

Standard Operation Procedures **for Air and Oceanfreight shipments** **to New Zealand**



Dear Partner,

We are writing to you to advise you of mandatory import shipping procedures and customs requirements by New Zealand Customs with the request to comply at all times

1. Import Airfreight
2. Import Ocean Freight

New Zealand Customs requires detailed reporting of both air and sea cargo by electronic means [before cargo arrives in the first port / airport of New Zealand](#).

Therefore, we require you to provide the relevant information at the earliest stage in [electronic format](#).

Penalties

Apart from the government imposed penalties and fines, other consequences for not complying with these rules include:

- o Cargo delays
- o Storage charges
- o Reduced Service Levels
- o Extra Cost
- o Risk of Loss of Business

What we need from you

To enable us to meet Customs requirements, we require information relating to:

1. [Air cargo no later than 12 hours before the first airport of arrival](#) in New Zealand
2. [Sea cargo no later than 3 days before the first port of arrival](#) in New Zealand.

This is one of the most important points. For example, if the cargo is destined for Christchurch but the first port of arrival is Auckland and the vessel is due to arrive in Auckland 7 day's before it arrives in Christchurch, we ***MUST*** report to New Zealand Customs 3 day's before it arrives in Fremantle, not Sydney. The same obviously applies to air cargo, for example, if it flies into Auckland on one flight but then moves on another flight to Christchurch, we ***MUST*** report to New Zealand Customs 12 hours prior to it's arrival in Auckland.

Attached are our standard operating procedures for both air and sea freight, which provides all the necessary information required. Please take note of the special email addresses that have been created specifically for your pre-alert notifications.

Liability for Errors

Clearly, we face exposure if we report in an inaccurate, inadequate or less than timely fashion. The purpose of this notice is to also inform you that if we do not meet New Zealand Customs requirements for reporting the movement of cargo due to your error, or omissions, we will seek indemnity from you to cover our liability.

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Should we receive a penalty notice, you will be advised and will attach a copy of the penalty notice and our debit note for settlement. Furthermore, in the event that there is an inquiry by New Zealand Customs as to the reason for our incorrect reporting, then we will inform New Zealand Customs that the fault arose due to your failure to provide that information at the required time and in the required format.

Please ensure that this notification is distributed to all the relevant staff in your organisation.

In compliance with our ICE Quality procedures we require you to acknowledge receipt of this notification confirming your compliance by return.

Outlay of Duty and GST

We do not extend credit on any government taxes i.e. Duty and GST exceeding AUD 500.00. Therefore we require payment prior to outlay and release of cargo

Personal Effects

Export Airfreight

To be handled at the discretion of the branch

Export Seafreight

To be handled at the discretion of the branch

Import Seafreight and Air – CPT consignments only!

We will only receive shipments from our overseas agents and we will render all necessary assistance. At the discretion of the branch, customs clearance can be affected in-house or outsourced.

- *Under no circumstances do we handle DAP or DDP Personal effects Shipments.*

Banking fees

All banking fees are for the account of the remitter!

If you need any further information or clarification, please do not hesitate to contact the undersigned.

Best regards

Yours sincerely,
International Cargo New Zealand Ltd
Scott Ellery
Director

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e-mail: scott@internationalcargo.co.nz
Web: www.internationalcargo.co.nz

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AIRFREIGHT PROCEDURE

Every MAWB/SUB Master HAWB consigned to International Cargo New Zealand Ltd must be addressed as under:

Shipper: The origin agent Consignee: ICE office - as under
Description of Goods: 'Consolidation, as per attached manifest'

Auckland	International Cargo New Zealand Ltd c/o Ellery Freight Services Ltd 33 Rennie Drive Manukau, Auckland 2150 Contact : Scott Ellery Tel.: +649 2759803 Email: Prealerts@internationalcargo.co.nz
Wellington	International Cargo New Zealand Ltd c/o Ellery Freight Services Ltd 33 Rennie Drive Manukau, Auckland 2150 Contact : Scott Ellery Tel.: +649 2759803 Email: Prealerts@internationalcargo.co.nz
Christchurch	International Cargo New Zealand Ltd c/o Ellery Freight Services Ltd 33 Rennie Drive Manukau, Auckland 2150 Contact : Scott Ellery Tel.: +649 2759803 Email: Prealerts@internationalcargo.co.nz

NOTE: Above air cargo bond facility details are for customs purpose only
Correspondence, freight invoices etc. to be sent to our postal addresses

A manifest must be issued for every consolidation (incl. back-to-back, one line consolidations).

NOTE: An Amendment / Additional Processing Fee of A\$ 50.00 will be charged for every incorrectly documented and/or incorrectly addressed consolidation. This is additional to the New Zealand Customs penalties referred to below.

E-MAIL PRE-ADVICE: NEW ZEALAND CUSTOMS insist on specific information 12 hours prior to the arrival of the aircraft in the first airport in New Zealand. Therefore, please e-mail the following documents to the unique e-mail addresses shown above: copy of the MAWB, HAWB (showing full address of shipper and consignee, value of goods), Commercial Invoice, and Debit Note if freight collect and Manifest showing the name of the co-loader should you decide to co-load the consolidation!

Non-Compliance will result in delays upon arrival and failure to comply with these New Zealand Customs requirements will attract an automatic minimum penalty of NZ\$ 1300.00 (approx US\$ 900.00) per error and this penalty from New Zealand Customs will be invoiced to your office.

IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO ASK

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OCEAN FREIGHT PROCEDURE

Every Ocean Ocean B/L or CO-Load B/L must be consigned to ICE offices in New Zealand must be addressed as under:

Shipper: The origin agent Consignee: ICE office - as under **Ocean B /L: Express or Seaway B/L – freight paid**

Auckland	International Cargo New Zealand Ltd c/o Ellery Freight Services Ltd 33 Rennie Drive Manukau, Auckland 2150 Contact : Scott Ellery Tel.: +649 2759803 Email: Prealerts@internationalcargo.co.nz
Wellington	International Cargo New Zealand Ltd c/o Ellery Freight Services Ltd 33 Rennie Drive Manukau, Auckland 2150 Contact : Scott Ellery Tel.: +649 2759803 Email: Prealerts@internationalcargo.co.nz
Christchurch	International Cargo New Zealand Ltd c/o Ellery Freight Services Ltd 33 Rennie Drive Manukau, Auckland 2150 Contact : Scott Ellery Tel.: +649 2759803 Email: Prealerts@internationalcargo.co.nz

E-MAIL PRE-ADVICE: NEW ZEALAND CUSTOMS insist on specific information 72 hours prior to the arrival of the vessel in the first port in New Zealand, so it is important to know the first port of arrival and it's arrival date, or otherwise send your pre-alert to the relevant ICE office at least 10 days prior to arrival.

Documents required are as follows:

- Express Ocean Bill of Lading or Express Co-Load Master Bill of Lading each showing the container and seal number.
- House Bill of Lading
- Packing Declaration
- Fumigation certificate, not required, if packing declaration stipulates that ISPM15 timber has been used
- Commercial invoice, if available
- Debit Note, if freight collect and Credit note for profit share as per agency agreement

Non-Compliance will result in delays upon arrival and failure to comply with these New Zealand Customs requirements will attract an automatic minimum penalty of NZ\$ 1300.00 (approx US\$ 900.00) per error and this penalty from New Zealand Customs, will be invoiced to your office.

IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO ASK