

# CITES Ship Stores

Process for Air & Sea movements



# CITES Items in Ship Stores

## Purpose

- The purpose of this document is to outline the process for the movement of ship stores transiting New Zealand for loading on cruise ships containing CITES (Convention on International Trade in Endangered Species) items.
- Under the TIES (Trade In Endangered Species) Act 1989 items that have a CITES permit that are landing in New Zealand must be accompanied by an original permit which will need to be produced to MPI acting on behalf of the DOC (Department of Conservation).
- This process is only applicable for items where a CITES permit is issued with New Zealand being stated as **the end destination country**.

## Scenarios

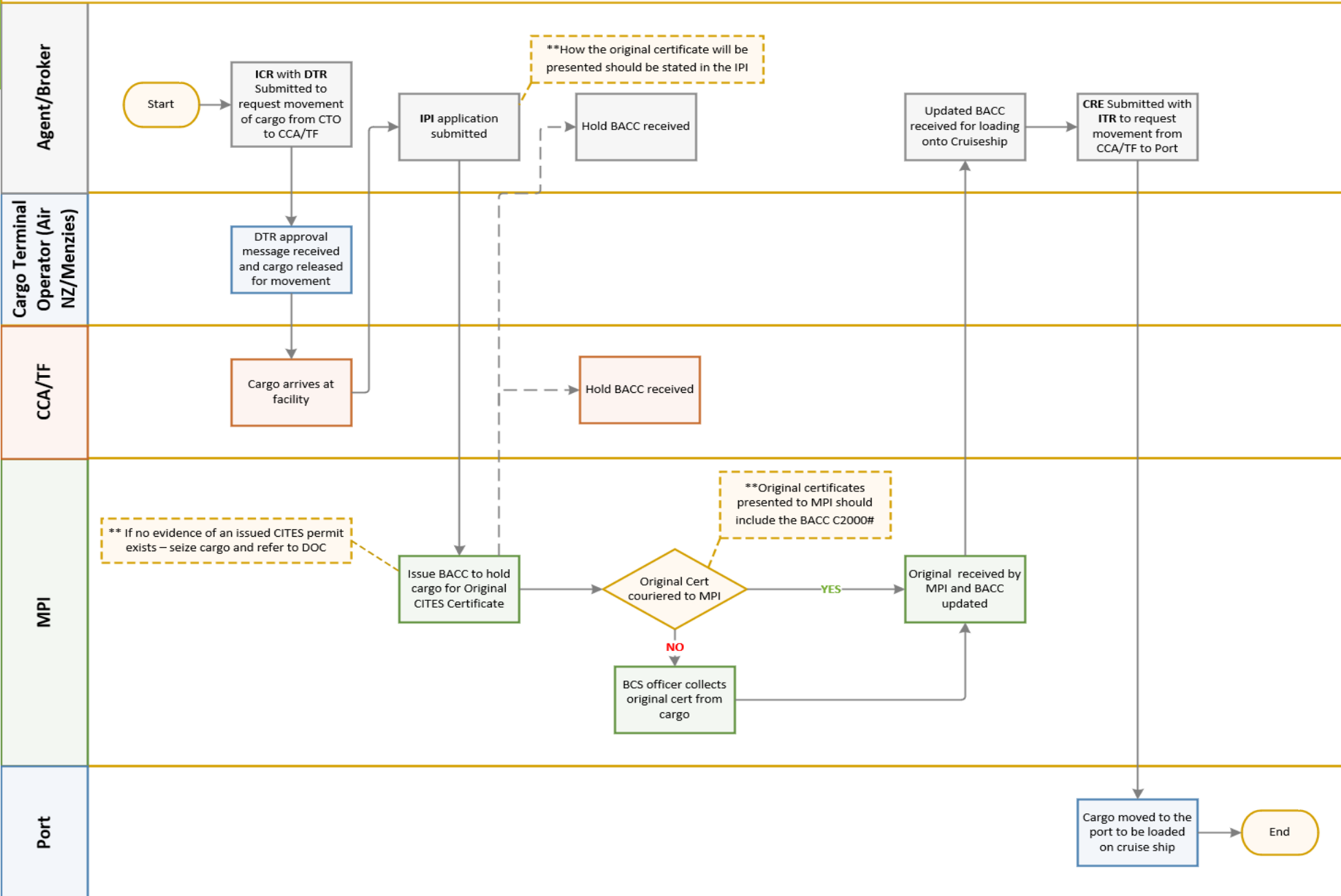
- Airfreight - Cargo Terminal Operator (CTO) to Transitional Facility to Cruise Ship
- Airfreight - Cargo Terminal Operator (CTO) to Cruise Ship
- Sea freight – Sea Port to Cruise Ship

## Terminology

- **CTO** – Cargo Terminal Operator. The Facility the cargo arrives at off from the plane ie. Menzies / Air New Zealand
- **IPI** – Primary Industries Import Declaration
- **ICR** – Inward Cargo Report
- **DTR** – Domestic Transshipment Request
- **ITR** – International Domestic Request
- **BCS** – Border Clearance Services
- **AP** – Accredited Person
- **CCA** – Customs Controlled Area
- **TF** – Transitional Facility
- **TSW** – Trade Single Window



# Airfreight – CTO to Transitional Facility to Cruise Ship



## IPI Lodgement

When submitting the IPI lodgement clearly indicate in the Comments/Remarks field that CITES items are present.

Attach all relevant documents including a copy of the CITES permit.

State how the Original of CITES permit will be submitted to MPI e.g. If it is being couriered or dropped off at an MPI office or if an MPI officer is required to retrieve the Original document from the cargo.

**Note:** If an MPI Officer is required to pick up the original document this will need to be booked as an inspection slot with the local MPI office, inspection/travel fees apply.

If supervised loading or other specific instructions are stated on the BACC these need to be followed.

## CITES Permit

When providing the original CITES permit to MPI please provide the C2000# associated to the IPI BACC.

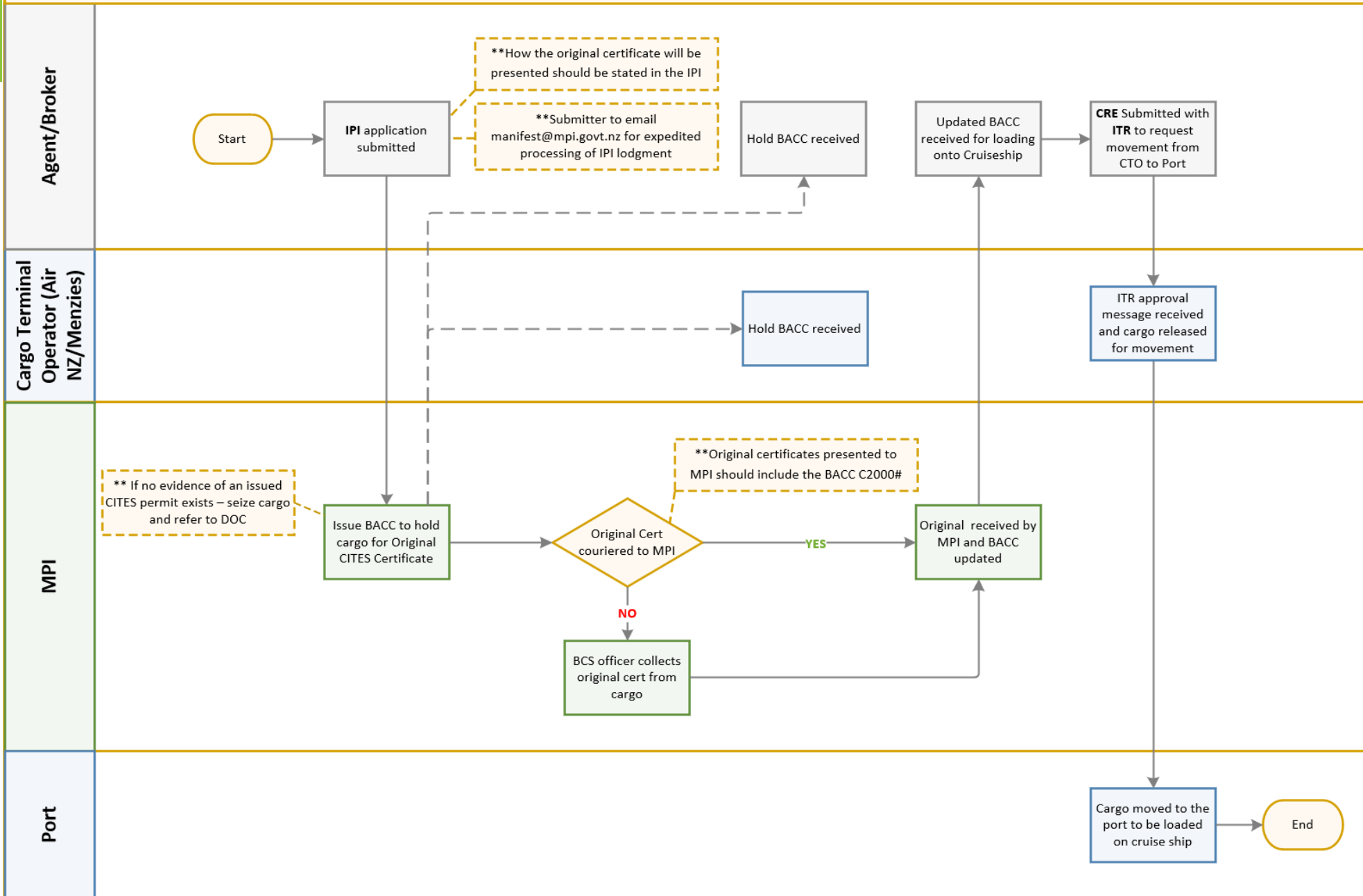
## Submission Timings

The ICR with DTR and IPI lodgement can be submitted at the same time or one after the other in either order.

The Location of Goods field in the ICR needs to be declared as the CTO and for the IPI lodgement it should be declared as the CCA/TF that the cargo has been moved to (or will be moved to) under the DTR.

The CRE Lodgement with ITR should only be submitted once a BACC from IPI has been received confirming that the cargo can be exported.0

# Airfreight – CTO to Cruise Ship



## IPI Lodgement

When submitting the IPI lodgement clearly indicate in the Comments /Remarks field that CITES items are present.

Attach all relevant documents including a copy of the CITES permit.

State how the Original of CITES permit will be submitted to MPI e.g. If it is being couriered or dropped off at an MPI office or if an MPI officer is required to retrieve the Original document from the cargo.

**Note:** If an MPI Officer is required to pick up the original document this will need to be booked as an inspection slot with the local MPI office, inspection/travel fees apply.

If supervised loading or other specific instructions are stated on the BACC these need to be followed.

On submission of the IPI lodgement and email can be sent [manifest@mpi.govt.nz](mailto:manifest@mpi.govt.nz) requesting urgent processing of the lodgement.

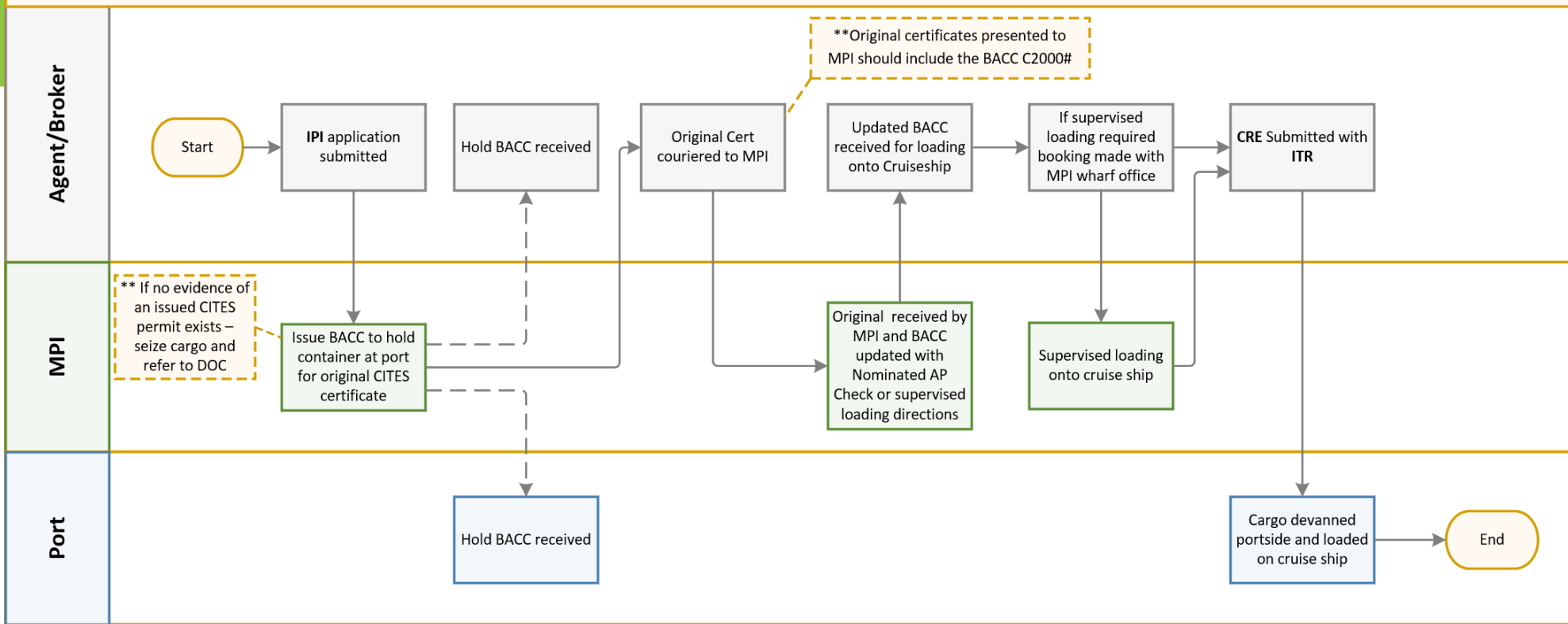
## CITES Permit

When providing the original CITES permit to MPI please provide the C2000# associated to the IPI BACC.

## Submission Timings

The CRE Lodgement with ITR should only be submitted once a BACC from IPI has been received confirming that the cargo can be exported.

# Sea Freight – Sea port to Cruise Ship



## IPI Lodgement

When submitting the IPI lodgement clearly indicate in the Comments /Remarks field that CITES items are present.

Attach all relevant documents including a copy of the CITES permit.

State how the Original of CITES permit will be submitted to MPI e.g. If it is being couriered or dropped off at an MPI office or if an MPI officer is required to retrieve the Original document from the cargo.

**Note:** If an MPI Officer is required to pick up the original document this will need to be booked as an inspection slot with the local MPI office, inspection/travel fees apply.

On submission of the IPI lodgement and email can be sent [manifest@mpi.govt.nz](mailto:manifest@mpi.govt.nz) requesting urgent processing of the lodgement.

## CITES Permit

When providing the original CITES permit to MPI please provide the C2000# associated to the IPI BACC.

## Submission Timings

The CRE Lodgement with ITR should only be submitted once a BACC from IPI has been received confirming container opening and loading conditions which are still required to be followed even when the ITR is approved on the CRE lodgement.

# Original CITES permit

## Original permit

- Original CITES documentation must be presented at or before import.
- If there is no evidence of a CITES permit having been granted, please seize the cargo and refer to DOC.

## Lost or missing documents

- If the original CITES permit has been lost or is missing from the cargo (when one was issued), then immediately notify DOC at [cites@doc.govt.nz](mailto:cites@doc.govt.nz) (and [manifest@mpi.govt.nz](mailto:manifest@mpi.govt.nz) if not already notified). DOC will assist the importer with the steps to take and the evidence needed including who to contact in the origin country to request consideration of re-issue.
- Include the email details on how the original document was lost and applicable TSW Entry number.
- The cargo will be seized under the TIES Act while DOC investigate.