

COMPLIANCE CHECKLIST

We've put together a checklist to help you make sure you're properly prepared for the compliance logistics of your target market. It's best to fill in a separate checklist for each of your products and /or target markets so you don't get caught out. Photocopy and complete this sheet for each different product/market.

Country	
Product	NZ Tariff number

Tariff barriers

What is the import tariff rate in your intended market?		
	Import value NZ\$	% value NZ\$
Market tariff rate %		
Additional tariffs %		

Are there any other duties? If yes, note the duty name and rate below.

Product packaging and labelling standards

What product regulations/standards apply?

Are product modifications required to meet market standards? If so what will need to be modified?

Packaging specifications

Consider whether the following need to be taken into account when packaging your product:

Use of specific packaging materials
Package size and/or construction method
Use of recyclable or disposable packaging
Perishable requirements
Hazardous goods warning/handling requirements
Any other requirements?



Labelling specifications

Do you need to take into account any of the following when labelling your product?

TICK

Product name	
Manufacturer's name/contact details	
Country of origin	
Materials, ingredients used	
Product instructions	
Care/storage instructions	
Perishable requirements	
Hazardous warnings/handling requirements	
Bar-code/tracking requirements	
Any other requirements?	

Export process

Have you considered the following:

Is export insurance required?
What export documentation is required and who will lodge it?
What regulations/legislation must you comply with to trade or employ staff in market?

Disclaimer: This tool is only intended as a general guide. We recommend you seek independent professional advice on any matter related to the specific use of the tool for your company.