

Border Handbook for APEC Delegates and Participants



2018

Welcome

It is our pleasure to welcome ministers, delegates and participants from around the Asia-Pacific rim to Papua New Guinea for APEC 2018.

This is indeed the Asia-Pacific century and new opportunities are being created for our economies. The APEC region accounts for half of the world's trade and Papua New Guinea looks to increasing economic engagement in our region. As the Premier forum for advancing trade and investment in our region, APEC is important for Papua New Guinea. We have been a member since 1993, but we have never hosted an APEC year so now is our chance.

In the lead-up to 2018 there are APEC meetings in Port Moresby and around the country and as the largest developing nation in the Pacific, we hope to make an important contribution to the APEC process.

We expect to more than 10,000 visitors and millions will see Papua New Guinea through the media around the world. Our nation looks forward to this opportunity and to welcoming Leaders, delegates and businesspeople from your economies.

To help you prepare for APEC 2018 the PNG Government has developed this APEC Border Handbook. The Handbook is designed to assist individuals, delegations, media and support staff to understand what will be involved with the processing of passengers and cargo through Papua New Guinea's airports and seaports when travelling for APEC 2018 meetings. We encourage you to read and understand our border requirements to ensure your entry and exit from PNG is hassle free. Where necessary, we also ask that you seek additional information or clarification on the border requirements from PNGs border agencies. This will help protect our community and natural world.

We hope you enjoy your stay and that you have the opportunity to see the "Land of the Unexpected" beyond the conference rooms.

It is our pleasure to have you in Port Moresby as our guests and we wish you well when you arrive.

Thank you.

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INTRODUCTION

The purpose of this Customs, Immigration and Quarantine Handbook (CIQH) is to provide delegations and participants to APEC 2018 with the essential information needed to travel to and depart from Papua New Guinea (PNG) for all the meetings associated with APEC 2018.

This CIQH will ensure that you are fully aware of the requirements for entry and exit processing of dignitaries, delegates and participants through PNG's airports and seaports. The information will assist in ensuring you have a smooth entry and exit from PNG.

Under the guidance of this CIQH the most important goal of the PNG Government Border Agencies is to:

Ensure the safe, secure and dignified movement of leaders and delegates/participants through Papua New Guinea's airports and seaports whilst maintaining border and aviation security.

This CIQH will assist all parties attending APEC 2018 including Heads of State, Heads of Government, Ministers of State, Guests of Government, Heads and members of Delegations and all accredited support staff and independent media.

Unless exempt, all attendees will be subject to Customs, Immigration and Quarantine (CIQ) processing on international arrival and departure as well as aviation security screening on international departure in accordance with requirements and PNG Government legislation. Event attendees travelling within PNG domestically will also be subject to aviation security screening on departure, consistent with legislative requirements.

The PNG Government has developed a national CIQ processing policy to ensure a consistent arrival and departure procedures.

While all event attendees will be subject to CIQ and aviation security screening processes, the manner in which these are applied will vary dependant on the defined status of the arriving attendee and mode of arrival or departure. It is expected that all event attendees will arrive and depart through Jacksons International Airport via commercial or private/state aircraft.



PNG Agencies involved with CIQ

The requirements outlined in this CIQH will be effected by officers from the key border agencies involved in delivering CIQ processes at Jacksons International airport and the Port Moresby seaport. They include the PNG Customs Service, the National Agriculture Quarantine and Inspection Authority (NAQIA) and the PNG Immigration & Citizenship Service Authority (ICSA). The National Airports Corporation (NAC) is responsible for the administration and regulation of aviation screening legislation at Jacksons International Airport.

PNG Customs is responsible for facilitating the legitimate movement of people and goods across the border while maintaining the integrity and security of the border, ensuring supply chain security and protecting the health and safety of residents.

NAQIA is mandated under the *National Agriculture Quarantine and Inspection Authority Act 1997* to provide scientific quarantine and inspection services to assist and encourage agricultural production by minimising the risks of introducing exotic animal and plant pests and diseases. It does this by providing quarantine clearance of incoming passengers, their baggage and cargo quarantine clearance of aircraft.

ICSA is responsible for managing PNG's borders in relation to the movement of persons into and out of the country. This work includes visa processing, integrity checking and compliance and enforcement activities. In addition, the ICSA is responsible for assessing and issuing applications for PNG Passports and Citizenship. ICSA also chairs the Border Entry Advisory Group and works with other government agencies to manage entry issues

PASSENGERS

Passports

All persons travelling to PNG for APEC 2018 will require a valid passport to gain entry to the country.



Exemptions

The following categories of individuals are automatically exempt from CIQ processes and aviation security screening, subject to approval of uplift from the operating airline:

- Head of State (HoS) /spouse/children
- Head of Government (HoG)/spouse/children
- Guests of Government (GoG)/spouse/children
- Ministers of State (MoS) spouse/children

This exemption does not extend to the requirement to provide a completed and signed incoming or outgoing passenger card.

