



## External Release Notes 14.4.03

### Purpose

The scheduled date for Integrated Cargo System (ICS) release 14.4.03 (C388855) is 10 September 2014.

These notes are designed to provide plain English descriptions of the changes with the aim of providing a better understanding of what has been fixed and how it might relate to ICS business processes.

### **C386509 – Clearing Unaccompanied Personal Effects (UPEs) via a Full Import Declaration (FID)**

#### **1. Background**

Currently the processing of UPEs is a manual one. The ICS does not have a method of lodging and clearing unaccompanied personal effects electronically. As a result we are addressing this deficiency by implementing a process whereby a UPE can be reported as part of a Nature 10 or a nature 10 line of a nature 10/20 Full Import Declaration (FID).

The benefit of this ICS change will mean Customs Brokers will no longer have to attend a Customs Client Service Counter.

#### **2. ICS Solution**

This ICS change will provide the ability to quote and clear a UPE consignment on an import declaration via Customs Interactive or via EDI messaging. The new capability will provide Customs Brokers a facility where they can add a UPE tariff line to a FID and make a UPE declaration on behalf of their client. They will also be able to add other tariff lines to the FID in order to clear other goods in the same consignment that may not be covered by the UPE By-law.

The “Unaccompanied Personal Effects ID” field has been removed and replaced with a ‘UPE Ind’ field on the FID Header Create Screen. If the ‘UPE Ind’ is checked, a single tariff line must contain the tariff classification of ‘9999 4015’ and the statistical code of ‘41’. Where this tariff classification and statistical code combination is used, additional details relating to the owner of the UPE consignment will be required.

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### 3. ICS Customs Interactive Changes

Navigation to the UPE indicator is from the “Import Document Create” menu via the “Import Declaration Header Create” screen. When lodging a UPE for tariff classification of ‘9999 4015’ with the statistical code of ‘41’ combination the ‘UPE Ind’ field can be checked to indicate that a line on the declaration relates to an UPE consignment. When the indicator is checked an additional ‘UPE data’ hyperlink will be enabled which navigates to the “Import Declaration UPE Data Create” screen where the following additional information must be provided (Refer to figure 1 & 2):

The following new fields are mandatory for Importer Details (Refer to figure 2):

- Date of Birth;
- Sex;
- Passport Country of Issue; and
- Travel Document Number.

The following new fields are non-mandatory for Persons Covered by This Statement (Refer to figure 2):

- Spouse Name;
- Spouse Passport Country of Issue;
- No. of Children Under 18; and
- Spouse Passport Number.

Amend and View functionality is also available for the ‘Import Declaration Header’ and ‘Import Declaration UPE Data’ screens.

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Figure 1.

**Import Declaration (N10) Header Create**

**Incomplete**

Temporary Declaration ID AAAG7AAFG Branch ID AC63XT

**Importer Details**

ABN CAC CCID  
 Importer ID [ ] [ ] OR AAA7674667A  
 Importer Reference UPE SCREEN

**Broker Details**

Broker Reference [ ]  
 Contact/Broker Phone No [ ]  
 Nominee Broker Licence No 1966

Destination Port Code AUSYD find  
 Invoice Term Type FOB-FREE ON BOARD  
 Valuation Date 18 AUG 2014  
 Effective Duty Date [ ]  
 Header Valuation Advice No [ ]

AQIS Inspection Location [ ]  
 AQIS Concern Type [ ]

EFT Payment Ind

Type	Amount	Currency
Invoice Total	5000.00	AUD find
Overseas Freight	[ ]	find
Overseas Insurance	[ ]	find

Free On Board 5000.00 AUD find  
 Cost, Insurance & Freight 280.00 AUD find

Self Assessed Clearance Ind  UPE Ind  UPE Data  
 Pay Duty, Taxes, Charges   
 Section 70 Return Ind

Amber Reason Type [ ] Amber Statement Paid Under Protest? NO

Save Cancel

Figure 2.

**Import Declaration (N10) UPE Data Create**

**Incomplete**

Declaration Details  
 Temporary Declaration ID AAAG7AAFG  
 Importer Reference UPE SCREEN Broker Reference

**Importer Details**

ABNCAC CCID  
 Importer ID [ ] [ ] OR AAA7674667A Date of Birth 01 JAN 1982  
 Importer Name DARRENS WAREHOUSE Sex MALE  
 Passport Country of Issue AUSTRALIA Travel Document Number N1458963

**Persons Covered By This Statement**

Spouse Name [ ] No of Children Under 18 [ ]  
 Spouse Passport Country of Issue [ ] Spouse Passport No [ ]

OK Cancel

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### 4. Mandatory and Non- Mandatory fields

If the 'UPE Ind' field is checked and any of the mandatory fields are not supplied the following error will be displayed.

