



Import Customs Guide **VIETNAM**

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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<p>Household goods and personal effects</p>	<ul style="list-style-type: none"> ▪ Origin agent must provide: <ul style="list-style-type: none"> ▪ AWB/OBL (telex release is acceptable) ▪ A legible inventory/packing list (in English). ▪ Shipper must be employed by a licensed company/organization in Vietnam, required documents are: <ul style="list-style-type: none"> ▪ Passport copy (identification page) and entry stamp* ▪ Entry Visa Business (valid 3+ months) or Temporary Residence Card copy* ▪ Work Permit * ▪ Copy of employer's business license in Vietnam (your agent can arrange to collect in Vietnam) ▪ Original Vietnam Arrival-Departure Card and copies** ▪ Application Letter & Power of Attorney (your agent will provide)** ▪ Notes: <ul style="list-style-type: none"> ▪ 3 copies of each document are required for each shipment. If there are multiple shipments, a separate set of documents (of 3) are required. ▪ *Certified true copies required, this can be obtained by bringing the original document to Hanoi Municipal People's 	<ul style="list-style-type: none"> ▪ All shipments, <i>except diplomatic</i>, are subject to physical inspection and to import duties/taxes, even for temporarily imports. ▪ Duty is calculated based on the tariff provided by the Ministry of Finance. ▪ Shippers are allowed to import 1 sea and 1 air shipment. Exceptions can be made on a case by case basis. ▪ Air shipments MUST arrive within 30 days of the shipper's arrival to Vietnam. ▪ Arrival / Departure Declaration: <ul style="list-style-type: none"> ▪ The shipper MUST complete this when they arrive at the Vietnam airport and have it signed and stamped by customs. ▪ One card is required per shipment. ▪ Shipper should declare either 1 sea or 1 air shipment on each card as relevant. ▪ Write "Y" when answering "Any unaccompanied baggage" question. ▪ This is strictly required for customs clearance and will also help alleviate VND 5,000,000 in taxes/duties (approx. US\$ 215). 	<ul style="list-style-type: none"> ▪ Work permits are required to import personal effects shipments, except for air shipment weighing less than 300kgs gross. ▪ Foreigners working in Vietnam are required to obtain work permits regardless the duration of their employment. ▪ Entry visas (Business Visa sponsored by client employing company in Vietnam) are required to enter Vietnam and can be obtained for 1 or 3 months, single or multiple entries. ▪ The shipper must have arrived in Vietnam at least one time prior to customs clearance, to submit his/her original arrival/departure card as the clearance cannot be completed without this document. ▪ In Ho Chi Minh, it takes approximately, 1-2 working days to clear air shipments, 5-7 working days to clear sea shipments through Customs. Please allow 3 weeks or longer for vehicles. ▪ In Hanoi, it takes approximately 1-3 working days to clear air shipments; 7-10 working days to clear FCL and LCL shipments.

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	<p>Committee or People's Committee Office of Ho Chi Minh City.</p> <ul style="list-style-type: none"> ▪ **Documents must be signed and stamped/chopped (company seal) by the shipper's registered local employer in Vietnam. 		<ul style="list-style-type: none"> ▪ Above estimates are based on completed documentation being available at the time of shipment arrival for normal Customs clearance. ▪ It is recommended to provide all required documents to your agent at least 1 week before arrival of the Sea shipment. For the Air, as soon possible, and latest 1 day before arrival of shipment at the airport of entry. ▪ Shipper must specify on the Arrival Card under the unaccompanied luggage section that there will be an unaccompanied sea, an air, or both shipments coming after the shipper's arrival to Vietnam. ▪ You should check with your agent prior to dispatching your shipment, most importantly air shipments. ▪ Customs and Cultural officers may inspect all shipments to assess duties and screen cultural items. <ul style="list-style-type: none"> ▪ The items that are subject to duty are mainly electrical appliances and furniture, subject to change: <ul style="list-style-type: none"> ▪ Duties on consumer electronics 40-60%; ▪ Alcohol 125-150% ▪ Furniture 10%; ▪ Bicycles 100%; ▪ Clothes & personal belongings duty free with reasonable quantity in service of the trip's purpose. ▪ Computer software, including floppy disks, music discs, tapes and all video tapes 40%;

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			<ul style="list-style-type: none"> ▪ Videos, CD's are screened for approximately US\$ 2.00/each. All written material is screened for contents. ▪ Vehicles approx. 170% and upwards.
Diplomatic Removals	<ul style="list-style-type: none"> ▪ Diplomatic ID Card. ▪ Inventory/packing list. ▪ AWB/OBL (original not required). ▪ Passport copy (identification pages only). ▪ Original Vietnam Arrival-Departure Card. ▪ Application Letter & Power of Attorney (Embassy/Consulate will provide their own). ▪ Additional Documents Required to Import Vehicle: <ul style="list-style-type: none"> ▪ Original Duty Free Book. ▪ Original ID Card. 	<ul style="list-style-type: none"> ▪ Duties: <ul style="list-style-type: none"> ▪ Diplomatic shipments are duty free. <ul style="list-style-type: none"> ▪ Note that there are different types of Diplomat and therefore different types of allowances. This would need to be verified and confirmed by your employing entity in Vietnam. ▪ Kindly provide the contact at your employing company to your agent so that they can reach out to verify on your behalf. ▪ Full diplomat can import 1 vehicle duty free. Confirmation for vehicle import will need to be checked/confirmed by your agent with your employing entity. ▪ Quantity of liquor imported duty free will vary depending on the type of diplomatic status. This will again need to be verified with client employing entity in Vietnam. 	<ul style="list-style-type: none"> ▪ The Embassy/Consulate or Diplomatic Organization will provide all required import documents your agent for customs clearance. ▪ The shipper must have arrived in Vietnam at least one time prior to customs clearance to submit his/her original arrival/departure card as the clearance cannot be completed without this document (proving that the shipper has already arrived in Vietnam). ▪ In Hanoi, it takes approximately, 1-3 working days to clear an air shipment through Customs, 5-7 working days to clear a sea shipment through Customs. In HCM, it takes 1-2 days to clear an air shipment through Customs, 2-3 days to clear a sea shipment. <ul style="list-style-type: none"> ▪ Above estimates are based on completed documentation being available at the time of shipment arrival for normal Customs clearance. ▪ You should check with your agent prior to dispatching your shipment, most importantly air shipments. ▪ The client should provide all required documents to its destination agent: <ul style="list-style-type: none"> ▪ at least 1 week before arrival of the Sea

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			<ul style="list-style-type: none"> shipment. ▪ for the Air, as soon possible, and latest 1 day before arrival of shipment at the airport of entry.
Returning Nationals			<ul style="list-style-type: none"> ▪ Please contact your destination agent for current requirements. ▪ Depending on the shipper situation, the document requirements may differ.
Books, CD's, audiotapes, computer disks		<ul style="list-style-type: none"> ▪ Books, CD's, audiotapes, computer disks have to be inspected by the Ministry of Culture prior to release (allow 1 week for clearance). ▪ All items should be packed separately noting the quantity of each "type" on the carton and packing list. ▪ Undesirable material, publications mentioning/referring to Vietnam will be confiscated. 	<ul style="list-style-type: none"> ▪ Cultural items guidelines: <ul style="list-style-type: none"> ▪ If Cultural items are packed in less than 20 small boxes (30x30x50 cm) the check is made by Customs officials and is usually easy. ▪ If Cultural items are >20 small boxes, an official from the Ministry of Culture must be called and a cultural inspection fee paid (time consuming and costly).
Laser colour printers and colour copiers		<ul style="list-style-type: none"> ▪ Laser colour printers and colour copiers will be inspected by the Department of Communication and a separate license will be issued for registration of installation. 	<ul style="list-style-type: none"> ▪ Up to 1 colour/laser printer can be imported without a license. Subsequent printers will require a special license. ▪ If you have laser colour printers, please mark clearly its details on the packing list.
Electrical items		<ul style="list-style-type: none"> ▪ Each family is allowed to bring in one type of each electrical item. 	<ul style="list-style-type: none"> ▪ All electronic items must have the brand name, model, and serial number detailed on the packing list.
Food		<ul style="list-style-type: none"> ▪ Canned food in limited quantity, for personal use. 	<ul style="list-style-type: none"> ▪ Please get the advice from your agent before sending out the food.

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Vehicles	<ul style="list-style-type: none"> ▪ Used cars (Less than 5 years old – 80% new): <ul style="list-style-type: none"> ▪ Proof of Ownership. ▪ Details of vehicle, make, model etc. ▪ History of Vehicle. ▪ Other documents will be prepared by your agent and will require the customer to sign and stamp with company seal. ▪ New vehicles: <ul style="list-style-type: none"> ▪ Certificate of Title (proof of ownership). ▪ Details of vehicle, make, model etc. ▪ Invoice. ▪ Other documents will be prepared by your agent and will require the customer. 	<ul style="list-style-type: none"> ▪ Non-diplomats cannot import vehicles. ▪ Only allowed for Full Diplomats. ▪ Vehicle importation is based on allocated import quota by Ministry of Foreign Affairs. ▪ Vehicle must arrive within 30 days of shipper's arrival. ▪ All documents related to the vehicle must be in the name of the shipper employed by the organisation in Vietnam. 	<ul style="list-style-type: none"> ▪ Please contact your destination agent for current information. ▪ For clearance, allow 10 to 15 working days or longer. ▪ Customs clearance process for the vehicles is only completed after the Ministry of Transport /Vietnam Register issue the Certificate of conformity from inspection of quality technical safety and environmental protection for imported motor vehicle. ▪ NON-diplomats and Vietnamese citizens CANNOT import vehicles for personal use even if they agree to pay duties and taxes. ▪ For reference only: Import duties/taxes are approx. 170% of the value determined by the customs valuation book.
Antiques	<ul style="list-style-type: none"> ▪ Information required: <ul style="list-style-type: none"> ▪ name (description). ▪ age of piece. ▪ material it is made of. ▪ origin. ▪ clear and colour photograph. ▪ dimensions. 	<ul style="list-style-type: none"> ▪ Items will be inspected and registered upon entry: <ul style="list-style-type: none"> ▪ It takes an additional 2-3 days. ▪ Cultural inspection comes at an extra cost (est. USD150/item + handling charge). 	<ul style="list-style-type: none"> ▪ It is recommended that antiques shipped to Vietnam are clearly photographed 1 by 1 and well documented. ▪ Antiques should be inspected and registered upon entry. If antiques are not register upon entry, it may be restricted from being exported at a later time. ▪ Please advise your destination agent if there are any antiques in the shipment and send to them the details before packing. ▪ Details should be clearly noted on packing list and carton. Send photograph and documented item (name, age, material, origin.) ▪ To help facilitate cultural inspection mark the carton/pieces clearly and load closest to the container doors.
Alcoholic beverages and Tobacco	<ul style="list-style-type: none"> ▪ Inventory with exact number, size of bottles and degree of alcohol. ▪ AWB or B/L with consignee mentioned in 	<ul style="list-style-type: none"> ▪ Import tax is from 125% to 150%. ▪ The following amounts are duty free into shipment for Ho Chi Minh: 	<ul style="list-style-type: none"> ▪ Import of alcohol is allowed for diplomats but limited to annual quota agreed by the local Ministry of Foreign Affairs and the

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	<ul style="list-style-type: none"> name & address of shipper's company in Vietnam. ▪ Letter applying for the importation with shipper's company/organization stamp. ▪ Letter of authorization to your selected movers. 	<ul style="list-style-type: none"> ▪ 1.5 litres of Alcohol <22% degree, or 2 litres with alcohol contents < 22%, or alcoholic drinks, or 3 litres of beer ▪ Tobacco: rolled cigarettes (400 cigarettes), or cigars (100 cigars, 5 grams of shredded tobacco). 	<ul style="list-style-type: none"> respective embassies in the country. ▪ For clearance, allow 3 days for air-shipments, 10 days for sea-shipments. ▪ All alcohol and Tobacco import are dutiable for Hanoi, except bought at the airport and hand carried on the plane to enter Vietnam.
Domestic pets	<ul style="list-style-type: none"> ▪ For pets traveling as excess baggage: <ul style="list-style-type: none"> ▪ Copy of owner's passport (travelling with pet). ▪ Pet's vaccination record with proof of rabies vaccination. ▪ Pet's origin health certificate/export permit. ▪ Pet's destination health certificate/import permit. ▪ For pets traveling as manifest cargo (additional to documents above): <ul style="list-style-type: none"> ▪ Shipper's Vietnam entry visa copy (must be valid 3+ months). ▪ Pet's flight details & air waybill number. ▪ Power of attorney & application letter. ▪ Owner's original Arrival. 	<ul style="list-style-type: none"> ▪ Each shipper is allowed to import 2 pets. ▪ Quarantine is not required. 	<ul style="list-style-type: none"> ▪ Pets should arrive on a weekday (M-F) before 3:30pm. ▪ If the pet arrives later, please contact your agent immediately so that they can assist with special arrangements.
Prohibited/Restricted Items		<ul style="list-style-type: none"> ▪ All type of weapons ▪ Ammunition ▪ Radio transmitters ▪ Narcotics ▪ Drugs ▪ Pornographic/subversive materials ▪ Satellite dishes ▪ Publications motioning/referring to Vietnam ▪ Used motorbikes ▪ Used vehicles over 5 years. 	<ul style="list-style-type: none"> ▪ No toy guns allowed.



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