



Worldwide Move Management

GUIDE TO COMPLETING THE AUSTRALIAN CUSTOMS & QUARANTINE DECLARATION (B534)

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.

It is imperative that we receive this form at least 7 – 10 days prior to your personal effects arrival at a port/airport in Australia. If you are sending your belongings by airfreight, the Customs declaration should be completed prior to the collection of your belongings. Failure to complete all of the Customs information that is required may also result in possible seizure by Australian Customs and placement into Government ordered and controlled storage.

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- 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.
- Date of birth
- Passport number and Country of issue
- Persons covered by the statement
- Name of spouse and their passport number and dependants 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)

Other than completing the signature and date section at the foot of page one please leave other areas for completion by the destination removal company in Australia.

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Section One - Tick appropriate answer - Write an answer if applicable in box provided

Section Two - Tick appropriate answer – Write an answer if applicable in box provided, noting that if a removal company packed your goods please write the name of the removal company.

Section Three - Tick appropriate answer for each question – Write an answer if applicable in box provided noting the following;

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- Drugs – If yes is answered – destination removal company must be informed to check if importation is possible
- Weapons – If yes is answered – destination removal company must be informed to check if importation is possible
- Wildlife articles – If yes is answered – destination removal company must be informed to check if CITES “Endangered Species” rules apply
- Offensive Material – If yes is answered – destination removal company must be informed to check if importation is possible Declaration

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Section Four - Tick appropriate answer – Write an answer if applicable in box provided noting that normal over the counter Non-Prescription Medicines for example Paracetamol is not subject to import approval. Whereas Herbal / Natural Remedies may be subject to import regulations. Prescription Medicines are subject to import regulations. Generally, a visitor to Australia may bring up to 3 months supply of their prescribed medication without the need for an import approval or permit. However, some medications are subject to permits or import licence approval.

Section Five - Tick appropriate answer – Write an answer if applicable in Table provided noting that;

- For Tobacco & Alcohol Duty/Tax/GST applies. Both Tobacco and Alcohol must be listed on separate declaration forms in order for clearance and duty calculation to take place.
- Motorised Vehicles – for example Cars, Motorbikes, Motor Scooters, Quad Bikes, Mobility Scooters, Trailers, Boats an Import Permit approval is required, and your destination removal company must be informed
- Commercial goods – B534 customs forms are used for used personal effects/household goods clearances. Commercial goods are subject to a Formal Customs Commercial import conditions therefore not a B534 clearance. If yes is answered your destination removal company must be informed to confirm import regulations and extra import clearance charges - Duty/tax/GST could apply.
- Goods being imported, must belong to the Importer and have been owned and used for one year or more otherwise duty/tax/GST can apply or a separate Import clearance may be necessary. Please list any items that have been owned and used for less that one year.

Section Six - Tick appropriate answer noting that Quarantine laws exist in Australia in order to protect the environment from contamination threats being imported. All shoes, outdoor equipment – can carry dirt/soil/organic matter that is a contamination threat. Please ensure all items are cleaned / disinfected prior to export and declared accordingly.



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Section Seven - Tick appropriate answer - Write an answer if applicable in box provided noting the following.

- Wildlife – If yes is answered – destination removal company must be informed to check if CITES “Endangered Species” rules apply, or Quarantine may prohibit or require a possible treatment of the import item
- Food – Only Commercially Manufactured, Unopened, labelled in English, Small volume of a Foodstuff can be considered for Import. Agent must be informed to check if food item is an issue/prohibited import or the volume is considered a Commercial Quantity requiring Import Permits to import.
- Horse items – If yes is answered – destination removal company must be informed to check Quarantine import condition
- Biological Specimens – If yes is answered – Agent must be informed to check Quarantine import condition

Section Eight - Tick appropriate answer – Write an answer if applicable in box provided noting the following;

- Plant/Plant matter – If yes is answered – destination removal company must be informed to check Quarantine import restrictions and prohibitions and treatment regulations.
- Wood Furniture – If yes – Write “as per inventory list”. (Removal company’s list will be used by Quarantine to search for items – All items entering Australia are unloaded fully out of the container for Quarantine inspection. Commercially produced wooden items are inspected and may require a Treatment prior to release. Charges apply for treatment).
- Soil/Earth goods – If yes is answered – destination removal company must be informed to check Quarantine import restrictions/prohibitions (Normally rock samples are fine to import if soil contamination is not present).
- Packing Material – Straw/saw dust is a prohibited packing material – do not use
- Egg/Fruit Cartons – are a prohibited packing material