

Dear Customer,

A comprehensive set of documents will help we lodge your job in the priority. Below checklist will help to make sure we can minimise the mails / phone calls to clarify details:

1. Minimum documents for import shipments:

- 1) Bill of lading
- 2) Commercial invoice
- 3) Packing List
- 4) Packing Declaration (for sea freight only)
- 5) Letter of Authority (for first time customer/forwarder, and one-off only)

2. Optional documents (please send them through if you have):

- 1) Arrival Notice
- 2) Fumigation Certificate, treatment certificate and Storage Declaration (contain wood product / BMSB)
- 3) Certificate of Origin (Free Trade Agreement countries <https://ftaportal.dfat.gov.au/>)
- 4) Importer ABN / Photo ID (if individual receiver)
- 5) New and Unused Declaration - for machinery, steel etc, can also be stated on invoice
- 6) Illegal Logging Declaration - Wood/paper goods etc
- 7) Asbestos Declaration - Metal/rubber/vehicles etc
- 8) Phytosanitary Certificate / Import permits /Manufactory Declaration for AQIS - Food / Plants / Vehicle etc
- 9) Lot Codes / Ingredients Lists (in English) – for food

3. Check the List of the details of the above documents:

- 1) Commercial invoice
 - a) All in English
 - b) Supplier and importer details, such as name, address, and contact details
 - c) Invoice number
 - d) Date
 - e) Supplier's bank information
 - f) Shipping mode
 - g) Incoterm
 - h) itemised description of goods (attach photos will be great)
 - i) Goods cost with currency (prefer separate FOB cost with shipping)
 - j) Snap of the payment if it's online payment
- 2) Packing declaration
 - a) Must be on supplier/packer's letterhead with address details.
 - b) Has vessel/voyage details and numerical link (container/BL number)
 - c) Must be signed and dated.
- 3) Certificate of Origin
 - a) Details of supplier and importer
 - b) numerical link (container/BL number/invoice number)
 - c) HS code must match commercial invoice

4) Emails:

- a) Sea freight: please send us documents 3 working days prior the ETA
- b) Air freight: please send us documents before landing
- c) Subject line please state: The transportation model (FCL/LCL/AIR), your job number (reference) and ETA
- d) Please advise the shipping cost if it's FOB term
- e) Please advise the shipping cost and destination delivery costs if it's DAP & DDP terms
- f) Please advise the delivery address if it's different with HAWB/HBL
- g) Please advise the document you are still waiting for

4. Frequent Asked Question if it's not clear on document or missing any information:

- 1) Arrival Notice from Shipping line or freight forwarder will be very helpful
- 2) For new products / clients first shipment: Website/Brochure/Specific Sheet / Goods Information/picture
- 3) What material are they made of? (Cotton, Wood, Rubber plastic etc)
- 4) How are they made? Woven/knitted etc
- 5) What are they used for, and what do they do?
- 6) Is it electric/manual/ petrol etc
- 7) It may also need weight, quantity, dimensions and technical specifications.

5. Sample Documents:

- 1) Letter of Authority
- 2) Commercial invoice
- 3) Packing declaration
- 4) Certificate of origin
- 5) Fumigation certificate
- 6) New and Unused declaration
- 7) Asbestos Declaration
- 8) Phytosanitary Certificate

We are happy to assist if you have any questions or suggestions about the above checklist. We believe we will have a tacit understanding of each other after a couple of jobs.

Many thanks

Nathan Hanson

Customs Manager

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