



Entry no:

UNACCOMPANIED PERSONAL BAGGAGE DECLARATION

Please read the Advice to Declarants information prior to completing this declaration

THIS FORM IS TO BE COMPLETED BY IMPORTERS OF PERSONAL EFFECTS AND HOUSEHOLD EFFECTS ONLY

It is **NOT** to be used:

- A) By persons who have not travelled overseas (except for shipments being cleared on behalf of persons who have travelled overseas or who are still overseas)
- B) For goods purchased from within the Cook Islands e.g. via the internet, telephone, e-mail etc
- C) For goods sent to persons in the Cook Islands by persons overseas (except for A above)

If you are not sure if this form is the appropriate for your circumstances, **ASK A CUSTOMS OFFICER (by phoning +682 29510) Or A BIO-SECURITY OFFICER (By phoning +682 28711)**

ADVICE TO DECLARANT

- This declaration may be completed by the importer/owner or their agent/nominee. A **letter of authorisation and copy of his or her passport (including immigration visa/permit if applicable)** is required if a nominated person is completing the declaration, plus photo ID (Passport or Cook Islands Drivers licence) for the nominated person.
- **If you are completing this declaration on behalf of the owner of the consignment, you must specify the owner as the importer.**
- This declaration must be completed in English. All errors and alterations must be initialled
- Pages 1 to 5 must be fully completed. All six pages must be presented to the Ministry of Agriculture (Quarantine services) and then to the Cook Islands Customs Service.
- If there are more than four family members covered by the declaration please also complete Supplementary Form CICS 060A with the details of each additional person.
- You must **answer all questions**.
- Your consignment may be examined. **Please ensure that keys /combination codes are available at the time of clearance otherwise there may be delays in clearance.**
- The following **documents are required** for presentation to the Ministry of Agriculture (Quarantine services) and the Cook Islands Customs Service:

Persons applying for exemptions under the following references –

Ref 85.01: Imported by a Non Cook Islander living overseas for three years or more arriving to take up work or to live for three years (36 months)

- Copies of passports of all those listed on this declaration (i.e. passports of all owners/importers of those goods imported).
- Copies of work permits issued by Cook Islands Immigration (if applicable).
- Employment contract (if applicable).
- Statutory declaration from a recognised or other suitable person that the importer has lived outside of the Cook Islands for three years or more prior to the date of their arrival in the Cook Islands.
- Complete list of baggage/shipment contents.
- Airway bill, bill of lading or arrival notice.
- Receipts for all goods listed in specific goods section on page 3 of this declaration if you are able.
- Ownership and registration papers for a motor vehicle being imported.
- Letter of authorisation from the owner/importer if goods are being declared on their behalf.

Any relevant approvals/import permits for goods listed in the prohibited or restricted goods section on page 4.

Ref 85.02: Imported by a Cook Islander living overseas for three years or more arriving to take up work or to live permanently for three years (36 months)

- Copies of passports of all those listed on this declaration (i.e. passports of all owners/importers of those goods imported).
- Copy of birth certificate or Cook Island endorsement stamp to act as proof of being a Cook Islander.
- Statutory declaration from a recognised or other suitable person that the importer has lived outside of the Cook Islands for three years or more from the date of their arrival/return into the Cook Islands.
- Statutory declaration from a recognised person to prove that you/they have arrived to take-up residence for three years or more in the Cook Islands.
- Complete list of baggage/shipment contents.
- Formal declarations by the importer for personal effects being imported into the Cook Islands being for their personal use and not intended for business use, for sale, for gift, for exchange, or for other uses.
- Receipts for all goods listed in specific goods section on page 3 of this declaration if you are able.
- Letter of authorisation from the owner/importer if goods are being declared on their behalf.
- Any relevant approvals/import permits for goods listed in the prohibited or restricted goods section on page 4.

If you don't qualify for any of the above concessions then a normal import entry (CICS Form 56) MUST BE COMPLETED

NOTE: There may be other supporting documents required by the Cook Islands Customs Service, or the ministry of Agriculture (Quarantine Service) when clearing the consignment. If there are more than one importers goods in the consignment, separate clearances must be obtained by that person unless the goods are those of family members (e.g. spouses, partner, children, and parent)

NOTICE:

The information is required to ensure that travellers comply with the Cook Islands Customs Service, Bio-security, environment, medicines and currency laws.

