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**CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION  
FOR IMPORTS**

**HOUSEHOLD GOODS REMOVAL**

**A. Documents Required**

Air shipments

- Original passport and visa
- Original immigration card which declares the unaccompanied shipment (must have been stamped by customs at arrival)
- Authorization letters (prepared by agent; client must work for registered company in Vietnam)
- Stamped copy of passport and visa
- Original work permit (air shipments over 500kgs)
- Airway bill / Bill of lading
- Packing list

Sea shipments

- Valid work permit issued by the Vietnam Government (both original and stamped copy)
- Original immigration card which declares the unaccompanied shipment (must have been stamped by customs at arrival)
- Authorization letters which we will prepare and send to client's Vietnam company for signature and company stamp (client must work for registered company in Vietnam)
- Stamped copy of passport and visa
- Airway bill / Bill of lading
- Packing list

**B. Specific Regulations**

- Upon arrival at the airport the shipper must go to the immigration desk (next to the passport inspection area) and request an Immigration Card for an unaccompanied shipment, which must be filled out there by the shipper and stamped by the customs officer on duty. The original should be kept by the shipper and handed over to agent when the shipment arrives. This rule applies for both air and sea shipments.
- The client must be in Vietnam prior to the arrival of effects and must work for a registered company or organization.
- Only a foreign diplomat may automatically import household goods and personal effects into Vietnam duty free. Most UN offices and NGOs have the right to import duty-free but this must be written into the "Memorandum of Understanding" with the Vietnamese Government.
- All other clients may import household goods and personal effects into Vietnam, but they will be subject to duty. The duty amount varies from 40% to 70% of the customs assessed value of the items, but is generally only applied to the major electrical items. Agent should work with the shipper and his/her company to minimize the duty liability.
- All electrical items should be clearly identified on the descriptive inventory, stating brand, model, and serial number.

## Vietnam

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- All books, CDs, DVDs, computer and audio discs, etc. should be packed together and clearly identified on the packing inventory. They will need to be allowed entry by the Ministry of Culture.
- The importation of pornography or anti-Vietnamese literature is result in severe delays and repercussions.
- All shipments, except diplomatic household good shipments, are subject to inspection by Vietnamese Customs and Ministry of Culture Departments.
- Please ensure that the shipper's name, as written on all packages, is the same as shown in his/her passport; otherwise delays with customs may occur.

### **MOTOR VEHICLES (AUTOS AND MOTORBIKES)**

#### **A. Documents Required**

- Airway bill / Bill of lading
- Copy of passport

#### **B. Specific Regulations**

- Only a foreign diplomat and/or UN/NGO personnel (with duty free status) may import a new vehicle into Vietnam tax-free. Only a diplomat may import a used vehicle and this must still be 85% "new" (check with agent before shipping a used vehicle because permission usually must be granted by the Protocol Dept; in advance of shipping).
- For all other foreigners and returning Vietnamese nationals, it is almost impossible to import a vehicle into Vietnam. However, the procedures for a non-diplomat to import a vehicle are changing and there is new legislation to allow the importation of second-hand vehicles into Vietnam. However, as the duty rates are extremely high at the moment (around 600%) great care should be given before shipping.
- Note that the process of importing Vehicles into Vietnam takes up to one month. Demurrage costs will apply during this time.
- It is recommended that household effects and vehicles be shipped separately to avoid delays.

### **ANTIQUES, ART EFFECTS, CARPETS, AND PAINTINGS**

#### **A. Specific Regulations**

- All antiques should be declared to the Ministry of Culture upon importation, otherwise re-export could result if determined to be Vietnamese.
- Photographs are useful as proof of entry.

### **PETS**

#### **A. Documents Required**

- Current health certificate (not more than 7 days old)
- Current vaccination card

### B. Specific Regulations

- Most pets, including dogs, cats, and birds, can be brought into Vietnam with no quarantine period.
- A copy of required documents should be scanned or faxed to agent at least 5 days prior to arrival.
- The shipper must be in Vietnam at the time of clearance and again must work for a registered company or organization.

### CONSIGNMENT INSTRUCTIONS AND PORT INFORMATION

**Recommended:** Once the shipment is booked, please fax your pre-alert to the agent office along with a copy of the airway bill / bill of lading, packing list, passport copy, and full contact details of the consignee. As consignment instructions change from time to time, it is prudent to reconfirm the advised consignment instructions prior to shipping particularly if the client will be importing as a diplomat.

**Important:** Check with agent prior to shipping for differences in air/sea consignment instructions.

### PROHIBITED ITEMS

- Ammunition
- Firearms
- Narcotics
- Pornographic material
- Satellite dishes
- Short wave radios
- "Subversive literature or materials"

***IAM Note:*** Customs regulations can change at any time with or without notice. This document is provided as a guide and for information purposes 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.