

# 16.3

## LODGING EXPRESS IMPORT DECLARATIONS (N10)

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Ó Commonwealth of Australia 2005

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## OVERVIEW

### WHAT IS AN IMPORT DECLARATION?

All goods imported into Australia must be cleared by Customs. Importers are responsible for obtaining a formal Customs clearance for goods above a set threshold of AUD1000.

A Nature 10 import declaration is a document lodged with Customs to enter goods imported directly for home consumption. An import declaration (N10) must be lodged by the importer or their representative licensed Customs broker.

Import declarations can be lodged electronically through the Integrated Cargo System (ICS) using either:

- Customs Interactive
- Electronic Data Interchange (EDI).

Import declarations can also be lodged as a physical document at Customs premises or an authorised external agency. An Evidence Of Identity (EOI) check is required when lodging a documentary declaration. When import declarations are lodged at authorised external agency outlets, a charge will be levied for each EOI check. EOI charges are not levied at Customs premises.

### WHEN IS AN IMPORT DECLARATION USED?

A Nature 10 import declaration is required for all imported goods that are to be delivered directly into home consumption, with a value that exceeds the entry threshold and that are not otherwise exempt from entry requirements.

The import declaration contains information that relates to the goods being imported, including:

- importer/broker details
- value of the goods
- transport details of how the goods arrived in Australia
- tariff classification of the goods, including tariff classification, instrument, dumping, preference and valuation details
- additional tax associated with the goods
- Australian Quarantine and Inspection Service (AQIS) processing information, including types/codes, permits, container details, document and package details

- community protection information associated with the goods
- lodgement declarations.

The import declaration may be lodged at any time before the ship or aircraft carrying the goods first arrives at a port or airport in Australia and must be lodged once the ship or aircraft has arrived.

For an overview of all types of Import Declarations, refer to Module 15.

## LODGING EXPRESS IMPORT DECLARATIONS

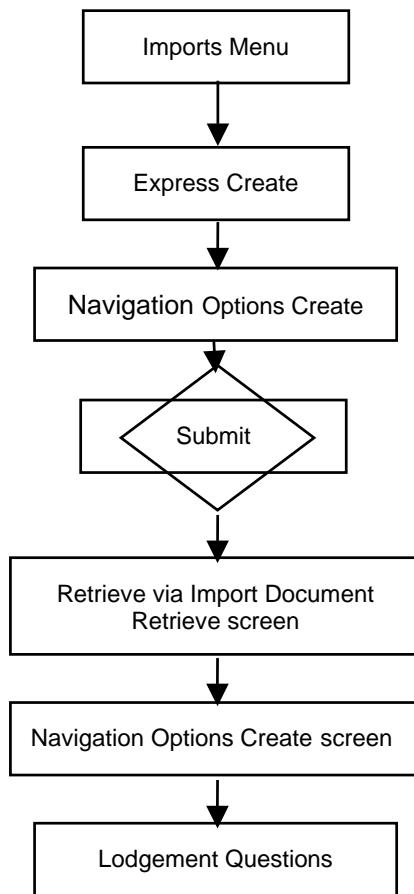
The Import Declaration N10 Express Create screen provides a quick and easy method for entering the Header, Transport Line and Tariff Line data for a Nature 10 Import Declaration. The screen contains all of the mandatory fields from the existing Header Create, Transport Details Create, and the Tariff Line Create screens, along with the most commonly used optional fields.

The Express Declaration allows users to create Nature 10 Import Declarations with up to five lines of transport and tariff information. The information is entered and saved using one screen, rather than in three separate steps. If no errors exist when the Express Declaration is saved, the Navigation Options Create screen displays with the Header, Transport and Tariff boxes all ticked and the Submit button enabled.

At this stage, any further information or changes can be made by accessing the Transport Details Create screen or Tariff Line Create screen via the hyperlinks on the Navigation Options Create screen. It is also possible for users to use the Express Import Declaration as a shortcut to create Import Declarations with more than five lines. After saving, the user may add as many additional lines as required via the existing Transport Details Create and Tariff Line Create screens before submitting the Import Declaration for processing.

All the mandatory fields in the header section must be entered before the Express Import Declaration can be saved. At least one transport line must also be entered. It is not necessary to enter any tariff lines in order to save the Express Import Declaration as at this stage all blank lines are ignored. If further transport and tariff details are required, they may be entered using the existing Transport Details and/or Tariff Line Create screens before the Import Declaration is submitted.

The following diagram shows the process flow for creating and lodging an Express Import Declaration.



## LEGISLATION AND OFFENCES

Refer to Module 16.1

## FURTHER INFORMATION

Further information about clearing imports including valuation, rules of origin, concessions and associated charges can be found at the Customs website at <http://www.customs.gov.au> (follow the links from Import/Export).

## CREATING AN EXPRESS IMPORT DECLARATION (N10)

The Import Declaration Express Create screen enables users with the appropriate access to record basic details for the import declaration.

To create an express import declaration:

**Step 1.** From the main menu, click on Imports, click on **Import Document Create**, click on **Express (N10)** and then click on the relevant mode of transport for the declaration. The available modes of transport are:

- Sea
- Air
- Postal
- Other

If the mode of transport of Air is selected, the **Import Declaration (N10) AIR Express Create** screen displays like this.

**Step 2.** (Optional) In the **Copy details from existing dec ID** field, enter the identifier for the import declaration that is to be used as a template for this declaration, and press Copy. This field is used if the declaration being created

closely matches an existing declaration, and pre-populates certain fields with data from the existing declaration.

The fields that pre-populate from the existing declaration are:

- Importer ABN/CCID
- CAC
- Contact/Broker Phone No
- Nominee Broker Licence No
- Loading Port Code
- Destination Port Code
- Delivery Address
- Invoice Term Type
- EFT Payment Ind
- Supp ID
- Tariff Class No
- Stat Code
- Tariff Class Rate No
- Valuation Basis Type
- Treatment Code
- GST Exemption Code
- Goods Desc
- Origin Country Code
- Preference Origin Country Code
- Preference Scheme Type
- Preference Rule Type
- Qty Unit 1
- Qty Unit 2
- 1st Treatment Instrument Type
- 1st Treatment Instr No
- Tariff Class Instrument Type
- Tariff Class Instr No



**Note:** to clear all fields, click on the **Clear** button.

## CREATING HEADER DETAILS FOR AN EXPRESS IMPORT DECLARATION

The screenshot shows the 'Import Declaration N10 AIR Express Create' page. The 'Importer & Broker Details' section is highlighted with a red box. It contains fields for Importer ABN/CCID, CAC, Importer Reference, Broker Reference, Contact/Broker Phone No, Nominee Broker Licence No, and various port and arrival date fields. The 'Valuation Elements' section is also highlighted with a red box and contains fields for Invoice Total, Overseas Freight, Overseas Insurance, Packing Costs, Free On Board, and Cost, Insurance & Freight.



**Note:** the Header section remains unchanged regardless of the mode of transport selected.

**Step 1.** (Optional) In the **Branch ID** field, enter the document owner's branch identifier.



**Note:** a branch identifier must be supplied if the party lodging the import declaration has more than one branch registered in the ICS. If only one branch exists the branch identifier will be automatically derived.

**Step 2.** In the **Importer ABN/CCID** field, enter one of the following values:

- Australian Business Number (ABN) or
- Customs Client Identifier (CCID) number of the importer.



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**Note:** either an ABN or CCID must be provided. The ABN or CCID can be found using a search. Click on the 'find' hyperlink next to the Importer ABN/CCID field, enter the name of the desired importer in the search window and initiate the search. The selected value will populate the Importer ABN/CCID field.

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**Note:** An ABN must be registered in the ICS to be a valid identifier. When an importer does not have an ABN, they must use a CCID. If they do not have a CCID they must register in the ICS. Refer to Module 2.1.

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**Step 3.** (Conditional) In the **CAC** field, enter the relevant CAC number associated with the importer's ABN.



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**Note:** The Client Activity Centre (CAC) number must also be provided if the entity with the ABN has more than one associated CAC. If no CAC is entered and only one CAC exists, the system will use 001 as the default CAC number.

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**Step 4.** In the **Importer Reference** field, enter the reference number that the importer is using to identify this importation.

**Step 5.** (Optional) In the **Broker Reference** field, enter the broker's reference number associated with this declaration.

**Step 6.** (Optional) In the **Contact/Broker Phone No** field, enter the telephone number for the person Customs should contact about this declaration if necessary. This could be the broker or another contact person within the company or the importer.

**Step 7.** (Conditional) In the **Nominee Broker Licence No** field, enter the licence number of the broker acting on behalf of the importer. The licence number is the number issued to the broker by Customs.



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**Note:** the nominee broker licence number must be provided when the import declaration is being created and lodged by a licensed broker.

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**Step 8.** In the **Invoice Term Type** field, click on the drop-down button and select one of the following options:

- CFR–COST & FREIGHT
- CIF–COST, INSURANCE & FREIGHT
- CIP–CARRIAGE & INSURANCE PAID TO
- CPT–CARRIAGE PAID TO
- DAF–DELIVERED AT FRONTIER
- DDP–DELIVERED DUTY PAID
- DDU–DELIVERED DUTY UNPAID
- DEQ–DELIVERED EX QUAY
- DES–DELIVERED EX SHIP
- EXW–EX WORKS
- FAS–FREE ALONGSIDE SHIP
- FCA–FREE CARRIER
- FOB–FREE ON BOARD.

**Step 9.** In the **Valuation Date** fields, enter the valuation date, usually the date of export of the goods from the originating country, as stated on the freight documentation.



**Note:** the valuation date cannot be later than the current date.

**Step 10.** (Optional) Select the **EFT Payment Ind** checkbox to indicate that this declaration is to be paid utilising Electronic Funds Transfer. If this box is checked the bank account details for the broker/importer who is paying for the declaration must be registered in the Client module of the ICS.

**Step 11.** In the **Invoice Total** fields, enter the amount and currency code for the sum total of all invoices for goods reported on this declaration.



**Note:** the currency type can be found using a search. Click on the 'find' hyperlink next to the Currency field for Invoice Total and select the name of the desired

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currency in the search window and initiate the search. On return to the Import Declaration (N10) Header Create screen, the currency code will be populated.

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**Step 12.** (Conditional) In the **Overseas Freight** fields, enter the amount and currency code for the value of the freight.



**Note:** depending on the invoice term type selected this field becomes mandatory, optional or not allowed.

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**Step 13.** (Conditional) In the **Overseas Insurance** fields, enter the amount and currency code for the value of the insurance.



**Note:** depending on the invoice term type selected this field becomes mandatory, optional or not allowed.

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**Step 14.** (Conditional) In the **Packing Costs** fields, enter the amount and currency code for the value of the cost of packing.



**Note:** depending on the invoice term type selected this field becomes mandatory, optional or not allowed.

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**Step 15.** (Conditional) In the **Foreign Inland Freight** fields, enter the amount and currency code for value of the inland freight.



**Note:** depending on the invoice term type selected this field becomes mandatory, optional or not allowed.

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**Step 16.** (Optional) In the **Commission** fields, enter the amount and currency code for the value of the commission associated with the goods on this declaration.

**Step 17.** (Optional) In the **Discount** fields, enter the amount and currency code for the value of any applicable discount.

**Step 18.** (Conditional) In the **Landing Charges** fields, enter the amount and currency code for the value of the charges for landing the goods in Australia.



**Note:** depending on the invoice term type selected this field becomes mandatory, optional or not allowed.

**Step 19.** (Optional) In the **Other (Deduction)** fields, enter the amount and currency code for any other deductions that need to be taken into account.

**Step 20.** (Optional) In the **Other (Addition)** fields, enter the amount and currency code for any other additional costs that need to be taken into account for the calculation of liability.

**Step 21.** (Conditional) In the **Transport & Insurance** fields, enter the amount and currency code for transport and insurance costs to override the transport and insurance amounts calculated by the ICS.



**Note:** depending on the invoice term type selected this field becomes mandatory, optional or not allowed.

**Step 22.** (Conditional) In the **Free On Board** fields, enter the amount and currency code for the actual cost of the goods including all costs incurred to bring the goods to the place of export but excluding any overseas freight and insurance costs.



**Note:** depending on the invoice term type selected this field becomes mandatory, optional or not allowed. The currency code can be found using a search. Click on the 'find' hyperlink next to the Currency field for Free On Board and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Header Create screen, the currency code will be populated.

**Step 23.** (Conditional) In the **Cost, Insurance & Freight** fields, enter the amount and currency code for the total value of the goods including the cost of transporting and insuring the goods to bring them to Australia.



**Note:** depending on the invoice term type selected this field becomes mandatory, optional or not allowed. The currency code can be found using a search. Click on the 'find' hyperlink next to the Currency field for Cost, Insurance and Freight and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Header Create screen, the currency code will be populated.



**Note:** to exit this screen without saving, click on the Cancel button.

**Step 24.** Refer to Creating Transport Details on page **16.3.14**.

## CREATING TRANSPORT DETAILS

The Transport Details section of the Import Declaration Express Create screen enables users with the appropriate access to create transport information for an import declaration. The information required for the Transport Details section differs depending on the mode of transport:

- sea (refer to p **16.3.15**)
- air (refer to p **16.3.19**)
- post (refer to p **16.3.22**)
- other (refer to p **16.3.25**).



**Note:** the mode of transport 'other' includes goods imported in accompanied passenger baggage, goods transported by pipeline, or vessels and aircraft imported under own power.



**Tip:** before creating transport details for an import declaration, ensure that you have all required information and codes. The following table lists the codes that may be required in creating transport details for an import declaration and the fields to which they apply.

Field name	Type of code/identifier
Container No	The unique identifier assigned to the container holding the goods.
Ocean Bill of Lading	The unique identifier assigned to the goods by the shipping company.
House Bill of Lading	The unique identifier issued by the shipping company for the document that details the goods.
Airline Code	The code issued by the IATA to identify the airline. To find an airline code, go to the Reference files and use the Airlines Code hyperlink
Master Air Waybill No	The unique identifier assigned to the goods by the airfreight carrier.
House Air Waybill No	The unique identifier issued by the freight company for the document that details the goods.
Parcel Post Card No(s)	The unique identifier that identifies the parcel arriving by post, issued by Australia Post.
Customs Receipt for Goods No	The unique receipt number issued by Customs when goods have been detained pending action by Customs or the importer.

## Creating N10 Transport Details for Sea Cargo

The Import Declaration N10 SEA Express Create screen displays with fields relevant to the sea environment.

 **Note:** when the selected mode of transport is sea, the Import Declaration (N10) SEA Express Create screen includes a scroll bar along the bottom edge which enables all fields to be accessed.

**Step 1.** In the **Vessel ID** field, enter the unique identifier of the arriving vessel. This may be either a Lloyds' number (an internationally recognised register of unique numbers issued primarily to commercial vessels) or a Customs ship number (a unique alpha-numeric identifier assigned by Customs for vessels that do not have a Lloyds' number).

 **Note:** the vessel identifier can be found using a search. Click on the 'find' hyperlink next to the Vessel ID field and enter the name of the desired vessel in the search window and initiate the search.

**Step 2.** In the **Voyage No** field, enter the unique voyage number of the identified vessel. This number is assigned by the principal agent or operator of the vessel and may include alpha characters.

**Step 3.** In the **Loading Port Code** field, enter the United Nations location code (UNLocode) for the port where the goods will be/were loaded.



**Note:** the loading port code can be found using a search. Click on the 'find' hyperlink next to the Loading Port Code field and enter the name of the desired port in the search window and initiate the search.

**Step 4.** In the **First Arrival Port Code** field, enter the UNLocode for the first Australian port of call for the vessel.



**Note:** the first arrival code can be found using a search. Click on the 'find' hyperlink next to the First Arrival Code field and enter the name of the desired port in the search window and initiate the search.

**Step 5.** In the **Discharge Port Code** field, enter the UNLocode for the port where the goods will be/were unloaded.



**Note:** the discharge port code can be found using a search. Click on the 'find' hyperlink next to the Discharge Port Code field and enter the name of the desired port in the search window and initiate the search.

**Step 6.** In the **Destination Port Code** field, enter the UNLocode for the port for which the goods are destined.



**Note:** the destination port code can be found using a search. Click on the 'find' hyperlink next to the Destination Port Code field and enter the name of the desired port in the search window and initiate the search.

