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## CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION FOR IMPORTS

### HOUSEHOLD GOODS REMOVAL

#### A. Documents Required

##### Full Diplomat

- Diplomatic Passport
- Packing list
- Copy of airway bill / original or telex release of bill of lading
- Original diplomatic card
- Copy of passport
- Documents from ministry of foreign affairs

##### Half Diplomat

- Original passport
- Packing list
- Copy of airway bill / original or telex release of bill of lading

##### Private

- Original passport with visa
- Packing list
- Copy of airway bill / original or telex release of bill of lading
- Work permit.

##### Returning Resident

- Original passport with stamp of entry
- Copy of airway bill / original or telex release of bill of lading
- Packing list

#### B. Specific Regulations

##### Full Diplomat

- There are no additional charges except demurrage / storage.
- There are no restrictions on diplomatic goods as containers are not inspected by customs.
- All documentation should be sent as soon as possible to minimize delay.
- The original diplomatic card takes a minimum of 2 - 3 weeks to be prepared by the customer's diplomatic organization with the Ministry of Foreign Affairs.
- Exemption documents issued by the Ministry of Foreign Affairs take approximately 10-15 days.
- Local agent in Egypt should prepare diplomatic card and exemption papers with the Egyptian Ministry of Foreign Affairs no less than 3 - 4 weeks from date of arrival of customer in Egypt.

## Egypt

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### Half Diplomat

- Documentation requirements vary from one case to another; therefore, it is prudent to check with the local agent in Egypt prior to export from origin country.
- Additional fees include inspection, administration, duties, demurrage and storage.
- Containers are inspected by customs.
- Copies of documents should be sent to the local agent in Egypt no less than 15 days before arrival of sea shipments.
- The local agent in Egypt should prepare the documentation with the Egyptian Ministry of Foreign Affairs a minimum of 3-4 weeks from date of arrival of customer in Egypt.
- Personnel working for certain organizations and companies are permitted to import household goods and personal effects duty free.
  - To avoid paying duties, customers should check with local agent in Egypt regarding a letter of guarantee and whether they will qualify.
  - If qualified, it will be necessary for the sponsoring authority (client's organization or company) to provide a letter of guarantee approving the import and stating that the shipment will be re-exported.
  - Instead of paying duties, the organization or company will then submit a deposit that covers the amount of duties assessed.
  - When customer leaves, the organization or company may receive a refund of the deposit if all items are re-exported.
- All other shipments are subject to duty.

### Private

- Documentation requirements vary from one case to another; therefore, it is prudent to check with the local agent in Egypt prior to export from origin country.
- Additional fees include inspection, administration, duties, demurrage and storage.
- Containers are inspected by customs.
- All origin documentation should be received a minimum of one week before container arrival.
- To avoid paying duties, customers should check with local agent in Egypt regarding a letter of guarantee and whether they will qualify.
- If qualified, it will be necessary for the sponsoring authority (client's company) to provide a letter of guarantee approving the import and stating that the shipment will be re-exported.
- Instead of paying duties, the company will then submit a deposit that covers the amount of duties assessed.
- When customer leaves, the company may receive a refund of the deposit if all items are re-exported.
- Work permits must be complete to receive any refund of duties.

### Returning Resident

- Containers are inspected by customs.
- Additional fees include inspection, administration, duties, demurrage and storage.
- Contact local agent in Egypt for specific information regarding fees.
- All origin documentation should be received a minimum of one week before container arrival.

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## MOTOR VEHICLES

### A. Specific Documents

- Original or telex release of bill of lading with details including:
  - Brand
  - Model
  - Engine number
  - Chassis number
  - Weight of the vehicle
  - Color
- Original certificate of title
- Proof of ownership

### B. Specific Regulations

- Customers must receive authorization to import vehicles into Egypt.
- Regulations for importing vehicles change frequently; therefore, it is recommended to check with the local agent in Egypt prior to export from origin country.
- Vehicles with diesel engines may not be imported.

## RESTRICTED/DUTIABLE ITEMS

### Art / Antiquities

- Oil paintings, antiquities, decorative knives, swords, and daggers are restricted.
- Contact local agent in Egypt for specific requirements for the import of art and antiquities.

### Communications Equipment/High Frequency Radios

- Special permits are required for communications equipment and high frequency radios.
- Videotapes, phonographic records, cassette tapes, and printed matter require specific procedures; check with local agent in Egypt prior to import.
- Fax machines, scanners and printers are subjected to import authorization from the security ministry; only some models are permitted.
- Cellular phones may not be imported into Egypt.
- It is **strongly recommended** that communications equipment are not included in the shipment.

### Food

- Duties are payable on consumable items regardless of sponsor.
- Food items may be imported in small quantities.

### Religious Items

- Religious books or books critical of Egypt or other Muslim countries.



## Egypt

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### Wood

- All wood packing utilized in import shipments to Egypt must be ISPM-15 certified at origin.

### CONSIGNMENT INSTRUCTIONS

**It is strongly recommended that you check with the local agent in Egypt for updated and correct consignment instructions.**

**Recommended:** Once the shipment is booked, please fax your pre-alert to the local agent in Egypt's office along with a copy of the airway bill / bill of lading, packing list, passport copy, and full contact details of the consignee.

### Helpful Tips

- Mark the waybills very clearly "Used household goods and personal effects".
- Packing list should be in English or Egyptian Arabic.
- Do not attach the inventory list used for the insurance purposes with the documents enclosed with the shipment.
- Pre-alert along with the copies of the waybill, packing list, and shipping schedule should be sent well in advance.

### PROHIBITED ITEMS

- Alcohol
  - If alcohol is found in shipment containers, the penalty and duties charged will amount to 3000% of the value and the bottles destroyed.
- Firearms
- Drugs and medicine
- Literature and films critical of Islam, Egypt, or other Muslim countries
- Cellular phones
- Weapons
- Pornography

***IAM Note:*** Customs regulations can change at any time with or without notice. This document is provided as a guide and for information only. While IAM has exercised reasonable care in publishing this document, IAM makes no representation, either expressed or implied, as to its accuracy or applicability.