

This form applies to expeditioners employed by the Australian Antarctic Division (AAD). If you are not an AAD employee, it is your responsibility (or your sponsoring organisations responsibility), to arrange the delivery of your Unaccompanied Personal Effects (UPE) to Hobart.

Expeditioners travelling from New Zealand are required to complete an International Commercial Invoice in addition to this form.

Have you created your UPE eCon?

- Go to the [Antarctic Applications Online](#) (AAO) webpage to create your [UPE eCon](#).
- Follow the '[How to create consignment – Personal Effects](#)' guide
- If you have any questions, contact our [Supply Planning team](#).

Important Information

- UPE consignments must not contain Dangerous Goods, this includes batteries, aerosols and flammable liquids. For advice on Dangerous Goods, contact the AAD Warehouse on 6232 3372 or warehouse@aad.gov.au
- You will not be able to access your UPE in Hobart, ensure your items are suitably packed for transport to station.
 - For advice, refer to the '[Pre-Delivery Requirements for all Cargo](#)'

Collection/Delivery Requirements

- Read through the [UPE information](#) on the AAD website.
- Ensure all fields within the UPE Collection Form are completed.
- Yourself or a representative must be present at the time of your UPE collection.
- UPE consignments must be delivered to the AAD Warehouse at least one week prior to the Cargo Required by Date (CRBD) of the assigned flight or voyage.
 - For further information regarding the CRBD for your flight or voyage, visit the [shipping and flight schedule](#) webpage.
- UPE is collected and transported via road freight, it is advised to allow a minimum of three weeks for your UPE to be shipped to Hobart.
- Please submit the UPE collection request form a minimum of three days prior to your preferred collection date to allow for consignment processing.

PLEASE EMAIL COMPLETED FORM TO:

warehouse@aad.gov.au

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

UPE COLLECTION FORM

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

EXPEDITIONER DETAILS

Expeditioner Name: _____

Email address: _____

Antarctic Voyage/Flight number: _____

Contact Number: _____

eCon number: _____

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 a minimum of three weeks for your consignment to be shipped to Hobart (noting that your UPE must arrive at the AAD Warehouse prior to the 'cargo required by date' of your voyage or flight).

PACKAGE DETAILS

*Each item must be less than 20kg and must **NOT** contain any Dangerous Goods.

Item	Type of Outer Packaging (e.g. cardboard box)	Contents Description	Dimensions (cm)	Weight (kg)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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