



## **Customs Procedure for Moving Household Goods into Indonesia**

The following documents are required by Indonesian Customs to clear shipment as follows:

### **For Foreigners / Expatriates:**

1. Original passport
2. Original Residence Permit / KITAS card (Kartu Ijin Tinggal Terbatas) for both husband and wife, valid for minimum 12 month.
3. Original work permit (IMTA/Ijin Menggunakan Tenaga Asing) valid for minimum 12 months.
4. Original Complete inventory list / packing list
5. Original Bill of Lading or Airway Bill. If original B/L or AWB has been surrendered at origin, a original copy still needed

### **For Indonesians / Returning Indonesians:**

1. Original Passport
2. Original packing list
3. Original Assignment & Re-Assignment Letter
4. Letter from Indonesian Embassy or Consulate at point of origin stating original arrival date abroad, the date of return to Indonesia, the reason for staying overseas, and that the shipper is bringing back a shipment of household goods to Indonesia.
4. Original Complete Inventory List / Packing list, legalized by the Indonesian Embassy or Consulate in the country from which the shipment originates, prior to the departure.
5. Original Bill of Lading or Airway Bill. If original B/L or AWB has been surrendered at origin, a original copy still needed

### **For Diplomatic Shipment:**

1. Proof of diplomatic status, Visa Dinas is required
2. Form PP-8, which the Embassy in Jakarta applies for from the Indonesian Ministry of Foreign Affairs (Departemen Luar Negeri or DEPLU).
3. For semi-diplomatic personnel (UN, UNICEF, WHO) Form PP-19, approved by the Indonesian State-Secretary (Sekertariat Negara).
4. Original Complete Inventory List / Packing list
5. Original Bill of Lading or Airway Bill. If original B/L or AWB has been surrendered at origin, a original copy still needed

**Note: Shipment cannot be send out until all documents are completed**

\*\* These regulations are subject to change without notice

**Prohibited items:**

- Vehicles/motorized items (except for Diplomatic/semi-Diplomatic shipment)
- Drugs
- Weapon/ammunition/Radioactive
- Pornography articles
- Cigarettes
- Items are not customarily found in a home

**Dutiable items:**

- New Items
- Live Plants / Animals (subject to document required)
- Any items in commercial quantities

**Remarks:**

1. Customs clearance will take approx. 3 - 7 working days.
2. Container subject to 100% physical customs inspection.
3. Arrival of the shipment/s in Indonesia must be not more than 3 months with the date of issuance on the residence permit (KITAS card).
4. Arrival of owner in Indonesia must be not more than 3 months of arrival the container at Indonesian port and immigration entry stamp must be shown on passport.
5. All items must have been used by the person importing them for a period of 12 months prior to entry into Indonesia.
6. Owner should be ready to interviewed by the Indonesian Customs (if requested)
7. Fail to provide one of above documents the shipment will apply import duties & taxes.
8. Declare on AWB or B/L: Used Household Goods & Personal Effects
9. The original passport, KITAS, & IMTA will be returned after the container released from customs.

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