



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

### **DOCUMENTS TO PROVIDE**

- Original Passport.
- Original Resident Permit (\* valid for not less than 12 months).
- Original Work Permit (\* valid for not less than 12 months).
- Company Letter certifying the employment.
- Ocean Bill of lading and/or Airway Bill (provided by Crown Line).

**IMPORTANT:** Please ascertain your Work Permit and Resident Permit are valid for not less than 12 months in order to apply for the Import Permit; otherwise, Customs will not approve your application for the Import Permit. Consequently, we strongly advise that shipments of unaccompanied household goods and personal effects should not be mobilized from origin country until you have secured your work and residence permit or has been given a firm date by the Chinese authorities as to when the work permit and residence visa will be issued. Any items that require immediately in China should be taken as accompanied baggage.

It is *NOT* necessary for you to be present at the Customs Office during the application of the Import Permit as our agent can act on your behalf to process this application. Please note that you are only entitled to import one air and one sea shipment for your personal and household effects. Any subsequent shipments are strictly prohibited, or subject to very heavy import tax and duty, or seizure by Customs.

### **Prohibited Items:**

- a) Weapons, firearms (including air-rifles), drugs and narcotics.
- b) Counterfeit or pirated goods.
- c) Pornographic materials.
- d) Materials found to be morally or politically offensive, or anti-communist.
- e) Endangered species, alive or dead, certain milk powder and meat products.
- f) Plants and seeds.
- g) Certain type of food products, wine, liquor, beverages and alcoholic drinks are prohibited to be imported in certain cities in China.

**Note:** Alcohol attracts very high import tax and duty and is prohibited to be imported in certain cities in China. It is strongly recommended not to import this item into China as heavy fines will be levied and the prohibited items will be confiscated.

### **Restricted Items:**

- Pets which only refer to dogs and cats (excluding any other animals such as birds and rabbits etc.) require a special Import Permit and prior approval of Customs before importation into China.
- Grand pianos and baby grand pianos are not allowed to be imported unless you can provide an adequate and appropriate professional certificate.
- Copying machine is classified as office equipment and not allowed to be imported as personal and household effects.

### **Import Duty and Tax:**

As a general guideline, clothing and kitchenware can be imported into China duty free. Personal effects, furniture, electrical and electronic items, stereo equipments, office equipments, wine, liquor, alcoholic drinks, cigarettes and tobacco, motor vehicles and motorcycles, are subject to import tax and duty. In general, the normal import tax and duty charged on furniture and personal effects is approximately 10% to 30% based on Customs assessed value. If more than one of each type of the major appliances is included in a shipment (i.e. refrigerators or televisions etc.), Customs may consider the shipment containing commercial goods thus making clearance very difficult. In general, a reasonable quantity of CDs, DVDs, VHS tapes and cassette tapes may be imported free of duty, subject to the sole discretion of the Customs officer. These items will be examined and screened by Customs, and any objectionable scenes found may result in heavy fines and penalties, confiscation, prosecution and detention of the entire shipment.

### **Customs Clearance and Quarantine Inspection:**

The following documents are required to process the clearance:

- Import Permit.
- Passport.
- Resident Permit.
- Work Permit.
- Customs Clearance & Declaration Form.
- Authorization Letter.
- Packing list.
- Fumigation Certificate.
- Ocean Bill of Lading and/or Airway Bill.

**Note:** During clearance, each shipment will be subject to extreme close scrutiny and thorough examination by Customs and Quarantine based on the packing list, and the applicable import taxes and duties are levied. Any items not properly declared on the packing list may be confiscated, detained, or incur penalties.

Please ascertain that the contents of all packages are clearly marked on the packing list and that there are no miscellaneous cartons or packed-by-owner packages. Please ensure that ALL electrical and electronic items are clearly listed on the packing list with MAKE and SIZE (e.g. 29" Sony Television (LCD), Philips mini-combo Stereo System, Hitachi 3-door 280 liters refrigerator, 14" Computer Monitor (CRT), Ink Jet HP Printer, Epson Laser Printer etc.). Please also ensure that the TYPE of Sofa Set is clearly listed on the packing list (e.g. 3-seater leather sofa, 2-seater cloth sofa, 1-seater PVC sofa etc.).

The Customs assessed value is dependent on the MAKE and SIZE of the particular item and will affect the final taxes & duties levied. Any discrepancies between the packing list and the actual content of the packages may cause the shipment to be detained, confiscated or immediately returned to origin. Normally it will take around 5 working days to clear your shipment subject to all necessary import documents in order and available.

Please note that for most cities in China, FCL shipments cannot be delivered in its own container due to road restrictions. IF such arrangement is required, special permits and pre-arrangement must be required subject to the delivery address and road access conditions. Additional charges will be levied and the container can only be delivered after 10:00 in the evening.