

# NZCS 508

## Request for release of goods for export



NEW ZEALAND  
**CUSTOMS SERVICE**  
TE MANA ĀRAI O AOTEAROA

### About this form

Use this form to request the release of export goods held in containers and/or packages at a Customs controlled area, where:

- An export entry HAS been lodged, as per Section 90(3)(b) of the Customs & Excise Act 2018.
- An export entry HAS NOT been lodged, as stated in Section 85(1)(b) of the Customs & Excise Act 2018.

### Completing this form

You can complete this form by saving a copy to your computer. Information you have filled in can be saved as you go so you don't have to complete it in one session.

You can choose to print and complete this form by hand instead. Use a blue or black ink pen and write in CAPITAL LETTERS.

### Before you start

You will need to refer to the following documents to complete your request:

- Bill of lading or booking reference number
- Export entry number (where applicable)
- Container number (or house bill and number of packages if LCL cargo)

**Q1 Contact details of exporter or agent**

|               |                      |
|---------------|----------------------|
| Exporter name | <input type="text"/> |
| Email address | <input type="text"/> |
| Street number | <input type="text"/> |
| Street name   | <input type="text"/> |
| Suburb        | <input type="text"/> |
| Town/City     | <input type="text"/> |
| Region        | <input type="text"/> |
| Postcode      | <input type="text"/> |

**Q2 Customs Controlled Area (CCA) details**

This is for the Customs Controlled Area releasing the goods.

Please provide details for the CCA where the goods are being uplifted from

|                   |                      |
|-------------------|----------------------|
| CCA name          | <input type="text"/> |
| CCA email address | <input type="text"/> |

**Q3 Goods details**

Description of goods

|  |                      |
|--|----------------------|
| Intended port or wharf for loading                                       | <input type="text"/> |
| Vessel, voyage or flight number  | <input type="text"/> |
| Container number(s), (or house bill and number of packages if LCL cargo) | <input type="text"/> |

**Q3 Goods details (continued)**

Bill of lading or booking reference number

Export entry number (where applicable)

Has this lodgement been submitted through TSW?

Yes

No

What is the reason for release?

Cancelled order

Change of shipping arrangements

Delivered to wrong CCA

Return to exporter to repack

Other – please specify below

**Q4 Excisable goods**

Only answer this question if your goods are liable for excise.

Please provide details for the CCA where goods are to be returned

CCA name

CCA email address

**Q5 SES scheme**

Only answer this question if your goods are covered by the SES scheme.

Please provide details for the exporter/secure packing facility where goods are to be returned

Name

Email address

## Customs use only

Approval is given to remove these goods from the control of Customs.

Signature

Date  
(Customs stamp)

## What happens next

If your request relates to a postal item, send your completed form to [mail@customs.govt.nz](mailto:mail@customs.govt.nz).

For all other requests, send your completed form to [service.delivery@customs.govt.nz](mailto:service.delivery@customs.govt.nz).

### For CCA

- Retain a copy of this form as part of your procedure statement for your CCA licence requirements.

### For exporter/broker

- Ensure the export entry is cancelled or amended – refer to Section 90(3)(a) of the Customs and Excise Act 2018 for details.

## How Customs collects and uses your information

New Zealand Customs Service (Customs) may collect and use information for border management and border related risk management purposes under the Customs and Excise Act 2018. Under the Privacy Act 2020 you have the right to request access and correction of any personal information you have provided or that Customs holds on you. Information may be withheld from you for the reasons (for refusal of request) listed in Part 4 of the Privacy Act 2020. You may request access and correction through any office of Customs.