration type:

- Drawback
- Standard Export

Or enter the code for the type of declaration, '40' for a standard export declaration, '41' for a drawback declaration. Once the declaration type has been sent the declaration type cannot be amended.

### Submitter Code and Submitter Name (mandatory)

The submitter is either the exporter or Customs broker. Where both exporter and broker are specified on the declaration, the submitter must be the broker. In TSW Online, select from linked brokers listed in the dropdown. This will populate the submitter code and name.

## SECTION A: DECLARATION FIELD REQUIREMENTS

### Declaration

#### Declarant Code and Declarant Name (mandatory)

The declarant's code must be stated. The code is available by applying to Customs and subsequent approval. The declarant 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 exporter 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

## Exporter

### Exporter Code and Exporter Name (mandatory)

Insert the client code issued by TSW to the New Zealand person or company exporting the goods (not being the carrier, freight forwarder or exporter's agent). This will auto-populate the exporter name field. Codes for new exporters are available by applying to Customs. Existing codes are available from the exporter.

## Additional Information

### Other Information Type and Other Information Data

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

### 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

A free text field to include any additional information relevant to government agencies. This should be provided as a single string of text with no special characters.

### Customs Payment Method

Application to drawbacks only. The field allows the exporter to advise Customs of the method of payment for the duty claimed on the goods in a drawback declaration. The payment method can be selected in the dropdown if using TSW Online, or stated as:

- Cash – indicates that payment is required by cheque.
- Client Deferred – This option should be used when the exporter shown in the 'Exporter/Licensee' field of the entry holds a Customs deferred account.

## Documents

### Document Type and Document Reference Number

Make reference to any certificates 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 exporter is responsible for obtaining the permit number from the permit authority.)

**Note** – some exported goods may require a permit or certificate to export, for example to export live animals. Export Health Standards are available at:

- [MPI.govt.nz/export](https://MPI.govt.nz/export)

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.

### **Attachment Type and Attachment**

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

### **Is this a Completion of Sight or Completion of Temporary Entry?**

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

### **Previous Document**

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

## **Customs Controlled Area (CCA)**

### **CCA Code and CCA Name**

This field is used only when the goods are intended to be removed for export from a Customs Controlled Area. Insert the code issued by the New Zealand Customs Service, which is available from the licensee of the Customs Controlled Area.

## **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.

#### **Invoice Number and Invoice Date (mandatory)**

State the supplier's invoice number that specifically identifies the goods on the declaration and select the invoice date. Use the date picker or input the invoice date using the format DD/MM/YYYY.

### Exchange Rate Indicator, Currency and Exchange Rate (mandatory)

The exchange rate indicator, which indicates the basis of the exchange rate, must be selected from the dropdown or stated. The exchange rate indicator types are:

- Floating – exchange rate must be a valid exchange rate as published by Customs. The Country Code of the currency used must also be selected. The Country Codes and exchange rates are available [here](#).
- Forward Cover – the exchange rate must be stated where the goods have been sold in other than New Zealand dollars, and a forward cover arrangement applies to the sale.
- New Zealand Dollars – in TSW Online this will auto-populate the fields, otherwise the Currency Code for New Zealand must be selected and the exchange rate must be stated as '1.00'.

Where the currency and related exchange rate is not able to be selected, 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.

### Importer

#### Importer (mandatory)

The full name of the overseas importer in the country of overseas destination where the exported goods are consigned to must be stated, and an address supplied. The minimum address required is the city and the country of destination.

## 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

#### Port of Loading (mandatory)

Select the port where the goods will be loaded onto the vessel or aircraft that will transport them from New Zealand. If the goods are loaded on board a different vessel or flight for transshipment to the port where they will be loaded on the export vessel or flight, the export vessel name or flight is to be used. For example, if goods are to be loaded on board vessel A at Lyttelton, and transhipped to Auckland for loading aboard vessel B for export, the name and port of loading of vessel B would be used. If not using TSW Online, state the five character port code. Refer to United Nations Code for Trade and Transport Locations (UN/LOCODE) available [here](#).

### Port of Discharge (mandatory)

Insert the five character port code for the first overseas port at which the goods are expected to be unloaded from the vessel or flight specified in the 'Vessel/Flight Number' field. Refer to United Nations Code for Trade and Transport Locations (UN/LOCODE) available [here](#).