The supply of this information is mandatory. Failure to provide such information or providing false or misleading information may amount to an offence under the Customs Revenue and Border Protection Act 2012 and could result in prosecution and/or forfeiture and seizure of good. The information you provide will be held by the Cook Islands Customs Service, Ministry of Agriculture (Quarantine Services), Customs broker, or freight forwarder.

The Official information Act 2008 provides right of access to and correction of personal information. You may gain access to and correct this information through and through the Cook Islands Customs Service or Ministry of Agriculture (Quarantine Services) offices or through the moving company, Customs broker, or freight forwarder to which you gave this form.

PERSONAL DETAILS OF IMPORTER OF THE GOODS

Family name:	Given or First Names:	Date of Birth:
Nationality:	Passport Number:	Occupation
Residential Address or intended Address in the Cook Islands:	Countries Visited up to two months prior to baggage/shipment Being packed:	Countries resided in up to two months prior to baggage/ shipment being packed:
Contact Phone No	Name of Cook Island Customs Agent (if applicable)	

CONSIGNMENT INFORMATION

Flight/Ship:	Voyage No: Airway bill/Bill of lading No:	Date of arrival of goods:
Port of arrival:	Gross weight No & types of packages	Container No.

OTHER FAMILY COVERED BY THE DECLARATION

Family name:	Given or First Names:	Date of birth:
Nationality	Passport Number:	Occupation
Family name:	Given or First Names:	Date of birth:
Nationality	Passport Number:	Occupation
Family name:	Given or First Names:	Date of birth:
Nationality	Passport Number:	Occupation

There are additional family members listed on this supplementary family members page (Form CICS 060A)

DETAILS OF HOUSEGOLD OR OTHER EFFECTS

The.....which make up this consignment contain bona fide unaccompanied personal and/or household effects that have an insured/assessed value of \$.....
(NZ Dollar Value)

- Yes No are you fully aware of the contents of the whole consignment?
Yes No Do you have a list of the contents/packing list?
If so what is the total number of pages of the list of contents/packing list?
Yes No Do you have any biosecurity treatment/cleaning or other Government certificates for any items?
If so, please specify:

DETAILS OF HOUSEGOLD OR OTHER EFFECTS

The importer/owner **arrived/intended to arrive** in the Cook Islands on.....from.....
(Please note) (Actual date or estimated date) (Country of departure)

ARRIVAL STATUS

The importer's/owner's arrival status is: *Please tick as appropriate*

Ref: Person is arriving in the Cook Islands

- A. A person who has arrived in the Cook Islands and. On the date the effects are imported, hold a document authorising residence in the Cook Islands and has resided outside of the Cook Islands for the whole of **the 36 months period** preceding his or her arrival.
B. Other person, please advise status (i.e. Visitor, Student, etc)

NOTE: A document authorising residence means any of the following:

- A person holding a passport with a Cook Islands endorsement stamp
- A current Cook Island immigration permit authorising work
- A current Cook Island immigration permit authorising permanent residence

GOODS OF BIOSECURITY INTEREST

The Cook Islands operates under very strict Bio-security procedures at the border to prevent the introduction of pests and diseases of animals and plants that may adversely affect our economy, environment or human health. Consider all questions carefully and answer correctly. Failure to do so could result in unwanted pests and diseases being introduced which could significantly harm the Cook Islands and Cook Islanders Attempting to possess, or possession of unauthorised goods, may constitute an offence pursuant to part 12 of the Bio-security act 2008. **Every person who commits an offence is liable, upon conviction, to imprisonment for a term not exceeding 5 years, a fine not exceeding \$100,000, or both.**

If you are unsure about any items, please ask a Bio-security officer.

Unaccompanied personal effects must not be opened without Bio-security authorisation.

This includes the container, crates, bags, boxes and any luggage. Failure to comply may constitute an offence pursuant to part 12 of the Bio-security Act 2008.

It the responsibility of the importer/owner or agent applying for the clearance of goods to arrange an inspection date and time with Quarantine Services by visiting or telephoning the local Bio-security office.

