

TSW Submission Guide:

Domestic Transshipment Request (DTR) - Port to Port movements via Sea for Shipping Companies

What is a Domestic Transshipment Request?

A Domestic Transshipment 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 transshipment 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. See the Getting Started section on the Customs website for information on how to register.



Submitting your Domestic Transhipment Request

1. A DTR is required to tranship uncleared cargo from Port-to-Port via sea by Shipping Companies
2. Ports won't release containers for transhipments without a DTR approval from NZCS and MPI. Port holds are automatically lifted when DTR is approved (DTA).
3. Invalid/Incorrect DTR submissions will result in Customs and MPI holds not being lifted and will prevent the cargo/containers from being loaded onto tranship vessels.

DTR FIELDS

In addition to mandatory ICR fields providing submitter, craft and consignment cargo details the following fields are required for a Domestic Transhipment Request.

<p>Location of Goods Code <input type="text" value="NZLYT"/></p> <p>Location of Goods Name Lyttelton Port Company Limited (40508463F)</p> <p><GoodsLocation> <ID>NZLYT</ID> </GoodsLocation></p>	<p>The Location of goods is the Port / Cargo Terminal / freight forwarder premises where the goods are currently located.</p> <p>For DTR this is the starting point for the movement.</p> <p>The Location of Goods will be sent movement authorisations issued by the Border Agencies.</p> <p>The Location of Goods must be approved as both a Customs-controlled Area (CCA) and an MPI Transitional Facility (TF)). A Port must be approved as a Port Authority client type.</p> <p>When goods are located at a Port the UN/LOCODE should be stated.</p> <p>A list of codes are published on the NZCS website at https://www.customs.govt.nz/business/trade-single-window/location-of-goods-codes/</p>
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<p>Transshipment Request</p> <p>Movement Request?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Domestic Transshipment Request <input type="radio"/> International Transshipment Request <input type="radio"/> None <p><AdditionalInformation></p> <p style="padding-left: 40px;"><StatementCode>Y</StatementCode></p> <p><StatementTypeCode>DTR</StatementTypeCode></p> <p></AdditionalInformation></p>	<p>Use the Domestic Transshipment Request indicator to request the movement of un-cleared cargo.</p>
<p>Transshipment Destination</p> <p><input type="text" value="NZAKL"/></p> <p>Transshipment Destination Name Ports of Auckland Limited (40509799A)</p> <p><TransitDestination></p> <p style="padding-left: 40px;"><ID>NZAKL</ID></p> <p></TransitDestination></p>	<p>The Transshipment Destination is the Port / Cargo Terminal / freight forwarder premises where the goods are to be moved to.</p> <p>For DTR this is the destination point for the movement.</p> <p>The Transshipment Destination will be sent advice of movement authorisations issued by the Border Agencies.</p> <p>The Transshipment Destination must be approved as both a Customs-controlled Area (CCA) and an MPI Transitional Facility (TF)). A Port must be approved as a Port Authority client type.</p> <p>When goods are being sent to a Port the UN/LOCODE should be stated.</p> <p>A list of codes are published on the NZCS website at https://www.customs.govt.nz/business/trade-single-window/location-of-goods-codes/</p>



<p>Transfer Transport Mode</p> <p>Sea (Overseas vessel)</p> <p><AdditionalInformation></p> <p style="padding-left: 40px;"><StatementCode>1O</StatementCode></p> <p><StatementTypeCode>MTT</StatementTypeCode></p> <p></AdditionalInformation></p>	<p>The Transfer Transport Mode must be stated for all DTRs to specify the mode of transport of the underbond transfer.</p> <p>Select from the following options:</p> <p>1O = Sea (Overseas vessel)</p> <p>1C = Sea (Coastal vessel)</p> <p>2 = Rail</p> <p>3 = Road</p> <p>4 = Air</p> <p>6 = Multimodal</p>
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SCENARIOS

The following scenarios apply to shipping companies/overseas carriers:


Single leg/movement

Scenario 1: Auckland to Tauranga. FAK or FCL/Breakbulk

1st ICR submission
Submitter: Shipping line
DTR: Yes
Port of Discharge: Ports of Auckland (NZAKL)
Location of Goods: Ports of Auckland (NZAKL)
Transit Destination: Port of Tauranga (NZTRG)
Mode of Transport: Sea

Agency	Clearance Response	Movement Response
Customs	Held (Import Declaration Required)	Domestic Transhipment Approved
MPI	Held (Import Declaration Required)	Domestic Transhipment Approved

Note: If DTR is included in the ICR submitted by the overseas carrier it is via Carrier ICR, but can be submitted separately and subsequently as a consolidators ICR.



Submitter = Shipping line

Key

Trade Single Window	Transport path	Transport by ship
Overall Status	Transport by train	Transport by truck

Transfer Transport Mode:
Sea



Multiple legs/stops/movements

Scenario 2: Auckland to Tauranga to Christchurch. FAK or FCL/Breakbulk.

1st ICR submission
Submitter: Shipping line (Carrier ICR)
DTR: Yes
Port of Discharge: Ports of Auckland (NZAKL)
Location of Goods: Ports of Auckland (NZAKL)
Transit Destination: Port of Tauranga (NZTRG)
Mode of Transport: Sea

Agency	Clearance Response	Movement Response
Customs	Held (Import Declaration Required)	Domestic Transhipment Approved
MPI	Held (Import Declaration Required)	Domestic Transhipment Approved

2nd ICR submission
Submitter: Shipping line (Consolidator ICR)
DTR: Yes
Port of Discharge: Ports of Auckland (NZAKL)
Location of Goods: Port of Tauranga (NZTRG)
Transit Destination: Lyttleton Port (NZLYT)
Mode of Transport: Sea

Agency	Clearance Response	Movement Response
Customs	Held (Import Declaration Required)	Domestic Transhipment Approved
MPI	Held (Import Declaration Required)	Domestic Transhipment Approved

Submitter 1 = Shipping line
 Submitter 2 = Shipping line

Transfer Transport Mode:
Sea

Key

- Trade Single Window
- Transport path
- Transport by ship
- Overall Status
- Transport by train
- Transport by truck

IMPACTS OF INCORRECT DTRS

EXAMPLE:

	ICR information		DTR information		TSW RESPONSE	Sending Port	Receiving Port
	Port of Discharge	Final Destination	LoG (Location of Goods)	TD (Transit Destination)		NZAKL	NZLYT
Actual scenario	NZAKL	NZLYT	NZAKL	NZLYT	Approve	Port hold will come off and transhipment will be allowed	Will receive DTR notification and apply hold on discharge
Incorrect DTR e.g. 1	NZAKL	NZLYT	NZLYT	NZAKL	Approve	Port hold WILL NOT come off - container will not be allowed to tranship	Will not act on DTR
Incorrect DTR e.g. 2	NZAKL	NZLYT	NZTIU	NZTRG	Approve	Port hold WILL NOT come off - container will not be allowed to tranship	Will not act on DTR

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

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



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