

Cusmode Customs Brokers

Commercial Import Checklist

Importer / shipment details

Importer name	
Customs client code	
GST / IRD number	
Supplier / exporter	
Country of export	
Country of origin	
Vessel / flight	
ETA	
Bill of lading / AWB	
Container / package count	

Documents and information required

Required document / information	Provided / Notes
■ Commercial invoice showing seller, buyer, goods description, currency, value and incoterm	
■ Packing list showing packages, weights, measurements and marks/numbers	
■ Bill of lading, sea waybill, air waybill or arrival notice	
■ Freight and insurance costs, if not shown on the invoice	
■ Supplier/manufacturer product information, catalogue, SDS or specification sheet if required	
■ HS tariff/classification information if available	
■ Certificate of origin / Free Trade Agreement evidence if preference is claimed	
■ Import permit, licence or approval if goods are controlled or restricted	
■ MPI/biosecurity documents for food, plant, animal, wooden, used or risk goods	
■ Wood packaging declaration or treatment details if applicable	
■ Dangerous goods declaration / SDS if applicable	
■ Delivery address and delivery contact details	
■ Authority to Act completed and signed	
■ Any prior rulings, approvals, previous entries or special instructions	

Special notes / goods description / permit details