The following border requirements are exempted:

- evidence of identity (face to passport checks);
- personal baggage inspections (where no prohibited import/export declaration has been made);
- import charges related to personal cargo;
- personal medications; and
- aviation screening on departure.

Exemptions of the standard CIQ processes will not extend to Heads of Delegation (HoD) unless that HoD is a HoS, HoG, GoG or MoS.

HoDs, who are not exempt, will be facilitated through the CIQ processes at airports on arrival and departure.

A HoD is defined as the nominated leader for a nation or International Organisation attending official APEC meetings and Leaders' Week.

PNG Visa requirements



ICSA has put in place special arrangements for APEC. Information regarding the special arrangements will be provided to you as a part of your administrative information packs and will also be available on ICSA's website www.immigration.gov.pg.

Once your application for a Designated Event Visa is processed, you will receive an email notifying you of the visa grant which is valid from the date of approval to 1 December 2018. You may be requested by airlines to present the email to confirm your visa status. The grant of a PNG visa is subject to meeting PNG's character and health requirements on arrival. If you have a criminal record that included incarceration or if you have a contagious disease please contact us (APECPNG2018@immigration.gov.pg) before you travel.

The following will be exempted from the requirement to have a visa for APEC:

- Heads of State, Heads of Government, Guests of Government and Ministers of State and their respective spouses and children;
- those who already hold an existing APEC Business Travel Card, or a PNG residency visa;
- independent journalists and other media who are not part of an APEC official delegation;
- any other person that the PNG Ministers for Foreign Affairs and Immigration exempts from visa requirements under Sections 20 of the Migration Act

Designated Event Visas do not attract a visa fee.

When registering for a Designated Event Visa, you must use your full name as identified on your passport to ensure you receive a valid PNG visa.

Email requests for an APEC Designated Events Visa will also be considered via APECPNG2018@immigration.gov.pg in exceptional circumstances, for example, where registration for APEC is not possible or appropriate. Applicants wishing to use this method will require additional information and support documents. This email address can also be used for:

- delegates who have lost, stolen or renewed passports and need their existing APEC Designated Events Visa transferred to a new passport;
- Designated Events Visa holders who have questions regarding PNG's character and health requirements.

The APEC Designated Events Visa will be valid from the date of approval until 1 December 2018. It will provide for multiple entries with a maximum stay of 60 days per entry. APEC delegates, participants and support staff may also use this visa to enter PNG for tourist purposes for the validity of the visa.

It is important to note that your passport must have at least six months validity at the time of each entry into PNG.

Journalists and Media

Media, who do not form part of official delegations, are not eligible for a Designated Event Visa. They should seek a journalist visa through a PNG Embassy, or High Commission. Applications must include approvals from both the PNG Department of Prime Minister and NEC and PNG Department of Foreign Affairs which can be found by writing to:

The Communications Manager
ITC Branch, Corporate Division
Department of Prime Minister and NEC
PO Box 639
WAIGANI 131
NCD PORT MORESBY PNG

The Director
Public Diplomacy & Culture Branch
Executive Division
Department of Foreign Affairs
PO Box 422
WAIGANI - 131
PORT MORESBY PNG

In addition to the completed entry permit application and visa fee, the following should also be included:

- a supporting letter from your current employer addressed to ICSA;
- approval letter from the Departments of Prime Minister, NEC and the DFA;
- approval letter from the National Film Institute (Filmmaker's only);
- a valid passport; and
- supplementary Health Form.

The prescribed Migration Service Fee of PGK1,000 is to be paid at the time of application.

The entry permit application can be found at www.immigration.gov.pg.

A journalist visa, for a person seeking to cover APEC related meetings and issues, will be valid from the date of approval until 1 December 2018 for single entry with a maximum stay of 60 days.

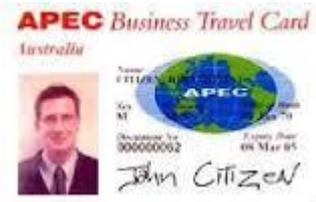
Arrivals

All state, charter and commercial aircraft flights into Port Moresby will arrive at and depart from Jackson's International Airport which is located approximately 13km (7 miles) north-east of Port Moresby Central Business District. Jackson's International Airport is the only passenger airport serving Port Moresby. The airport comprises of two terminals, an international and domestic arrivals and departures, logistics apron and general aviation terminal.

Departures

Departure processing for private/state, commercial aircraft will also occur at Jackson's International Airport. Passengers and baggage will be processed through normal airline check in counters, security screening points and customs/quarantine/immigration checks.

APEC Business Travel Card (ABTC) holders



All economies participating in ABTC Scheme have agreed to provide priority processing to card holders at borders entry/exit points and PNG is no different. ABTC holders will be fast tracked through special APEC lanes at Jackson's International Airport.

