

## DOCUMENTS REQUIRED IN ORDER TO ARRANGE CUSTOMS & AQIS CLEARANCE

1. Bill of lading\*.
2. Packing List/Inventory List (hand written if OK, but must be in English).
3. Photo Copy of your passport. If you are a foreign National, we will also need a copy of your VISA page.
4. Fumigation Certificate if you have one.
5. Packing Declaration (this is an AQIS Document) if you have one.
6. Complete Personal Effects Statement / B534 Form.
7. Completed Letter of Indemnity.

\* Please send the original (sign and date the reverse side of the Bill of Lading).

All of the above need to be sent to us via one of the following methods:

EMAIL: [ops@vtilogistics.com](mailto:ops@vtilogistics.com)

FAX: 03 9338 5884

POST: VTI Logistics  
PO Box 474  
Tullamarine VIC 3043

## LETTER OF INDEMNITY

### 1. Delivery Conditions:

House or Apartment? \_\_\_\_\_

If House, how many levels? \_\_\_\_\_

If Apartment, what level? \_\_\_\_\_

Is there any lift access? Yes  No

2. Did you pack the contents of your goods yourself? Yes  No

Or

Did you employ a company to have your goods professionally packed? Yes  No

(Bubble wrapped, cardboard wrapped, crated & correct packing and wrapping material)

3. Are your goods packed in wooden crates? Yes  No

4. Do you have any of the items listed below in your consignment? (Please tick)

Piano  Glassware  Mirror  Antique items

Artwork – Paintings, statues, etc  Any other items that are considered to be fragile.

5. Do you have any items that are over 50 kilograms in weight? Please List below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VTI Logistics will provide the best of care for your goods during the Customs, Quarantine and delivery process. However, VTI cannot be held liable for any damage or loss that may have been incurred during the sea voyage, or flight from the country of origin.

If we find any visible damages during the Customs and AQIS inspections, we will notify you immediately before we deliver the goods. This will allow you to take any necessary insurance and claim action that is available to you against the appropriate party/parties.

Bill of Lading Number \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

By Signing this document you HEREBY UNDERTAKE AND AGREE to indemnify VTI Logistics severally and fully against all consequences and / or liabilities of any kind whatsoever directly or indirectly arising from or relating from or relating to the contents, quality, quantity, weight, numbers, marks and / or value of the goods as per the Bill of Lading number above.