

Sent: Wednesday, July 28, 2010 4:03 PM

Subject: Documentation for Personal Effects to New Zealand

Hello Chris

As discussed, please below find list of documentation required for all personal effects shipments into New Zealand

1. Passport (s) of the importer (s),
 - a. copy of the Passport photo page and page with visa details (if required). Note: If more than one person's goods are in the shipment then copy of passport is required for everyone over 18 years of age.
2. Unaccompanied Personal Baggage Declaration (NZCS218 – copy attached) must be completed and signed by the importer
3. Complete inventory list preferably showing what goods are in each package. This will save time should MAF want to inspect the goods
4. Receipts for any goods listed as "Specific Goods" on page 4 of the Unaccompanied Personal Baggage Declaration (if applicable and if they are available)
5. Any treatment and/or cleaning certificates relating to the shipment (if applicable)
6. Any relevant approvals for goods listed as "Prohibited or Restricted Goods" on page 4 of the Unaccompanied Personal Baggage Declaration (if applicable)

From time to time NZ Customs will request other supporting documentation, we can deal with this as required.

The basic premise is that any "new" New Zealand residents or returning New Zealand residents that have been out of New Zealand for longer than 21 months will be eligible to the concession making their personal effects and household items exempt Duty and GST, as long as they have owned and used these items prior to coming to New Zealand. I have attached "Fact Sheet 28" which explains this in more detail.

If you have any questions please do not hesitate in contacting either Barry or myself.

Thanks and regards **Michael Lewis**

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