



Australian Government

Department of Agriculture, Water and the Environment

Australian Antarctic Division



AUSTRALIAN
ANTARCTIC
PROGRAM

UPE COLLECTION FORM

This form is for **AAD salaried employees only**. If you are not an AAD salaried employee, it is your responsibility (or your sponsoring organisations responsibility), to arrange delivery of your personal effects to Hobart.

Prior to arranging the collection of your Unaccompanied Personal Effects (UPE) please go to the Antarctic Applications Online (AAO) web page (<https://secure3.aad.gov.au/aao/econ/>) and create a profile. Once you have created a profile, please **create a UPE eCon for your personal effects items**.

Please read through the UPE information on the Australian Antarctic Division (AAD) website (<http://www.antarctica.gov.au/living-and-working/travel-and-logistics/cargo-and-freight/types-of-cargo/unaccompanied-personal-effects-upe>) and then complete this form ensuring all relevant information is included, particularly your own email address, full name and contact number.

Do not pack Dangerous Goods (DGs) such as batteries, aerosols, flammable liquids etc. in your UPE consignment.

If you are travelling from New Zealand, please complete an International Commercial Invoice in addition to this UPE collection form.

When deciding on a pickup date for you UPE please remember that **you or a representative MUST be present on the day of collection**.

Please allow a minimum of three weeks for your consignment to be shipped to Hobart, noting that your UPE must arrive at the AAD at least one week prior to the 'cargo required by date' for your voyage or flight.

To find out further information regarding the 'Cargo required by date' for your flight or voyage, please visit the shipping schedule page on the AAD website:

<https://secure3.aad.gov.au/public/schedules/voyage.cfm>

Please wipe down your packages with disinfectant prior to collection.

Due to COVID-19 precautions please send your UPE in a single consignment for delivery. You will NOT be able to access your UPE in Hobart. Please ensure your goods are packed suitably for transport to Antarctica.

PLEASE EMAIL COMPLETED FORM TO:

warehouse@aad.gov.au

Please submit this form a minimum of three days prior to preferred collection date to allow for consignment processing.



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Sender (FROM):	Organisation:	
	Address:	
	Post Code:	Country:
	Contact Name	Phone:
		Email:
Receiver (TO):	Organisation: Australian Antarctic Division	
	Address: 203 Channel Highway	
	Kingston, Tasmania	
	Post Code: 7050	Country: Australia
	Contact Name	Phone: (03) 6232 3372
	Peter Lowery	Email: warehouse@aad.gov.au

Cost Centre/GL Codes to be charged: 65272/61675

Duties/Taxes are to be paid by the receiver

CONSIGNMENT DETAILS

Requested Collection Date* (subject to logistics schedules): _____

* You (or a representative) **MUST** be present for the collection of your UPE.

This consignment will be sent via **ROAD FREIGHT**. Please allow three weeks for your consignment to be shipped to Hobart (noting that your UPE should arrive at AAD before the 'cargo required by date' for your voyage or flight).

PACKAGE DETAILS

Note: Each piece must be less than 20kg and must NOT contain any Dangerous Goods.

Item #	Type of Outer Packaging	Contents Description	Dimensions (cm)	Weight (kg)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

OTHER DETAILS

Expeditioner Name: _____

Email address: _____

Antarctic Voyage/Flight reference: _____

Contact Number: _____

eCon number: _____

PLEASE EMAIL COMPLETED FORM TO:

warehouse@aad.gov.au

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