WHO PACKED THE PERSONAL EFFECTS?

Importer Removal Company Other Please specify:

DOES THIS BAGGAGE CONTAIN ANY?

Yes No - **Food of any kind (dried, fresh, frozen, preserved, cooked, and uncooked)**

Please specify items

And box number(s)

Yes No - **Animal products of Animals, including but not limited to:** Meat (fresh or dried), Eggs, dairy products, honey, skins, fur, feathers, bone, wool, hair, hunting trophies, fish (fresh, dried, or frozen), Chinese traditional medicines, shells and coral ivory

Please specify items

And box number(s)

Yes No - **Plant or plant products, including but not limited to:** Fresh or dried fruit and cones, vegetables, plants/flowers live and dried, plant cuttings and bud wood, bulbs or roots, seeds, pine antique and/or handcrafted wooden ornaments/carvings, cane, bamboo, basket ware, straw, Chinese traditional medicines

Please specify items

And box number(s)

Yes No - **Equipment used with animals and/or but not limited to:** Veterinary equipment/products, fishing gear, fish farming equipment, saddler, work boot/clothing, pet bedding, gardening equipment/products and forestry equipment

Please specify items

And box number(s)

Yes No - **Miscellaneous items such as:** Vacuum cleaners, spiked, studded or sprigged Footwear (e.g. golf shoes, soccer boots), hiking boots, soiled footwear, water sports equipment, bicycles, boats, vehicles/car parts, camping equipment/tents, barbeques. **Any:** Christmas and/or Easter decorations, Pooja items

Please specify items

And box number(s)

WHILE OUTSIDE THE COOK ISLANDS HAVE ANY OF THE GOODS IN YOUR CONSIGNMENT:

Yes No Been In contact with animals?

Yes No been used/ stored in any rural areas including wilderness areas?

**PLEASE ASK ANY CUSTOMS OFFICER OR BIO-SECURITY OFFICER IF YOU ARE UNSURE OR
UNCLEAR ABOUT ANY ASPECT OF THIS FORM**

DECLARATION BY THE IMPORTER/OWNER OF THE GOODS

I.....
(Full Name)

Being the importer/owner of the goods, hereby declare that I have read and understood all the questions contained in this form and that the information provided is true, correct and complete. I acknowledge that it is an offence under the Bio-Security Act 2008 to open or remove goods which do not have a Bio-security clearance. I also understand the information will be used to prepare an import entry to obtain clearance of the Goods from the Cook Islands Customs Service and Quarantine Services (Ministry of Agriculture). Failure to comply may constitute an offence under the Customs Revenue and Border Protection Act 2012 or the Bio-security Act 2008.

Signature

Date

OR

DECLARATION BY OTHER THAN THE IMPORTER/OWNER OF THE GOODS

I.....
(Full name)

Of.....
(Contact address and phone number)

Hereby declare that I am clearing these goods on behalf of the owner, I have read and understood all the questions contained in this form and that the information provided is true, correct and complete. I acknowledge that it is an offence under the Bio-Security Act 2008 to open or remove goods which do not have a Bio-security clearance. I also understand the information will be used to prepare an import entry to obtain clearance of the Goods from the Cook Islands Customs Service and Quarantine Services (Ministry of Agriculture). Failure to comply may constitute an offence under the Customs Revenue and Border Protection Act 2012 or the Bio-security Act 2008.

Signature

Date

Have you fully completed this form?

(Unaccompanied Personal Baggage Declaration)

Yes

No

Note: Any in completed will not be processed by the Cook Islands Customs Service or Quarantine Services (Ministry of Agriculture)

DECLARATION BY OTHER THAN THE IMPORTER/OWNER OF THE GOODS

Import Entry Number:

All goods are entered as per section 62 of the Customs Revenue and Border Protection Act 2012

INSPECTION REQUIRED/INSPECTOR NOT REQUIRED (Delete as applicable)

In accordance with section 193 of the Customs Revenue and Border Protection Act 2012

Examination Request form Number:

Contact:

Phone:

Location of Goods:

Keys required and provided/Not required (delete as applicable)

Other information required by the Cook Islands Customs Service

Complete by:

Official Stamp: