

CUSTOMS & QUARANTINE GUIDELINES FOR CONSIGNORS IMPORTING EQUIPMENT INTO AUSTRALIA

Please follow these instructions when importing equipment to be sold in Australia.

- **Full copy of original Bill of Lading** – First and second originals must be sent to Ritchie Bros. Third original to be held by consignor in case of lost documents.
- **Packing list on company letterhead** – List must include a full description of every item in the consignment, including manufacturer, model, serial number and accurate descriptions. For example, when describing compressors, generators, pumps and other miscellaneous items, note whether they are portable or skid mounted, petrol or diesel. This can affect the outcome of duties applicable and quarantine orders.
- **New/unused items** – The consignor must provide a letter from the manufacturer to state they are unused and not field tested.
- **Unused items** that are packed in the same container as used items will automatically be directed to Quarantine for inspection/washing. The consignor will incur costs in this situation.
- You will require an Australian Government permit to import items such as **trailers, ATVs, golf carts and motorbikes**. These items may be required to pass Australian Standards before a permit will be issued.
- **Packing declaration on company letterhead** – If straw, timber, wood or bark packing materials are declared, a fumigation certificate is required from the fumigation company at the port of origin. The fumigation certificate must state which chemicals were used and the length of time of the treatment. If a fumigation certificate is required but not supplied, the units/containers will be held at Australian Customs. Depending on the type of packing used and the Quarantine inspection, the items will be sent for fumigation or unpacked at the wharf and any packing destroyed. All costs will be to the consignor.
- **Commercial invoice on company letterhead** – The consignor must provide a commercial invoice stating the fair market value and incoterm (i.e. FOB, CIF, etc) of the units being sold. This is used to calculate duties and applicable taxes. Once the units have been sold, Ritchie Bros. must declare the actual selling price to Australian Customs for duty adjustments, either payable or refundable.
- **If Ritchie Bros. is directed to process the clearance of goods** – The consignor must provide a letter on company letterhead stating that they authorize Ritchie Bros. Auctioneers to pay all costs related to the clearance by Australian customs, including, but not limited to, duties, taxes, quarantine inspection fees and quarantine wash, and that the consignor authorizes these costs to be deducted from their settlement.
- **Units with air conditioning** – As per Australian Government regulations, you must provide a letter on company letterhead stating that the unit has been de-gassed, or what type and how much gas the unit holds.
- The Australian Quarantine and Inspection Service (AQIS) Points has very strict cleanliness guidelines on the importation of goods. Ritchie Bros. highly recommends that all units be **cleaned** before leaving the port of origin. However, all used equipment will still be directed for quarantine inspection and wash with no exception.
- AQIS may order that **panels** be removed from units, which will incur reassembly costs.
- AQIS requires all **air filters** in units to be removed and replaced at the consignor's expense.
- **Containers** – Weight limits apply for transport in Australia. Please contact your shipping agent for details. If you, as the consignor, telex release the Bill of Lading at the port of origin, you must provide a copy of the Bill of Lading to Ritchie Bros. showing it has been telexed released.
- **Goods and Services Tax (GST)** is applicable on all units and associated costs. GST is only refundable if you have an Australian Registered Company and a taxation office Australian Business Number (A.B.N.).
- **Send copies of documentation prior to vessel arrival** – Send copies of any documents by fax or email to the Ritchie Bros. auction site in Brisbane at least two weeks prior to the arrival of the units in Australia. This

will allow Ritchie Bros. to lodge the entry with Australian Customs prior to the vessel arriving. Original documents must still be couriered to Ritchie Bros. and surrendered on behalf of the consignor so that clearance can be finalized and goods released from the wharf (unless telex release has been arranged). Late documents will cause delays in customs clearance and any additional costs will be at the consignor's expense.

- D.L. Tomkinson is the nominated broker for all incoming Australian Customs clearances on behalf of Ritchie Bros. Auctioneers. Any other broker will need written authorization from Ritchie Bros. prior to vessel arriving.

FURTHER INFORMATION

Visit the Australian Quarantine and Inspection Service web site at www.daffa.gov.au/aqis.

Contact the Ritchie Bros. auction site in Brisbane, Australia: +61.7.3382.4444.

Disclaimer: Ritchie Bros. Auctioneers will not be held liable for the information within this document. We believe the information offered to be accurate; however, we cannot accept responsibility for any errors or omissions.