AT THE AIRPORT - Security Screening

Overview

The PNG Government's policy is that all persons travelling on a screened air service must have been security screened at an airport prior to embarkation. In addition to actual passenger screening, PNG Government regulations also require checked baggage screening for travelling passengers. This process, whereby checked baggage is x-rayed, occurs behind the scenes and should not impact upon you in most circumstances.

The following categories of persons will be exempt from aviation security screening during APEC:

- Head of State (HoS) /spouse/children;
- Head of Government (HoG)/spouse/children;
- Guests of Government (GoG)/spouse/children; and
- Ministers of State (MoS) /spouse/children.

The PNG Government's decision to exempt these categories of people does not impinge on an airline's right to determine, under its conditions of carriage, whether it will uplift an unscreened passenger. If aviation security screening of an exempt dignitary is required by an airline before it will uplift the passenger, the procedures and processes for the screening of non-exempt dignitaries will be applied.

Screening of APEC 2018 Participants

There will be no variation from existing PNG Government aviation security policy for the purposes of APEC 2018 other than exempt persons.

As an APEC delegate or participant you may undergo a tailored screening process, for example screening may be undertaken in private in areas.

Diplomatic Bags (as distinct from a diplomat's baggage) that are presented at a security screening points will be exempted from security screening where the Diplomatic Bags bear official markings and the courier presents documentation indicating his or her status as a diplomatic courier. These bags will not be exempt from Quarantine inspections if required, however.

Screening Methods

The following passenger and carry-on baggage screening will apply for departures at Jackson's International Airport:

- **Primary Screening:** the preferred means of screening; typically involves the use of either a walk-through metal detector or a body scanner to screen passengers and an x-ray machine to screen carry-on baggage;
- **Secondary Screening:** designed to detect items that cannot be resolved using primary screening techniques; can involve the use of handheld metal detectors, frisk searches of people or physical inspection of items; and
- **Explosive Trace Detection (ETD):** scans for traces of explosives on clothing, shoes and other items. Persons are selected at random to undergo ETD testing and will have the process explained to them.



You can elect to undergo screening in private.

Prohibited Items

The following prohibited items are not permitted on a screened air service.

- firearms, parts and ammunition for firearms;
- sporting goods, kitchen utensils, tools, and things with sharp edges or points capable of injuring a person (e.g. knives, metal cutlery, open razors, ski poles, scalpels);
- sharp things that are not weapons, but are capable (with or without modification) or causing harm by penetration (e.g. corkscrews, razor blades, hypodermic needles, pointed metal scissors, letter openers);
- blunt things able to be used to bludgeon or threaten to bludgeon a person (e.g. sporting bats, golf clubs);
- household flammable goods (e.g. aerosol containers); and
- things capable of being used to restrain a person (e.g. handcuffs, cable ties).

If you suffer from a medical condition, or you are caring for another person who suffers from a medical condition you may be authorised to have a prohibited item in your possession on a flight if:

- the item is medically necessary for the purpose of treating the condition; and
- you have a medical certificate to that effect.

Liquids, Aerosols and Gels (LAGs)

PNG places restrictions on the carriage of LAGs items on aircraft operating an international air service to and from Port Moresby. For the purposes of LAGs restrictions, an international air service does not include a closed charter or State aircraft. However, should a closed charter become a screened air service, PNG's LAGs restrictions will apply. LAGs restrictions do not apply to domestic flights within PNG.

When passing through a LAGs screening point of Jackson's International Airport, you will be subject to screening and LAGs restrictions.

The LAG items that may be carried through a departure LAGs screening point are items in containers of a maximum 100mls and which are sealed in a resealable clear plastic bag. The maximum area of the bags sealed area when the bag is laid flat is 80cm (for example, a 20cm by 20cm or 1 litre bag). Only one of these bags per person is permitted and the bag must be able to be sealed.



There are some limited exemptions for LAG items over 100mls for items including:

- a medical item for the person
- a therapeutic product for the person
- a baby product for an infant or toddler that is in a reasonable quantity having regard for the duration of the flight

On arrival in PNG

Immigration and Visas

If you are traveling for APEC events you must meet PNG's standard health and character requirements. If you have criminal convictions you are encouraged to address these requirements with ICSA APECPNG2018@immigration.gov.pg before traveling to PNG, otherwise potentially face delays on arrival or, in certain cases, be refused entry to PNG.

Further information on visas for PNG can be found at: <http://www.immigration.gov.pg/apec2018.html>

You must use the same name to register for APEC 2018 as is reflected in your passport to ensure a valid PNG visa is issued.

Passports and Incoming/Outgoing Passenger Cards

When you arrive in PNG for APEC you must present a valid travel document (passport) and complete an incoming passenger card.

If you have more than one passport, you must present the passport in which your visa for PNG was granted. If this passport is no longer valid, ICSA should be notified APECPNG2018@immigration.gov.pg of the new passport details to enable the visa record to be amended to reduce delays on arrival. Passports should be valid for at least six months at the date of entry.

If you do not have a Designated Event Visa label in your passport, the presence of a visa will be validated through a passport processing system. Once validated, your passport will be referred to ICSA for insertion of the relevant visa label prior to clearance. Where the arrival flight for travellers is known in advance, labels will be pre-printed and available for ready insertion.

All persons arriving in PNG for APEC, regardless of status, must complete an incoming passenger card and present it for assessment. This requirement also applies when leaving PNG with the completion and presentation of an outgoing passenger card on departure to PNG Customs.

Government VIP Lounge

During APEC the VIP Lounge situated at Jackson's International Airport is available only for the use of Heads of State, Heads of Government, Guests of Government and Ministers of State and other dignitaries accepted by the Chief of Protocol. All requests for the use of the VIP Lounge and access to Customs Restricted areas including the airport tarmac must be made at least 24 hours in advance and shall be submitted by a diplomatic note to the Department of Foreign Affairs in duplicate. Only emergency requests are to be made by telephone.

Diplomats and Diplomatic Bags

A Diplomatic or Consular Bag may be presented at a screening point on departure during APEC. Diplomatic Bags not being dispatched as accompanied baggage shall be dispatched as cargo through the cargo terminal.

If NAQIA has reason to believe there are items of quarantine risk contained in a Diplomatic Bag, they will order the bag to be held and contact the Department of Foreign Affairs to arrange an inspection with the consent of the country involved.

Any high risk items found in Diplomatic Bags or bags of foreign dignitaries, which NAQIA deems a quarantine threat to PNG will be detained for destruction through incineration or if the item poses a lower risk then it will need to be detained for appropriate treatment and returned to the owner.

NAQIA urges diplomatic missions, agents or dignitaries to avoid importing items of plant or animal origin including fresh or processed food items using diplomatic privileges.

Items that must be declared

The PNG Government controls the import and export of certain goods into PNG. The controls include an absolute prohibition, referred to as prohibited import, however, some prohibited goods may be imported under certain circumstances after receiving written permission from the relevant government department. During APEC, importers are responsible for ensuring goods can be imported and for providing adequate assurance at the border that the goods being imported meet regulatory requirements.

The following goods are prohibited from being imported into PNG:

- Advertising matter relating to any goods the importation of which is prohibited absolutely;
- Advertising matter relating to objectionable material;
- Live Animals of all kinds, animal products including and semen of animals;
- Live plants of all kinds;
- Controlled drugs, such as Cocaine, Cannabis, Heroin and so on;

- Counterfeit bank notes and coins and any articles that so nearly resemble bank notes and coins as to be likely to deceive;
- Drugs, including medicinal and prescription drugs;
- Firearms, parts of firearms and ammunition;
- Fireworks;
- Fish, living, and the spawn of fish;
- Foods – labelling of food stuffs;
- Goods manufactured or produced using prison labour;
- Goods that, in the opinion of the Minister, are of a dangerous character and a menace to the community;
- Goods, being books, magazines, video recordings, films, computer discs, sound recordings and so on, that are objectionable (pornography, violence, crime etc);
- Goods that infringe Intellectual Property Rights;
- Knives that incorporate a lever or stud that, when pressed, operates a spring that causes the blade to spring open and lock automatically in the open position (flick knives etc)
- Literature that advocates the overthrow by force or violence of any country (including the assignation of public officials or the unlawful destruction of property);
- Literature that incites disaffection, ill-will or hostility against the Government or Constitution of Papua New Guinea or among its people so as to endanger the peace, order or good governance of Papua New Guinea;
- Matches containing white or yellow phosphorus;
- Parrots, parakeets or other birds of the family known as Psittacidae
- Pesticides, being any of the substances defined in Section 1 of the Environmental Contaminants (Pesticides) Regulation 1988;
- Plastic shopping bags, being any of the substances defined as all High Density Polyethylene (HDPE) plastic bags;
- Plumage and skins of birds of paradise, crowned pigeon and any of the several species of large crested pigeons known as Goura;
- Poker machines, punch boards and all similar instruments of gaming;
- All gaming machines, parts and accessories, other than poker machines, such as horse racing machines, roulette tables and wheel sets or other similar games of chance or their parts or accessories;
- Rice other than broken rice; glutinous rice; as a pre-packed meal; or brewer's rice in respect of which the Commissioner has given prior written approval;
- Rice, being brown rice or vitamin-enriched white rice;
- Radioactive substances or irradiating apparatus;
- Silencers for use with firearms;
- Tear gas and similar substances
- Vaccine, living or killed;

You must declare the items (below) via the customs, quarantine and wildlife related questions on the incoming card which is to be completed by everyone regardless of These are usually distributed prior to landing in PNG on commercial flights. Supplies will also be made available to State/Private aircraft prior to departure from the last port of



passenger status.

call.

Penalties may be imposed for not declaring prohibited and goods and for making false declarations on the incoming card.

restricted passenger

Goods that must be declared on arrival include, but are not

limited to:

- goods that may be prohibited or restricted, such as objectionable (indecent) articles, wildlife products, or illicit drugs;
- new goods in excess of the PGK1,000.00 allowance (PGK500 for travellers under 18);
- more than 250 cigarettes or 250 grams of tobacco products per adult (over18);
- more than 2 litres of alcoholic beverage per adult (over18);
- goods for commercial, business, or trade purposes; and
- currency and/or BNI in excess of PGK20,000 or equivalent

weapons,

Goods that must be declared on departure include, but are not limited to:

- cultural artefacts;
- defence and strategic goods;
- currency and or BNI in excess of PGK20,000 or equivalent; and
- marine species.

Import permissions are required for the importation of prohibited items. These items will be seized if the appropriate permit is not produced on arrival. Information about other prohibited imports is available at the PNG Customs website http://www.customs.gov.pg/files/prohibited_imports.pdf

Duty-Free

Most personal items such as new clothing, footwear, and articles for personal hygiene and grooming may be brought into PNG in accompanied baggage, free from duty and tax.

Personal goods are free from duty and tax if they are:

- owned and used overseas for 12 months or more;
- imported temporarily.



For other goods, duty-free limits apply. These include goods that are purchased overseas and goods that are purchased in PNG duty or tax free (that have been previously exported), or from an inwards duty-free shop on arrival into PNG.

The following duty-free limits will apply:

General Goods

If aged 18 years or over, you can bring up to PGK1,000 worth of general goods into PNG. If under 18 years of age there is a PGK500 limit. General goods include gifts, souvenirs, cameras, electronic equipment, leather goods, perfume concentrates, jewellery, watches and sporting equipment.

This concession relates to goods which -

- are your exclusive property;
- are or have been in your possession;
- are suitable and intended for your own use;
- are not intended for commercial purposes; and
- are not imported in commercial quantities.

Duty Free Personal Effects include -

- apparel of all kinds belonging to you;
- personal articles carried on your person or personal baggage including your normal jewellery, wrist watch, toilet requisites, cigarette lighter, hearing aid, walking stick, umbrella, thermos bottle (vacuum flask), fountain-pen set, spectacles, etc;
- exposed films depicting incidents of your travel;
- one each of a still or movie camera if you are travelling alone;
- portable computers for your own use;
- sporting requisites, including sporting or camping equipment or riding saddles (Please note such items may be examined and detained by Quarantine officers subject to any Quarantine restrictions that may apply); and
- hand instruments of a kind used by medical, dental or veterinary professions, tradesman's equipment.

Alcohol

You can bring two litres of alcohol duty-free into PNG if aged 18 years and over. All alcohol in accompanied baggage is included in this category.

Tobacco

You can bring 250 cigarettes or 250 grams of cigars or tobacco products duty-free into PNG if aged 18 years and over. All tobacco products in accompanied baggage are included in this category, regardless of how or where they were purchased. Families travelling together can pool their duty free concessions. If you exceed the duty-free limits without declaration, duty and tax will be charged on all items.

Firearms and Weapons

The importation of firearms and weapons is subject to the Customs Act and must be declared on arrival irrespective of whether the items are to be carried into the country or intended to remain on board a state/private aircraft. The importation of these goods must comply with certain requirements and conditions and will be detained if the appropriate permit is not produced on arrival in PNG. These conditions include an Authority to Import a firearm as defined in the *Customs Act 1951* and the licence to carry a firearm under the *Firearms Act 1978*. The Royal PNG Constabulary Commissioner is the only person who can approve and issue a PNG Firearms licence.

Additional prohibited items related to firearms and weapons include, but are not limited to:



- ammunition;
- ballistic vests;
- imitation firearms;
- capsicum sprays;
- extendable batons;
- conductible electronic weapons;
- daggers;
- restraints;
- single handled opening knives; and
- silencers and suppressors.

Delegations seeking to temporarily import firearms or weapons for APEC should contact PNG Customs at pro.imports@customs.gov.pg for information on this process. Delegations should arrange the required permits and licences at least 21 days prior to arrival in PNG.

Firearms and weapons can be brought into PNG without a permit or licence to carry but must be surrendered on arrival for safe keeping by PNG Customs.

Please note the Royal PNG Constabulary also has domestic policy and legal requirements applying to the possession and use of weapons, firearms and other goods (e.g. restraints) in PNG.

Security Personnel

The PNG Government's policy is firmly against the carriage of firearms and prohibited items by foreign security personnel in PNG. The PNG Government recognises there may be instances where requests are made to bring firearms and prohibited items into PNG, particularly where APEC delegates require additional security may need to be provided.