**Note:** Where the goods are unloaded at a port for transshipment to another port, the port of discharge is the first port at which the goods are unloaded. For example, if goods are unloaded in Longbeach, California en route to Tilbury, England, the code for Longbeach would be stated as the port of discharge.

### Craft Name (mandatory)

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

### 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 be the same as that published on the [Customs website list](#). If the goods are to be exported via a courier company and the flight number is not known at the time of making the entry, insert 'COURIER'.

#### Notes:

The vessel name inserted must exactly match the format of the registered vessel name, and the flight number inserted must exactly match the flight number issued by the airline, or the entry will be rejected. To be sure you have entered the correct name or flight, check the 'Craft Name and Flight Number' list published on [Customs.govt.nz](#)

If the goods are loaded on board a different vessel or flight for transshipment to the port where they will be loaded on the export vessel or flight, the export vessel name or flight is to be used. For example, if goods are to be loaded on board vessel A at Lyttelton, and transhipped to Auckland for loading aboard vessel B for export, the name and port of loading of vessel B would be used.

### Carrier Code and Carrier Name

If known, provide the name of the carrier providing the transport of the goods from New Zealand, 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 (mandatory)**

Where the declaration is by air or sea the Total Gross Weight of the declaration must be stated in kilograms. Exclude the weight of the shipping container or airfreight 'can' when the goods are transported in these.

#### **Note:**

Where detail line information is provided for the declaration, the Total Gross Weight should be at least the total of the weights provided in the detail lines. If not an error message will be returned.

### **Date of Export (mandatory)**

This is the date the exporting craft first leaves New Zealand waters or airspace. Use the date picker, or input the date of export using the format DD/MM/YYYY.

#### **Note:**

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

### **Expected Arrival Date**

The expected arrival date in the country of final destination should be selected or stated if known. Use the date picker, or input the expected arrival date using the format DD/MM/YYYY.

## **Container Pack Location**

### **Container Pack Location**

Where known, the container pack location and the address details should be provided. If a name is input an address must be supplied and vice versa.

## **Containers**

### **Container or Pallet Number (mandatory)**

For each container state the container number in which the goods are exported. This is not required for air containers.

### **Container Status**

If a container number and size/type are input, 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 (ie, 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 full container load (LCL) consignments that individually do not occupy the full space available in a container. Another name commonly used and synonymous with this definition is FAK (freight all kinds).

### Container or Pallet Size/Type

If a container number is input, the size and type of container/pallet must also be input. Select from the dropdown in TSW Online, or input the equipment size and type.

### Seals Number and Sealing Party

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

## Bills, Containers and Packaging

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

### Bill Number (mandatory)

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

### Bill Type

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

- Bill of Lading
- Master Bill
- House Way 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.

**Note** – the 'Booking Reference' number is a pro forma number issued by the carrier in advance of the bill number being issued.

### Packaging Bill

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

### Container

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 declaration. The full list of Package Type codes are listed under UN/EDIFACT Recommendation 21 Annex V [here](#).

For bulk containers 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

State the total number of packages in the declaration listed on the bill of lading, waybill, or parcels notice.

For bulk containers the number of packages must be stated as one '1'.

## Location of Goods

### Location of Goods Code (mandatory\*)

A TSW premises code must be shown in this field. This refers to the freight forwarder's store, or other premises approved by Customs and MPI to hold export shipments awaiting clearance. This field is mandatory for air and mail exports, and for sea exports if the location of goods is different from the port of loading.

- For goods exported by air the TSW premises code of the cargo terminal operator/consolidator/freight forwarder premises where the goods are located is required.
- For goods exported 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 loading, for example the shipment is at a freight forwarder's premise.

### 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.

### 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 TSW code or their name and email address if they are not registered in TSW.

## SECTION D: DETAIL FIELD REQUIREMENTS

In addition to the whole of the declaration details, information on specific line items must be provided. A separate detail line is required for each individual tariff item relating to goods on the declaration.

### Detail Line

#### Line Number

In TSW this is auto-populated. Insert a sequential number for each detail line, starting with the number '1'.

#### Goods Description (mandatory)

For each detail line, provide a clear and correct description in English of the goods being declared. When the detail line relates to a motor vehicle, the description must include the:

- make and year of manufacture of the vehicle, and
- words '*Chassis number*' followed by the vehicle's chassis number.

