

INSTRUCTIONS FOR THE COMPLETION OF AN AUSTRALIAN CUSTOMS FORM: UNACCOMPANIED PERSONAL EFFECTS STATEMENT B534

Detailed below are important instructions and advice to assist you in completing the **Australian Customs – Form B534**. We ask that you read and complete this form carefully as an improperly completed Customs declaration can cause unnecessary delays and expense. Any alterations please cross it off and initial (no whiteout, please).

The form can be completed from an online PDF form located at <https://www.border.gov.au/Forms/Documents/B534e.pdf>. You will still need to print and sign this form.

The following categories MUST be completed:

FIRST PAGE

- Full name as it appears on your passport.
- Address **MUST** be completed; this may be a temporary accommodation address or a relative's home address but **NOT** "care of" a Hotel/Motel. No Postal address
- Date of birth
- Sex
- Passport number and Country of issue
- Persons covered by the statement
- Name of spouse and their passport number and dependents ages (**if applicable**)
- **'How I arrived or intend to arrive in Australia'** – all categories **MUST** be completed
- **'For returning residents only'** – this **MUST** be completed if this applies to you
- **'How my personal effects arrived or will arrive'** – Please mark the appropriate box with an **X** (A separate Customs form must be completed for sea and air goods)

THE DECLARATION AT THE FOOT OF THE PAGE, MUST BE SIGN AND DATED

SECOND PAGE

Section One

- **'Have you come or are you coming to Australia'** – Please mark the appropriate box with an **X** ensuring that you indicate your intended length of stay (if applicable).

Section Two - all questions *MUST* be answered

- **'Did you pack the goods yourself?'** In most cases the answer will be no however, you must enter the name of the overseas based mover who packed/handled your consignment at origin.
- **'Are you fully aware of the contents of the packages?'** Please mark the appropriate box.



- **'Do the packages contain goods belonging to any other person other than you or those who accompanied you on your arrival in Australia?'**

Please **DO NOT** insert your spouse/partner details here if you have already declared them on the front page of the declaration.

Section Three - all questions MUST be answered

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THIRD PAGE

Section Four – all questions MUST be answered

'Do your unaccompanied effects contain any of the following goods?'

- Australian and/or Foreign currencies *in the amount of Australian \$10,000.00 or more.* This is self-explanatory.
- **Medicines** – Please write a description/name of the medicines here i.e. Paracetamol tablets, cough medicine, etc....also refer to section three '*Drugs of any kind*' for more information on importing prescription medicines.

Section Five – all questions MUST be answered

'Do your consignment contain any of the following goods?'

NOTE* DUTY AND TAXES MAY APPLY. IF APPLICABLE, THESE MUST BE PAID IN FULL PRIOR TO THE RELEASE OF YOUR CONSIGNMENT BY AUSTRALIA CUSTOMS.

- **Cigarettes, cigars or tobacco** – You must complete a separate inventory with your name and signature stating the quantity, make/brand, type of tobacco (**e.g. cigarettes, cigars etc.**), weight (content), country of make/origin (**if known**), the date of purchase and purchase price in Australian Dollars.
- **Alcoholic liquor/spirits and/or wine** – Please complete a separate inventory of all alcohol imported in a consignment of personal/household effects with your name and signature on it stating the brand name of the wine/liqueur, it's type, the number of bottles imported, milliliters per bottle, the alcoholic content % of each bottle, country of origin, value per bottle and total value of all alcohol imported in Australian Dollars. Taxes/GST are applicable regardless unless you can prove that the alcohol was previously exported from Australia (the previous original export packing inventory, copy purchase receipts or credit card debit statement, alcohol listing (when originally exported) and a copy Bill of Lading will be required by Australia Customs as proof of their original export from Australia). **This alcohol declaration should be attached to the Customs declaration form B534.**
- **Motor vehicles, motorcycles and trailers (for registered or off road use in Australia) -** Firstly, in order to import these, the registered owner/purchaser must apply for an import



permit prior to export from the country of origin. Please review detailed instructions if you intend importing a motor vehicle **(not including personally owned boats or water craft)** into Australia as the process is quite complicated. An import application can take approximately 6 weeks to be processed and may be declined. Please contact the **Department of Infrastructure and Regional Development** (details below) for further information. **Duty/GST will apply for the importation of all motor vehicles, boats and pleasure craft regardless. Please contact us in advance and prior to export from the country of origin for further details and advice.**

If calling within Australia:

Tel: 1800 815 272

Fax: 02 6274 6013

If calling outside Australia:

Tel: +61 2 6274 7444

Fax: +61 2 6274 6013

Website: <https://infrastructure.gov.au/vehicles/imports/>

Email: Vimports@infrastructure.gov.au

- **Goods belonging to you or any person other than you or those who accompanied you on your arrival in Australia** – Please list these items in the space provided **(or attach a separate document/listing)** indicating their value in Australian Dollars with an explanation as to why you have these goods and to whom they belong. Please supply a clear passport copies
- **Goods for commercial purposes - including goods for sale, lease, hire or exchange** – Please list the items in the space provided **(or attach a separate document/listing)** with a description of the item or items, their value and date of purchase. Please also state if they were purchased in Australia and originally exported or purchased overseas. Please be advised this would require a separate customs entry and extra charges will be to your account.
- **Other goods owned by you for less than 12 months overseas prior to shipment** – Any goods purchased overseas within the last 12 months prior to shipment must be declared. Customs are especially looking for **“high value”** goods such as electrical items (computers, televisions etc.). Please attach a copy of purchase receipts for all such items declared to your Customs form B534. This will hasten the clearance process. GST/taxes and duties will be applicable on cigarettes, cigars, tobacco, alcohol and motor vehicles imports **regardless** of the date of purchase.

Section Six

You **MUST** answer this question – it is self-explanatory.

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FOURTH PAGE

Section Seven - all questions **MUST** be answered

Items declared in this section will be closely inspected by Department of Agriculture and may be ordered into fumigation or nominated for eradication treatment and/or destruction. **A fee will be applicable for this service. The nature, size and number of items subject to treatment will ultimately determine cost.**

- **'Do your unaccompanied effects contain any of the following goods, subject to animal quarantine laws, or wildlife export and Import laws?'**
- **Food of any kind** – This **MUST** be declared!
- **The following items are prohibited imports. All other food items will be carefully examined:**
 - * **Items containing eggs, including whole, dried, powdered and uncooked egg**
 - * **Fresh fruit and vegetables**
 - * **Meat – including fresh, dried, frozen, canned, smoked or salted.**
 - * **Popping corn, raw un-roasted nuts including raw peanuts and chestnuts (NZ chestnuts are allowed)**
- **Equipment used with horses or other animals** – Department of Agriculture will inspect these items and treatments and/or destruction may apply.
- **Biological specimens** – Some items are prohibited imports, check with Department of Agriculture or us prior to export from the country of origin.

Section Eight - all questions **MUST** be answered

Items declared in this section will be closely inspected by Department of Agriculture and may be ordered for treatment or destruction. **A fee will be applicable.**

- **'Do your unaccompanied effects contain any of the following goods, subject to quarantine laws?'** - Australia has strict laws prohibiting and restricting the import of some plant or animal materials. For further information, contact the Department of Agriculture:
- **Live Plants** including cuttings, tissue cultures, roots, bulbs, stems etc. are prohibited imports. All other plant life imported will be subject to examination. Treatments and/or destruction may apply.
- **Furniture** – If you have furniture and/or other items made of wood/timber of any kind, these must be declared here. If the furniture has had its complete surfaces **“treated by the manufacturer at point of purchase – not raw timbers”**, simply write this statement on the form in the space provided. List any items of wooden furniture **(including cane, bamboo or wicker furniture)** that have not been treated by a commercial manufacturer **(attach separate list if needed)**.



- **Soil or Earth or goods containing soil, earth, rock or mineral samples** – Quarantine will examine these items and treatment/destruction may be necessary.
- **Straw or wood packing material** – Prohibited packing materials/stuffing include fruit cartons, straw, raw cotton and raw wools. **(Most other types of packing material are allowed)**
- **Egg or fruit cartons/containers** – as above.

Further advice can be obtained from the Department of Agriculture
<http://www.agriculture.gov.au/travelling/moving-immigrating>

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