

## How to fill Australian B534 Fact Sheet

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 by the owner of the Imported used personal effects and household goods. Each page must be signed and dated.
- Use black pen

### Page 1

- All areas must be completed - An address & phone number of contact must be shown – do not leave blank – even if it's a temporary address  
- 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. Intended flight and date of arrival must be completed. Even if this is likely to change, it must be completed (Cannot customs clear the goods without this information)
- 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.  
If you are not Australian resident – Leave Blank
- How my personal effects arrive** - Tick By Air or by Sea – A separate B534 is needed if owner has Air and Sea Complete only – Name of local business handling your effects “Palmer's Relocations” – Leave the rest Blank
- Clearing your personal effects** - Leave these sections blank as we will fill in the details. Please add date and signature on page 1.

### Page 2

- Section 1- '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 3** Tick answer – Write an answer if applicable in box provided

\*Drugs – If yes is answered – Agent must be informed to check if importation is possible

\*Weapons – If yes is answered – Agent must be informed to check if importation is possible

\*Wildlife articles – If yes is answered – Agent must be informed to check if CITES

“Endangered Species” rules apply \*Offensive Material – If yes is answered – Agent must be informed to check if importation is possible

**Declaration Sign and Date**

**Page 3**

**Section 4** - Tick answer – Write an answer if applicable in box provided

\*Medicines – Normal over the counter Non-Prescription Medication Eg Panadol is not subject to import approval

\*Herbal / Natural Remedies may be subject to import regulations

\*Prescription Medication is subject to import regulations – No more than 3months supply.

Generally, a visitor to Australia may bring up to 3 months supply of their prescribed medication without the need for an import approval or permit. However, some medications are subject to permits or import licence approval. The Therapeutic Goods Administration (TGA) issues import approvals to Australia for drugs which require a permit or import licence or for medication exceeding 3 months supply.

**Section 5** Tick answer – Write an answer if applicable in Table provided

\*Tobacco – Duty/Tax/GST applies

\*Alcohol – Duty/Tax/GST applies – Alcohol Declaration Form supplied, must be completed in order for clearance and duty calculation to take place.

— **Section 5 “Do your unaccompanied effects contain any of the following”** - 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.

**Note there is no duty free allowance with unaccompanied personal effects shipments.**

\*Motorised Vehicles – Cars, Motorbikes, Motor scooters, Quad Bikes, Mobility scooters, Trailers, Boats – Import Permit approval is required and Agent must be informed

\*Goods being imported, must belong to the Importer and have been owned and used for one year or more – otherwise duty/tax/gst can apply or a separate Import clearance.

\*Commercial goods – B534 customs forms are used for used personal effects/household goods clearances.

Commercial goods are subject to a Commercial Entry import conditions – therefore not a B534 clearance. If yes is answered Agent must be informed to confirm import regulations and extra import clearance charges -Duty/tax/gst could apply.

**Section 6** - Tick answer

\*Quarantine laws exist in Australia in order to protect the environment from contamination threats being imported. All shoes, outdoor equipment – can carry dirt/soil/organic matter that is a contamination threat. Please ensure all items are cleaned / disinfected prior to export and declared accordingly.

**Declaration Sign and Date**

## Page 4

**Section 7** - Tick answer - Write an answer if applicable in box provided.

\* Wildlife – If yes is answered – Agent must be informed to check if CITES “Endangered Species” rules apply or Quarantine may prohibit or require a possible treatment of the import item

\* Food – Only Commercially Manufactured, Unopened, Labelled in English, Small volume of a Foodstuff can be considered for Import. Agent must be informed to check if food item is an issue/prohibited import or the volume is considered a Commercial Quantity requiring Import Permits to import.

\* Horse items – If yes is answered – Agent must be informed to check Quarantine import condition \*Biological Specimens – If yes is answered – Agent must be informed to check Quarantine import condition

**Section 8** Tick answer – Write an answer if applicable in box provided

\* Plant/Plant matter – If yes is answered – Agent must be informed to check Quarantine import restrictions and prohibitions and treatment regulations.

\* Wood Furniture – If yes – Write “as per inventory list”. (Removal company’s list will be used by Quarantine to search for items – All items entering Australia are unloaded fully out of the container for Quarantine inspection. Commercially produced wooden items are inspected and may require a Treatment prior to release. Charges apply for treatment).

\* Soil/Earth goods – If yes is answered – Agent must be informed to check Quarantine import restrictions/prohibitions (Normally rock samples are fine to import if soil contamination is not present).

\* Packing Material – Straw/saw dust is a prohibited packing material – do not use

\* Egg/Fruit Cartons – are a prohibited packing material – do not use

! **Section 8** - 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.

If you require help with filling out the form, please contact your move manager at Palmers Relocations - **1300 363 916**