



Import Declaration ID
(Customs and Border Protection use only)

PRIVACY NOTICE: The *Privacy Act 1988* says we must tell you why we are collecting this information, how we will use it and if you have to give it to us. We require this information under the *Customs Act 1901*, so we can ensure that your goods are properly cleared for delivery into home consumption. The information you provide will be given to the Australian Quarantine and Inspection Service, the Australian Bureau of Statistics and the Australian Taxation Office. If you are required to hold a permit to import these goods, the permit details will also be given to the relevant permit issuing agency.

HOW TO FILL IN THIS FORM: Instructions on how to complete this form are available from www.customs.gov.au. Please type your answers or print them in BLOCK letters. **PLEASE NOTE!** When sent by mail or fax, the declaration must be signed in the box provided in section 4. When sent by email, follow the requirements at the bottom of this form.

1 OWNER / RECIPIENT DETAILS

Please provide at least one phone, email or fax contact — you must supply all (except fax) if available

First name Last name (or Organisation)

Address

State Postcode

Client identity reference (ABN / CAC or Customs Client ID **IF KNOWN**)

Phone

Mobile

Fax

Email (if applicable)

2 SENDER / SUPPLIER DETAILS

Please provide the details of the person or organisation that sent or supplied the goods

First name Last name (or Organisation)

Address

Supplier identity reference (Customs Client ID **IF KNOWN**)

Phone

Mobile

Fax

3 PARCEL(S) INFORMATION

Please provide the details about the mail reference number, country of origin, date of export or invoice, the weight and number of parcels

Mail reference (As per the Australia Post Notice you received. Reference **MUST BEGIN** with N, V, Q or W)

Country of origin (**IF KNOWN**)

Total number of parcel(s)

Weight of parcel(s) **IF KNOWN** kg

Date of export or invoice

PARCEL(S) CONTENTS Please provide a description of the goods, value of the goods, post and insurance costs and the tariff classification for the goods

Description of the goods (one type of goods per line)	Tariff classification of the goods	Stat code	Quantity	Value of goods	Concession (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Value of postage and insurance A\$ US\$ Other \$
(please specify)

Total value of the goods A\$ US\$ Other \$
(please specify)

* There is additional space over the page if you have more than three different types of goods to declare.

4 DECLARATION

It is an offence under the *Customs Act 1901* to make a false declaration to the Australian Customs and Border Protection Service.

I am 18 years of age or older and I declare the information provided above and on any attached pages is true and correct, to the best of my knowledge.

Name

Signature

Date

When submitting this form by fax, mail or by hand you must sign this declaration.


No written signature is required when this declaration is sent by email:
As an individual you must include your full name separately in the email; or
For an organisation you must include the Name and ABN of the organisation separately in the email and the full name of the individual sending the email.

Instructions

How to fill in the form *Import Declaration (N10) – Post*

Additional assistance is available from the Customs Information and Support Centre – 1300 363 263 – or online at www.customs.gov.au

Please print in **BLOCK** letters or type – make your contact details clear to avoid delays

 Most of the information required for this declaration may be on the **First Notice** you received from Australia Post.

1 OWNER/RECIPIENT DETAILS

NAME — You **must** tell us the First Name and the Last Name (or the Organisation Name) of the owner or importer of the goods – that is – the person, company or organisation to whom the parcel/s is/are addressed.

ADDRESS — You **must** tell us the address to where the parcel(s) is/are being sent (delivered).

PHONE, MOBILE, FAX — If you have a phone number (land line), a mobile phone number and/or an email address you **must** provide those contact details – if we cannot contact you that may create delays in clearing your goods. At least one contact phone number **must** be supplied.

CLIENT IDENTITY REFERENCE (Optional) — If you have an *Australian Business Number* use that as your *Client Identity Reference Number* and include your *Client Activity Centre* number as well. (Example: 99 123 456 789 / 001); or

If you already have a *Customs Client ID (CCID)* number (refer to a previous receipt where you have paid duty and/or Goods and Services Tax [GST] to Customs and Border Protection) you may use that number. If known, you **must** provide your ABN or CCID otherwise you may leave this field blank if you do not know your number or have not received a CCID previously.

