



Guideline for completing Customs/Quarantine B534 form

The enclosed Australian Customs Unaccompanied Personal Effects Statement must be completed by every person sending household furniture and personal effects into Australia.

To support this document we are required to submit a photocopy of your passport. If you are from New Zealand or Australia we need a copy of the photo/signature pages. If you are from any other country we will require copies of the photo/signature pages plus all stamped pages of your passport including any visa you have to entitle you to live in Australia. **We need passport copies for anyone with goods in the consignment who is over 18 years old.**

Points to note in completing the form are:

- Must be completed in the handwriting of the person who is listed at the top of the form.
- You must put in a contact address in Australia. It does not need to be your delivery address, but it does need to be an address where Customs can contact you. Also remember that this is the address that documents will be sent to during the clearance process and if you are not receiving them it can lead to delay and extra cost.
- **How I Arrived or intend to arrive in Australia** - this is your personal travel details.
- **For returning residents only** – list any countries you have visited or lived since last residing in Australia. Make sure to put in period of absence from Australia.
- **How my personal effects arrived and clearing your personal effects** Leave these sections blank as we will fill in the details.
- **Section 2 'Did you pack the goods yourself?'** If packing is done by your removal company tick NO and insert the name of your removal company.
- **Section 2 'Are you fully aware of the contents of the packages?'** Ordinarily you should answer 'yes' to this. If you think you should answer 'no' speak to us first.
- **Section 5** If you are bringing any alcohol in your effects you should be aware that this will incur taxes and duty. You must list what you are bringing, the volume and purchase price in AUD. Please use the 'Spirits and Liquor' form included to list your alcohol. **There is no duty free allowance with unaccompanied personal effects shipments.**
- **Section 8 'Do your unaccompanied effects contain any of the following goods'** Furniture or other articles of Wood, Cane or Bamboo, you should answer 'YES' if you have any wooden furniture amongst your effects and print in the box below: AS PER INVENTORY.
- **Please ensure that you sign each page in the space at the bottom.**
- If you make a mistake on the form do not use whiteout or any other correction fluid. Cross out the mistake neatly and write in the correction then initial the correction.

NOTE: It is important you complete this form correctly and promptly to avoid delays processing your consignment. If you have any questions please contact the office.

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