



IMPORTING PERSONAL EFFECTS IN INDONESIA

HOUSEHOLD GOODS AND PERSONAL EFFECTS:

Client must be in country for the Customs clearance procedures. Shipments will be completely inspected. Household goods must have been in client's possession and use for at least one full year, and be for the customer's continued private use in Indonesia (not for resale). Shipments must arrive within three months of date of issuance of KITAS and IKTA cards. *Only one air and one sea shipment of household goods allowed duty-free.* Without the client's passport, KITAS and IKTA cards upon arrival of the shipment the shipment will be treated as General Cargo and subject to clear under General Cargo import regulations. The average time to obtain documentation certifying valid work and residence permits can range from four (4) to six (6) weeks after the arrival of the shipper into Indonesia with a one year visa from the Indonesian Embassy or Consulate.

All boxes should be labeled with the name of the shippers. Any other name or nickname could jeopardize clearance. If duties have been assessed, allow 3-4 working days after payment to the Customs Cashier. If all documents are not provided, shipment cannot be cleared through Customs. Penalties, demurrage and heavy additional port charges will apply and the possibility of shipment being re-exported.

Diplomatic Status:

Returning diplomats are allowed duty/tax exemptions of their household goods. Other diplomats and semi-diplomats (such as World Bank, UN, UNICEF, WHO, etc) will have shipments processed by the receiving embassy. Delays in obtaining PP-8/PP-19 or required original documents will cause demurrage and port storage charges

DOCUMENTS REQUIRED:

Documents required for Household goods/personal effects Customs Clearance:

- ✓ Passport with Visa pages - original
- ✓ Residence Permit (KITAS card) - original, valid for at least 12 months
- ✓ Work Permit (IKTA) - valid for at least 12 months
- ✓ Pack List- original, in English; fax a copy to the servicing agent well in advance
- ✓ Bill of Lading or Air Waybill - original, prepaid and fax copy prior to vessel's arrival
- ✓ Non - Negotiable Bill of Lading - copy
- ✓ Authorization Letter (SuratKuasa) - allowing Destination Agent to arrange Customs clearance

Documents required for Diplomatic Shipment:

- ✓ Original Passport
- ✓ Proof of diplomatic status, Visa Dinas is required
- ✓ Form PP-8, which the Embassy in Jakarta applies for from the Indonesian Ministry of Foreign Affairs (Departemen Luar Negeri or DEPLU)./ Semi Diplomats (UN, UNICEF, WHO) Form PP-19, approved by The Indonesian State-Secretary (Sekertariat Negara).
- ✓ Original B/L or AWB
- ✓ Original Packing List



RESTRICTED/DUTIABLE ITEMS:

- ✓ New articles & items not listed on inventory
- ✓ Medications - (prescriptions required)
- ✓ Materials in Chinese (pictures, tapes, etc) will require proper permits and is subject to censorship and confiscation
- ✓ Antiques (may have difficulty re-exporting)
- ✓ CD's, DVD's, VCD's, audio tapes and books - Provide a detailed list of titles and authors.

PROHIBITED ITEMS:

- ✓ Fireworks
- ✓ Color photocopy machine and parts
- ✓ Audio and / or visual recording media
- ✓ Telecommunication equipment
- ✓ Medicine
- ✓ Pesticides
- ✓ Wastes
- ✓ Cultural Valuable Goods
- ✓ Firearms, ammunitions and explosives
- ✓ Obscene literature, photographs and films
- ✓ Politically "undesirable" literature
- ✓ Foodstuffs and alcohol
- ✓ Toy guns and air guns
- ✓ Motorcycles, cars and all forms of motorised transport, new or used
- ✓ Books of a political or religious nature which may be offensive to Indonesia, Indonesians or Islam.

IMPORTING VEHICLES:

Only diplomatic personnel with PP-8 status can import vehicles. Vehicles will be free of duty and taxes.

Please check with your service agent prior to consigning any motor vehicle.

- ✓ Title & Registration - original
- ✓ Purchase invoice
- ✓ PP-8 Form

IMPORTING PETS:

An import license is required to import a pet. The importer of a pet does not require a work permit or residence card (KITAS). Pets are allowed into Indonesia following the below requirements are met. Pets will be quarantined at the government quarantine facility for 14 days. Pets are subject to import duties and taxes.

Required Documents:

- ✓ Passport (owners) - copy

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- ✓ Health certificate – Issued within 5 days prior to arrival
- ✓ Rabies vaccination certificate – issued at least 30 days before arrival but not older than 1 year.
- ✓ Import permit – issued prior to the animals' arrival into Indonesia from Indonesian Department of Agriculture. Application for import permit should be made 2 weeks prior to arrival. The below information is needed to process the permit.
 - Breed, sex, age, color and pet's name
 - Address in Indonesia & intended arrival date
 - Owners name and copy of passport

Note: Fumigation of Wood Packing Materials: As of Sept. 2009 Indonesia imposes ISPM15 regulations for wood packaging material (WPM).

**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 Indonesian Customs. Servile Relocations Pvt. Ltd. assumes no liability for the changes in the law.