**Step 7.** (Optional) In the **Arrival Date** fields, enter the date the goods will arrive/arrived in Australia for unloading.

**Step 8.** In the **First Arrival Date** fields, enter the date the goods will first arrive or first arrived in an Australian location.

**Step 9.** In the **Gross Weight** field, enter the weight of the goods including packing but excluding the carrier's equipment.

**Step 10.** In the **Gross Weight Unit** field, click on the drop-down button and select the appropriate unit option.

**Step 11.** In the **Delivery Address** field, click on the associated Delivery Address hyperlink and enter the destination address for the goods.

 **Note:** the delivery address must be entered using the Delivery Address hyperlink.

**Step 12.** In the **Cargo Type** field, click on the drop-down button and select one of the following options:

- B/B – BREAK BULK - cargo that is transported in a non-containerised manner. Most break bulk consignments are comprised of self contained units/packages, for example cars or timber packs
- BLK – BULK - goods that conform to the shape of the vessel hold in which the cargo is being transported and does not have any external packaging, for example, gas, grain or petroleum
- FCL – FULL CONTAINER LOAD - Containers where all the contents are consigned to one entity. There is only one consignment in the container
- FCX – FULL CONTAINER MULTIPLE H/BILL - Where all the cargo in a container is consigned to one entity in Australia and there are consignments from two or more consignors within the container
- LCL – LESS THAN CONTAINER LOAD - a consignment that does not occupy the full space available in a container. The consignment has been consolidated, i.e., packed into a single container, with one or multiple other LCL consignments. These consignments must have at least two different consignees in Australia.

**Step 13.** (Optional) In the **Container No** field, enter the container number. The container number is a unique identifier assigned by the marine industry to a receptacle used in the sea cargo industry to group individual items or packages into a single larger unit load.

**Step 14.** In the **Ocean Bill of Lading** field, enter the Ocean Bill of Lading number. A shipping company, or their agent, issues an Ocean Bill of Lading. A Bill of Lading is a receipt for goods received for shipment, it sets out the terms and conditions on which goods will be carried and is a document of title to the goods.

**Step 15.** (Optional) In the **House Bill of Lading** field, enter the House Bill of Lading number. A freight-forwarder issues a House Bill of Lading.

**Step 16.** In the **No of Packages** field, enter the number of packages per consignment.

**Step 17.** In the **Packing Unit Count** field, enter the number of different packing units per consignment.

**Step 18.** (Optional) In the **Marks and Nos Description** field, enter free text description of all packages associated with the import such as identifying marks and brands. This includes the manufacturers and packers identifiers used to differentiate between individual units of cargo.

**Step 19.** (Optional) Select the **Visual Exam Ind** checkbox to indicate a visual examination has taken place. A visual examination may be requested under section 71D of the Customs Act, when insufficient information about the consignment is known, for example when a consignment is unsolicited. The importer/broker requests Customs to examine or be present for an examination of the goods so basic details can be determined including whether a full import declaration is required.

The next step is to complete the tariff details. Refer to page **16.3.28**.

## Creating N10 Transport Details for Air Cargo

The Import Declaration N10 AIR Express Create screen displays with fields relevant to the air environment.

**Step 1.** In the **Airline Code** field, enter the two-character IATA airline identifier.

**Step 2.** In the **Loading Port Code** field, enter the United Nations location code (UNLocode) for the port where the goods will be/were loaded.



**Note:** the loading port code can be found using a search. Click on the 'find' hyperlink next to the Loading Port Code field and enter the name of the desired port in the search window and initiate the search.



**Step 3.** In the **First Arrival Port Code** field, enter the UNLocode where the flight will first arrive in Australia.

**Note:** the first arrival port code can be found using a search. Click on the 'find' hyperlink next to the First Arrival Port Code field and enter the name of the desired port in the search window and initiate the search.

**Step 4.** In the **Discharge Port Code** field, enter the UNLocode for the port where the goods will be/were unloaded.



**Note:** the discharge port code can be found using a search. Click on the 'find' hyperlink next to the Discharge Port Code field and enter the name of the desired port in the search window and initiate the search.

**Step 5.** In the **Destination Port Code** field, enter the UNLocode for the port for which the goods are destined.



**Note:** the destination port code can be found using a search. Click on the 'find' hyperlink next to the Destination Port Code field and enter the name of the desired port in the search window and initiate the search.

**Step 6.** (Optional) In the **Arrival Date** fields, enter the date the goods will arrive or arrived in Australia for unloading.

**Step 7.** In the **First Arrival Date** fields, enter the date the aircraft will first arrive or first arrived at an Australian airport.

**Step 8.** In the **Gross Weight** field, enter the weight of the goods including packing but excluding the carrier's equipment.

**Step 9.** In the **Gross Weight Unit** field, click on the drop-down button and select the appropriate unit option.

**Step 10.** In the **Delivery Address** field, click on the associated Delivery Address hyperlink and enter the destination address for the goods.



**Note:** the delivery address must be entered using the Delivery Address hyperlink.

**Step 11.** In the **Master Air Waybill No** fields, enter the Master Air Waybill number. An Air Waybill is a receipt for the carriage of goods. Airlines, or their agents, issue Master Air Waybills.



**Note:** The Master Air Waybill No field must have three characters in the first part (the air waybill prefix) and eight in the second and must conform to the International Air Travel Association (IATA) check-digit algorithm.

**Step 12.** (Optional) In the **House Air Waybill No** field, enter the House Air Waybill number. Freight forwarders issue house air waybills.



**Note:** both the master air waybill number and the house air waybill number are required to identify a house waybill consignment.

**Step 13.** In the **No of Packages** field, enter the total number of packages that are contained within the consignment, packed so that they cannot be divided without first undoing the packaging.

**Step 14.** In the **Marks & Numbers Description** field, enter free text description of all packages associated with the import such as identifying marks and brands. This includes the manufacturers and packers identifiers used to differentiate between individual units of cargo.

**Step 15.** (Optional) Select the **Visual Exam Ind** checkbox to indicate a visual examination has taken place. A visual examination may be requested under section 71D of the Customs Act, when insufficient information about the consignment is known, for example when a consignment is unsolicited. The importer/broker requests Customs to examine or be present for an examination of the goods so basic details can be determined including whether a full import declaration is required.

The next step is to enter the tariff details. Refer to page **16.3.28**.

## Creating N10 Transport Details for Post

The Import Declaration N10 POSTAL Express Create screen displays with fields relevant to the postal environment.

The screenshot shows the 'Import Declaration N10 POSTAL Express Create' screen. At the top, there are buttons for 'Copy' and 'Clear'. Below this, there are sections for 'Importer & Broker Details' and 'Invoice Term Type'. The 'Parcel Post Card No(s)' field is highlighted with a red box. The 'Transport Lines' section, which includes fields for 'Line No', 'No of Packages', 'Packing Unit Count', 'Marks & Numbers Description', and 'Visual Exam Ind', is also highlighted with a red box. The 'Tariff Lines' section at the bottom includes fields for 'Supp ID', 'Tariff Class No', 'Stat Code', 'Tariff Class Rate No', 'Valuation Basis Type', 'Treatment Code', 'GST Exemption Code', 'Goods Desc', 'Country Code', 'Preference Origin', 'Preference Scheme Type', 'Preference Rule Type', 'Type', 'Amount', 'Currency', 'Quantity', 'Qty Unit', 'Instrument Type', 'Instr No', and 'Tariff Class'. At the bottom right are 'Save' and 'Cancel' buttons.

**Step 1.** (Optional) In the **Parcel Post Card No(s)** field, enter the unique reference number that identifies the parcel arriving by post, as issued by Australia Post. This is found on the card sent by Australia Post advising of the arrival of a parcel and informing the consignee that Customs clearance is required.