In these circumstances, the PNG Government expects that APEC delegations and their security seek the required permissions and licences and fully declare all firearms and prohibited items that will be imported into PNG. The PNG Government requires that the firearms and prohibited items are properly secured and under effective control of the PNG Government at all times.

Where APEC delegations are arriving and departing on the same aircraft, firearms and prohibited items may either be secured on-board the vessel or held by PNG Customs for secure storage during the duration of the visit.

Any undeclared firearms and prohibited items detected at the border in the possession of foreign security personnel by PNG Customs are liable to be detained.

The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)

CITES is an international agreement between governments to ensure that international trade in specimens of wild animals and plants (or their parts and derivatives) does not threaten their survival.

Some items of a quarantine nature may also be subject to CITES, which controls imports of endangered animals and plant material (ivory, coral, skins, plants etc.). CITES is enforced by PNG Customs.

Enquiries about the status of the import and export of wildlife and wildlife products, including permit arrangements, should be directed to <https://www.cites.org/eng/cms/index.php/component/cp/country/PG>

Medicinal Products

Medicines brought into and taken out of PNG may be subject to controls under the *Customs Act 1951* or *Import/Export Regulations 1973*. In some cases, the import and export of such medicines may be prohibited unless written authorisation is issued by the PNG Department of Health. In other cases written authorisation is not required, however the importation is still subject to certain conditions.

A permit is not required for most prescription medicines, even if they contain a controlled substance so long as:

- you arrive as a passenger on board a ship or aircraft;
- the medicine is carried in accompanied baggage;
- you are carrying a letter or copy of the prescription (written in English) from your Doctor to certify that the medicine has been prescribed to treat a medical condition; and
- the importation is not of commercial quantity.

Examples include headache/cold, diabetes or heart condition medications etc.



Some medications may be traditional, herbal remedies, dietary supplements or natural remedies. Some of these medications may contain prohibited items, contain CITES listed species or not meet the requirements of the *National Agriculture Quarantine and Inspection Authority Act 1997* or *Medicines and Cosmetics Act 1999*.

Enquiries should be sent to the PNG Departments of Health or Environment and Conservation.

Quarantine

When travelling to PNG for APEC you must comply with PNG's Quarantine (Biosecurity) laws. All visitors into PNG, regardless of who they are, will be subject to standard clearance protocols and import conditions for any goods they may import.



NAQIA will facilitate all APEC delegates/participants in the most convenient and timely manner, whilst ensuring PNG's Quarantine laws are not broken.

Importation of animal and animal products, plant and plant products and biological products (micro-organisms) require importers to apply for an Application to Import prior to import and only import once an appropriate Import Permit is approved by NAQIA. Live plants, live animals and biological products must be imported under an import permit. Processed animal and plant products in small quantities (personal consumption) must be declared on arrival. Agriculture Quarantine Officers will do risk assessments during APEC and advise on what course of action to take (release or detention).

Application forms for the permission to import food stuffs of plant or animal origin, live plants and animals and biological products (micro-organisms) can be obtained from NAQIA by writing to:

The Chief Agriculture Quarantine Officer - abannick@naqia.gov.pg or biosecurityapec2018@naqia.gov.pg

Appropriate application for permission to import must be lodged at the NAQIA Permit Office for screening and approval. Upon approval, permits are issued for importation of the goods. Presentation of the original permit is required for quarantine clearance of goods. Applications can be lodged by PNG based customs brokers, agents or diplomatic missions.

The importation of living organisms requires an approval from the Conservation and Environment Protection Authority (CEPA) and a valid import permit from NAQIA.

All items of a quarantine nature such as food (of any kind), plant products and animal products must be declared and will be subject to standard import rules. It is a requirement that all such items are either disposed of at the amnesty bin provided or declared and presented to NAQIA for inspection. Agriculture Quarantine Officers may undertake inspections and risk assess imports during APEC and where necessary decide on a course of action (release, destruction, treatment).

The following are examples of what must be declared when entering PNG:

<p>Food Products</p> 	<p>Dairy products (fresh and powdered) including milk and cheese Fruit and vegetables including fresh, dried, frozen, cooked or preserved Fish and other seafood products Herbal and traditional medicines, remedies, tonics and herbal teas All meat including fresh, dried, frozen, cooked, smoked, salted or preserved, including sausages, salami and sliced meats - from all animal species</p>
<p>Plant Material</p> 	<p>All potted/bare rooted plants, cuttings, roots, bulbs, corms, stems and other viable plant material Flowers that can be grown from stems such as orchids, daisies, lilies etc Banana products including food (fresh and dried) and souvenirs made with banana leaf Souvenirs made with or filled with straw, including Thai cushions Wooden articles and carvings including painted or lacquered items Dried flowers and arrangements Fresh flowers and leis (excluding flowers that can be grown from stems such as roses, carnations and chrysanthemums) Cereal grains, popping corn, raw nuts, pine cones, birdseed, unidentified seeds, some commercially packaged seeds, and ornaments including seeds</p>
<p>Animal Products</p> 	<p>Pet food - including canned products and rawhide chews Rawhide articles and handicrafts including drums Feathers, bones, horns, tusks, wool and animal hair (must be clean and free of any tissue) Skins, hides and furs Bee products including honey, beeswax and honeycomb Used animal equipment including veterinary equipment and medicines, shearing or meat trade tools, saddlery and tack and animal or bird cages</p>
<p>Live Animals</p> 	<p>All mammals, birds, birds' nests, eggs, fish, reptiles, amphibians and insects</p>
<p>Other Goods</p> 	<p>Biological specimens including tissue culture Used sporting and camping equipment including tents, footwear, hiking boots, golf equipment, bicycles and fishing equipment (need to be checked to ensure they are clean and free from contamination)</p>

Cargo

Any equipment including vehicles, general cargo and communications equipment brought into PNG must be clean and free from contamination with animal, plant and soil material.

For information about goods requiring an Import Permit and how to obtain an Import Permit please refer to www.naqia.gov.pg

Packaging Requirements

Packaging boxes and packaging material are to be in new or near new condition. Packaging boxes and packaging material that contains quarantinable risk material including bark, previous cargo residues or material that is found to be infested, will need to be fumigated.

Sea and air freight containers must be clean and free from previous cargo residues and soil.

NAQIA requires all timber packaging and materials used for supporting or protecting consignments during transportation to be clean and free from quarantinable risk material such as insect infestation, bark, soil and seeds. If timber packaging etc is found to not comply with these conditions, it will require treatment or destruction on arrival.

Vehicles

If you or your delegation intends on importing vehicles for APEC, NAQIA requires them to be clean and free from contamination internally and externally, before arrival in PNG. Contamination concern includes, but is not limited to; live insects, seeds, soil, mud, clay, animal faeces, animal material and plant material such as straw, twigs, leaves, roots, bark.

NAQIA will inspect vehicles externally for contamination on arrival. If contamination is found, the vehicle will be directed for external cleaning to remove contamination prior to release from NAQIA.

FACILITATION

There are expected to be a large number of APEC delegates and other participants visiting PNG for APEC meetings. Port Moresby will swell by an additional 9,000 people during Leaders' Week in November 2018. The pressure on the border agencies at the international airport will be significant so it will not be possible to facilitate all APEC attendees.

All APEC delegates or participants will be required to undergo varying degrees of Customs, Immigration and Quarantine (CIQ) processing and aviation security screening to meet the requirements of PNG Government legislation. The manner in which CIQ processing and aviation security screening will be delivered for each APEC delegate or participant will accord to their defined status and mode of arrival and departure.

All APEC delegates or participants will be subject to CIQ processing on international arrival and departure unless they are classified as exempt dignitaries. Exempt dignitaries, while still subject to CQ clearance, are exempt from immigration visa requirements and clearance on arrival. Exempt dignitaries are exempt from aviation security screening and immigration processing on international departure in accordance with PNG standard border operating procedures and aviation screening legislation in force at the time.

While government policy may not require airport screening, some airlines may require, as a condition of carriage, exempt dignitaries to undergo aviation screening.

APEC delegates or participants will include parties with an official interest in attending or participating in APEC events or activities. These will include, but are not limited to, Heads of Delegations (HoDs), Ministers, spouse/partner of HoDs and Ministers, official observers, media and other accredited delegates and attendees.

Dignitaries

The following exempt persons attending APEC will be facilitated either through the airport or on the tarmac:

- Heads of State (HoS) /spouse/children
- Heads of Government (HoG)/spouse/children
- Guests of Government (GoG)/spouse/children
- Ministers of State (MoS) spouse/children

Exempt delegates may use the VIP Lounge facilities or be transported from the tarmac by an official motorcade.

Heads of Delegations

All Heads of Delegations (HoD), that are not exempt as identified above, will be facilitated through the CIQ processes at airports on arrival and departure via "Head of Queue" processing. This facilitation will extend to the HoD's spouse and children and up to a maximum of six delegates travelling with the HoD. Where a delegation exceeds six people or is not travelling with the HoD the remaining members will be directed to a dedicated APEC arrivals queue at the international terminal.

A HoD is defined as the nominated leader for a nation or International Organisation attending official APEC meetings and Leaders' Week.

Each HoD will experience a consistent process on arrival and departure. They will:

- be met on arrival at Jackson's International Airport by a PNG Customs officer and escorted to VIP lounge (if available) where diplomatic officials or a PNG Government official may be there to welcome them. The CIQ formalities will be conducted in the VIP Lounge.
- If the HoD chooses not to use the VIP Lounge, they will be facilitated through the existing processes including "Head of Queue" processing through the CIQ requirements.
- A PNG Customs and/or a NAQIA officer will assess the risk associated with any declared item/s on the incoming passenger cards. In the event of a positive answer to questions on the incoming passenger cards, the PNG Customs and/or NAQIA officer may seek further questioning.

