



## IMPORTING PERSONAL EFFECTS IN SAUDI ARABIA

### HOUSEHOLD GOODS AND PERSONAL EFFECTS:

#### **CLIENT MUST BE IN SAUDI ARABIA AT THE TIME OF CUSTOMS CLEARANCE**

All shipments are physically inspected, and subject to duty including used household goods. Importation of consolidation shipments is not allowed: heavy penalties will be imposed for violations. New items must have a bill of sale attached. If the bill of sale (receipt) is not available, customs authorities will assess the items themselves and charge the appropriate duty. All documents MUST show the client's name EXACTLY as it appears on the passport. DO NOT use initials or abbreviations for names or companies. The Saudi government will not accept the documents otherwise. Surface documents must be received at the destination a minimum of seven days prior to arrival of the vessel.

### DOCUMENTS REQUIRED:

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

- ✓ Passport including photo page & entry visa
  - ✓ Bill of Lading/ Air Waybill (express B/L is acceptable)
  - ✓ Inventory List per carton- Misc. (miscellaneous) CU (contents unknown) or PBO (packed by owner) are NOT acceptable. Major household purchases require receipts
  - ✓ Original valued inventory for Customs purposes
  - ✓ Certificate of Origin - for new items
  - ✓ Work Permit & Residence Permit
  - ✓ Proof of Employment notarized by the Saudi Chamber of Commerce or a government agency
  - ✓ Certificate of Health stating client does not have Auto Immune Deficiency Syndrome
  - ✓ Keys for any locked items such as tools boxes, suitcases etc for Customs inspection
  - ✓ Certificate of Insurance if applicable
  - ✓ SASO Certificate of Conformity for ALL electrical items imported into the country
  - ✓ Letter of Undertaking – Authorizes the destination agent to perform Customs clearance
- \* Inventory and Certificate of Origin MUST be notarized by the Saudi Embassy or Consulate translated into Arabic.

#### Documents required for Diplomatic Shipment:

- ✓ Custom & Duty exemption letter from Ministry of Foreign Affairs, Riyadh
- ✓ Copy of Saudi Resident permit
- ✓ Bills Of Lading
- ✓ Packing list
- ✓ Authorization letter from Embassy/Consulate to clear the shipment

### RESTRICTED/DUTIABLE ITEMS:

- Fax machines
- Live plants, seeds, fresh fruit or flowers
- Pharmaceuticals require a certificate from the origin country's health department



→ The following items will be subject to censorship by the Ministry of Information:

- Videos
- Tapes
- DVD's
- CD's
- Laser disks
- Films
- Records
- Computer recording devices
- Photographs
- Books
- Magazines
- Periodicals
- Exposed film of any kind
- Computers
- Any form of recording device
- Any other printed matter

*It is important to make sure all goods are listed on the valuation inventory. Please make sure that all the items listed above are packed together so as not to delay your entire shipment. It is advisable to make sure you keep a separate record of all items that are subject to censorship to be able to ascertain what items have been withheld. **ANY ITEM CONFISCATED WILL BE SUBJECT TO A FINE AND ONCE INSPECTED THE GOODSWILL BE RETURNED AT COST TO THE CUSTOMER.***

→ All suitcases, tool boxes or locked containers must have keys available to allow inspection by customs officials

### PROHIBITED ITEMS:

- ✓ Alcohol, all items containing or mentioning alcohol including but not limited to, cooking wines, extracts, flavorings, liquors, wine kits, and books on manufacturing of such drinks etc.
- ✓ Narcotics, drugs of any kind including medication without prescriptions
- ✓ Radio transmitter/communication equipment, walkie-talkie's, short wave, VHF, marine, police band equipment, CBs, binoculars, telescopes, etc.
- ✓ Pornographic materials, publications, statues, figurines, and fashion magazines where undergarments or swimsuits are depicted
- ✓ Politically sensitive materials, literature contrary to Muslim, and/or Arab beliefs and morality
- ✓ Christmas trees, decorations, and any religious materials/articles other than the Muslim faith.
- ✓ Military uniforms or paraphernalia of any kind
- ✓ ALL weapons and firearms real or decorative, including ammunitions, fireworks, spears or swords

### \*\*Client will be subject to investigation, fines and/or imprisonment

- ✓ Foodstuffs and stuffed animals (taxidermy)
- ✓ Games of chance - chess, dice, backgammon, playing cards, dominoes etc
- ✓ LL statues and any objects of human or animal form -carvings, figurines, masks etc
- ✓ Other miscellaneous items such as designs, blue prints, artificial pearls etc.

*\*Please check with your service agent for any changes or additions to these items*



### IMPORTING PETS:

Exotic and non domestic pets are not allowed to enter Saudi Arabia unless used for government purposes. Dangerous and aggressive breeds of dogs such as Rottweilers and Pitbull types are not allowed to enter Saudi Arabia under any circumstances. Pets are quarantined in an IATA approved kennel.

#### Required Documents:

- ✓ Certificate of Vaccination – Cover letter must attest the pet has been vaccinated against all possible diseases and is in good health. All vaccinations must be specifically listed out
- ✓ Health Certificate – Must be authenticated by:
  - The State Department Authentication Division – [www.state.gov/m/a/auth](http://www.state.gov/m/a/auth)
  - Consular section of the Royal Embassy of Saudi Arabia
- ✓ Import Permit – Obtained from the Agricultural Directorate in Riyadh, submitted in Arabic

All dogs should be under one of these categories:

- Hunting
- Guard
- Seeing eye dogs

\* These documents must be attested by the Saudi Embassy in your country of origin. The Health and Vaccination certificates and letters must be addressed to: The Director of Customs, Riyadh, Saudi Arabia

### IMPORTING VEHICLES:

Vehicles are permitted but are subject to customs duties. All vehicles must comply with Saudi emission controls. Driving can be very hazardous in the Kingdom and the consequences of minor accidents can be hefty including fines and imprisonment. One car per family is allowed for importation. **Vehicles older than 1974 are prohibited. Vehicle must be registered shortly after clearance which will require a Saudi driving license. Right hand drive vehicles are illegal in the Kingdom**

#### Required Documents:

- ✓ Saudi sponsor Letter of Authorization from consignee to clear car
- ✓ Certificate of Title and Registration, Proof of ownership & Purchase Invoice
- ✓ Import Permit- From the Ministry of External Affairs must be approved before importation
- ✓ SASO Certificate
- ✓ Certificate from Interpol or local Police Department proving there is no case involving the car
- ✓ Copy of Passport & Insurance Policy
- ✓ Valid Saudi driver's license
- ✓ Residence Permit (IQAMA)

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**The below documents must be translated and submitted in Arabic.**

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\*\*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 Saudi Arabian Customs. Servile Relocations Pvt. Ltd. assumes no liability for the changes in the law.