



CICS029v5220913CS

## ADVANCE NOTIFICATION/INWARD REPORT FOR YACHTS/SMALL CRAFT

1. REGISTRATION DETAILS				
Craft name:		Master Email:		
Country of registration:		Port of registration:	Registration number:	
Call sign:	AIS Number:	Name of person in charge:	Total number of persons on board:	
Date of registration:		Sail number:	Home Port:	
2. ADVANCE INFORMATION OF ARRIVAL <i>(Person in charge of the vessel to complete)</i>				
Estimated date of arrival:		Estimated time of arrival:		
Port of arrival		Last port of departure:	Departure date:	
3. ARRIVAL DETAILS <i>(This portion is to be completed by the Customs Officer)</i>				
Port of arrival:		Date of arrival:	Time of arrival:	
Port arrived from:		Estimated period of stay in the Cook Islands:		
4. LIST OF PREVIOUS PORTS OF CALL AND DATE OF DEPARTURE <i>(Please list in sequence, latest ports first)</i>				
1.		6.		
2.		7.		
3.		8.		
4.		9.		
5.		10.		
5. FIREARMS <i>(Specify makes, models &amp; serial numbers)</i>				
<input type="checkbox"/> Yes <input type="checkbox"/> No		Make:	Model:	Serial number:

6. CONTROLLED DRUGS/MEDICINES ON BOARD ( Name and Quantity)		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
7. CURRENCY REPORT		
Amount	Currency	Others
8. STORES ON BOARD		
Beer	Quantity (Litres)	
Wine	Quantity (Litres)	
Spirits	Quantity (Litres)	
Cigarettes/Tobacco	Quantity	
9. NEXT OVERSEAS PORTS		
Next overseas Port		Expected date of departure
1.		
2.		
3.		
10. CRAFT STATUS (Put a cross "X" in the appropriate box)		
Visiting Overseas Craft  <input type="checkbox"/>	Returning Cook Island registered craft  <input type="checkbox"/>	Permanently importing craft to the Cook Islands:  <input type="checkbox"/>
Please attach photo of Yacht		Please attach Passport Bio Data page of Master
Notes: It is mandatory to upload image please click box below		Notes: It is mandatory to upload image please click box below

<b>11. CRAFT DETAILS</b> <i>(Put a cross "X" in the appropriate box)</i>			
<b>Craft Type:</b>  <input type="checkbox"/> Yacht <input type="checkbox"/> Motor Launch <input type="checkbox"/> Other (Specify below)  .....	<b>Design:</b>  .....	<b>Hull Design:</b>  <input type="checkbox"/> Mono <input type="checkbox"/> Catamaran <input type="checkbox"/> Trimaran <input type="checkbox"/> Other (Specify below)  .....	
<b>Yacht Rig:</b> <input type="checkbox"/> Cutter <input type="checkbox"/> Sloop <input type="checkbox"/> Ketch <input type="checkbox"/> Yawl <input type="checkbox"/> Schooner <input type="checkbox"/> Other (Specify below)  .....	<b>Mast Construction:</b> <input type="checkbox"/> Alloy <input type="checkbox"/> Timber <input type="checkbox"/> Composite <input type="checkbox"/> Other (Specify below)  .....		
<b>Hull Construction</b> <input type="checkbox"/> Steel <input type="checkbox"/> Alloy <input type="checkbox"/> Ferro <input type="checkbox"/> Cement <input type="checkbox"/> Fiberglass <input type="checkbox"/> Composite <input type="checkbox"/> Other (Specify) .....			
<b>Length:</b>  ..... <input type="checkbox"/> Metres <input type="checkbox"/> Feet	<b>Beam:</b>  <input type="checkbox"/> Metres <input type="checkbox"/> Feet	<b>Draught:</b>  <input type="checkbox"/> Metres <input type="checkbox"/> Feet	<b>Gross Tonnage:</b>  .....
<b>Value of Yacht:</b> <b>In NZD\$</b>  \$.....			
<b>12. COLOURS</b>			
<b>Mast:</b>		<b>Deckhouse/Superstructure (Tops):</b>	
<b>Hull (Above waterline):</b>		<b>Deckhouse/Superstructure (Side):</b>	
<b>Hull (Below waterline):</b>		<b>Decks:</b>	
<b>Dodgers/Sail covers:</b>		<b>Sails:</b>	
<b>13. ENGINE</b>			
<b>Make</b>		<b>Model</b>	
<b>Power (HP/Kw):</b>		<b>Passage speed under motor:</b>	
<b>14. ELECTRONICS</b>			
<b>SSB Radio</b>	<b>Make:</b>	<b>Model:</b>	<b>Call sign:</b>
<b>VHF Radio</b>	<b>Make:</b>	<b>Model:</b>	<b>Call sign:</b>
<b>HAM Radio</b>	<b>Make:</b>	<b>Model:</b>	<b>Call sign:</b>
<b>Cell Phone</b>	<b>Make:</b>	<b>Model:</b>	<b>Call sign:</b>
<b>15. RADIO SCHEDULES MAINTAINED</b>			
<b>Frequencies:</b>	<b>Times:</b>	<b>Shore station:</b>	
.....	.....	.....	
.....	.....	.....	
.....	.....	.....	