'<Field Name> must be supplied for UPE document'

If the 'UPE Ind' field is not checked and any of the mandatory or non – mandatory fields are supplied, the following error will be displayed:

'<Field Name> not allowed for non UPE document'

If any spouse fields are supplied then all spouse fields must be supplied otherwise the following combination of errors will be generated on fields that are not supplied:

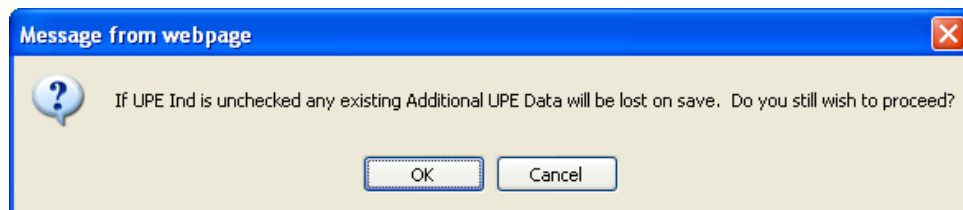
'Spouse Name Required'

'Spouse Passport Country of Issue Required'

'Spouse Passport Number Required'

Once all the UPE data has been provided and the 'UPE Ind' field is then unchecked the following message will be displayed (Refer to figure 3):

Figure 3.



UPE data will still exist until changes have been saved on the previous 'Header Create' screen. Checking the 'UPE Ind' field again prior to selecting the 'Save' button will ensure UPE data is not lost.

If the FID is amended via EDI and the 'UPE Ind' field is not supplied but UPE data exists and/or a UPE tariff line with the tariff classification of '9999 4015' and the statistical code of '41' exists the following error message will be generated:

'UPE line not allowed as Declaration is not a UPE'

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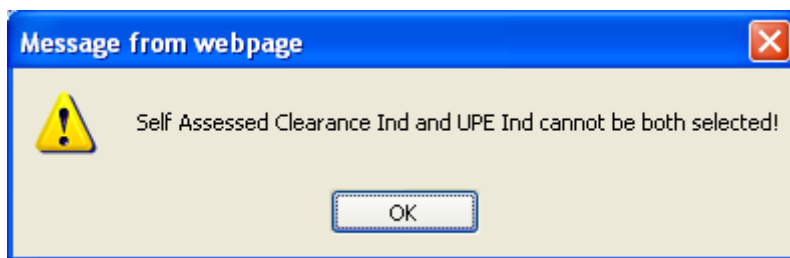
### 5. Self-Assessed Clearance

A Self-Assessed Clearance cannot be used for goods that are UPE's otherwise the following error message will be generated:

'A Self-Assessed Clearance cannot be used for goods that are Unaccompanied Personal Effects'.

The 'UPE Ind' field and the 'Self-Assessed Clearance Ind' field are mutually exclusive and can NOT be checked at the same time otherwise the following message will be displayed:

Figure 4.



### 6. FID Nature Type

The 'UPE Ind' field and 'UPE Data' fields only relate to a Nature 10 and the Nature 10 component of a Nature 10/20 FID document type.

A UPE tariff line must be created as a Nature 10 line on a Nature 10/20 and is not allowed to be created as a Nature 20 line, otherwise the following error message will be generated:

'UPE line not allowed to be a N20 line'

The 'UPE Ind' field and 'UPE Data' fields can NOT be supplied on a Nature 20 or Nature 30 FID as the indicators are not available on the UI screens, and for EDI the following error message will be generated:

'UPE Header Property is not allowed for Nature Type'

Only one (1) UPE tariff line containing the tariff classification of '9999 4015' and the statistical code of '41' is allowed per FID. When a second line using the UPE tariff/statistical combination is entered this line will result in the following error message being generated:

'UPE line already exists at line @ - only one line allowed'

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If the FID contains a UPE tariff line containing the tariff classification of '9999 4015' and the statistical code of '41' where the 'UPE Ind' field is not checked then the following error message will be generated:

'UPE line not allowed as Declaration is not a UPE'

If the 'UPE Ind' field is checked and the FID does not contain a UPE tariff line with the tariff classification of '9999 4015' and the statistical code of '41' the following error message will be generated:

'UPE line required for UPE declaration'

All UPE line validations will be validated when the 'submit' button is selected.

### 7. Lodgement Questions

When the UPE Header Document Property is supplied for EDI or the 'UPE Ind' field is checked on the header create screen for a N10 or N10/20 FID, there are six (6) UPE questions that will need to be answered.

There are two message advices associated with the UPE lodgement questions: One in respect to Australian Customs and Border Protection Service UPE lodgement questions and one in respect to the Department of Agriculture UPE lodgement questions.

Message advices will be sent, regardless of the answer given, advising the Customs Broker what action is required.

