

## GUIDE TO COMPLETING THE AUSTRALIAN CUSTOMS & QUARANTINE DECLARATION (B534)

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

Some points to note in completing this form are:

1. The form must be **completed and physically signed** and dated by the owner of the goods. It cannot be completed or signed on your behalf.
2. How I arrived or intend to arrive – this is your personal travel details, not that of your shipment.
3. You must show a residential 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. If you do not have an address before you arrive to Australia, the declaration will not be able to be submitted until you do acquire an address.
4. For Returning Residents only – list any countries you have visited or lived since last residing in Australia. Make sure to put in your period of absence from Australia.
5. The section relating to number of packages and shipping details can be completed by our office as this detail is often not known at the time of completion of the declaration.
6. 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.
7. Section 2 “Are you fully aware of the contents of the packages?” Normally you should answer “yes” to this. If you think you should answer “No”, please speak to us first.
8. Section 5: If you are bringing any alcoholic drinks or tobacco or cigarettes in your shipment you should be aware that these will be subject to duty and GST. You must list the items you are bringing and purchase price in AUD on the Alcohol Inventory and Tobacco Inventory Templates provided. There is space on the declaration for this (Section five) but it does not allow for all of the information now required by Australian Customs. **There is no duty-free allowance with unaccompanied personal effects**
9. Section 8: “Do your unaccompanied effects contain any of the following goods...FURNITURE or other articles of Wood, Cane, Bamboo”. If appropriate, you should answer “YES” and print in the space below “AS PER INVENTORY”
10. If you make a mistake on the form do not use correction fluid or tape. Cross out the mistake neatly and print the correction and initial the change.

**NOTE: It is important that you complete this form correctly and promptly to avoid delays in processing your shipment. If you have any questions, please contact our teams.**