Australian Government
Department of Home Affairs

Import Declaration (N10) - Post

APPROVED FORM SECTION 71K AND APPROVED STATEMENT SECTION 71L OF THE *CUSTOMS ACT 1901*

Import Declaration ID (Official use only)	

NOTICE: The following Information, including personal information, is required to be reported under sections 71K and 71L of the *Customs Act 1901* in order to ensure that your goods are properly cleared for delivery into home consumption. Information provided on this form may be disclosed to other agencies, including the Department of Agriculture and Water Resources, the Australian Bureau of Statistics and the Australian Taxation Office. If you are required to hold a permit to import these goods, the permit details will also be given to the relevant permit issuing agency. Any false or misleading statements may result in penalty action under section 243T or 243U of the *Customs Act 1901*. Personal information is collected, used, stored and disclosed by the Department of Home Affairs (the Department) in accordance with the Australian Privacy Principles in schedule 1 of the *Privacy Act 1988*. Further inf res, uses and discloses personal information may be found in form 1442i *Privacy notice* available at rmation can be found in the D

HOW TO FILL IN THIS FORM: Instructions on how to complete this form are available from

PLEASE NOTE! *When submitting this form by fax, mail or by hand, you must sign the declaration (below). When sent by email, follow the requirements at the bottom of this form.*

Please open this form using Adobe Acrobat Reader. Either type in the fields provided or print this form and complete it using a pen and BLOCK LETTERS.

OWNER / RECIPIENT DETAILS Provide at least one phone, email or fax contact — you must supply all (except fax) if available

First name:	Last name (or Organisation):
Address: State: Postcode:	Phone: Mobile: Fax:
Client identity reference (ABN/CAC or CCID **IF KNOWN**)	Email (if applicable):

SENDER/SUPPLIER DETAILS Provide the details of the person or organisation that sent or supplied the goods

First name:	Last name (or Organisation):
Address: State: Postcode:	Phone: Mobile: Fax:
Supplier identity reference (ABN/CCID **IF KNOWN**)	Vendor ID (ABN/ARN):

PARCEL(S) INFORMATION Provide the details about the mail reference number, country of origin, date of export or invoice, the weight and number of parcels

Mail reference (As per the Australia Post Notice you received. Reference MUST BEGIN with N, V, Q or W)	Total number of parcel(s):	Weight of parcel(s) (**IF KNOWN**): Kg
Country of origin (**IF KNOWN**):	Date of export or invoice:	

PARCEL(S) CONTENTS Provide a description of the goods, value of the goods, post and insurance costs, the tariff classification for the goods and GST Exemption Code

Description of the goods (one type of goods per line)	**Tariff classification of the goods**	**Stat Code**	**Quantity**	**Value of goods**	**Concession** (optional)	**GST Exemption Code**

There is additional space over the page if you have more than three different types of goods to declare.

Value of the postage and insurance
☐ A$ ☐ US$ ☐ Other (please specify) _____ $

Total value of the goods
☐ A$ ☐ US$ ☐ Other (please specify) _____ $

DECLARATION I am 18 years of age or older and I declare the information provided above and on any attached pages is true and correct, to the best of my knowledge.

It is an offence under the *Customs Act 1901* to make a false declaration to the Department of Home Affairs.	Name:	
	Signature:	Date: / /

No written signature is required when this declaration is sent by email:
- As an individual you must include your full name separately in the email; or
- For an organisation, you must include the Name and ABN of the organisation separately in the email and the full name of the individual sending the email.

B374 (Design date 05/18)

PARCEL(S) CONTENTS (cont.) Provide a description of the goods, value of the goods, post and insurance costs, the tariff classification for the goods and GST Exemption Code

Description of the goods (one type of goods per line)	**Tariff classification of the goods**	**Stat Code**	**Quantity**	**Value of goods**	**Concession** (optional)	**GST Exemption Code**

YOU MAY PROVIDE ADDITIONAL INFORMATION HERE

OFFICIAL USE ONLY

Instructions How to fill in the form *Import Declaration (N10) Post*

Additional assistance is available online at

Please type or print in BLOCK letters Make your contact details clear to avoid delays

Most of the information required for this declaration may be on the ***First Notice*** you received from Australia Post.

OWNER / RECIPIENT DETAILS

1

NAME – You must tell us the First name and the Last name (or the Organisation name) of the owner or importer of the goods – that is – the person, company or organisation to whom the parcel/s is/are addressed.

ADDRESS – You **must** tell us the address to where the parcel/s is/are being sent (delivered).

PHONE, MOBILE, FAX – If you have a phone number (land line), a mobile phone number and/or an email address you **must** provide those contact details – If we cannot contact you that may create delays in clearing your goods. At least one contact number **must** be supplied.

CLIENT IDENTITY REFERENCE – If you have an *Australian Business Number* use that as your *Client Identity Reference* and include your *Client Activity Centre* number as well. (Example: 99 123 456 789 / 001); or

If you already have a *Customs Client ID* (CCID) number (refer to a previous receipt where you paid duty and/or Goods and Services Tax (GST) to the Commonwealth) you may use that number. If known, you **must** provide your ABN or CCID otherwise you may leave this field blank if you do not know your CCID number or have not previously received a CCID number.