If a 'YES' response has been supplied the following actions are required as per below:

Production Lodgement Question No. 502  
Industry Test Lodgement Question No. 394

- DO THE UNACCOMPANIED EFFECTS CONTAIN ANY RESTRICTED GOODS?

ICS response:

Production Message Advice No. 281  
Industry Test Message Advice No. 281

Provide list of restricted goods and relevant import permits.

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Production Lodgement Question No. 503  
Industry Test Lodgement Question No. 395

- DO THE UNACCOMPANIED EFFECTS CONTAIN CURRENCY ABOVE \$10,000 AND/OR MEDICINES PRESCRIBED OR OTHERWISE?

ICS response:

Production Message Advice No. 281  
Industry Test Message Advice No. 281

For currency above \$10,000 provide a Cross-Border Movement - Physical Currency (CBM-PC) form.

For medicines provide a list of medicines and relevant import permits.

Production Lodgement Question No. 504  
Industry Test Lodgement Question No. 396

- DO THE UNACCOMPANIED EFFECTS CONTAIN ANY NON-CONCESSION GOODS?

ICS response:

Production Message Advice No. 281  
Industry Test Message Advice No. 281

Enter non-concession goods on a separate tariff line.

The following Department of Agriculture lodgement questions must be answered as part of the UPE lodgement declaration:

Production Lodgement Question No. 505  
Industry Test Lodgement Question No. 397

- HAS THE OWNER OR FAMILY MEMBERS BEEN IN CONTACT WITH FARM ANIMALS WITHIN ONE MONTH PRIOR TO SHIPPING?

ICS response:

Production Message Advice No. 388  
Industry Test Message Advice No. 324

PERSONAL EFFECTS REQUIRE QUARANTINE DOCUMENTARY RISK ASSESSMENT AND OFTEN REQUIRE PARTIAL OR FULL INSPECTION. THE CLIENT MUST PROVIDE A DETAILED PACKING LIST WHICH CORRESPONDS TO NUMBERED BOXES/ITEMS. NO PACKING LIST OR AN INADEQUATE LIST WILL RESULT IN A FULL UNPACK AND INSPECTION OF THE GOODS.

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Production Lodgement Question No. 506  
Industry Test Lodgement Question No. 398

- DO THE UNACCOMPANIED EFFECTS CONTAIN ANY GOODS SUBJECT TO ANIMAL QUARANTINE LAWS, OR WILDLIFE EXPORT AND IMPORT LAWS?

ICS response:

Production Message Advice No. 388  
Industry Test Message Advice No. 324

PERSONAL EFFECTS REQUIRE QUARANTINE DOCUMENTARY RISK ASSESSMENT AND OFTEN REQUIRE PARTIAL OR FULL INSPECTION. THE CLIENT MUST PROVIDE A DETAILED PACKING LIST WHICH CORRESPONDS TO NUMBERED BOXES/ITEMS. NO PACKING LIST OR AN INADEQUATE LIST WILL RESULT IN A FULL UNPACK AND INSPECTION OF THE GOODS.

Production Lodgement Question No. 507  
Industry Test Lodgement Question No. 399

- DO THE UNACCOMPANIED EFFECTS CONTAIN ANY GOODS SUBJECT TO PLANT QUARANTINE LAWS?

ICS response:

Production Message Advice No. 388  
Industry Test Message Advice No. 324

PERSONAL EFFECTS REQUIRE QUARANTINE DOCUMENTARY RISK ASSESSMENT AND OFTEN REQUIRE PARTIAL OR FULL INSPECTION. THE CLIENT MUST PROVIDE A DETAILED PACKING LIST WHICH CORRESPONDS TO NUMBERED BOXES/ITEMS. NO PACKING LIST OR AN INADEQUATE LIST WILL RESULT IN A FULL UNPACK AND INSPECTION OF THE GOODS.

### 8. Lodgement Declaration

When the UPE Header Document Property is supplied for EDI or the 'UPE Ind' is checked for a N10 or N10/20 FID an additional lodgement declaration is required.

The wording of the UPE lodgement declaration will be:

Production Lodgement Question No. 508  
Industry Test Lodgement Question No. 400

'I declare that the Unaccompanied Personal Effects are goods as prescribed in Column 1 of the table for the purposes of Item 15 of Schedule 4 to the Customs Tariff Act 1995'.



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### 9. Charges for a Full Import Declaration which includes a UPE tariff line

Where a FID is lodged with a single tariff line only and that tariff line is a UPE tariff line containing tariff classification '99994015 and statistical code '41' combination, the Import Processing Charge (IPC) will NOT be applied to the FID.

Where a FID is lodged that contains tariff classification '99994015 and statistical code 41' combination and other tariff line combinations, duties, taxes and other charges will ONLY be calculated for tariff lines combinations, other than the UPE tariff line.