

## SHIPMENT INFORMATION



SHIPPER : \_\_\_\_\_ CONTACT PERSON : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

PHONE # : \_\_\_\_\_ FAX # : \_\_\_\_\_ EMAIL : \_\_\_\_\_

RECEIVER : \_\_\_\_\_ CONTACT PERSON : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

PHONE # : \_\_\_\_\_ FAX # : \_\_\_\_\_ EMAIL : \_\_\_\_\_

NOTIFY PARTY : \_\_\_\_\_ CONTACT PERSON : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

PHONE # : \_\_\_\_\_ FAX # : \_\_\_\_\_ EMAIL : \_\_\_\_\_

**CARGO DETAILS :** Cargo is from \_\_\_\_\_ (Port/Airport)

and destined to \_\_\_\_\_ (Port/Airport)

Description of Shipment (Tick box) : PERSONAL EFFECTS \_\_\_\_\_ COMMERCIAL CARGO \_\_\_\_\_

If Commercial Cargo, describe cargo as \_\_\_\_\_

Shipment to move by (Tick box) : AIR ☐ SEA ☐ BILL OF LADING ☐ OR WAYBILL ☐ (see explanation of Terms)

Cargo Weight : \_\_\_\_\_ Kilos Cargo Cubic Measure : \_\_\_\_\_ Cubic Metres ( \_\_\_\_\_ L x \_\_\_\_\_ H x \_\_\_\_\_ W)

Full Container Shipment (Tick box): 20 Foot ☐ 40 Foot ☐ General Purpose ☐ Flatrack ☐ Other ☐

Cargo is : \_\_\_\_\_ Delivered into depot ☐ Pick up ex door ☐ If from door, pick up address is - \_\_\_\_\_

Cargo at Destination is : Picked up at depot ☐ Deliver to door ☐ If to door, delivery address is - \_\_\_\_\_

**EXPORT/IMPORT FORMALITIES :** Do you want us to clear customs at export YES/NO \_\_\_\_\_ and import YES/NO ? \_\_\_\_\_

Do you have a Customs Caspar Code (NZ) : \_\_\_\_\_ YES/NO. If yes, the number is \_\_\_\_\_

Do you have a Deferred Account (NZ) : YES/NO \_\_\_\_\_

You need to provide the following documents for Customs and MAF : Personal Effects - Packing List ☐ Passport Copy ☐

**Commercial Goods** - Packing List ☐ Commercial Invoice ☐ Certificate Of Origin ☐ Quarantine Declaration ☐

Booking Note should be sent to : \_\_\_\_\_ Name \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

**PLEASE NOTE, DANGEROUS OR HAZARDOUS GOODS NEED A SEPARATE FORM AND DECLARATION TO BE COMPLETED**

*Please note, that attendance and consultancy will be charged at \$125 per hour in quarter hour segments. You can find most of your required explanations as to terms and requirements on our website or in following information.*

( Document copies are available on request or from our Website - [www.cargo.co.nz](http://www.cargo.co.nz), or Phone ++ 64-9-5241810, Fax ++ 64-9-5242109 )

This is a list of reminders and a checklist of items you need to make sure you have complied with. This form needs to be completed and **accompanied by the MAF Quarantine form** filled out by your supplier. If you have any queries on any matter, please contact our office in Auckland, New Zealand on ++ 64 - 9 - 5241810 or by fax at ++ 64 - 9 - 5242109 or email : info@cargo.co.nz. The prices herein are indications and cannot be wholly relied on as they will change from time to time, but will suffice for your initial budgeting requirements.

You need to be aware that NZ Customs or MAF (Ministry of Agriculture & Forestry) can ask for any container to be put aside for inspection or taken to an approved devanning area for devanning and inspection. In such case, all costs attributed to this are additional and payable by the Importer.

Please also be aware that New Zealand is concerned about biosecurity, and as such any containers having suspect items in them (e.g. untreated wooden products) may well result in the requirement for the container and its contents to be fumigated.

### Checklist :

For clearance in New Zealand you should ensure you can provide the following documents -

Certificate of Origin - For the assessment of any special duty rates (if any duty is indeed applicable)

Commercial Invoice - For attesting to the value you are being charged for the goods being imported

Packing List - Describes the number and type of articles, their weight and cubic measurement

Bill Of Lading or Waybill or Airwaybill - These are the consignment notes which confirm how and when shipment is being made, what vessel or aircraft flight and date of despatch

Insurance Certificate - Not strictly necessary, but better to have than not

If Hazardous - Full description of the product/s, their UN classification number/s and Imco Number/s

Firearms/Ammunition - Require specific clearance before shipment, please contact us with details before shipping

Personal Effects - Please ensure that any items that have been on farms, or used for gardening are very well cleaned, and pack these by the container door for easy access in case of inspection.

### General :

If you require assistance with budgeting, you will need to provide a proforma invoice from your supplier/s. For costs of cartage, we need to have full details of source and destination addresses with zip codes where applicable. Also, where available, if swinglift truck pickup or delivery is requested, this should be highlighted to us. Such pricing will always be an estimate until final details can be given to us, but the more information you are able to supply, the more accurate our estimates can be.

We can also assist with product sourcing, meeting appointments and interpreters should this assist. Our purpose is to minimise the issues for you. You should ensure that you understand terms of purchase/sale correctly and the **Incoterms** website can assist you with detailed descriptions of a Buyer and Seller's duties under given sale/purchase agreements. Equally, please ensure you understand what your total shipping costs are, do not assume that any given cost element is not a cost for you unless you know this to be the case. Lastly, be aware that shipping schedules can vary and are not guaranteed to be fully accurate, you should keep in touch or give us contact details so we may keep you informed to ensure any variance is allowed for. Equally, rates or supplementary charges by shipping companies can change from time to time, so it is better to allow a little extra than not.

Let us know if we can assist you in any way. The above is intended as a guide and does not profess to encompass all requirements that may exist.