Example of Parcels Post Card (PPC) 6 with reference number circled:



Example of Parcels Post Card (PPC) 1 with reference number circled:

Commercial goods requiring Customs clearance are held at :			
Adelaide Mail Centre (Customs)			
272 Gouger Street			
Adelaide SA 5000			
FIRST NOTICE			
Issue Date :	11 Aug 2005		
Reference No.	5111489		
Customs Tel :	08 8110 2400	Fax :	08 8110 2444
Aust Post Tel :	13 13 18	Fax :	08 8402 6806
Business Hours 8:30am - 12:30pm Monday to Friday			
<b>Article Details</b>			
Total No. of articles	1		
Article No. (if any)	—		
Order/Invoice No.	—		
Declared contents	ANYTHING		
Declared value	\$100 00		
Sender	UNKNOWN		
Item type	EMS		
Date demurrage begins	18 Aug 2005		
ADDRESSEE 12 GOUGER ST. ADELAIDE SA 5000			

**Step 2.** In the **Loading Port Code** field, enter the United Nations location code (UNLocode) for the port where the goods will be/were loaded.



**Note:** the loading port code can be found using a search. Click on the 'find' hyperlink next to the Loading Port Code field and enter the name of the desired port in the search window and initiate the search.

**Step 3.** In the **First Arrival Port Code** field, enter the UNLocode for the first Australian port where the packages will arrive/arrived.



**Note:** the first arrival code can be found using a search. Click on the 'find' hyperlink next to the First Arrival Code field and enter the name of the desired port in the search window and initiate the search.

**Step 4.** In the **Discharge Port Code** field, enter the UNLocode for the port where the goods will be/were unloaded.



**Note:** the discharge port code can be found using a search. Click on the 'find' hyperlink next to the Discharge Port Code field, enter the name of the desired port in the search window and initiate the search.

**Step 5.** In the **Destination Port Code** field, enter the UNLocode for the port for which the goods are destined.



**Note:** the destination port code can be found using a search. Click on the 'find' hyperlink next to the Destination Port Code field and enter the name of the desired port in the search window and initiate the search.

**Step 6.** (Optional) In the **Arrival Date** fields, enter the date the goods will arrive/arrived in Australia for unloading.

**Step 7.** In the **First Arrival Date** fields, enter the date the goods will first arrive or first arrived in an Australian port.

**Step 8.** In the **Gross Weight** field, enter the weight of the goods including packing but excluding the carrier's equipment.

**Step 9.** In the **Gross Weight Unit** field, click on the drop-down button and select the appropriate unit option.

**Step 10.** In the **Delivery Address** field, click on the associated Delivery Address hyperlink and select/enter the destination address for the goods.



**Note:** the delivery address must be entered using the Delivery Address hyperlink.

**Step 11.** In the **No of Packages** field, enter the total number of packages that are contained within the consignment, packed so that they cannot be divided without first undoing the packaging.

**Step 12.** (Optional) In the **Packing Unit Count** field, enter the number of different packing units per consignment.

**Step 13.** In the **Marks & Numbers Description** field, enter free text description of all packages associated with the import such as identifying marks and brands. This includes the manufacturers' and packers' identifiers used to differentiate between individual units of cargo.

**Step 14.** (Optional) Select the **Visual Exam Ind** checkbox to indicate a visual examination has taken place. A visual examination may be requested under section 71D of the Customs Act, when insufficient information about the consignment is known, for example when a consignment is unsolicited. The importer/broker requests Customs to examine or be present for an examination of the goods so basic details can be determined including whether a full import declaration is required.

The next step is to enter the tariff details. Refer to page **16.3.28**.

## Creating N10 Transport Details for Other Modes of Transport

The **Import Declaration N10 OTHER Express Create** screen displays with fields relevant to other methods of importing goods (for example, goods imported in accompanied passenger baggage or via pipeline).

The screenshot shows the 'Import Declaration N10 OTHER Express Create' screen. At the top, there are buttons for 'Copy details from existing dec ID' (Copy, Clear), 'Branch ID' (find), and a 'Copy' button. Below this is the 'Import Declaration N10 OTHER Express Create' title bar. The main area contains several sections of input fields:

- Importer & Broker Details:** Fields for Importer ABN/CLID (find), CAC (find), Importer Reference (find), Broker Reference (find), Contact/Broker Phone No (find), Nominee Broker (find), and Licence No (find).
- Valuation Elements:** Fields for Invoice Term Type (dropdown), Valuation Date (find), and EFT Payment Ind (checkbox checked).
- Customs Receipt for Goods No:** A large red box highlights this field and its associated fields: Number Of Packages (find), First Arrival Port Code (find), Destination Port Code (find), Arrival Date (find), First Arrival Date (find), Gross Weight (find), Gross Weight Unit (find), and Delivery Address (find).
- Tariff Lines:** A section for entering tariff details with fields for Supp ID (find), Tariff Class No (find), Stat Code (find), Tariff Class Rate No (find), Valuation Basis Type (dropdown), Treatment Code (find), GST Exemption Code (find), Goods Desc (find), Origin (find), Country Code (find), Preference Origin Country Code (find), Preference Scheme Type (find), Preference Rule Type (find), Type (dropdown), Amount (find), Currency (find), Quantity (find), Qty Unit (find), 1st Treatment (find), and Tariff Class (find).

At the bottom are 'Save' and 'Cancel' buttons.

**Step 1.** (Optional) In the **Customs Receipt for Goods No** field, enter the unique Customs-supplied receipt number if the goods have been detained pending further action by Customs or the importer.

**Step 2.** (Optional) In the **No of Packages** field, enter the total number of packages that are contained within the consignment, packed so that they cannot be divided without first undoing the packaging.

**Step 3.** In the **Loading Port Code** field, enter the United Nations location code (UNLocode) for the port where the goods will be/were loaded.



**Note:** the loading port code can be found using a search. Click on the 'find' hyperlink next to the Loading Port Code field and enter the name of the desired port in the search window and initiate the search.

**Step 4.** In the **First Arrival Port Code** field, enter the UNLocode for the first Australian port where the goods will arrive/arrived.



**Note:** the first arrival code can be found using a search. Click on the 'find' hyperlink next to the First Arrival Code field and enter the name of the desired port in the search window and initiate the search.

**Step 5.** In the **Discharge Port Code** field, enter the UNLocode for the port where the goods will be/were unloaded or received.



**Note:** the discharge port code can be found using a search. Click on the 'find' hyperlink next to the Discharge Port Code field and enter the name of the desired port in the search window and initiate the search.

**Step 6.** In the **Destination Port Code** field, enter the UNLocode for the port for which the goods are destined.



**Note:** the destination port code can be found using a search. Click on the 'find' hyperlink next to the Destination Port Code field and enter the name of the desired port in the search window and initiate the search.

**Step 7.** (Optional) In the **Arrival Date** fields, enter the date the goods will arrive/arrived at the destination port in Australia for unloading.

**Step 8.** In the **First Arrival Date** fields, enter the date the vessel or goods will first arrive/arrived in an Australian location.

**Step 9.** In the **Gross Weight** field, enter the weight of the goods including packing but excluding the carrier's equipment.

**Step 10.** In the **Gross Weight Unit** field, click on the drop-down button and select the appropriate unit option.

**Step 11.** In the **Delivery Address** field, click on the associated Delivery Address hyperlink and select/enter the destination address for the goods.



**Note:** the delivery address must be entered using the Delivery Address hyperlink.



**Note:** to exit this screen without saving, click on the Cancel button.

**Step 12.** Refer to Creating Tariff Lines on page **16.3.28**. Alternatively, it is possible at this point to click on the **Save** button.

If the Save button is selected, the **Import Declaration (N10) Navigation Options Create** screen displays.

