

Instructions

Completing contingency export submanifest form

During a declared outage contingency export submanifests will only be accepted and processed by Customs for consolidations due to be delivered to cargo or container terminals during the next 24 hours. Consolidators are responsible for prioritising the lodgement of these submanifests.

- Complete all data fields on the contingency form.
- The consolidation details must be reported using a contingency export submanifest form, to which the consolidator may attach printed reports generated by the consolidator's electronic systems.
- The cargo identifier is:
 - for airfreight, the air waybill number;
 - for containerised sea freight, the container number; or
 - for non-containerised sea freight, the bill of lading number of booking reference.
- For consolidations that include warehoused goods mentioned in Schedule 1AAA of the Customs Regulations 1926, the s77G depot ID must be provided.
- Goods for which EXLV or EXPE have been quoted must include the consignor, destination country and description of the goods.
- Sign and date the contingency form.

The completed contingency export submanifest form may be lodged:

- in person at a Customs counter (refer contact details); or
- by fax or email by registered ICS clients.

Evidence of identity is not required for registered ICS clients.

Issue of a Contingency Customs Authority Number

- Customs will process the contingency form(s) and return a copy that advises a Contingency CRN (C-CRN) subject to risk assessment of the goods.
- Customs may request additional information before issuing a C-CRN.
- Customs may not issue a C-CRN for goods which cannot be exported or require examination prior to export. Under these circumstances, Customs will advise the reporting party of the subsequent requirements.

Use of the Contingency CRN

The C-CRN is an authority to deal with the goods referred to in the contingency submanifest. The consolidation may be delivered to a wharf or airport for export using the C-CRN.

Export submanifest recovery

When the ICS becomes operative, you are obliged to make an electronic export declaration for the goods. The first line of the submanifest must quote the C-CRN which was used to export the consolidation by:

- entering **EXCC** as an export entry exemption code; and
- quoting the **C-CRN** in the "C-CAN" field if using Customs Interactive, or in the RFF segment if using EDI.

If the submanifest includes a consignment exported using a contingency EDN (C-EDN), it must be quoted by:

- entering **EXCC** as an export entry exemption code; and
- quoting the **C-EDN** in the "C-CAN" field if using Customs Interactive, or in the RFF segment if using EDI.

If the submanifest includes a consignment exported using a normal CAN—EDN, ACEAN or TN—or an export entry exemption code, then it should be reported in the normal fashion.

For more information access the Customs website www.customs.gov.au, telephone ICS Business Support on 1 800 022 267, or contact your local Customs office.

Contact details

NSW

Sydney: Ground Floor, Customs House P 02 8339 6147

10 Cooks River Drive F 02 8339 6709
Sydney International Airport Mascot NSW 2020 F 02 8339 6707

VIC

Melbourne (Sea): Customs House, P 03 9244 8186
1010 Latrobe Street, Docklands F 03 9244 8010

Melbourne (Air): Level 1, Customs House P 03 9339 1250
Grants & Service Roads, Melbourne Airport F 03 9339 1288

QLD

Brisbane: Level 2, Terrica Place P 07 3835 3161
140 Creek Street, Brisbane F 07 3835 3493

Cairns: 1st Floor AAC Building P 07 4052 3501
Cairns Intl Airport F 07 4052 3553

Townsville: 5th Floor, 61-73 Sturt Street P 07 4722 3700
Townsville F 07 4722 3735

SA

Adelaide (Sea): Customs House P 08 8447 9213
220 Commercial Road, Port Adelaide F 08 8447 9208

Adelaide (Air): Aviation House P 08 8447 9539
International Drive, Adelaide Airport F 08 8234 4019

WA

Perth (Sea & Air): Customs House P 08 9430 1409
2 Henry Street, Fremantle F 08 9430 1734

Perth (Air): Customs House P 08 9477 8600
Fricker Rd, Perth International Airport F 08 9477 8680

TAS

Hobart: 1st Floor, MBF Building P 03 6230 1270
25 Argyle Street, Hobart F 03 6230 1261

Burnie: District Office P 03 5431 2722
24 Wilmot Street, Burnie F 03 6431 9227

Launceston: District Office P 03 6331 9033
89 The Esplanade, Launceston F 03 6334 3190

NT

Darwin: Customs House P 08 8946 9851
21 Lindsay Street, Darwin F 08 8946 9953

ACT

Canberra: Ground Floor, Customs House P 02 6275 5041
5 Constitution Av, Canberra

National: Cargo Support **1300 558 099**