



Australian B534/Unaccompanied Baggage Form *How to complete.*

(A separate form must be completed for each consignment e.g.: sea and air).

IMPORTANT: Every question must be answered with the exception of the questions on the first page headed:

- 'How my belongings arrived or will arrive' tick only the appropriate box mail/air/sea (we will complete the other details for you)
- Clearing your personal effects (we will be clearing through customs and quarantine on your behalf).

Notes to assist in the completion of the form.

- The first section 'Please complete the following details' requires the address where you will be residing. It does not need to be the address where your belongings will be delivered but if not then it must be the address you are residing at. It could be a hotel. **You must NOT write a PO Box address or an office address.**
- The next section; 'How I arrived or intend to arrive' requires details of your personal arrival information into Australia.
- ALL pages must be signed and dated at the bottom of each page.
- Always initial any errors
- Do not use 'typex' or whiteout to remove errors.
- For the remainder of the Form, Sections 1 – 8; all questions **MUST** be answered with a 'tick' or 'check' mark in the appropriate box (i.e. Do not use 'x').

If the form is not completed correctly or fully then Customs will require another form to be completed in accordance with The Customs Act 1901 (as amended) and this **WILL RESULT IN A DELAY** which could result in a delay and in consequential costs.

Deceased Estate: If you are importing items from a deceased estate, a copy of the will and death certificate or a letter from the Executors of the Estate stating that these items were bequeathed to you will be required. Also, a declaration from yourself, signed by a JP stating your relationship to the deceased and that the items to be imported are not for lease, sale or hire.

A photocopy of your passport (signature/ personal details page & photo page will be required along with the completed customs form). Non Australian citizens must also provide a copy of the passport page on which the entry stamp or visa is stamped OR provide a copy of the visa letter if the visa is electronic.



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