



Procedure for Bringing Overseas Samples In Person

Refer to our Website for more detailed information:

www.hill-labs.co.nz (Publications>Import Permits & Overseas Samples)

This document is to inform all Hill Laboratories' clients who intend to bring in samples from overseas via an International Airport. It will assist MAF Quarantine Officers to clear the consignment and allow prompt delivery via NZ Courier's to Hill Laboratories.

To assist with tracking overseas consignments, it will help Hill Laboratories staff if the following important information is emailed to Jill.Rumney@hill-labs.co.nz before you travel:

- **Flight Number**
- **Expected Time & Date of Arrival**
- **Sample Description and Numbers**

Auckland International Airport Terminal Building

Upon arrival the following items are required for MAF Quarantine Officers to inspect the Consignment

1. **The samples that require chemical analysis**
2. **A detailed description of the samples**
3. **A current copy of Hill Laboratories' Sample Import Permit** (Recommend printing in colour)
4. **A copy of this document**

MAF staff will give you a Biosecurity Authority/Clearance Certificate number.

Please call Jill Rumney on +64 7 858 2000 or DDI +64 7 858 2820 or Cell +64 21 874 293 and quote this number so that she can arrange a courier to pick up your samples.

Hill Laboratories' delivery address and Contact Details:

Hill Laboratories
1 Clyde Street
Hamilton East
Hamilton 3216
New Zealand

Facility Operator: Jill Rumney
Phone Number: +64 7 858 2820
Email: Jill.Rumney@hill-labs.co.nz

Fax Number: +64 7 858 2805

Hill Laboratories NZ Courier Account Number: **187 0562**

MAF Account Number: **16320.00**

Importer Code or Customs Client Number: **343976D**