SENDER / SUPPLIER DETAILS

2

You **must** tell us the name and address of the person or company who sent the parcel/s to you. If you purchased goods from an internet auction site and you do not know the seller's address mark the address field with the seller information – for example – 'Ebay Seller US' or 'Ebay Seller Japan' – *do not leave this section blank*. If known, you **must** provide your supplier's CCID.

VENDOR ID - The Vendor ID is the entity's GST (or vendor) registration number, which is either an ATO Reference Number (ARN) or Australian Business Number (ABN).

PARCEL(S) INFORMATION

3

MAIL REFERENCE – You **must** record the mail reference number here. You will find this reference number on the *Australia Post First Notice* at the top right of the page near the bar code. The reference number begins with N, Q, V or W. If you have more than one reference number, regarding parcels from the same supplier you can include those numbers in the additional information box on page 2 of the import declaration.

COUNTRY OF ORIGIN – If known, you **must** tell us the country of origin of the goods. Country of origin means the country where the goods were made, grown, produced, mined, etc which may not be the same country from which the goods were exported to Australia. If you do not know the country of origin mark this section as '**not known**' – *do not leave this section blank*. (A reduction in the duty payable applies to certain countries of origin; no reduction will be applied if you have marked this section '**not known**'.)

DATE OF EXPORT or INVOICE – you **must** tell us the date the parcel/s was/were posted from overseas (that date may be shown on the *Australia Post First Notice*). If you do not know the date of export please record the date of purchase shown on your invoice.

WEIGHT OF PARCEL/S – You **must** tell us the total weight of the parcel/s (it may be shown on the *Australia Post First Notice*). If you do not know the weight then mark this section '**not known**' – do not leave this section blank. You **must** also tell us the number of parcels.

PARCEL(S) CONTENTS

DESCRIPTION OF GOODS – You must be specific and describe the goods in a clear manner. For example, 12MP digital camera, a 92 cm digital television, a notebook computer, a silk and lace wedding dress. It is not acceptable to use terms like; gift, present, goods, equipment, gear, kit, donation and apparatus – if you use such terms there will be a delay in clearing your goods (see example below).

CLASSIFICATION OF THE GOODS – You **must** classify your goods in accordance with the *Customs Tariff Act 1995* (the Tariff).
You may use the short Tar ms) included as part of the *Notice to Importers* provided by the Department of Home Affairs (the Department) (also at). That notice tells you what you should do if you require assistance to classify your goods.
You must provide the 8 s the 2 digit statistical code number . The tariff number determines the rate of duty that applies to your goods (see example below).

QUANTITY – You **must** tell us how much or how many of each item there is for each item you have listed (see example below) e.g. for wine 2.5L.

VALUE OF GOODS – You **must** tell us the true and correct value of the goods (that is the amount you paid for the goods) for each type of goods you have listed (see example below – 2 digital cameras at US$700 ea.). The Department can demand to see your invoices or other evidence that shows what you paid. **Do not** provide values you know to be incorrect (even when those values are provided by the supplier). Undervaluing goods is an offence under the *Customs Act 1901*. Duty is calculated on this value.

Example

Description of the goods (one type of goods per line)	**Tariff classification of the goods**	**Stat Code**	**Quantity**	**Value of goods**	**Concession** (optional)	**GST Exemption Code**
DIGITAL CAMERA	8 5 2 5 8 0 1 9	1 9	2	1,400		

CONCESSION (Optional) – You may include information that will help determine the correct duty, GST and other taxes and charges. If you know an item number to Schedule 4 of the Tariff (or a by-law) that applies, you should record that information here. If you intend to claim that a free trade agreement applies, you need to state that here and you must record the 'country of origin' in the Parcel/s information section of the import declaration. You may be required to provide qualifying evidence for any concession you claim.

GST EXEMPTION CODE (Optional) – A GST exemption code of 'PAID' can be recorded to indicate when GST has been paid to the supplier on eligible goods with a customs value of $1,000 or less. The GST-paid exemption code cannot be used for imports of tobacco, tobacco products and alcohol on goods with a customs value over $1,000. Existing GST exemption codes should continue to be used, where applicable, for goods that are GST exempt.

VALUE OF POSTAGE AND INSURANCE – You **must** tell us the true and correct amount paid for posting the goods to you and the amount paid to insure the goods for carriage by post and you **must** indicate in what currency the amount was paid. GST is calculated by including the postage and insurance charges with the value and the duty payable.

TOTAL VALUE OF THE GOODS – You **must** tell us the total value of all the goods and in all cases; you **must** indicate in what currency the amount was paid, for example – $1,400 in US dollars.

DECLARATION

4

DECLARATION – You **must** sign the declaration if you intend to send it by fax or mail to the Department or deliver it by hand. No written signature is required if you send the completed declaration by email but the following information must be included separately in the same email.

- As an individual, you must include your full name; or
- For an organisation, you must include the Name and the ABN of the organisation and the full name of the individual sending the email.

B374 (Design date 05/18)