**Note** – the description should state the specific nature and type of the goods. It should not be a generic trade description, catalogue number, concession description, or the text either of a tariff classification heading, or of a tariff classification that does not accurately describe the particular goods declared on the detail line.

#### Tariff Item (mandatory)

State the tariff classification of the goods by reference 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](#). Note that a separate detail line is required for each different tariff item.

#### Country of Origin

In TSW Online, select from the dropdown. Otherwise, insert the two character country code set out in the UNECE publication [Trade Data Element Directory](#), for the country of production or manufacture of the goods in the detail line, according to the provisions of Part VI of the Customs and Excise Regulations 1996.

**Note 1** – even though the goods are being exported from New Zealand, and may have been manufactured here, New Zealand may not necessarily be the country of origin of the goods in Customs terms, depending on the value of any imported materials and any partial manufacture that may have occurred offshore.

**Note 2** – where goods covered by the declaration are classified in the same tariff item but have a different country of origin, they must be shown on a separate detail line.

#### 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](#).

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 Currency (mandatory)

Input the FOB value of the goods in the currency the goods are traded in. Insert the total of the value of the goods, plus all costs involved in their packaging, transport and any other costs up to and including their loading aboard the export vessel or aircraft or acceptance by a postal service, in the currency shown in the 'Currency Code' field.

**Note 1** – if the goods are to be sold or valued in other than New Zealand dollars, this amount must be calculated according to the requirements of the field 'Currency Code'.

**Note 2** – if the goods have not been sold at the time of making the entry, or are not to be sold, the FOB value must be estimated as accurately as possible. If and when any sale relating to the export occurs, the entry should be amended to reflect the actual FOB value.

**Note 3** – 'FOB' (free on board) is an international transport term administered by the International Chamber of Commerce. The value in this field must not include international transport and insurance costs.

### Currency (mandatory)

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

### Value in NZD

In TSW Online, this field will self populate to New Zealand dollars using the appropriate Customs exchange rate based on the value and currency code information inserted. This field will auto-populate when the calculate button is clicked. If not using TSW Online, this amount must be calculated according to the exchange rate indicated.

### Tariff Duty in NZD (drawback only)

This field is completed when claiming drawback of duty that was paid on importation of the goods. Insert the amount of duty claimed in dollars and cents. If the amount claimed on the detail line is nil, insert the number '0'.

### Goods and Services Tax in NZD (drawback only)

Drawback of GST is limited to goods that were imported by the exporter and found to be faulty or of wrong specification, and where the exporter is not registered for GST in terms of the Goods and Services Tax Act 1985. If the exporter is registered for GST, the GST is to be reclaimed by way of GST returns.

### **Duty Type and Duty Amount in NZD (drawback entry only)**

Where the goods qualify for drawback of another duty, tax, or fee, the amount of the fee and code must be entered for each applicable fee type, which is available on the [Customs website](#).

### **Classification Type and Classification**

Where applicable, select or enter the appropriate classification type and reference. Options for the 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

## **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 m<sup>3</sup> (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.

### **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.

The product type options are:

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

### 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.

### Storage Temperature in °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 in °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 Requirement in °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 will pass through multiple countries en route to their destination, 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 [iso.org](http://iso.org)

### Grower / Producer / Manufacturer

State the grower, producer or manufacturer of the goods being exported where different to the exporter. State the type, which can either be:

- Grower
- Producer
- Manufacturer

Enter the appropriate name and address detail for the type.

## 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 [Customs.govt.nz](http://Customs.govt.nz)

### Prohibited Goods Type

Where applicable select from the TSW Online dropdown or enter the relevant prohibited goods type relating to the goods covered by the detail line.

Refer to [Clear prohibited and restricted goods for export](#) for further information.

## Documents

### Permit Authority and Permit Number

Only record information that applies to this detail line. Enter the relevant permit authority and the permit number. It is the responsibility of the exporter or the exporter's Customs broker or other agent to obtain any necessary permit or other authorisation and upload and attach a copy if required.

Refer to [Clear prohibited and restricted goods for export](#) for further information.

## SECTION E: SUMMARY

The summary page gives a summary of the details entered into the export entry 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

This field 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 entry.

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: [Customs.govt.nz](https://www.customs.govt.nz) and [MPI.govt.nz](https://www.mpi.govt.nz)