



Application for approval to defer GST on imported goods

How to apply for the deferred GST scheme on imported goods electronically.

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How to get the form

Double clicking the form won't open it. The form won't load on a **mobile device**, **tablet** or within a **browser**.

To complete the form, you must save it to your **desktop computer** or **laptop** (with the latest version of **Adobe Acrobat** installed).

- To download, right click on the following link and select **Save target as** (or a similar option depending on your internet browser) to save it to your computer
 - [Application for approval to defer GST on imported goods \(NAT 75163.PDF, 1.41MB\)](#) .
- Open your saved form with Adobe Acrobat Reader DC and select **Enable all features** near the top or enable JavaScript if prompted before filling in the form.
- Once you've completed your form, save it using the **Save form** button at the end of the form.

Tip: Update your default app for PDF file types to Adobe Acrobat Reader DC to open all PDF files with Adobe Acrobat.

Note:

- failure to follow these instructions correctly might lead to a delay in the processing of your deferred GST form.
- ensure only one PDF is attached to the application mail message.

For details about the personal information we collect from you see [Privacy notice – Application to defer GST on imported goods](#).

Next steps:

- Lodge your completed form by attaching it to your secure mail message using:
 - **Online services for business**
 - **Online services for agents**.
- you need to use a **Digital ID and Relationship Authorisation Manager (RAM)** to access **Online services for business** and **Online services for agents**.

Lodge your form

Keep a copy of your completed form for your records. Lodge the original including any attachments through:

- secure mail in **Online services for business**
- practice mail in **Online services for agents**.

Lodge through **Online services for business**

If you use **Online services for business** to lodge your application, it is more secure and will be processed faster than if you lodge by mail.

Follow these steps to lodge through secure mail in **Online services for business**:

1. Fill in the form.
2. Save the completed form as a PDF to your computer.
3. Log in to **Online services for business**.
4. Select **Communication**, then **Secure mail**.

5. Create a **New** message.
6. Go to the **Topic** list and select **View more topics**.
7. Go to the **Other topics** list and select **GST**.
8. Go to the **Subject** list and select **Deferral of GST on importations (DGST)**.
9. Attach the form and any attachments.
10. Provide your contact details and complete the declaration.
11. Select **Send**.

You will receive a receipt number once you've lodged your form.

Tracking your progress

You can track your form's progress in Online services for business, by selecting **Your dealings** from the **Communication** menu.

Lodge through Online services for agents

Follow these steps to lodge through practice mail in Online services for agents:

1. Select **Communication**, then **Practice mail**.
2. Create a **New** message.
3. Go to the **Topic** list and select **View more topics**.
4. Go to the **Other topics** list and select **GST**.
5. Go to the **Subject** list and select **Deferral of GST on importations (DGST)**.
6. From **Enquiry** type select **I am enquiring on behalf of client**.
7. Search for and select your client.
8. Attach the form and any attachments.
9. Provide your contact details and complete the declaration.
10. Select **Send**.

You will receive a receipt number once the message has successfully been sent.

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