



NEW ZEALAND
CUSTOMS SERVICE
TE MANA ĀRAI O AOTEAROA

Under section 421(1) of the Customs and Excise Act 2018,

I, Christine Stevenson, Chief Executive, New Zealand Customs Service, make the following rules:

Customs (Outward Cargo Report) Rules 2024

Signed at Wellington

This 12th day of June 2024

Christine Stevenson

Chief Executive, New Zealand Customs Service

Customs (Outward Cargo Report) Rules 2024

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Part 1

Rules

Section 1 Preliminary provisions

1.1 Title

These rules are the Customs (Outward Cargo Report) Rules 2024.

1.2 Commencement

These rules come into force on 15 July 2024.

1.3 Application and purpose

1.3(1) These rules apply to persons required to provide Customs with an outward cargo report under section 45(2) of the Act.

1.3(2) These rules prescribe the way in which outward cargo reports are to be made for the purposes of section 45 of the Act.

1.4 Interpretation

1.4(1) In these rules, unless the context otherwise requires—

Act means the Customs and Excise Act 2018

Trade Single Window (TSW) means the computer system application jointly managed by Customs and the Ministry for Primary Industries as part of the Joint Border Management System that enables parties involved in international trade and transport to submit craft and cargo clearance data that is required by New Zealand Border agencies electronically once through one entry point

WCO message means a message in the format made in accordance with the requirements set out in the World Customs Organisation Data Model 3.

1.4(2) Unless the context otherwise requires, a term that is used in these rules and defined in the Act but not defined in these rules has the meaning given in the Act.

1.5 Revocation

The Customs (Outward Cargo Report) Rules 2014 are revoked.

Section 2 Form and manner for outward cargo reports

2.1 Outward cargo reports to be made in the way prescribed

Every outward cargo report required under section 45(2) of the Act must be made in accordance with rules 2.2 and 2.3.

2.2 Form of outward cargo report

Every outward cargo report must be made electronically in the WCO message format specified in Schedule 1 to these rules.

2.3 Manner in which outward cargo report to be provided

Every outward cargo report must be—

- (a) submitted in Trade Single Window; and
- (b) completed in accordance with Schedule 2 to these rules.

2.4 Requirement to provide answers and make declaration

2.4(1) The person making an application under these rules must provide the answers to all matters as are required in or by the applicable form.

2.4(2) Where a form requires a declaration to be made, the person must make any such declaration.

2.5 Alteration to forms

2.5(1) Without limiting the generality of section 52 of the Legislation Act 2019, the forms prescribed under these rules—

- (a) may be altered in design to suit Customs' business processes; and
- (b) may contain additional material not inconsistent with the prescribed information in these rules.

2.5(2) Where a prescribed form contains any explanatory or other notes, such notes do not form part of the prescription but are intended to assist the person in the completion of the form.

Part 2
Schedules

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Schedule 1

Form of outward cargo report

r 2.2

New lodgement

- Report
- Submitter

Declaration

Craft details

- Carrier code
- Carrier Name
- Craft Name or Flight Number
- Voyage Number
- IMO/Lloyds Number
- Date of Departure
- Port of Departure
- Itinerary
- Country of routing

Consolidation

- Consolidator Code
- Consolidator Name
- Master Bill
- Booking Reference
- Containers
- Container Number
- Container Status
- Delivery Notification
- Party Code
- Party Name Email

Override request

- Override Indicator

Additional documents

- Document Type
- Document Reference Number
- Attachment Type
- Attachment

Additional information

- Type
- Additional Information Text

Remarks**Consignments**

- Consignment number
- Bill Details
- Bill Type
- Bill Number
- Export Delivery Order Number
- Unique Consignment Number

Schedule 2

Manner in which outward cargo report to be provided

r 2.3

General requirements:

- (a) The information submitted in the message must be true, correct and complete in every particular.
- (b) In this Schedule, the term “electronic format” means an electronic message format made in accordance with the requirements set out in the World Customs Organization Data Model 3 and the NZ Trade Single Window Message Implementation Guidelines for Outward Cargo Report (OCR).
- (c) If the information provided in accordance with the message content below is no longer true, correct and complete in every particular, then the related OCR that has been submitted must be either cancelled or replaced or changed in accordance with this Schedule.
- (d) All fields in the OCR must be completed unless stated below.

NEW LODGEMENT

Report

Select “Outward Cargo Report”.

Submitter

The Submitter’s Code must be stated.

Note: The Submitter’s Code is issued by Trade Single Window for the system (trading partner) sending the transaction. Once sent the Submitter Code cannot be amended.

DECLARATION

Senders Reference Number

A unique reference number created by the Submitter must be stated. The Sender’s Reference Number must be the same on all subsequent adjustment transactions for an OCR.

CRAFT DETAILS

Carrier code

The unique identification code issued by Trade Single Window for the Carrier must be stated where the OCR is provided by the Carrier.

Carrier Name

The name of the transporting carrier providing the transport of goods from New Zealand must be stated if known. It may be provided when the OCR is submitted by a Consolidator.

The craft is the vessel/ship or aircraft that is departing to a point outside New Zealand with the exported goods.

Craft Name or Flight Number

The vessel/ship's registered name (if by sea) or the flight number (if by air) must be stated.

Voyage Number

For exports by sea, the voyage number must be obtained from the Carrier and stated.

IMO/Lloyds Number

For exports by sea, the International Maritime Organisation (IMO)/Lloyds number should be stated, if known.

