



IMPORTING PERSONAL EFFECTS IN VIETNAM

HOUSEHOLD GOODS AND PERSONAL EFFECTS:

Client must be in Vietnam at time of Customs clearance. All shipments are physically inspected to assess duty and to screen all cultural items. Duty varies from 40% to 70% of the value assessed by Customs inspection. The higher rate is applied to electronics and electrical items such as appliances. Only those with diplomatic status may import goods duty free. Those offices affiliated with the UN or other NGO's must be written into the "Memorandum of Understanding" to qualify for duty free importation. All items must be used.

Do NOT label any items "Packed by Owner" (PBO). All boxes in the shipment must bare the clients name as stated on the Passport.

Diplomat Status:

Foreign diplomats are granted duty free entry provided diplomat does not exceed his/her allowance on vehicles, electronics liquor. Books, tapes and antiques are subject to inspection from Ministry of Culture. Customs frequently exercise their right to inspect shipment at port of entry. UN employees are subject to the same restrictions and UN contracted personnel may be liable for duty on the entire shipment.

DOCUMENTS REQUIRED:

Documents required for Household goods/personal effects Customs Clearance:

- ✓ Passport w/Visa pages - original and a stamped copy
- ✓ Vietnam Immigration Card - original, stamped at Customs upon arrival, declares the unaccompanied baggage
- ✓ Bill of Lading/Air Waybill - original, (express B/L is acceptable)
- ✓ Comprehensive Inventory List - in English, fax/scan copy to agent in advance
- ✓ Pack List - in English
- ✓ Work Permit, Labor Contract or Business license - original, and a stamped copy issued by the Vietnam Government, take 6-12 weeks to process
- ✓ Authorization Letter- prepared by your service agent, submitted to the employer in Vietnam for signature & company stamp
- ✓ Customs Declaration - original yellow form, completed upon arrival
- ✓ Residence Card - Returning Vietnamese must show proof of stay abroad

Documents required for Diplomatic Shipment:

- ✓ Diplomatic Franchise
- ✓ Passport
- ✓ Comprehensive inventory list in English
- ✓ Letter of Authorization

DUTIABLE/RESTRICTED ITEMS:

- ✓ Alcohol- A" reasonable amount" is allowed, inventory must list size and alcohol content, allowed one bottle per free of taxes beyond that duty is incurred even for diplomats at a rate of 125 - 150%
- ✓ Electronics/Appliances - incur duty based on the value deemed by Customs officials, must list make, model & serial number on the inventory
- ✓ Cigarettes- 30% duty after 400 pieces, Cigars- 150% duty after 100 pieces



- ✓ Books, CD's, DVDs, computer & audio discs etc should be packed together & clearly identified on the inventory. The contents will be inspected by the Ministry of Culture
- ✓ Art/Antiques/Carpets/Rugs: photos in duplicate are advised & will assist in re-exporting the items

PROHIBITED ITEMS:

- ✓ Controlled chemicals, Psychotropic Substances and Antibiotics
- ✓ Pornography, obscene, cultural and politically sensitive publications, videos & software
- ✓ Reproductions of copyright materials and videos and counterfeit goods
- ✓ Weapons, swords, Firearms including air guns, fireworks, explosives and ammunitions
- ✓ Skins, furs tusks etc from any animal mentioned on the Endangered Species List
- ✓ Telecommunications equipment and strategic commodities

IMPORTING MOTOR VEHICLES:

Only left-hand drive vehicles can be imported and are subject to substantial government tax and duties. Proof of ownership and original purchase invoice are required.

Required Documents:

- ✓ Detailed packing list including chassis and engine numbers
- ✓ Commercial Invoice
- ✓ Company Registration in Vietnam
- ✓ Letter of Authorization – allowing destination agent to clear shipment

IMPORTING PETS:

Pets can be imported duty-free. Most domestic pets, such as dogs, cats and birds are permitted importation without quarantine. The shipper must be present in Vietnam at the time of Customs clearance. Do not ship a pet to arrive on the weekend. It is best to have pet accompany the shipper on the aircraft.

Required Documents:

- ✓ Owner's Passport
- ✓ Vaccination Record
- ✓ Owner's Entry Visa (valid at least 3+ months)
- ✓ International Health Certificate
- ✓ Import Permit
- ✓ Flight arrival details

Fumigation of Wood Packing Materials: Vietnam 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 Vietnam Customs. Servile Relocations Pvt. Ltd. assumes no liability for the changes in the law.