



MANNIX

FREIGHT SERVICES

MEMBER OF THE WORLD
FREIGHT GROUP

Once we have given you the flight details and the ETA (estimated time of arrival) to the airport of your choosing. Please follow the instructions below in order to pick-up the goods.

The airline should contact the consignee (person or people who are to pick-up the goods) upon arrival at the destination airport. We do suggest that you contact the airline on the day of arrival of the goods if you have not heard from them. Contact information given by Mannix Freight Service agent.

-The person you select will go to the airport cargo side to collect the document pouch which contains the documents you have completed, the airwaybill and other forms we have completed.

The address should be e-mailed or by Mannix Freight Service agent.

- Once there, ask for instructions on where the cargo customs office is. Usually open Monday to Friday 9-4.

- They simply go to customs, ask to report the import of your personal effects. Customs may ask some simple questions but will give the airwaybill a stamp.

- You will need to go back with this stamp to the airline terminal, pay their terminal fee (as discussed with your Mannix Freight Service agent) and then you will be able to collect your personal effects.

- This is a basic procedure and different countries may have different rules and regulations.

- Our rates do not include unexpected costs at destination for customs quarantine or inspections or storage if not picked up within the allowed time. Note that customs clearance very rarely happens.

- These notes are our advise on how to clear customs. You can get a customs broker to clear at additional charges if you wish.

Thanks,

Mannix Freight Service

Tel: 604-275-8094

Fax: 604-275-8114

Toll Free: 1-800-398-8855



AIR NEW ZEALAND CARGO

ADELAIDE

Dear

Thanks for choosing Air New Zealand to uplift your cargo. Your shipment has been uplifted under Air Waybill 086- _ _ _ _ _ and travelled on NZ _ _ _ / _ _ _ _ _ .

Below is some important information you need to be aware of which should help make collecting your shipment easier on arrival into Adelaide.

Where to collect your shipment?

Our Ground Handling Agent in Adelaide is Australian air Express.

Australian air Express
Sir Richard Williams Ave
Adelaide Airport SA 5950

Phone: 61 8 8400 3529
Fax: 61 8 8400 3544

Hours of Operation

Australian air Express are open as follows:

Monday – Friday	0800 – 1700
Weekends	0800 – 1200
Public Holidays	0800 – 1200

Import Fees

There are fees and charges payable to collect your shipment and you will need to contact Australian Air Express on the phone number shown above to check their local charges.

Customs Clearance

You will be required to arrange customs clearance of your shipment.

For unaccompanied personal effects you will need to complete a B534 form. A copy of the B534 form is attached for you to complete prior to collection of your goods. If you have any questions regarding customs clearance please contact Customs via their website www.customs.gov.au or on the phone number noted below.

You will be required to provide 100 points Evidence of Identity including at least one primary document. The primary documents are:

- o Full Birth Certificate

PO Box 1007, Mascot NSW 1460, AUSTRALIA, Level 2, Qantas Freight Centre, Link Road, Mascot NSW 2020,
AUSTRALIA

Telephone 61-2-9667 0331 Facsimile 61-2-9667 0336

- o Australian Citizenship Certificate
- o Current Passport
- o Other documents of identity having the same characteristics as a passport.

You will also need to provide Customs with a detailed packing list outlining all the items contained in your shipment.

Finally you will be required to provide details of the Air Waybill relating to the goods. This may be a copy of the document or details supplied to you by your carrier / agent. Your air waybill number and flight details are noted at the top of this letter.

Location for Customs:

Address: 220 Commercial Road Port Adelaide SA 5015

Phone: 1300 558 287

Hours of Operation

Customs are open as follows:

Monday – Friday	0830 – 1600
Weekends	Closed
Public Holidays	Closed

Fees and Duties

Some items require duty and tax to be paid on arrival into Australia. Please check with Australian Customs on the phone number shown above.

I hope you find this information useful.

Yours sincerely,

Air New Zealand Cargo