2 SENDER / SUPPLIERS DETAILS

You **must** tell us the name and address of the person or company who sent the parcel to you. If you purchased goods from an internet auction site and you do not know the seller's address mark the address section with seller information—for example – 'Ebay Seller US' or 'Ebay Seller Japan' – **do not leave this section blank**. If known, you **must** provide your supplier's *Customs Client ID (CCID)*.

3 PARCEL(S) INFORMATION

MAIL REFERENCE — You **must** record the mail reference number here. You will find this reference number on the *Australia Post First Notice* at the top right of the page near the bar code. The reference number begins with N, Q, V or W.

COUNTRY OF ORIGIN — If known, you **must** tell us the country of origin of the goods. Country of origin means the country where the goods were made, grown, produced, mined etc. which may not be the same country from where the goods were exported to Australia. If you do not know the country of origin mark as '**not known**' – **do not leave this section blank**. (A reduction in the duty payable applies to certain countries of origin; no reduction will be applied if you have marked this section as 'not known'.)

DATE OF EXPORT — You **must** tell us the date the parcel/s was/were posted from overseas (it may be shown on the *Australia Post First Notice*). If you do not know the date of export please record the date shown on your invoice – **do not leave this section blank**.

WEIGHT OF PARCEL(S) — You **must** tell us the weight of the parcel(s) (it may be shown on the *Australia Post First Notice*). If you do not know the weight then mark this section 'not known' – **do not leave this section blank**.

PARCEL(S) CONTENTS

DESCRIPTION OF GOODS — You **must** be specific and describe the goods in a clear manner. For example, an 8MP digital camera, a 63cm digital television, a notebook computer, a silk and lace wedding dress. It is not acceptable to use terms like gift, present, goods, equipment, gear, kit, donation and apparatus – if you use such terms there will be a delay in clearing your goods (see example below).

CLASSIFICATION OF THE GOODS — You **must** classify your goods in accordance with the *Customs Tariff Act 1995* (the Tariff). You may use the short Tariff (commonly imported items) included as part of the *Notice to Importers* provided by Customs and Border Protection. That notice also tells you what to do should you require assistance to classify your goods. **You must provide the 8 digit Tariff number plus the 2 digit statistical code number**. The Tariff number determines the duty rate that applies to your goods (see example below).

QUANTITY — You **must** tell us how many or how much of each item there is for each item you have listed (see example below) e.g. for wine 2.5L.

VALUE OF GOODS — You **must** tell us the true and correct value of the goods (that is the amount you paid for the goods) for each type of goods listed (see example below – 2 digital cameras US\$700 ea). Customs and Border Protection can demand to see your invoices or other evidence that shows what you paid. **Do not** provide values you know to be incorrect (even when those values are provided by the supplier). Undervaluing goods is an offence under the *Customs Act 1901*. Duty is calculated on this value.

Example

Description of the goods (one type of goods per line)	Tariff classification of the goods	Stat code	Quantity	Value of goods	Concession (optional)
DIGITAL CAMERA	8 5 2 5 8 0 1 0	1 9	2	1,400	

TOTAL VALUE OF GOODS — You **must** tell us the total value of all the goods and in all cases; you must indicate in what currency the amount was paid, for example – \$1,400 in US dollars.

CONCESSION (Optional) — You may include information that will help determine the correct duty, GST and other taxes and charges. If you know a GST exemption code or an Item number to Schedule 4 of the Tariff (or a by-law) that applies, you should record that information here. If you intend to claim that a Free Trade Agreement applies, you need to state that here and you must record the 'country of origin' in the Parcel(s) Information section of the Import Declaration. Customs and Border Protection may require you to provide qualifying evidence for any concession that you claim.

VALUE OF POSTAGE AND INSURANCE — You **must** tell us the true and correct amount paid for posting the goods to you and the amount paid to insure the goods for carriage by post. GST is calculated by including the postage and insurance charges with the value and the duty.

4 DECLARATION

DECLARATION — You **must** sign the declaration if you intend to send it by fax or mail to Customs and Border Protection or deliver it by hand. No written signature is required if you send the completed declaration by email but the following information must be included separately in the same email.

- As an individual, you must include your full name; or
- For an organisation, you must include the Name and the ABN of the organisation and the full name of the individual sending the email.