**16. LIST OF INTENDED PORTS/PLACES/ISLANDS TO VISIT WHILE IN THE COOK ISLANDS***(If you intend to sail within the Cook Islands you must first enter through Avatiu Port (Rarotonga). Please complete below)*

	<b>Name of Island</b>	<b>Approximate date</b>	<b>Approximate length of stay</b>
1.			
2.			
3.			
4.			
5.			
6.			

<b>17. CREW DETAILS</b> <i>(Person in charge first)</i>			
<b>A total of ..... crew and ..... Passengers are traveling on this yacht.</b>			
<b>Record all information in BLOCK LETTERS eg. Surname: BLACK</b>			
<b>Crew 1 ( MASTER)</b>		<b>Crew 2</b>	
Surname:	First / Given name (s):	Surname:	First / Given name (s):
Date of birth:	Occupation:	Date of birth:	Occupation:
Passport Number:	Nationality:	Passport Number:	Nationality:
Passport Expiry date:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Passport Expiry date:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Covid-19 Vaccination Status: <input type="checkbox"/> Vaccinated <input type="checkbox"/> Unvaccinated	If vaccinated please specify vaccination type: .....	Covid-19 Vaccination Status: <input type="checkbox"/> Vaccinated <input type="checkbox"/> Unvaccinated	If vaccinated please state vaccination type: .....
<b>Primary overseas details</b>	<b>Emergency Contact</b>	<b>Primary overseas address</b>	<b>Emergency Contact</b>
Street address and City:	Full Name:	Street address and City:	Full Name:
Country:	Contact Number:	Country:	Contact Number:
Contact Number:	Relationship:	Contact Number:	Relationship:
Email:	Email:	Email:	Email:
<b>Crew 3</b>		<b>Crew 4</b>	
Surname:	First / Given name (s):	Surname:	First / Given name (s):
Date of birth:	Occupation:	Date of birth:	Occupation:
Passport Number:	Nationality:	Passport Number:	Nationality:
Passport Expiry date:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Passport Expiry date:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Covid-19 Vaccination Status: <input type="checkbox"/> Vaccinated <input type="checkbox"/> Unvaccinated	If vaccinated please specify vaccination type: .....	Covid-19 Vaccination Status: <input type="checkbox"/> Vaccinated <input type="checkbox"/> Unvaccinated	If vaccinated please state vaccination type: .....
<b>Primary overseas details</b>	<b>Emergency Contact</b>	<b>Primary overseas details</b>	<b>Emergency Contact</b>
Street address and City:	Full Name:	Street address and City:	Full Name:
Country:	Contact Number:	Country:	Contact Number:
Contact Number:	Relationship:	Contact Number:	Relationship:
Email:	Email:	Email:	Email:

Please ensure you complete all fields correctly

continue crew list...			
Record all information in BLOCK LETTERS			
Crew 5		Crew 6	
Surname:	First / Given name (s):	Surname:	First / Given name (s):
Date of birth:	Occupation	Date of birth:	Occupation
Passport Number:	Nationality:	Passport Number:	Nationality:
Passport Expiry date:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Passport Expiry date:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Covid-19 Vaccination Status: <input type="checkbox"/> Vaccinated <input type="checkbox"/> Unvaccinated	If vaccinated please specify vaccination type: .....	Covid-19 Vaccination Status: <input type="checkbox"/> Vaccinated <input type="checkbox"/> Unvaccinated	If vaccinated please state vaccination type: .....
Primary overseas details	Emergency Contact	Primary overseas address	Emergency Contact
Street address and City:	Full Name:	Street address and City:	Full Name:
Country:	Contact Number:	Country:	Contact Number:
Contact Number:	Relationship:	Contact Number:	Relationship:
Email:	Email:	Email:	Email:
Crew 7		Crew 8 – Refer to page 14 for additional crew.	
Surname:	First / Given name (s):	Surname:	First / Given name (s):
Date of birth:	Occupation	Date of birth:	Occupation
Passport Number:	Nationality:	Passport Number:	Nationality:
Passport Expiry date:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Passport Expiry date:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Covid-19 Vaccination Status: <input type="checkbox"/> Vaccinated <input type="checkbox"/> Unvaccinated	If vaccinated please specify vaccination type: .....	Covid-19 Vaccination Status: <input type="checkbox"/> Vaccinated <input type="checkbox"/> Unvaccinated	If vaccinated please state vaccination type: .....
Primary overseas details	Emergency Contact	Primary overseas details	Emergency Contact
Street address and City:	Full Name:	Street address and City:	Full Name:
Country:	Contact Number:	Country:	Contact Number:
Contact Number:	Relationship:	Contact Number:	Relationship:
Email:	Email:	Email:	Email:

Please ensure you complete all fields correctly

18. QUARANTINE PRE ARRIVAL ADVICE			
HEALTH QUESTIONS		YES	NO
1	Is there on board or has there been during the voyage any case of illness or shown symptoms of illness which you suspect to be an infectious nature? If Yes, please provide details below;	<input type="checkbox"/>	<input type="checkbox"/>
2	Has there been on board during the voyage any case of fever, coughing, severe vomiting, rash, profuse diarrhea, plague, cholera, yellow fever, small pox? If Yes please provide particulars in the space provided below;	<input type="checkbox"/>	<input type="checkbox"/>
3	Has any person died on board during the voyage because of an accident? If Yes, List particulars below;	<input type="checkbox"/>	<input type="checkbox"/>
4	Has plague occurred or been suspected among the rats or mice during the voyage or has there been an unusual rate of mortality among them?	<input type="checkbox"/>	<input type="checkbox"/>
5	Is there any sick person on board now? If Yes, Give particulars below;	<input type="checkbox"/>	<input type="checkbox"/>
6	During the last 50 days of your voyage did your vessel visit or call in to Vanuatu, the Solomon Islands, Papua New Guinea or any port or place in Australia north of latitude of Brisbane, or the Panama Canal, the East Indies, Asia or any port or place in which malaria carrying mosquitoes are present? If Yes, please provide name of the port and the date visited below;	<input type="checkbox"/>	<input type="checkbox"/>

**Note:**

- If more than 4 weeks have elapsed since the voyage began, it will suffice to give particulars for the latest 4 weeks.
- Sanitation Certificates or exemptions to be produced on demand.

<b>19. BIOSECURITY DECLARATION: PROHIBITED &amp; RESTRICTED BIOSECURITY MATERIALS</b>			
<b>COMMODITY*</b>	<b>LOCATION ON CRAFT</b>	<b>ORIGIN OF GOODS</b>	<b>SAFEGUARD</b>
			<p><b>Strictly for Vessel Use Only.</b></p> <p><b>No crew is allowed to take ashore any food unless approval is given by Biosecurity officer*</b></p>

**NOTE**

All ships garbage must be kept in covered; leak proof containers inside ships railings.



20. BIOSECURITY QUESTIONNAIRE	YES	
<p>Are there any animals (including birds and fish, etc.) on board? If YES give a description of the animal/s:</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have you carried livestock or grain in the last three months? If YES, describe below the type of cargos, the loading port/s and discharge port/s, and cleaning performed since the livestock or grain was discharged.  Livestock/Grain:   Cleaning performed:</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have any stowaway animals, migratory birds, insects, or nests been found on board since your last port of call? If YES give a description of the animal/s:</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have you, any dunnage (wood used in packaging/bracing of cargo, etc.) on board? If YES, do you have treatment certificate?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>No vessels can discharge Ballast Water in the Cook Islands without written permission from the Director of Biosecurity</b>  Do you intend to discharge ballast water in Cook Islands territorial waters?</p>	<input type="checkbox"/>	<input type="checkbox"/>