## CREATING TARIFF LINES

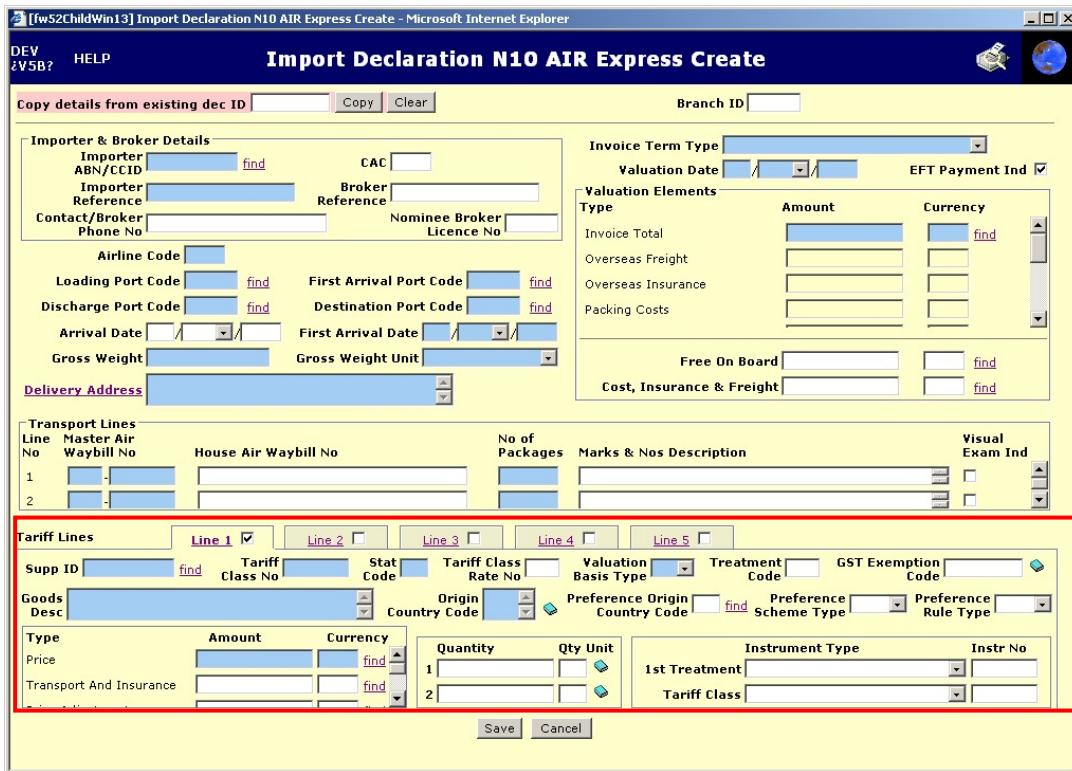
The Tariff Lines section of the Import Declaration N10 Express Create screen enables users with the appropriate access to create tariff lines for the import declaration. A maximum of five tariff lines may be created on an Express Import Declaration.



**Tip:** before creating an import declaration tariff line, ensure that you have all required information and codes. The following table lists the codes that may be required in creating an import declaration tariff line and the fields to which they apply.

Field name	Type of code/identifier
Tariff Class No.	The tariff classification subheading for the goods as specified in Schedule 3 of the <i>Customs Tariff Act 1995</i> .
Stat Code.	The two-digit code added to the tariff classification no., which is used by the Australian Bureau of Statistics (ABS) for trade statistical purposes.
Tariff Class Rate No.	The identifier allowing a tariff classification for imported goods to have different rates of duty.
Treatment Code.	The identifier of the concessional item in Schedule 4 of the <i>Customs Tariff Act 1995</i> or supplementary provisions of the goods.
Instr No.	The identifier of the instrument providing means of obtaining a concessional rate of duty.

## To create the individual import declaration (N10) tariff line details:



The screenshot shows the 'Import Declaration N10 AIR Express Create' screen. The 'Tariff Lines' section is highlighted with a red border. It contains fields for Supp ID, Tariff Class No, Stat Code, Tariff Class Rate No, Valuation Basis Type, Treatment Code, GST Exemption Code, Goods Desc, Origin Country Code, Preference Origin Country Code, Preference Scheme Type, Preference Rule Type, Type, Amount, Currency, Quantity, Qty Unit, 1st Treatment, and Tariff Class. At the bottom are 'Save' and 'Cancel' buttons.

 **Note:** the Tariff Lines section remains unchanged regardless of the mode of transport selected.

**Step 1.** In the **Supp ID** field, enter the identification number of the party who supplied the goods. The identifier is either an Australian Business Number (ABN) or Customs Client Identifier (CCID). To be a valid identifier the ABN must be recorded in the ICS.

**Step 2.** In the **Tariff Class No** field, enter the eight-digit classification subheading for the goods from Schedule 3 of the *Customs Tariff Act 1995*.

**Step 3.** In the **Stat Code** field, enter the statistical code classification for the goods. The statistical code is an additional two-digit code that is used by the Australian Bureau of Statistics (ABS) for trade statistical purposes.

**Step 4.** (Optional) In the **Tariff Class Rate No** field, enter the required tariff rate number. The tariff classification rate number is only used where the tariff classification, as published in the *Customs Tariff Act 1995*, has more than one duty

rate associated with it. This field must only be completed if a tariff rate number other than '001' applies to the goods.

**Step 5.** In the **Valuation Basis Type** field, click on the drop-down button and select one of the following options to indicate the method of valuation used:

- **TV (transaction value)**

The transaction value method is the most common method used. The transaction method assumes that a transaction has occurred causing the export of goods from another country and the importation of those same goods into Australia. The transaction is called the import sales transaction. The other valuation options should only be used when the transaction method cannot be applied.

- **CV (computed value)**

Computed value method must only be used if the goods to be valued have been exported directly by the producer or manufacturer in the exporting country. The value is determined by working through the producer's records of the costs of production

- **DV (deductive value)**

The deductive value methods include deductive (contemporary sales) value, deductive (later sales) value and deductive (derived goods sales) value. The first two of these methods arrive at a customs value by working backwards from the price realised by the sale in Australia of 'comparable' goods by deducting costs added after exportation. The remaining method applies only to request goods, and is achieved by working backward from the sale of 'comparable' goods that have been derived from imported good by assembling, packing or further processing of those goods in Australia.

- **FB (fall back value)**

The fallback method is employed when all other methods have failed to arrive at an acceptable customs value. This method requires Customs to revisit all valuation methods to find a value by reasonable means, using all available information.

- **IG (identical goods value)**

The identical goods value method involves finding a shipment of identical goods imported at around the same time (plus or minus 45 days) as the shipment in question. The transaction value of the identical shipment may be used.

- **SG (similar goods value)**

The similar goods value method involves finding a shipment of similar (rather than identical) goods imported at around the same time (plus or minus 45 days) as the shipment in question. The transaction value of the similar shipment may be used.

**Note:** the order of valuation methods in the drop-down menu is alphabetical, not in the order of valuation as outlined by the World Trade Organisation.





**Tip:** further information about valuation methods can be found in volume 8A of the Customs Manual, found at [www.customs.gov.au](http://www.customs.gov.au) (follow the links 'media, publications and forms' and then 'manuals'. Customs also provides a Valuation Advice Service to assist with specific issues relating to the assessment of the customs value. Requests can be made by through the Customs Tariff Advice and Precedent Information Network (TAPIN) or by completing a Valuation Advice Application, Form B174.

**Warning:** penalties may apply where incorrect customs values are declared.

**Step 6.** (Optional) In the **Treatment Code** field, enter the Schedule 4 treatment code to obtain a concessional rate of duty for the goods.

**Step 7.** (Optional) In the **GST Exemption Code** field, enter the code for exemption of goods and service tax (GST) for the goods.



**Note:** the GST exemption code must be selected from a table of codes. Click on the book icon next to the GST Exemption Code field and select the appropriate code from the reference table.

**Step 8.** In the **Goods Desc** field, enter a description of the goods to be imported.

**Step 9.** In the **Origin Country Code**, enter the two-digit United Nations country code for the country where the goods were made or produced.



**Note:** the origin country code may be selected from a table of codes. Click on the book icon next to the Origin Country Code field and select one or more appropriate code(s) from the reference table. If multiple codes are selected, (eg goods that are sets put up for retail sale), the first code should reflect the origin of the product used to determine the tariff classification for the goods.

**Step 10.** (Optional) In the **Preference Origin Country Code**, if a preferential duty rate is being claimed enter the country code for the country in which the goods were made or produced in accordance with the preferential rules of origin.



**Note:** the preferential rules of origin are set out in Division 1A - 1D of Part VIII of the *Customs Act 1901*.

When preference origin country code is entered, the preference scheme type and preference rule type must also be provided. The preference origin country code can be found using a search. Click on the 'find' hyperlink next to the Preference Origin Country Code field and enter the name of the desired country in the search window and initiate the search.

