

# TSW Submission Guide: Domestic Transhipment Request (DTR) - Full Container Load (FCL) and Breakbulk Cargo from Port to CCA/TF

## What is a Domestic Transhipment Request?

A Domestic Transhipment Request (DTR) is a request to move uncleared cargo from one approved facility to another approved facility.

1. This is required for any point-to-point movement
2. An approved facility must be both a Customs Controlled Area (CCA) and a Transitional Facility (TF)
3. This is requested and either approved, held, or declined by Customs and MPI on an Inward Cargo Report (ICR)
4. An ICR submitted purely for movement is currently free of charge

DTRs will replace the existing paper-based systems for the movement of uncleared cargo:

1. **For Customs:** Paperless transhipment and Collector's Permits
2. **For MPI:** DTR will be used instead of the Biosecurity Authority Clearance Certificate (BACC) to move uncleared cargo.

## How to submit an ICR with a DTR request?

A DTR can be submitted using Trade Single Window (TSW Online) or a Software System that interfaces with TSW.

## Registering to use the Trade Single Window system

Every person who wishes to submit lodgements and cargo reports (regardless of the method of submission) needs to register online at [www.tsw.govt.nz](http://www.tsw.govt.nz). See the Getting Started section on the Customs website for information on how to register.

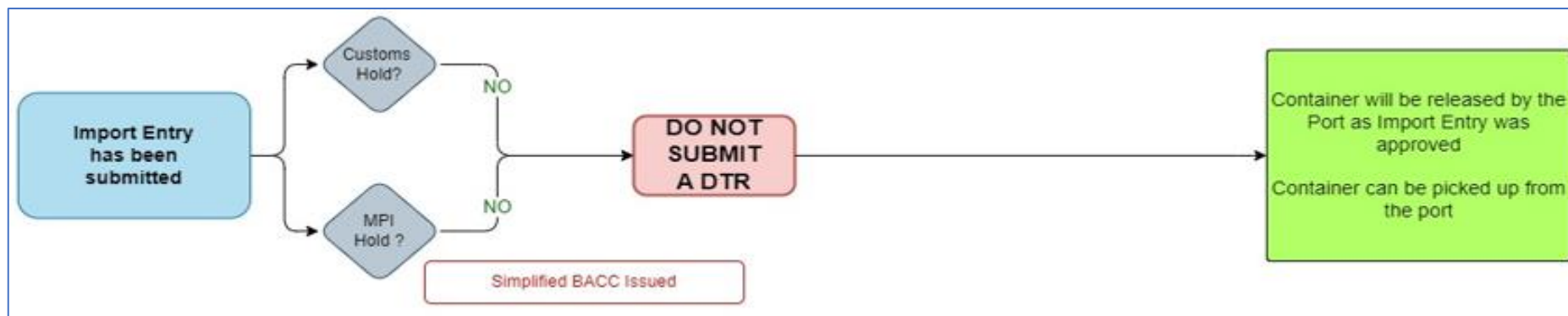


## Submitting your Domestic Transshipment Request

The expectation from both agencies is that an Import Declaration is required for the movement via Land for FCLs and Breakbulk Cargo from the Port to a CCA/TF

### IMPORT DECLARATION SUBMITTED

1.



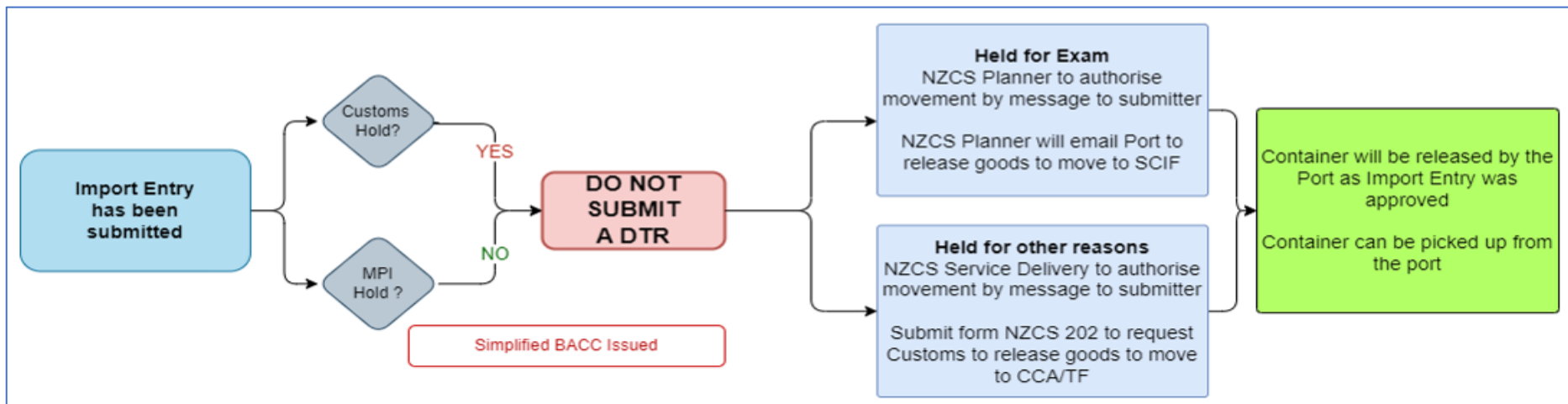
2.



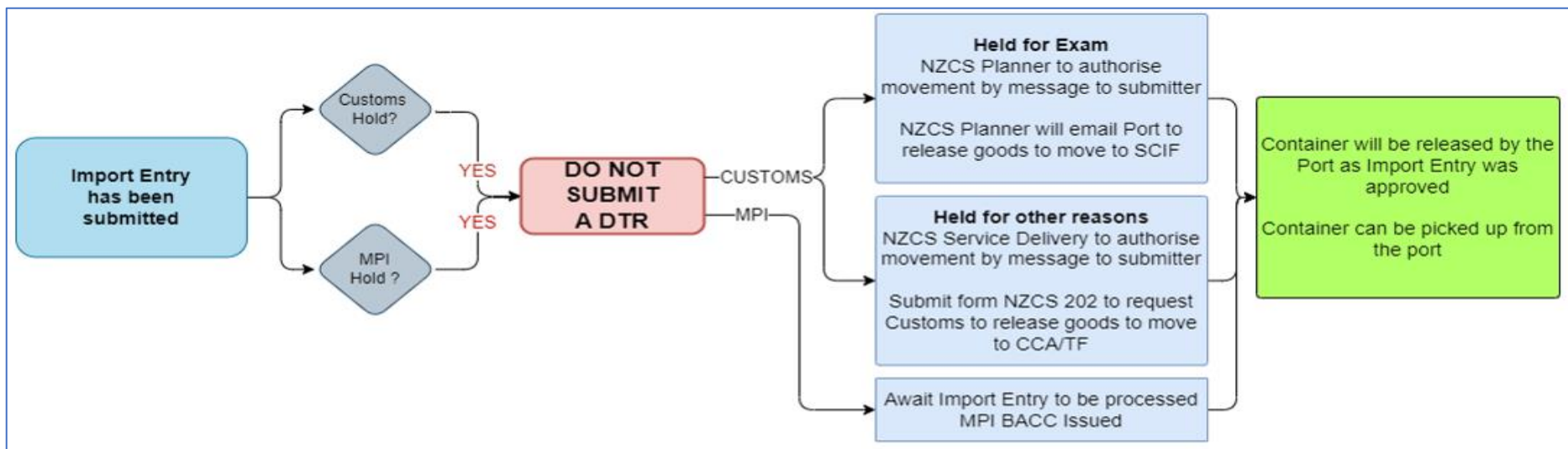
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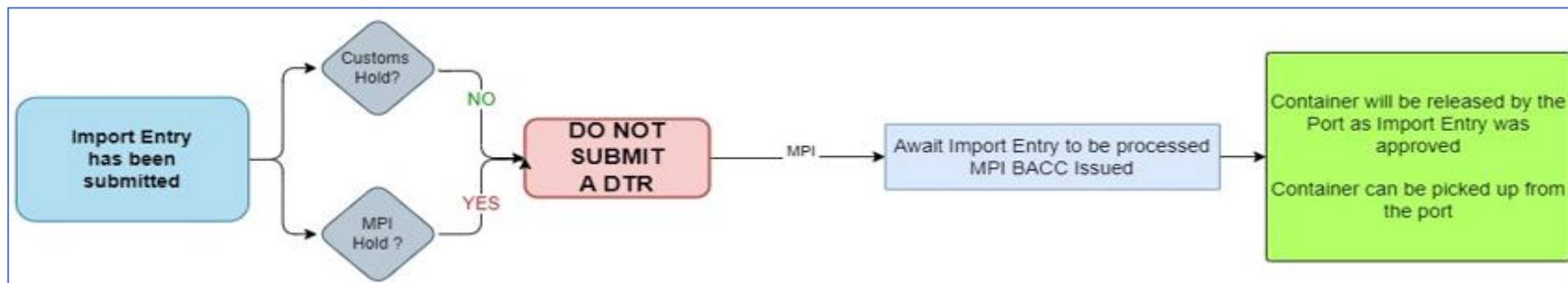




3.



4.



## IMPORT DECLARATION CANNOT BE SUBMITTED

In order to move an FCL container from the port, the expectation from NZ Customs and MPI is that a Full Import Declaration be submitted.

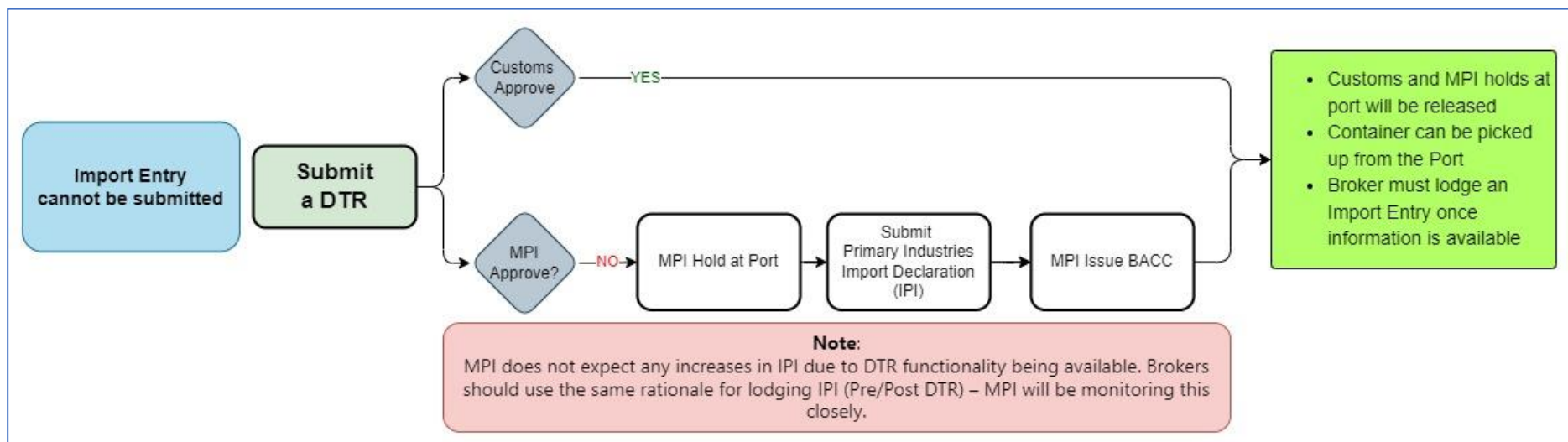
There may be situations due to which a full Import Declaration cannot be submitted, in which case the process below must be followed:



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**This process should be used in exceptional circumstances only when a full Import Declaration cannot be submitted**



## DTR FEES

Currently no fees are charged where an ICR is submitted to only request a DTR movement. Charges still apply to ICRs that includes write-offs and Carrier ICRs. Refer to [Goods Clearance Fees](#) on this website.

For DTR movements only, please ensure the carrier ICR indicator is selected to **NO**.

Are you submitting this report as a carrier, or as an agent on behalf of a carrier? (required)

- Yes  
 **No**

For DTR movements only, please ensure the Write-Off Request indicator is **NO** unless you are requesting a Write-Off as well as DTR in the same lodgement.

Consignment Number

1

Write-Off Request?

- Yes  
 **No**

### Further information:

For more information on DTR contact: [DTR@mpi.govt.nz](mailto:DTR@mpi.govt.nz)

- [TSW Online Guide: Completing Inward Cargo Report \(Sea\)](#)
- [TSW Fact Sheet: Inward Cargo Report \(Sea\)](#)



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