## 21. CONDITIONS OF TEMPORARY ENTRY INTO THE COOK ISLANDS

### Cook Islands Customs entry requirements

#### Conditions of temporary entry of the craft under section 34 Customs Revenue Border Regulations

Visiting yachts enter and remain temporarily in Cook Islands without payment of Customs charges provided:

- a. The yacht is not registered in the Cook Islands
- b. The yacht is solely for personal use of the owner or the master
- c. The yacht shall remain in the Cook Islands for a period not exceeding 6 months from its arrival.
- d. The owner shall retain his/her immigration status as a bona fide tourist whilst in the Cook Islands; and
- e. The owner is permitted to travel in and out of the Cook Islands to attend to essential services such as buying spares for the yacht, family commitments etc. whilst the yacht remains in the Cook Islands for a maximum period not exceeding 6 months.

#### **a) Designated Ports**

You must report your yacht inwards to Avatiu Port (Rarotonga) or Arutanga Port (Aitutaki) upon arrival in Cook Islands and must clear outwards at a Customs Port before leaving Cook Islands.

#### **b) Liability to duty and/or forfeiture**

Your yacht may be liable to duty or taxes at full Tariff Rate and/or forfeiture if:

- a. It is in any way disposed of in the Cook Islands (i.e. sold, abandoned or given as gift);
- b. It is put to commercial use or for other consideration whilst in Cook Islands waters (i.e. taken for commercial charters, hired or leased cruises);
- c. You/The Owner enter(s) and reside(s) in the Cook Islands either upon arrival or subsequently;
- d. The yacht is not exported permanently within 6 months of the date of the yachts arrival into the Cook Islands.
- e. Special approval will be given to owners who need medical attention or who need to purchase spare parts personally from overseas. For these reasons, yacht owners will need to make a request in writing to Customs.
- f. The owner of the yacht becomes holder of a Cook Islands Immigration permit to enter and reside in the Cook Islands either before arrival or subsequently.

#### **c) Arms and ammunition to be surrendered:**

On arrival, all arms and ammunition must be declared and surrendered to a Customs officer for safekeeping in the Cook Islands. Arrangements to uplift any such arms or ammunition for departure may be arranged directly with a Customs officer and collected before leaving. Please allow sufficient time for this process.

#### **d) Live animals, reptiles and birds, fresh meat , fruits and vegetables:**

- a. No live animals, reptiles or birds of any kind; or
- b. Fresh meat, fruits and vegetables on board the yacht may be landed or taken ashore.
- c. Some restrictions on whether such goods will be permitted to remain on board at a Customs Port may be enforced by Biosecurity Officers.

**e) Currency:**

The owner/master shall declare upon arrival any currency or negotiable bearer instruments with a combined value of NZD \$10,000 or more or its equivalent in foreign currency, in his or her possession or carried on board the yacht.

**f) Duty Free stores for yachts:**

- a. Dutiable goods such as liquor, beer, tobacco and cigarettes or any other bonded or drawback goods maybe shipped duty free as stores for yachts. These have to be appropriate to pending voyage and crew numbers. Permission must be obtained from Customs to purchase duty free stores these must be loaded less than 12 hours before departure.
- b. All adult crew members and adult passengers will be allowed the normal duty free passenger landing allowances upon arrival but any excess stores shall be subject to normal import duty or detention by Customs.

**g)** All crew members and passengers require entry permits from an Immigration officer before they disembark into the Cook Islands.

**h)** A Customs Officer will need to see every person on board, sight their passports and correctly completed passenger arrival cards.

**i)** In addition, the Customs Officer may require the production of onward tickets or security bonds from any person aboard.

**j)** No less than 48 hours prior to this vessel departing from an authorized point in the Cook Islands, advice of this fact via email must be made to [Customs.Craft@cookislands.gov.ck](mailto:Customs.Craft@cookislands.gov.ck) outlining planned departure point and requesting Customs departure clearance.

**Note** that prior to clearance being given, checks will be made with other Border Agencies to confirm departure clearance can be given. If the 48 hours' notice is not met, or if outstanding charges or fees are owing, this may affect the ability to give clearance at the requested time.