**Step 11.** (Conditional) In the **Preference Scheme Type** field, click on the drop-down button and select one of the following options:

- GEN (General)
- CA (Canada – Australia Trade Agreement CANATA)
- DC (Developing Countries DC Rate)
- DCS (Developing Countries DCS Rate)
- DCT (Developing Countries DCT Rate)
- EXT (External Territories)
- FI (Forum Islands – South Pacific Regional Trade and Economic Cooperation Agreement SPARTECA)
- LDC (Least Developed Countries Rate)
- MY (Malaysia – Australia Trade Agreement MATA)
- NZ (Australia - New Zealand Closer Economic Relations Trade Agreement ANZERTA)
- PG (Papua New Guinea – Australia Trade and Commercial Relations Agreement PATCRA II)
- SG (Singapore – Australia Free Trade Agreement SAFTA).
- US (Australia – United States Free Trade Agreement AUSFTA)
- TH (Thailand – Australia Free Trade Agreement TAFTA)
- THSS (Thailand- Australia Free Trade Agreement TAFTA en route Special Safeguard goods)



**Note:** when the preference scheme type field is populated, the preference rule type and preference origin country code must also be provided.

**Step 12.** (Conditional) In the **Preference Rule Type** field, click on the drop-down button and select one of the following options representing the preferential rule of origin that is met by the goods:

- A30A (30% content accumulation rule – tariff classification)
- A30B (30% content accumulation rule – tariff concession order)
- A32A (32% content accumulation rule)
- A50 (50% content accumulation rule)
- P25 (25% content accumulation rule)
- P30A (30% content rule – tariff classification)
- P30B (30% content rule – tariff concessional order)
- P40 (40% content rule – Western Samoa)
- P50 (50% content rule)
- P75 (75% content rule)
- PS (Product specific rules of origin)
- PWO (Goods produced wholly from originating materials)
- TCF (South Pacific Regional Trade Economic Cooperation Agreement - SPARTECA – Textiles Clothing Footwear)
- URP (Unmanufactured raw products)
- WMD (Manufactured goods with determined manufactured raw materials)
- WMN (Manufactured goods without determined manufactured raw materials)
- WO (Wholly obtained goods).



**Note:** the preferential rules of origin are set out in Division 1A - 1D of Part VIII of the *Customs Act 1901*.

When Preference Rule Type is entered, Preference Scheme Type and Preference Origin Country Code must also be provided. The ELAC No, Local Content% or Preference Instrument Type and No fields may also need to be populated for a limited number of Preference Rule Types.

**Step 13.** In the **Type** fields, enter the amount and currency code for each type of valuation element. Use the scroll buttons to navigate through the list of valuation elements:

- Price (Mandatory)

- Transport And Insurance (Optional)
- Price Adjustment (Optional)
- Dumping Export Price (Optional)
- Override Duty (Optional)
- Override Standard Duty (Optional).



**Note:** the currency code can be found using a search. Click on the 'find' hyperlink next to the Currency field for Valuation Elements and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Tariff Line Create, the currency code will be populated.

**Step 14.** (Conditional) In the **Quantity** field, enter the amount of goods to be imported.



**Note:** the statistical code determines whether (or not) values are required in the Quantity and Quantity Unit field.

When the Quantity field is populated the Quantity Unit field must also be populated.

**Step 15.** (Conditional) In the **Quantity Unit** field, enter the unit type of the quantity amount.



**Note:** the statistical code determines the values that must be entered in the quantity unit field (eg, Number, Litre). Up to two Quantity and Quantity Unit lines may be entered. The Quantity Unit may be selected from a table of codes. Click on the book icon next to the Quantity Unit field and select the appropriate code from the reference table.

**Step 16.** (Optional) In the **1<sup>st</sup> Treatment Instrument Type** field, click on the drop-down button and select one of the following options:

- AusIndustry Determination
- By-Law
- Determination
- Import Credit Number
- Tariff Concession Order

- Tariff Quota
- Tradex Order.



**Note:** 1<sup>st</sup> Treatment Instrument details must be included where it is a requirement of the treatment code as specified in Schedule 4.



**Note:** when the 1<sup>st</sup> Treatment Instrument Type field is populated the Instrument No field must also be populated.

**Step 17.** (Conditional) In the **1<sup>st</sup> Treatment Instr No** field, enter the code identifying the instrument being used to obtain a concessional rate.

**Step 18.** (Conditional) In the **Tariff Class Instrument Type** field, click on the drop-down button and select one of the following options:

- AusIndustry Determination
- By-Law
- Determination
- Import Credit Number
- Tariff Concession Order
- Tariff Quota
- Tradex Order.



**Note:** Tariff Classification Instrument details must be included where it is a requirement as specified in Schedule 4. (This generally relates to the Tariff Classifications that are specified in Schedule 4 – i.e. those beginning with 99.....)



**Note:** when the Tariff Classification Instrument Type field is populated the Instrument No field must also be populated.

**Step 19.** (Optional) In the **Tariff Class Instr No** field, enter the code identifying the instrument being used to obtain a concessional rate.



**Note:** to exit this screen without saving, click on the Cancel button.

**Step 20.** To create further tariff lines, click on the **Line 2** hyperlink. A new line displays with empty fields to be populated. Refer to **Step 1**.



**Note:** a maximum of five tariff lines may be created in an Express Import Declaration. Further lines can be added after the Express Import Declaration is saved, by clicking on the Tariff/AQIS Lines hyperlink.



**Note:** if any field is populated in subsequent line screen, the checkbox next to the hyperlink is automatically checked. If fields have been populated in error and the line is not required, the checkbox must be manually unchecked. If the checkbox is not unchecked, an error will display when the declaration is submitted.

**Step 21.** Click on the **Save** button.

The **Import Declaration (N10) Navigation Options Create** screen displays.



**Tip:** the ICS allocates an identification number to the import declaration when it is saved. This number must be recorded to facilitate locating the declaration for further processing.

The declaration must be lodged within ten days of originally being saved. If the import declaration is not lodged within ten days then all entered information is no longer accessible and will have to be re-entered.

## RETRIEVING AN IMPORT DECLARATION

The Import Document Retrieval screen enables users with the appropriate access to retrieve import declarations that have been saved or submitted but not lodged.

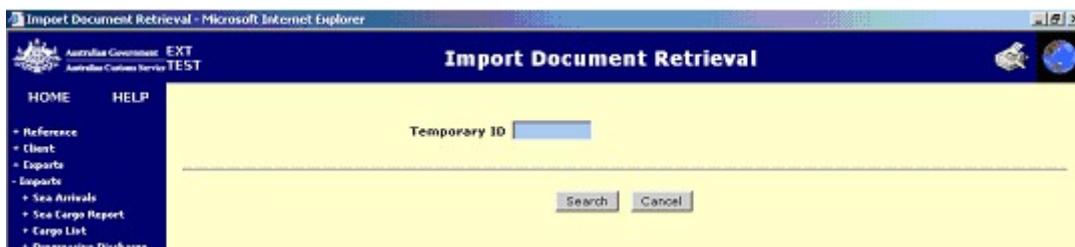
It is necessary to use the temporary identification number allocated to the import declaration when the header was first saved.



To retrieve an import declaration:

**Step 1.** From the main menu, click on **Imports**, click on **Import Document Retrieve**, and then click on **Import Declaration**.

The **Import Document Retrieval** screen displays.



The Import Document Retrieval screen enables users to retrieve an import declaration that has been created, saved or submitted (but not lodged).

**Step 2.** In the **Temporary ID** field, enter the temporary identifier issued when the import declaration header was created.

**Note:** to return to the ICS home page, click on the **Cancel** button.

**Step 3.** Click on the **Search** button.

The **Import Declaration Navigation Options Create** screen displays.

## THE NAVIGATION OPTIONS CREATE SCREEN

The Import Declaration (N10) Navigation Options Create screen enables users with the appropriate access to navigate through the creation options for an import declaration using a list of hyperlinks:

- Header
- Transport Details
- Line Defaults
- Tariff/AQIS lines
- Errors (only if the declaration is submitted and errors exist)
- Lodgement/Community Protection Questions (only if the declaration is submitted and no errors exist)
- Duty, Taxes & Charges (displays once tariff/AQIS lines are entered, but only includes data after the declaration has been submitted).

The Import Declaration (N10) Navigation Options Create screen allows users who have completed an Express Import Declaration to add additional information in fields not provided on the Import Declaration Express Create screen. It also allows users to record additional transport and tariff lines.

The details for each section can be saved at any time. The All Mandatory Information Provided checkboxes are updated by the ICS as each section is completed. Once all of the mandatory information has been entered for each section, the Import Declaration can be submitted.

