

Shipper's import checklist

Sending goods / samples to Australia can be complicated. Australian legislation and the Australian Border Force place strict regulations on the importation of items into Australia and can impose severe penalties on any unauthorised or fraudulent imports.

Refer to the checklist below to ensure you meet specific requirements when importing items to Australia, particularly for chemicals or other hazardous goods.

Labelling and packaging

Ensure the items are correctly labelled in English, and if required using the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

Enclose the chemical's safety data sheet (SDS) in English.

Package and label the items according to [International Air Transport Association \(IATA\) guidelines](#).

Documentation from supplier / shipper

Prepare an original 'Manufacturer's / shipper's declaration' letter printed on the official letterhead of your business. This letter must be in English and must include:

A full description of the goods, including volume and state (solid, liquid, etc.)

The following statement: '*These goods are not of biological origin*'. Or, if this cannot be honestly stated, please contact the UQ requester to obtain further instruction and **do not ship the product**.

End use for the goods (e.g. laboratory research and development)

Shipping details (e.g. courier and consignment note / airway bill number - AWB#)

Shipping value which must match the invoice value, as customs taxes will apply

Signature, date, full name and title of the person making the declaration

If the document is more than one page, include page numbers and repeat the airway bill number on each page.

Dispatch – Documentation on package

Attach a printed copy of the following documents to the outside of the package, inside an envelope marked '**Attention Customs**'. DO NOT put the paperwork inside the package itself – Australian Border Force and Customs Officers must have ready access to the documents.

If submitting these documents electronically, please ensure the description of goods is clear and accurate.

Invoice – You must still include a proforma invoice if item is not being sold to UQ

Manufacturer's / shipper's declaration' as prepared above.

Note: The information above is for general shipping of goods to Australia. Some items may require specific permissions and permits to be legally imported. You must follow any other guidance provided by the purchaser, The University of Queensland or any Australian Government agency.