



## IMPORTING PERSONAL EFFECTS IN CHINA

### HOUSEHOLD GOODS & PERSONAL EFFECTS:

Client must arrive into China before shipment in order to complete import formalities. Client must be present during Customs clearance process. Shipments are subject to physical inspection by Customs Authority. If importing more than one (1) shipment, shipments must be declared together; otherwise the second shipment will be fully dutiable.

Personal registration of owner of the goods and employer's registration must be approved before arrival of the shipment. Used household goods and personal effects are dutiable for Chinese persons holding a foreign passport and foreigners entering China for an extended period (not holding a Residence Card).

Shipment must arrive within 6 months of shipper's arrival.

If importing more than one shipment into China, shipments must be declared together; otherwise the second shipment will be fully dutiable

### *Immigration Requirement changes - Effective 1 March 2011*

**Beijing & Shanghai:** An Appointment Letter issued from the head office at origin, (notarized by a foreign notary public bureau and legalized by the Chinese embassy at origin) along with applicant's passport copy also notarized by foreign notary public bureau and legalized by the Chinese embassy is required for the Representative Certificate for foreign employees who are assigned to work in a Representative Office. Representative Offices will go through an annual inspection process between 1 March - 30 June every year through the Beijing / Shanghai Administration & Industry Bureau.

**Shenzhen:** Applicants are required to be physically present with a Destination Agent representative at the Public Security Bureau when submitting the residency application forms provided by the agent and one's original passport. The client will be issued a receipt. The process takes 6-12 working days. Once complete the client, accompanied with a Destination Agent representative will exchange the receipt for the Residency License and passport. This policy change affects initial and renewal applications. Consult your Destination Agent for further details regarding this new requirement.

### **Diplomatic Status:**

Import Permit is required for customs clearance. No customs inspection on diplomatic shipment. No duty on diplomatic shipment.

### DOCUMENTS REQUIRED:

#### Documents required for Household goods/personal effects Customs Clearance:

- ✓ Passport and Authorization letter - Original
- ✓ Residence Card/Permit- Original, valid for 1 year
- ✓ Work Permit - Original, valid for 1 year
- ✓ Employment Certification (preferable in Chinese) from employer's registered office or Chinese host organization attesting that customer will be either personnel of Foreign Resident Office or Foreign Expert
- ✓ Appointment Letter - obtained from Representative Office at origin, notarized



- ✓ Customs Permit (must be approved prior to arrival of goods) - Customs Permit and Inventory list must match exactly!
- ✓ Application for Customs Sealed Letter - three copies
- ✓ Import Permit of Personal Effects
  - List of goods and quantity to be imported must be in Chinese
  - Must list ALL items planned for import within six (6) months from the date of approval of the application, even if not contained in the first shipment
- ✓ Ocean bill of Lading/ Air Way Bill - Prepaid and fax copy in advance to Destination Agent
- ✓ Health Certificate - Full examination with blood tests to prove absence of communicable diseases
- ✓ Detailed Inventory - in English or Chinese - "PBO" and "Misc." are not acceptable. Fax a copy to service agent in advance
- ✓ Arrival Customs Declaration - to be completed by client upon arrival at port of entry
- ✓ Certificate of Origin - may be required

Documents required for Diplomatic Shipment:

- ✓ Diplomatic Card
- ✓ Passport
- ✓ Original AWB/or OBL with embassy's chop
- ✓ Shipment arrival notice from local shipping agent (**both for sea and air shipment**)
- ✓ Inventory packing list with embassy's chop
- ✓ Application form with authorised signature from Embassy and embassy's chop.
- ✓ I/P has to be applied by Embassy

