

## **SENDING PERSONAL EFFECTS**

**IF YOU ARE THINKING OF SENDING GOODS TO FIJI, HANG IN THERE, ITS SIMPLE**

**JUST FOLLOW THIS STEPS AND YOU SHOULD BE FINE.**

1. First things first – **START PACKING**
2. Call SouthPac closest to you to confirm when is the Cut-off date for your area and ask them to issue you a reference number for your intended shipment.
3. Then, visit the SouthPac Website ( will be live soon), click Service and drop down to Resources
4. Download & Print Packing List, Fiji Customs declaration and Delivery consent forms.
5. Carefully fill in your forms clearly highlighting senders and receivers details, phone numbers is very important to us.
6. Go back and check your cargoes, boxes and items and make sure that they are labelled correctly including sender and receivers name well pasted, with items numbered accordingly and glad wrapped. If not wrapped, Southpac will wrap it for you at a very low price. Ensure that your reference numbers issued to you is well written or pasted on each of your items.
7. Call the closest branch to confirm shipment date, and your delivery time to drop off your stuff to Southpac office or organising a time when Southpac staffs can stop by your home to pick-up your items for sending,
8. Make sure that your paperwork are all in order and should be given through to Southpac with your items when dropping of or when items being picked up.