Once an Import Declaration has been submitted, the ICS checks the information and any errors are returned to the importer. Errors must be corrected before the declaration is resubmitted.

---

 **Note:** a declaration can only be successfully submitted once all errors are corrected.

---

When all details are submitted correctly the ICS will return a 'quote' for duty, taxes and charges. This is accessible through the Duty, Taxes and Charges hyperlink. This quote is only valid until the end of the day on which it was created.

The bold red text at the top of the screen indicates whether the import declaration is incomplete (not submitted) or submitted (not lodged).

## SUBMITTING AN IMPORT DECLARATION

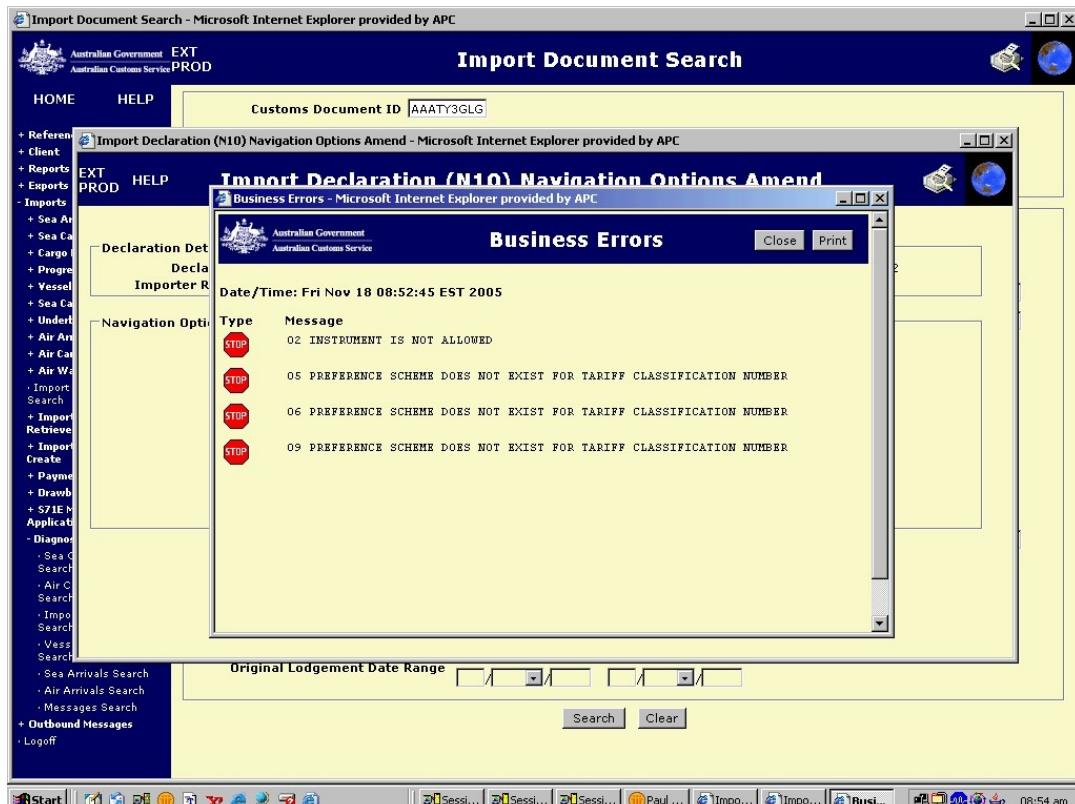
The Import Declaration (N10) Navigation Options Create screen enables users with the appropriate access to submit an import declaration.

The All Mandatory Information Provided checkboxes are updated by the ICS as each section is completed. When all mandatory information is entered the Submit button is enabled and the import declaration can be submitted.

All Mandatory Information Provided?	Section
<input checked="" type="checkbox"/>	Header
<input checked="" type="checkbox"/>	Transport Details
<input type="checkbox"/>	Line Details
<input type="checkbox"/>	Tariff/AQIS Lines
<input type="checkbox"/>	Errors/Information
<input type="checkbox"/>	Duty, Taxes & Charges

## VIEWING ERRORS

After the declaration has been submitted, it must be retrieved via the Import Document Retrieve screen or the Import Declaration List screen. If any errors exist, the Errors hyperlink displays. Clicking on the Errors/Information hyperlink launches the Business Errors or the Information screen.



Once the errors have been viewed, click on the close window button to return to the Import Declaration (N10) Navigation Options Create screen and rectify the error in the appropriate part of the import declaration. The import declaration must be re-submitted.

## DUTY, TAXES AND CHARGES

Although the Duty, Taxes & Charges hyperlink first appears when tariff line details are saved, the screen remains empty. The taxes and charges are not calculated until the import declaration is successfully submitted.

Import Declaration (N10) Duty, Taxes & Charges - Microsoft Internet Explorer

ICS DEV HELP Import Declaration (N10) Duty, Taxes & Charges

Declaration Details

Declaration ID AAAAM7KA6	Lodged Date	Version
Importer Reference 9876	Broker Reference	

Header Amounts

Total Customs Value	0.00	Total Customs Duty	0.00	Total Duty Payable	0.00
Total Security Concession	0.00	Total Dumping Duty	0.00	Total GST Payable	0.00
Invoice Total	0.00	Total Countervailing Duty	0.00	Total LCT Payable	0.00
Total Transport & Insurance	0.00	AQIS Processing Charge	0.00	Total WET Payable	0.00
Total Customs Duty Deferred	0.00	AQIS Container Charge	0.00	Declaration Processing Charge	0.00
Total GST Deferred	0.00	Administrative Charge	0.00	Total Charges	0.00
Total Wood Levy	0.00	Admin Charge Deferred	0.00	Total Payable	0.00

Line Summary

Lines 1 to 1 of 1 Go To Line

Prev Page Next

Line No	Tariff Class No	Stat Code	Origin Country Code	Customs Value (\$)	Duty (\$)	GST (\$)
1	49019990	31	TH	0.00	0.00	0.00

To submit an import declaration:

**Step 1.** Perform one of the following actions:

- from the Import Document Retrieve screen, enter the Temporary ID and click on **Search**
- from one of the following screens, click on the **Save** button:
  - Import Declaration (N10) Header Create
  - Import Declaration (N10) Transport Details Create
  - Import Declaration (N10) Tariff Line Summary.

The Import Declaration Navigation Options Create screen displays.

The Import Declaration (Nature 10) Navigation Options Create screen enables users to submit an import declaration.

All fields are read-only.

The All Mandatory Information Provided checkboxes are updated by the ICS as each section is completed.

The bold red text at the top of the screen indicates whether the import declaration is incomplete (not submitted) or submitted (not lodged).

The Errors hyperlink displays only if errors exist, otherwise the Lodgement/Community Protection Questions hyperlink displays.

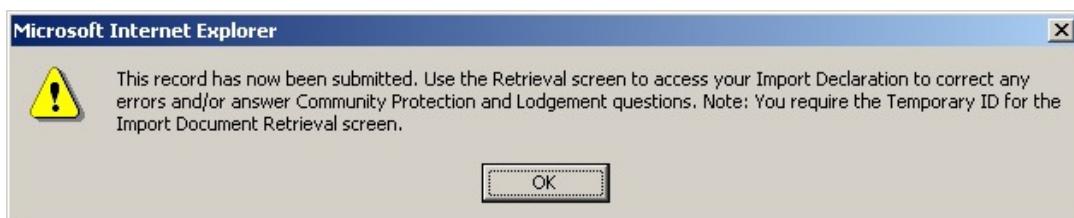
The Submit button only displays if all mandatory information is provided.

 **Note:** to return to the ICS Home Page without submitting the import declaration, click on the Return to Home Page button.

**Step 2.** To submit an import declaration with all mandatory information supplied, click on the **Submit** button.

 **Note:** the Submit button displays only if all mandatory information is provided.

A confirmation message displays:



**Step 3.** Click on the **OK** button.

The ICS Home Page displays.

The following table lists the actions available on the Import Declaration Navigation Options Create screen.