**RESTRICTED/ DUTIABLE ITEMS:**

- ✓ Alcohol (Customs regulations are very strict. We recommend that no alcohol is included in shipment.)
- ✓ Foodstuff is restricted. Non-perishable food is allowed in reasonable quantities in the first shipment (subject to tax)
- ✓ Office equipment can't be imported as personal effects. If it is, it will be subject to substantial duties.
- ✓ Prescription drugs are restricted. You will need a copy of the prescription stating the type of drug and dosage. You are allowed to import a reasonable quantity for personal consumption for a year.
- ✓ Furniture, electrical appliances, audio visual equipment, computers, printers, light fixtures, foodstuff are allowed in reasonable quantities.
- ✓ CDs, DVDs, videotapes, and cassette tapes will be examined and screened by Customs, which will take approximately 2-3 weeks. If any objectionable scenes are found, the owner may incur heavy fines, penalties, and prosecution. Additionally, the item(s) will be confiscated and the entire shipment may be detained.
- ✓ Personal computers with encryption capabilities require pre-approval of software prior to importation. PCs and laptops with simple password software for email, Windows, Microsoft Outlook, etc., and are part of a household goods shipment, do not require pre-approval.
- ✓ Grand and baby grand pianos are prohibited unless an appropriate professional certificate is provided.
- ✓ Wooden packaging materials: Since January 2006, in line with ISPM-15 Guidelines for Regulating Wood Packaging Materials in International Trade, there is a restriction of non-manufactured wood packing materials into China. Wooden packaging materials must be either heat treated or fumigated with methyl bromide and properly marked.



Note: Tax and duty rates are subject to change and often vary depending on port of entry and the Customs officer handling the shipment.

### PROHIBITED ITEMS:

- ✓ Firearms & Ammunition of any kind including Firecrackers and toy guns
- ✓ Narcotics, Psychotropic substances, medication & anesthetics
- ✓ Pornography, obscene articles, publications, videos & software
- ✓ Reproduction of copyright publications & videos
- ✓ Seditious & treasonable materials, anti-communist paraphernalia
- ✓ Cigarette lighters of pistol or revolver shape
- ✓ Chewing tobacco & imitation tobacco products
- ✓ Chewing gum, toy coins & toy currency notes
- ✓ Live animals on Endangered species list
- ✓ Grand pianos, copy machines & radio transmitters
- ✓ Food – each individual can import up to 50 kgs of foodstuffs and beverages as personal effects; subject to duties. It is recommended to not include in shipment as food cannot be allowed from epidemic-stricken areas and the Chinese governments definition of epidemic-stricken areas changes without notice.

### IMPORTING VEHICLES:

Privately owned vehicles are considered a luxury item and are dutiable up to 200%. Restrictions and taxes depend on size and type of vehicle. Documentation must prove age and value of the automobile.

NOTE: Motorcycles are prohibited unless one has Diplomatic Status. Diesel vehicles are prohibited. Vehicles manufactured prior to 1 January 2005 will not be registered without undergoing a rigorous exam costing about 1,200.00USD. All vehicles being registered in Beijing for the first time must meet EURO IV standards.

### Required Documents:

- ✓ Written application to Customs Office
- ✓ Import Permit – approved by Customs prior to importation into China
- ✓ Invoice

### IMPORTING PETS:

- Pets, other than cats and dogs, are prohibited.
- Some provinces of China impose severe restrictions and high registration fees on dogs. Check with a Chinese consulate or embassy in the United States before deciding to import any pets.
- Import permits and prior approval from Customs is required. Import Permits can be obtained from the Bureau of Animals & Plants.
- Generally, only 1 pet per foreign passport or residence permit is allowed, depending on the destination city in China. Beijing allows only 1 pet per household.
- Large dogs are prohibited.



- The pet may travel as either accompanied or unaccompanied baggage. If the pet travels as unaccompanied baggage, avoid having the animal arrive at the airport in China after 2:00 pm or on Saturdays, Sundays or public holidays, since quarantine officers may not be available and the pet will be detained at the airport, thus incurring additional charges.
- Once your pet clears Customs, it will be detained at a government kennel for further quarantine inspection for at least 30 days

**Required Documents:**

- ✓ Certificate of Health – 7 days before departure
- ✓ Vaccination Records – including rabies vaccine, must be over 30 days and under 1 year
- ✓ Entry Recorder – within 2 weeks

***Fumigation of Wood Packing Materials: The General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China published requirements adopting ISPM 15 for wood packaging material (WPM). The regulation was implemented June 1, 2005.***

\*\*Customs requirements are established by the country of import and not by Servile Relocations Pvt. Ltd. The regulations, however, are subject to change without notice by the Chinese Customs. Servile Relocations Pvt. Ltd. assumes no liability for the changes in the law.