During the APEC host year, APEC Co-ordination Authority officers may be present at Jackson's International Airport and domestic airports to assist with facilitation. Assistance will only be provided over selected days preceding and at the conclusion of each meeting and generally only at those locations where meetings are being held. Dates and locations will be communicated in advance of each meeting.

Should an exempt or non-exempt APEC delegate or participant attending an airport for any of the above meetings where no assistance by the APEC Co-ordination Authority is provided, they can still receive airport

facilitation on arrival or departure. This process will involve an escort through the CIQ and aviation security screening process by PNG Customs at Jackson's International Airport or the Royal PNG Constabulary through domestic terminals.

It is important to note that APEC delegates or participants not travelling on official APEC business will not be facilitated.

CARGO/GOODS IMPORTED FOR APEC

All goods arriving into PNG, with a few exceptions, are required to be entered on an Import Declaration and regulatory importation requirements met. Generally, duty and taxes are paid on importation.

Where delegations import goods into PNG with the intention of consuming them in PNG; leaving them in PNG for more than 12 months; and/or gifting them to other delegations then those goods are required to be formally entered using the services of a licenced Customs broker and all required duty and taxes paid.

Further details regarding importation requirements can be found at www.customs.gov.pg.

Temporary Importations

Official delegations may bring eligible goods into PNG on a temporary basis by lodging an undertaking with the PNG Customs Service in advance of the goods arrival. Temporary importation may be granted under section 107 of the Customs Act 1901 (the Act) in the following circumstances:

- Goods are imported for the purpose of APEC 2018
- The goods must be exported within 12 months of the arrival date
- the goods cannot be sold, loaned, mortgaged, hired, given away, disposed of, or altered in any way without permission from PNGCS



If the goods meet the above eligibility requirements you may choose to lodge an Application for Personal Undertaking to the Collector of Customs. (refer page 23). The person providing a Personal Undertaking for the imported goods must be prepared to take full responsibility for the payment of duties and taxes should any goods fail to be re-exported within twelve months of the date of importation.

The Application for Personal Undertaking to the Collector of Customs, including a complete and detailed list of the goods to be imported, should be forwarded to the PNG APEC Authority at least two weeks before the arrival of the goods in PNG at **EMAIL ADDRESS**.

If goods are to be transported as air and sea cargo, copies of the commercial import documents will need to be lodged with the application.

Please note that some goods may be prohibited from import unless an import permit is obtained prior to arrival in PNG. This includes food items for human consumption, live animals etc.

Goods temporarily imported into PNG must be reported upon export. Please advise details of your planned date, place and mode of export to the above email address at least two weeks prior to export along with

commercial export documents for those goods to be transported as air or sea cargo. A Customs officer must verify the goods exportation. If this is not done the goods will be deemed to still be in PNG and will be treated accordingly.

Temporarily imported goods can remain in PNG for a maximum of twelve months from the date on import. If the goods are not exported within the period of twelve months commencing on the date on which they are imported then the security will be enforced and the duty and taxes payable on the goods recovered at any time as a debt.

Media Equipment

PNG Customs will also use the process described above to facilitate the temporary importation of media equipment in to PNG by media personnel attached to a delegation or individual media groups if the media equipment also meets the above eligibility requirements.

All other importations of media equipment should adhere to the importation requirements found at www.customs.gov.pg.



**Section 107
Regulation 60**

PAPUA NEW GUINEA CUSTOMS SERVICE

PERSONAL UNDERTAKING TO THE COLLECTOR OF CUSTOMS

I hereby apply for permission under Section 107 of the *Customs Act 1951* to import without deposit of duty and/or GST the goods described in the Schedule below.

I,(full name)
of full address),
hereby undertake to pay the duty and/or GST normally payable upon importation to the Collector of Customs in the event that the said goods are not exported from Papua New Guinea within twelve (12) months from the Date of Importation.

I also undertake to produce the said goods, together with this form of personal undertaking, to the Customs Officer at the point of export.

The following goods from the ship or aircraft(name or voyage\folionumber)
from(name of the place from
where the ship\aircraft brought the goods to PNG) arrived in PNG(date).

The goods are to be used in or for purposes related to

THE SCHEDULE

Description of goods	Identifying Marks	No of pieces, qty or mass	Value of Goods K

Intended Export Details (*Date, Place, Method*):

Signature of Importer Passport No:

Email Address.....

Signature of Customs Officer Date:

EXPORT VERIFICATION

Goods Identified and Exported per Date:

Signature of Customs Officer Name / Badge No.....

This Form is to be completed in Duplicate (Original to remain with Customs. Duplicate to the Importer)