



## Australian B534 How to Complete

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 consequential costs.

The guide below reflects the most common questions we receive when completing the B534 Form. If your question is not covered by the below guide, please contact your move manager.

Every question must be answered except for final fields on first page as instructed below.

### First Page:

- Please complete all fields with your personal information.
- Address MUST be completed; this can be a temporary address or a relative's address. Do NOT insert a business address.
- **"How I arrived or intend to arrive in Australia"** – this must be completed in full with the details of your flight, airport of arrival, date and country of departure.
- **"For returning residents only"** – this must be completed if you're a returning Australian citizen or a returning resident. Please list countries visited at the best of your ability. Period of absence must be from the last time you lived in Australia.
- **"How my personal effect arrived or will arrive"** – Please mark the appropriate box (e.g. sea or air). A separate form must be complete for each consignment/shipment. **ALL OTHER DETAILS BELOW THIS BOX MUST BE LEFT BLANK**

### Second Page:

- Section Two
  - **"Did you pack the goods yourself?"** – In most cases the answer will be NO and you must name the moving company that packed your belongings at origin.

### Third Page:

- Section Four
  - **"Medicines"** – please write any medicines in the shipment including over the counter ones. Please click [here](#) for more information on importing prescription medicines.
- Section Five
  - All questions must be answered. Duty & Taxes may apply on those items, and you must list them on the appropriate table on B534 Form if that's insufficient space you can provide a separate inventory.
  - Any goods (used or new) purchased overseas within the last 12 months prior to shipment are subject to import duty and tax in Australia and must be declared.

### Page Six:

- Section Eight
  - **"Furniture or other articles of wood, cane or bamboo"** – You must declare any furniture made of these items even if they're store bought and were treated by the manufacturer at point of purchase. If there is not enough space you can provide a separate list, stating on the form "please refer to attached list".

### IMPORTANT:

- Please date and sign each page. Signatures must match passports. E-signatures are NOT allowed.
- This is a legal document and must be completed faithfully.



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