Date of Departure

The date of departure of the craft from New Zealand must be stated, in the format CCYYMMDD. For example, 12 June 2013 would be 20130612.

Port of Departure

The port where the goods are expected to be loaded for shipment to a point outside New Zealand must be selected. This field must state the 5- character port of loading code (UN/LOCODE) available from www.unesco.org and Customs.

Itinerary

The countries through which the goods will be routed between the country of origin and the final destination must be stated in actual sequence starting with "1".

Country of routing

Each country, using the country code based on ISO 3166-1 two alpha country code standard available from www.iso.org, must be stated.

CONSOLIDATION

Where consignments are being consolidated into one large or master consignment and the OCR is reporting a consolidated shipment, then the box asking if this OCR is a consolidated OCR must be checked and further information in relation to the consolidation must be stated or may be stated for third party delivery notification.

Consolidator Code

The consolidator code issued by Trade Single Window must be stated.

Consolidator Name

The name of the party that will consolidate the consignment must be stated.

Master Bill

Booking Reference

Where the OCR is a consolidated OCR, then the master bill number or the booking reference number must be stated to state the bill of lading type.

Containers

For consolidation OCRs, where the goods are being exported by sea, information on the containers relating to the consolidation OCR must be stated, the sequence number must be sequentially provided to identify the containers, starting with “1”.

Container Number

The container number for each container in the consolidation OCR must be provided as a continuous string with the prefix, identification and check number and excluding any spaces e.g. ABCU1234560.

Container Status

The code value “**Full, contains multiple LCL consignments**” must be selected for each container in a consolidated OCR.

Note: “**Full, contains multiple LCL consignments**” means more than one consignment has been packed into the container. The container contains multiple less than full container load (LCL) consignments that individually do not occupy the full space available in a container. The consignments must have at least two different consignees in New Zealand. Another name commonly used and synonymous with this definition is FAK (freight all kinds).

Delivery Notification

For consolidation OCRs, where third party notification is required, then information on the delivery party may be stated.

Party Code

The TSW organisation, person or client code should be stated where delivery notification to a third party is required.

Party Name

Where the Party Code is not known or a Party Code has not been assigned, the Party Name of the delivery notification party must be stated.

Email

Where the Party Code is not known or a Party Code has not been assigned, the Email address of the delivery notification party must be stated.

Note: By completing this information, the delivery notification party will be notified when the consolidation OCR is accepted.

OVERRIDE REQUEST**Override Indicator**

The override indicator option may be selected to request a previously reported error or to direct the report to a Customs officer for manual processing. The box “Override Indicator” must be checked and the reason for the override or manual processing reason must be stated (a free text field).

Note: By checking the box and providing a reason, the field will automatically override the normal automatic processing procedures.

ADDITIONAL DOCUMENTS

Documents can be attached to the electronic message.

Document Type**Document Reference Number**

Where an additional document or documents relating to the outward cargo report is/are available, each document type must be selected and the document reference number for each document must be stated.

Attachment Type**Attachment**

The Attachment Type must be stated, e.g. “Attachment PDF” and the name of the attachment stated.

ADDITIONAL INFORMATION

The details related to additional documents supplied as part of a declaration or sought as part of a response need to be provided.

Type**Additional Information Text**

REMARKS

This free text field may be used by the sender to state additional information in relation to the OCR declaration.

CONSIGNMENTS

The details about the transport between a consignor and a consignee must be provided, as specified in the transport contract document.

Consignment number

The sequential number to identify each consignment must be stated starting from “1”. At least one consignment must be present.

If new consignments are subsequently added to the OCR, the consignment number of the new consignment should be a continuation of the existing consignment number series.

If consignments are subsequently deleted from the OCR, the consignment number of the deleted consignment must not be reused.

Bill Details

Bill Type

For each consignment the bill type must be stated:

“**Bill of Lading**”

“**Master Bill**”

“**House Way Bill**”

“**Booking Reference**”

Bill Number

The bill of lading or master bill or house way bill number must also be stated for each consignment.

Export Delivery Order Number

Note: The Export Delivery Order Number is a TSW-assigned clearance number for the consignment.

Specify the customs clearance number for the bill number specific to the consignment.

Unique Consignment Number

The Unique Consignment Reference may be included here, if known.

Note: The unique consignment number relates to any unique reference number that has been assigned to the consignment. The concept of a single, unique consignment reference number that can be used for tracing and verification purposes is only starting to gain some usage internationally but is commonly used for express freight consignments.

Explanatory Note

This note is not part of the rules, but is intended to indicate their general effect.

These rules, which come into force on 15 July 2024, are the Customs (Outward Cargo Report) Rules 2024. They replace the Customs (Outward Cargo Report) Rules 2014 (the **Former Rules**).

These rules prescribe the form and manner in which an outward cargo report must be submitted for the purpose of section 45 of the Customs and Excise Act 2018 (**the Act**):

- *Rules 2.1 to 2.4* establish the main requirements for outward cargo reports.
- *Schedules 1 and 2* set out the electronic message format and the requirements for the information required in outward cargo reports.

These rules do not substantially alter the effect of the Former Rules, but instead modernise the drafting and structure of them.

These rules are secondary legislation, under the Legislation Act 2019. They are published on the New Zealand Customs Service's website: www.customs.govt.nz.

These rules are administered by the New Zealand Customs Service.

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