



UNACCOMPANIED PERSONAL EFFECTS

INTRODUCTION

Unaccompanied Personal Effects (UPEs) include your household and personal items that you are importing into Australia. To import items as UPEs you must be an arriving person from a place outside Australia and the items must be your personal property that you owned whilst overseas.

This fact sheet does not cover bequeathed items or items that have been purchased over the internet. For more information on these items please refer to the Australian Customs Service (Customs) website.

Customs and Tax law provides a duty and Goods and Services Tax (GST) free concession for certain items imported as UPEs provided all of the requirements listed below are met:

- you must have recently travelled or intend to travel to Australia; and
- the goods must be your own personal property; and
- you must have owned and used the items for 12 months or more*

Goods that are owned for less than 12 months will be subject to duty and GST assessment.

*Personal clothing, footwear and grooming items (excluding fur apparel and perfume concentrates) do not need to be owned and used for 12 months if you are a permanent resident.

Unaccompanied Personal Effects **DO NOT** include the following items:

- motor vehicles
- motor vehicle parts
- commercial goods

Duty free concessions that apply to alcohol and tobacco products that you carry with you when you arrive in Australia **do not apply** to unaccompanied goods. Alcohol and tobacco products (cigarettes, cigars or other products containing tobacco) that are imported with your UPEs will be subject to duty, GST and/or Wine Equalisation Tax (WET).

WHO IS ELIGIBLE TO IMPORT ITEMS AS UPES?

- a migrant who is coming to Australia to take up permanent residence for the first time
- a person returning to resume permanent residence
- temporary residents
- a returning Australian citizen
- an Australian citizen who is residing overseas that has returned to Australia temporarily

OTHER ELIGIBLE ITEMS?

There are other items that are covered under the UPE concession. There are certain conditions that will need to be met in order to import the following items:

- non motorised caravans and trailers
- specific types of powered and non powered boats
- specific types of aircraft

For more information on the conditions related to the importation of these items contact the Customs Information and Support Centre on the details provided below.

HOW DO I CLEAR MY UPES?

The owner of the UPEs must complete an Unaccompanied Personal Effects Statement (form B534) to have their goods cleared by Customs. The B534 form is located on the Customs website by accessing media, publications and forms, then clicking on forms (www.customs.gov.au/webdata/resources/files/b534.pdf). This form can also be collected from any Customs office in Australia or from your customs broker. The B534 form is also available in a number of foreign languages, however must be completed in English.

The B534 form must be completed by the owner of the goods; however the owner can nominate a representative such as a freight forwarder, customs

broker, friend or relative to act on their behalf when completing the B534 form.

The B534 form can be lodged in person at a Customs office by the owner of the goods or by a friend or relative acting on your behalf. Alternatively you may choose to engage the services of an authorised external agency such as a freight forwarder, customs broker or commercial removalist to submit the documentation on your behalf. Be aware that a fee may apply if you choose to engage an authorised external agency.

If you have already arrived in Australia but are unable to attend a Customs office to clear your UPEs, you are still required to complete and sign the B534 form and include the details of your nominee on the B534 form.

It is important that you contact your shipping company, airline or freight forwarder before attempting to gain a Customs clearance. These companies will advise you of their requirements, including their operating hours and the location of the goods.

If you do not enlist the services of an external agency, you should contact the closest Customs office to the place your UPEs are being stored, to obtain advice on clearance requirements. For your nearest Customs office, please consult your local telephone directory or contact the Customs Information and Support Centre on the contact details provided below.

The following documentation must be presented to Customs to clear your goods:

1. A completed Unaccompanied Personal Effects Statement (B534 form)
2. 100 points of Evidence of Identity (EOI) including at least one primary document (please see below for details about the EOI process)
3. A detailed packing list of the goods
4. An Arrival Notice or Delivery Advice (sea cargo) or Air Waybill (air cargo)

If you have nominated a family member or friend to clear your goods, they are required to produce your completed B534 form, packing list and shipping documents. They must also provide 100 points of evidence of identity as stated above. The EOI documents must be for the person presenting the documents and not the owner of the UPEs.

Customs may ask for further information to assist in the UPE clearance process. As the B534 form is a joint declaration to both Customs and the Australian Quarantine and Inspection Service (AQIS), relevant information will be directed to AQIS for assessment. Please refer to the AQIS website for further details regarding their clearance process of UPEs.

<http://www.daffa.gov.au/aqis/travel/entering-australia/moving-emigrating>

UPEs may also be subject to physical examination by Customs and AQIS and there may be revenue liabilities such as duty, taxes or fees to be paid before clearance is given.

EVIDENCE OF IDENTITY (EOI)

EOI checks identify the person and/or organisation lodging the B534 form. EOI must be completed each time documents are lodged with Customs where 100 points of identification must be produced.

The 100 points of identification will need to include at least one primary document (passport or related document, Australian Citizenship certificate or a full birth certificate) and one form of photo identification. All identity documents must be originals.

No fee will be charged for undergoing EOI at Customs counters.

If further documents have been requested by Customs, these can be faxed, posted or delivered without the need for further EOI checks. These documents will relate directly to the original lodgement of the B534 Unaccompanied Personal Effects Statement.

Further information about the EOI process is available at

http://www.customs.gov.au/webdata/resources/files/documentary_export_declarations.pdf

FOR MORE INFORMATION

Customs Information and Support Centre
Email: information@customs.gov.au
Phone: +61 2 6275 6666 (outside Australia) or 1300 363 263
Web: www.customs.gov.au

Australian Quarantine and Inspection Service (AQIS)
National Office
Street Address: 18 Marcus Clarke Street
CANBERRA ACT 2601
Postal Address: GPO Box 858, CANBERRA ACT 2601
Phone: +61 2 6272 3999 Freecall: 1800 020 504 (from within Australia)
Email: Treat.Inspect@aqis.gov.au
Web: www.aqis.gov.au