**k) Please ask the attending Customs Officer(s) if you do not understand the ANA, as failure to comply with any of the conditions may render you liable to penalties under the respective government laws.**

**This advance notice of arrival report MUST BE COMPLETED in its entirety no less than 48 hours prior to ETA into the Cook Islands. Non- Compliance with this may see clearances delayed, withheld or refused.**

**21) THIS SECTION IS TO BE COMPLETED AND WITNESSED BY COOK ISLANDS CUSTOMS OFFICER AT TIME OF BOARDING**

**This advance notice of arrival contains information that is legislatively required by the Border Agencies of the Cook Islands.**

The Master of the vessel that this document relates to is responsible for ensuring all required information supplied is true and correct.

Insufficient or inaccurate information being provided by the Master may result in this vessel , crew and/or passengers not being cleared for entry in the Cook Islands.

The requirement to complete this document correctly is legislated for under the following enactments, many of which contain instant fines or penalty provisions for non-compliance;

- Customs Revenue and Border Protection Act 2012
- Immigration Act 2021
- Biosecurity Act 2008
- Public Health Act 2004
- Ports Act 1994-95

If circumstances and/or the content of this document have changed between submitting this document and your actual arrival, you must inform the boarding agencies immediately.

I..... Master/Owner

of the craft ..... being the person in charge declare that:

- 1) All particulars stated in this Advance Notification/Inward Report are true and correct.
- 2) This yacht will not be hired or otherwise reimbursed for carrying goods or passengers while in the Cook Islands waters without express permission of the Cook Islands Government.
- 3) I have in my possession funds totaling Cook Islands \$ ..... *(Notes: Item#7 of Page 2 – Border Currency Report).*
- 4) I am financially liable for all crew members who arrived in the Cook Islands on this vessel until they depart from Cook Islands by whatever means. Furthermore, I will notify Cook Islands Immigration of any crew member changes prior to the departure of this vessel.
- 5) While in Cook Islands territorial waters I will ensure that all persons on this craft will comply with all provisions of the above listed Acts and Regulations.
- 6) I acknowledge that normal Customs operating hours are Mon-Fri 0800-1600 hrs and there will be attendance charges for clearance of vessels if they fall outside the normal operating hours.

**Signature:** .....

**Date:** .....

**Declared before:** ..... **(Officers name)**

**Date:** .....

**Signature:** .....

continue crew list...			
Record all information in BLOCK LETTERS eg. Surname : BLACK			
Crew 9		Crew 10	
Surname:	First / Given name (s):	Surname:	First / Given name (s):
Date of birth:	Occupation:	Date of birth:	Occupation:
Passport Number:	Nationality:	Passport Number:	Nationality:
Passport Expiry date:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Passport Expiry date:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Covid-19 Vaccination Status: <input type="checkbox"/> Vaccinated <input type="checkbox"/> Unvaccinated	If vaccinated please specify vaccination type: .....	Covid-19 Vaccination Status: <input type="checkbox"/> Vaccinated <input type="checkbox"/> Unvaccinated	If vaccinated please state vaccination type: .....
Primary overseas details	Emergency Contact	Primary overseas address	Emergency Contact
Street address and City:	Full Name:	Street address and City:	Full Name:
Country:	Contact Number:	Country:	Contact Number:
Contact Number:	Relationship:	Contact Number:	Relationship:
Email:	Email:	Email:	Email:
Crew 11		Crew 12	
Surname:	First / Given name (s):	Surname:	First / Given name (s):
Date of birth:	Occupation:	Date of birth:	Occupation:
Passport Number:	Nationality:	Passport Number:	Nationality:
Passport Expiry date:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Passport Expiry date:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Covid-19 Vaccination Status: <input type="checkbox"/> Vaccinated <input type="checkbox"/> Unvaccinated	If vaccinated please specify vaccination type: .....	Covid-19 Vaccination Status: <input type="checkbox"/> Vaccinated <input type="checkbox"/> Unvaccinated	If vaccinated please state vaccination type: .....
Primary overseas details	Emergency Contact	Primary overseas details	Emergency Contact
Street address and City:	Full Name:	Street address and City:	Full Name:
Country:	Contact Number:	Country:	Contact Number:
Contact Number:	Relationship:	Contact Number:	Relationship:
Email:	Email:	Email:	Email: