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Global Logistics with Global Partners

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EXPORT OF FULL-CONTAINER-LOAD (FCL) SHIPMENTS FROM NEW ZEALAND

Please read carefully and contact us if you need further information

Failure to follow instructions and complete the requirements may result in your container not being shipped and/or incurring you additional charges

Thank you for your enquiry regarding loading a container for export. Please read through the information provided and ensure to make enquiries with Authorities at the destination Country to ensure you comply with all requirements regarding goods and loading at both ends of the journey.

HOUSEHOLD GOODS:

Before loading the container please ensure you familiarise yourself with the list of prohibited and restricted goods for export available at the following link:

<http://www.customs.govt.nz/features/prohibited/Pages/default.aspx>

Some items (for example **dairy products, honey and products containing honey, untreated timber or products thereof, milk powder, infant milk formula, meat, items of cultural significance**) even in very small quantities, may require certification and/or authority to export. *If you attempt to ship the container without the correct authorisations you risk significant delays and additional costs to your shipment.* If, at any time, you have any queries on what you may ship, please contact our office.

We also recommend that you check with the authorities in the destination Country to ensure that no goods are prohibited or restricted imports into their commerce and territory.

Additionally, you may wish to nominate a Customs/Shipping Agent to assist you at destination. This must be noted on your documentation so you need to decide on this **before** you pack the container. Please note that some countries require that you must employ an Agent, as individuals are unable to complete the destination clearance requirements themselves.

If you intend to load the shipping container outside your home address we recommend that you approach the Dunedin City Council about a **permit for placement of the container on the roadside** outside the address. You may not need one, but if you do need one and do not have it then fines can be applicable. Ideally the container will be placed early morning, loaded and sealed by yourselves, and collected early evening on the same day. It is best if it does not stay on the roadside overnight as the shipping container does not have reflectors or lights to make it visible at night. It can become a hazard because of this.

Are you shipping a **car, motorcycle, motor caravan, or any other vehicle that is registered for road use** in New Zealand? If so please refer to "VEHICLES" subheading on Page 3.

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DOCUMENTATION (All Shipments):

Please familiarise yourself with the documentation that you need to complete and return to us covering your shipment. Note the following specific requirements for these documents:

'New Zealand Customs Client Registration Application': Applicable only if you are shipping Commercial (Business) goods or a Vehicle / Vehicles. Please refer to "Vehicles" subheading on Page 3 for more information.

Vehicle / Engine Declaration: Applicable only if you are shipping a Vehicle / Vehicles or Engine/s in the container. Please refer to "Vehicles" subheading on Page 3 for more information.

'Transportation Agreement': Refer copy provided, or contact us to request a copy. Please read, complete, sign and return. Please ensure to read through the examples of goods that are hazardous items for international shipping. Some everyday items around our homes can quickly become explosive or flammable in the different conditions experienced inside a shipping container. Some preventative measures can be taken to minimise risk factors, but these must be completed prior to loading into the container. Be aware of the risk your goods may pose, and act accordingly! You do not get a second chance!

'Security Declaration': Refer copy provided, or contact us to request a copy. Please read, complete, sign and return. Ensure to read the note at the bottom of the page regarding dangerous goods.

'List of Contents and Value': Please make sure that you **count and accurately record every item that is loaded into the container**. Upon completion you need to provide us with the total number and type of packages that are inside the container, for example:

1 x 40' Container containing

1 x (Year/Make/Model) Vehicle, 150 x Boxes, 2 x Plastic Wrapped Furniture Items, 3 x Suitcases

You must also provide us with an accurate and detailed List of Contents and Value (refer template provided) showing all goods packed and loaded.

Please note that the List of Contents and Value must list all items loaded into the container, without exception. Generic descriptions such as "personal goods", "box of stuff", "miscellaneous items", "other" cannot and must not be used. All items must be noted separately on the list. Gifts, as well as goods of low or no-value, must also be noted on the list.

CONTAINERS and SECURITY SEALS:

High Security Bolt Seal: Please note you will need a numbered bolt seal (security seal), which you can collect from our office. This needs to be attached to the container doors when you finish loading. You can collect this any time during our opening hours, 8:30am – 4:30pm Monday to Friday.

Shipping Containers: The shipping container will be delivered empty to your address. There are no ropes, ratchet tie-downs, vehicle stops or any other kind of packing or securing tools/accessories included in the container. **You must supply these yourself**, and ensure that you adequately secure all items, particularly large/bulky objects and vehicle/s inside the container before you close and seal the container doors. All goods must be secured so that they cannot move inside the container during shipment. They will not be checked or re-secured at any stage. The container will remain sealed during transit.

Completion of Container Loading: Once you finish putting everything inside the container please place the bolt seal (that you collected from our office) on the container doors. This will stay on the container until it reaches its destination to provide visual evidence of tampering.

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VEHICLES:

As with Household Goods, if you intend to load the shipping container outside your home address we recommend that you approach the Dunedin City Council about a **permit for placement of the container on the roadside** outside the address. Refer Page 1 under 'Household Goods' for further information.

Vehicle Details: The **Year, Make, Model, CC rating**, and whether the vehicle is **petrol or diesel**, are required for documentation purposes. You can find this information on the vehicle registration papers. Please transfer these details to your List of Contents and Value, or take a photocopy of the registration papers and attach with your shipment documentation.

Deregister the vehicle before shipment: Are you shipping a car, motorcycle, motor caravan, or any other vehicle that is registered for road use in New Zealand? If so, you will need to **deregister** it before shipment. That means to remove the registration plates from the vehicle and surrender them to a registration agent (eg. VTNZ, New Zealand Post, etc.) and complete the required declaration, telling them that the vehicle is being shipped overseas.

Please familiarise yourself with the documentation that you need to complete and return to us covering your shipment. Refer Page 2 for further information.

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Completion of Container Loading: Once you finish putting everything inside the container please place the bolt seal (that you collected from our office) on the container doors. This will stay on the container until it reaches its destination to provide visual evidence of tampering.

Please make sure that you **count and accurately record every item that is loaded into the container**.

Note that the List of Contents and Value must list all items loaded into the container, without exception. Refer 'List of Contents and Value' on Page 2 for further information.

QUESTIONS?

Please do not hesitate to contact us at any time regarding the above or any other questions you may have. Asking questions costs nothing, but an error or omission may cost a lot!