



## IMPORTING PERSONAL EFFECTS IN SOUTH AFRICA

### HOUSEHOLD GOODS AND PERSONAL EFFECTS:

Household and personal effects may be imported into the Republic of South Africa duty free for immigrants, returning residents (who have been out of South Africa longer than six months) and temporary residents. Temporary residents will only be allowed duty-free importation if they are in possession of a valid temporary work permit. Customs forms DA 304, DA 304A (Vehicle only) and P1.160 must be completed in triplicate and presented to the Department of Customs, together with detailed/ comprehensive inventory, original passport, valid residence permit or work permit for attestation.

#### **Diplomats Status:**

Foreign Diplomats are allowed duty free, importation allowed upon production of a detailed inventory and a diplomatic clearance certificate completed and signed by relevant Embassy/ Consulate in South Africa and countersigned by the South African Department of Foreign Affairs.

**\*\*Customer must be in the country at least 10 days before vessel arrives to attend to formalities pertaining to customs clearance**

### CUSTOMS REGULATIONS:

- ✓ 100% inspection by Customs for all personal effects
- ✓ Temporary residents will be allowed to import used household goods and personal effects duty-free if they are in possession of a valid temporary Work Permit and goods have been in their possession for at least one year prior to import and work permit is valid for more than 6 months.
- ✓ Returning residents must have been out of South Africa for a continuous period of at least six months to qualify for duty-free import and work permit is valid for more than six months
- ✓ Duty-free importation of household goods and personal effects for foreign diplomats allowed upon receiving detailed inventory and a diplomatic clearance certificate completed and signed by Embassy/Consulate in South Africa and countersigned by the Department of Foreign Affairs
- ✓ "Ad Valorem" Wharfage, terminal, examination fee, etc. are payable by owner on all shipments at destination and are additional to door-to-door charges

### DOCUMENTS REQUIRED:

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

- ✓ Original Passport or certified copy of every page
- ✓ Residence Visa
- ✓ Residence Permit
- ✓ Work Permit (temporary Work Permit for temporary residents)
- ✓ Customs Forms D.A.304 and P1.160 (in triplicate) must be presented to the Department of Customs
- ✓ Settler's Declaration Forms (in triplicate) to be completed upon arrival
- ✓ Letter from employer verifying that customer is moving to South Africa on contract



- ✓ Detailed Inventory, in English ("PBO" - packed by owner and "misc." - miscellaneous not acceptable)
  - ✓ Keys for any locked items
  - ✓ Weights and measures must be same on all shipping documents
- \*\*All necessary documents must be in Destination Agent's possession at least 7 days before arrival of the vessel  
Consultation with Destination Agent is recommended before above documents are completed

#### Documents required for Diplomatic Shipment:

- ✓ Detailed Inventory
- ✓ Diplomatic Clearance
- ✓ Certificate from relevant Embassy in South Africa, and countersigned by South Africa Department of Foreign Affairs.

#### DUTIABLE/RESTRICTED ITEMS:

- ✓ Perfume and tobacco products
- ✓ New items, including new furniture, are subject to duties and taxes
- ✓ Alcohol is dutiable and taxable
- ✓ Import Permit and special Removal Certificate required
- ✓ Must be easily accessible in container
- ✓ A list of the quantity and value must be provided
- ✓ Firearms require an Import Permit, Form SAP311, D.A.304 and P1.160 in triplicate. *There is no guarantee that the Import Permit will be granted by the authorities.* Therefore, customers must obtain the Import Permit prior to their move to prevent the possibility of the entire shipment being denied entry into South Africa.
- ✓ A SAP312 will be issued by Customs allowing the importer 60 days to officially license the firearm with the South African police
- ✓ Subject to 100% inspection and therefore must be easily accessible in the container
- ✓ Inherited goods may be imported duty-free provided the inheritor is in possession of a certified copy of the Last Will and Testament and a copy of the Death Certificate wherein the specific items are bequeathed
- ✓ An Import Permit is also required
- ✓ Antiques (Import Permit and Antique Dealers Certificate is required)

#### PROHIBITED ITEMS:

- ✓ Drugs and narcotics
- ✓ Pornographic or objectionable materials
- ✓ Plants, seeds, bulbs, raw cotton
- ✓ Uncooked meat/poultry
- ✓ Honey, beeswax, bees and their larvae or eggs, used beehive appliances
- ✓ Uncut diamonds
- ✓ Unwrought gold
- ✓ Ammunition

#### IMPORTING MOTOR VEHICLES:

Website: [www.servilerelocations.com](http://www.servilerelocations.com)

Email: [info@servilerelocations.com](mailto:info@servilerelocations.com)



No left-hand drive vehicles new or used purchased after January 1, 2000 will be allowed to be imported into South Africa

**Required Documents:**

- ✓ One auto per family which has been owned and used for at least one year prior to importation may be imported duty-free, but VAT of 14% is applicable
- ✓ Special Import Permit (in quadruplicate) must be obtained from the South African Embassy in country of origin or from the Department of Home Affairs in South Africa
- ✓ Once imported the auto cannot be sold or otherwise disposed of for two years
- ✓ Import Permit
- ✓ Original Passport
- ✓ Compliance Certificate/Letter of Authority

**IMPORTINF PET:**

Depending on country of origin a quarantine period may be required. Once the quarantine arrangements have been made the customer is granted the Import Permit. Check with your service agent for requirements.

**Required Documents:**

- ✓ Certificate of Vaccination- rabies vaccine must be given at least 30 days prior to departure
- ✓ Health Certificate
- ✓ Import Permit

**LIQUOR:**

This may be imported but is liable for the full duties and taxes, ranges between 35% and 45%. The customer will have to supply South African Customs with a detailed list of liquor including:

- ✓ Type of alcohol
- ✓ Trade Name of maker/ winery
- ✓ %of alcohol
- ✓ Year of Manufacture
- ✓ Seal number/ codes on each bottle
- ✓ Number of bottles, each type/ make

**Fumigation of Wood Packing Materials:**

*Shipments containing wood packing materials are required to have the wood fumigation mark ISPM 15. Inspectors from the South African Department of Agriculture will inspect imported shipments at South African ports to determine this requirement is being adhered to. Shipments containing wood packing without this mark will NOT be allowed entry. You are strongly advised to check with your service agent at origin to ensure the packing materials used are in compliance with this South African Regulation.*



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