Action	Result
Click on the <b>Header</b> hyperlink.	The Import Declaration Header Create screen displays.
Click on <b>Transport Details</b> hyperlink.	The Import Declaration Transport Details Create screen displays.
Click on the <b>Line Defaults</b> hyperlink.	The Import Declaration Line Defaults Create screen displays
Click on the <b>Tariff/AQIS Lines</b> hyperlink.	The Tariff Lines Summary Create screen displays
Click on the <b>Errors/Information</b> hyperlink.	The Business Errors or Information screen displays.
Click on the <b>Lodgement/Community Protection Questions</b> hyperlink.	If the community protection questions do not exist the Import Declaration Lodgement Questions View screen displays. Refer to page <b>16.3.45</b> .
Click on the <b>Duty, Taxes and Charges</b> hyperlink.	The Import Declaration Duty, Taxes & Charges View screen displays. Refer to <b>16.3.41</b> .

## LODGING AN IMPORT DECLARATION

The Import Declaration (N10) Community Protection Questions and Import Declaration (Nature 10) Lodgement Questions / Declarations screens enable users with the appropriate access to lodge an import declaration.

Once the import declaration has been submitted and no errors are returned the Lodgement/Community Protection Questions hyperlink displays. Click on the Lodgement/Community Protection Questions hyperlink to answer these questions and to lodge the declaration.

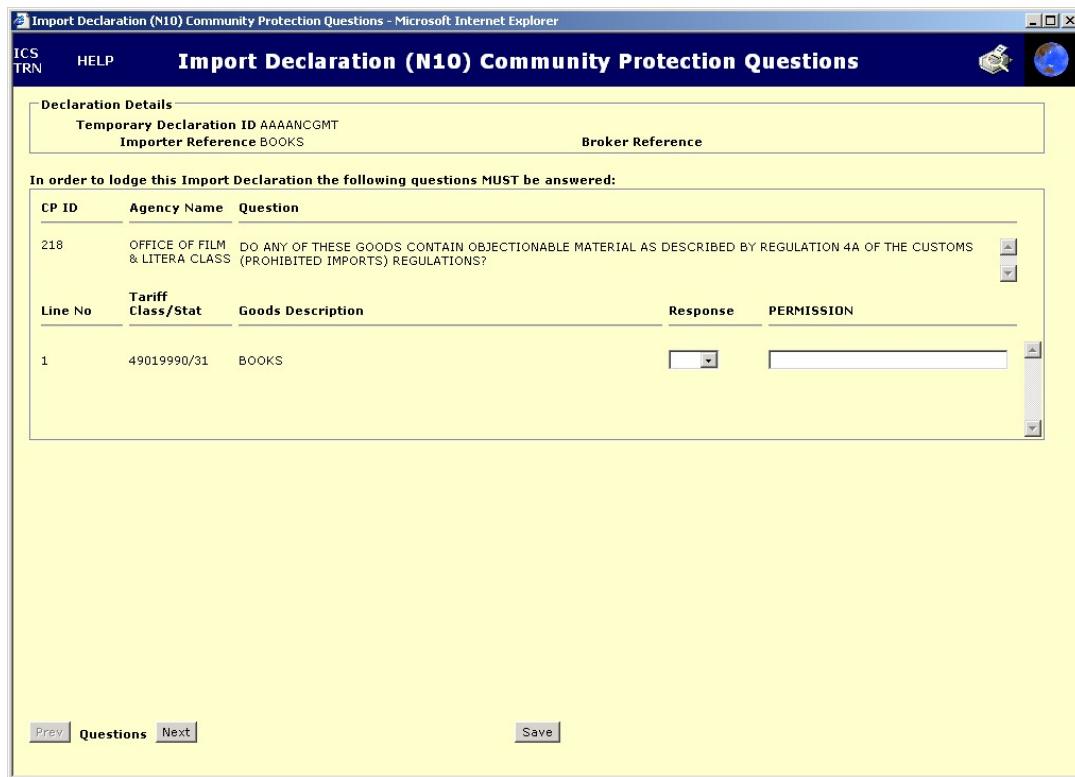
The Import Declaration Community Protection Questions screen only displays if community protection questions exist. This is conditional on the tariff classification and AQIS details of the imported goods. If no community protection questions exist the Import Declaration (Nature 10) Lodgement Questions / Declarations screen displays. Once the lodgement questions and declarations have been answered the import declaration can be lodged.

It is important to note that while an import declaration can be submitted at any time during the 10 days after it was first saved, ICS processing requires that a declaration be submitted on the same day that it is lodged. This means that if an import declaration has been submitted on a previous day, it must be re-submitted before it can be lodged.

To lodge an import declaration:

**Step 1.** From the Import Declaration Navigation Options Create screen, click on the **Lodgement/Community Protection Questions** hyperlink.

The **Import Declaration (N10) Community Protection Questions** screen displays (if community protection questions exist).



**Import Declaration (N10) Community Protection Questions**

**Declaration Details**

Temporary Declaration ID AAAANCGMT  
Importer Reference BOOKS

In order to lodge this Import Declaration the following questions MUST be answered:

CP ID	Agency Name	Question
218	OFFICE OF FILM	DO ANY OF THESE GOODS CONTAIN OBJECTIONABLE MATERIAL AS DESCRIBED BY REGULATION 4A OF THE CUSTOMS & LITERA CLASS (PROHIBITED IMPORTS) REGULATIONS?

Line No	Tariff Class/Stat	Goods Description	Response	PERMISSION
1	49019990/31	BOOKS	<input type="button" value="▼"/>	<input type="text" value=" "/>

Prev Questions Next Save

The Import Declaration Community Protection Questions screen enables users to answer Community Protection (CP) questions for an import declaration.

The Declaration Details are read-only.

The tariff data is sorted by the CP question identifier and then by line number.

**Step 2.** In the **Response** column, for each line, click on the drop-down button and select **YES** or **NO**.

**Step 3.** (Conditional) In the **Permit No** column, for each line, enter the relevant permit/licence number.

**Step 4.** (Conditional) In the **Licence No** column, for each line, enter the relevant permit/licence number.



**Note:** to save the community protection question answers without proceeding to the lodgement questions/declarations, click on the Save button.

**Step 5.** Click on the **Next** button.

The **Import Declaration (N10) Community Protection Questions** screen redisplays, if further community protection questions exist. Otherwise the **Import Declaration Lodgement Questions/Declarations** screen displays.

The Import Declaration Lodgement Questions/Declarations screen enables users to answer import declaration lodgement questions and declarations.

The Declaration Details are read-only.

The Lodge button is only enabled when all lodgement questions/declarations and all community protection questions are answered.

If no community protection questions are applicable to the declaration the CP Questions hyperlink does not display.

**Step 6.** In the **Response** column, for each lodgement question, click on the drop-down button and select **YES** or **NO**.

**Step 7.** Select the **Response** column checkbox for each lodgement declaration if applicable.



**Note:** to save the lodgement questions/declaration without lodging the import declaration, click on the Save button.



**Note:** ICS processing requires that a declaration be submitted on the same day that it is lodged. This means that if an import declaration has been submitted on a previous day, it must be re-submitted before it can be lodged.

**Step 8.** Click on the **Lodge** button.



**Note:** lodgement is enabled only if all mandatory information for an import declaration has been entered.

A confirmation message displays.



**Step 9.** Click on the **OK** button.

The **ICS Home Page** displays.

## RELATED TOPICS

For more information on Air Cargo Reports, refer to [Module 3](#).

For more information on Sea Cargo Reports, refer to [Module 8](#).

For an overview of Import Declarations, refer to [Module 15](#).

For more information on Full Import Declarations (N10), refer to [Module 16.1](#).

For more information on Warehouse Declarations (N20), refer to [Module 17](#).

For more information on Import Declarations (N30), refer to [Module 18](#).

For more information on SACs, refer to [Module 19](#).

For more information on Payments, refer to [Module 20](#).

For more information on S71E Movement Applications, refer to [Module 21](#).

For more information on Unaccompanied Personal Effects, refer to [Module 22](#).

For more information on Drawbacks, refer to [Module 23](#).

## FURTHER ASSISTANCE

For more information email [cargosupport@customs.gov.au](mailto:cargosupport@customs.gov.au) or phone 1300 558 099.

For information about GST, LCT and WET, contact the Australian Tax Office on 13 28 66.

For AQIS information go to [www.aqis.gov.au](http://www.aqis.gov.au) and follow the links from 'Hot Topics at AQIS'.