

## AUSTRALIAN ANTARCTIC DIVISION DISPATCH FORM – OFFSITE COLLECTION

*Prior to arranging the collection of your Unaccompanied Personal Effects (UPE), please log into AAO and create a profile.*

*Once you have created a profile, please create a UPE eCon for your personal effects items. The link to AAO is <https://secure3.aad.gov.au/aa0/econ/>*

*Before you complete this form for the collection of your UPE, please read the Unaccompanied Personal Effects (UPE) information on the Australian Antarctic Division's (AAD) website, as this will greatly assist you with preparing your UPE consignment.*

*You or an agent **MUST** be present for the collection of your UPE.*

*The link is <http://www.antarctica.gov.au/living-and-working/travel-and-logistics/cargo-and-freight/types-of-cargo/unaccompanied-personal-effects-upe>*

*Do not pack Dangerous Goods (DG) such as batteries, aerosols etc. in your UPE consignment. If you are unsure if you have a DG, please contact the AAD warehouse (03) 6232 3372.*

*If you are travelling from New Zealand, please complete an International Commercial Invoice in addition to this freight dispatch form as this is a mandatory requirement for importing UPE into Australia.*

*Once you have read through the UPE information on our website, please complete this form and ensure all relevant information is included, particularly your own email address, full name and contact number. Once the form is complete, please email it to [ops@totalfreightsolutions.com.au](mailto:ops@totalfreightsolutions.com.au)*

*Allow up to 72 hours for consignment processing and once your request is processed, you will be notified via email.*

*Please allow a minimum of 14 working days for your consignment to be shipped to Hobart Tasmania, noting, your UPE should arrive at AAD at least one week prior to the 'cargo required by date' for your voyage or flight. If your contract commences after this, please contact the AAD warehouse (03) 6232 3372.*

*To find out further information regarding the 'Cargo required by date' for your flight or voyage, please click on <https://secure3.aad.gov.au/public/schedules/voyage.cfm>*

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## PICK UP DETAILS *(please allow up to 72 hours for consignment processing)*

Company Name/Contact Name:

Pickup address:

Phone Number:

Email Address:

When will the consignment be ready for pick up?

## CONSIGNMENT DETAILS \*each piece must NOT weigh more than 20kgs

Description of Goods:

Packaging:  Pallet  Satchel  Carton (if so how many):  Other:

Service type for this consignment:  Road Cope

Item #	Outer Package <i>e.g. Carton box</i>	Contents <i>e.g. clothing, electrical equipment</i>	Size (cm)		Weight (kg)	Value (AUD)
1			X	X		
2			X	X		
3			X	X		
4			X	X		
5			X	X		
6			X	X		
7			X	X		
8			X	X		
9			X	X		
10			X	X		
11			X	X		
12			X	X		
13			X	X		

## DELIVERY ADDRESS and OTHER DETAILS

Company Name/Contact Name: C/O Australian Antarctic Division

Address: 203 Channel Highway, Kingston, Hobart, TAS 7050

Phone Number: 03 6232 3372

Your name:

Your voyage/flight reference:

Your eCon number: