



## CUSTOMS REGULATIONS AND INFORMATION FOR IMPORTS

### HOUSEHOLD GOODS AND PERSONAL EFFECTS

#### Documents Required

- Copy of Passport (the original is required for non-Diplomats and workers of schools, private organizations, non-governmental organizations (NGOs), etc.
- Duty-free Privilege Document issued by the Ministry of Foreign Affairs
- Import Permit from the Ministry of Foreign Affairs (Diplomats, semi-Diplomats / Import Permit from the Ministry of Revenue (citizens currently residing in Ethiopia)
- Work Permit from the Ministry of Foreign Affairs (issued to the shipper by the employer or Diplomatic Mission)
- Original Bill of Lading (OBL) / Air Waybill (AWB)
- Packing list
- Detailed and valued inventory in USD or EURO
- Copy of ID issued by the Ministry of Foreign Affairs (Diplomats, semi-Diplomats)
- Letter of Guarantee issued and sealed by the Diplomatic Mission (Diplomats, semi-Diplomats)
- Diplomatic Exemption (Diplomats)
- Letter of Support (non-Diplomats, workers of schools, private organizations, NGOs, etc.)
- Letter from Embassy legalized by the Ministry of Foreign Affairs at arrival (returning citizens)
- Certificate of Origin (citizens currently residing in Ethiopia)
- Bank Permit (citizens currently residing in Ethiopia)
- Proof of insurance from a local company (citizens currently residing in Ethiopia)
- Purchase Invoices (citizens currently residing in Ethiopia)
- Freight Receipt from origin steamship (SS) line (citizens currently residing in Ethiopia)

#### Specific Regulations

- Shippers must be present at the time of arrival of the shipment with an original Passport and Work Permit or Diplomatic Exemption for Customs clearance (Work Permits take approximately 3-6 weeks to obtain).
- Express / Telex Releases are not accepted; only the OBL is accepted.
- Documents should be express mailed at least 15 days prior to shipment arrival at the port in Djibouti for the employer to obtain a Privilege Document / Import Permit.
- All containers are subject to inspection (except those for Diplomat and semi-Diplomat shipments).
- Diplomatic and semi-diplomatic shipments are tax exempt.
- Household goods and personal effects are subject to a duty payment.
- The recommended port of entry (POE) for sea shipments into Ethiopia is Djibouti.
- A general inventory list with goods to be imported without stipulating the number of items but only the value of each item (Diplomats, semi-Diplomats) is recommended.
- For consolidated shipments, the details of each item and complete owner's information must be reported on the OBL, as well as clearly marked that the shipment is consolidated.
- Container deposits must be made with the Ethiopian Revenue and Customs Authority Export and Other Goods Facilitation Branch Office by the shipper.

### MOTOR VEHICLES

#### Documents Required

- Vehicle identification number (VIN)
- Vehicle documents (must include engine number, chassis number, make, model, year of manufacture, and number of cc, etc.)

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- Commercial invoice with VIN number
- Packing list
- Owner's Manual
- Import Permit issued by the Road Transport Authorities issued to the shipper upon presentation of the Embassy's Letter legalized by MOFA / Import Permit from the Ethiopian Revenue and Customs Authority Export and Other Goods Facilitation Branch Office legalized by the Ministry of Foreign Affairs (MOFA) with appeal
- Authorization of the Road Authority Transport and Communication Ministry (issued to the shipper by an organization or Diplomatic Mission)
- OBL with the vehicle VIN number clearly identified
- Letter of Support (non-Diplomats, schools, private organizations, NGOs, etc.)

## Specific Regulations

- Only left-hand drive vehicles can be imported.
- Vehicles with tinted windows cannot be imported.
- Vehicles are subject to taxes.
- Current Ethiopian residents cannot import vehicles.

## PETS

### Documents Required

- Copy of Passport
- Health Certificate / Carnet / Booklet / Birth Certificate
- Letter / Certificate of Ministry of Agriculture from origin country / state

### Specific Regulations

- Only Diplomats can import pets.
- The Diplomatic Mission (Embassy) in Ethiopia will provide written notification to the Ministry of Foreign Affairs that an employee will be arriving with a pet and provide a copy of all documents relative to the identity and health of the pet.
- Upon receipt of the letter, the Ministry of Foreign Affairs will inform the Ministry of Agriculture and Rural Development, which will request that the Embassy provide it with any additional necessary documents.
- The Ministry of Agriculture will inform the Customs Authority and provide the owner of the pet with the necessary documents permitting entry in Ethiopia.
- It takes approximately 1-1/2 to 2 months to obtain the required documents for the importation of pets into Ethiopia.

## RESTRICTED / DUTIABLE ITEMS

- Electrical appliances (only one of each item, e.g., one television, one computer, etc. may be imported).
- Decoders and satellite dishes (authorization is required from the Telecommunication Office prior to container arrival at Terminal Addis upon the presentation of documents relative to the imported goods).
- Radio transmitters and walkie-talkies (a permit from the Telecommunications Department is required)

## PROHIBITED ITEMS

- Narcotics and illegal drugs of any kind
- Pornographic materials
- Subversive materials (books, magazines, photograph, etc.)
- Firearms and ammunitions

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- Weapons
- Explosives
- Communications equipment (fax machines, cordless telephones, etc.)

## CONSIGNMENT INSTRUCTIONS

**Recommended:** Contact the destination agent to ensure all requirements have been met prior to import, especially for differences regarding air / sea shipments.

**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.*

**Helpful Website(s):**

[http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1113.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1113.html)

<http://www.ethiopianembassy.org>