



## *Importing Personal Property Into Indonesia*

### **CUSTOMS REGULATIONS AND REQUIRED DOCUMENTS**

#### **Customs Regulations:**

Client must be in country for the Customs clearance procedures. Shipments will be completely inspected. Household goods must have been in client's possession and use for at least one full year, and be for the customer's continued private use in Indonesia (not for resale). Shipments must arrive within three months of date of issuance of KITAS and IKTA cards. Only one air and one sea shipment of household goods allowed duty-free. Without the client's passport, KITAS and IKTA cards upon arrival of the shipment the shipment will be treated as General Cargo and subject to clear under General Cargo import regulations. The average time to obtain documentation certifying valid work and residence permits can range from four (4) to six (6) weeks after the arrival of the shipper into Indonesia with a one year visa from the Indonesian Embassy or Consulate.

**Returning Indonesian citizens** must have lived abroad for a minimum of one year and must have been in possession and use of the items for at least two years, with continued use of the items while in Indonesia, to be allowed duty-free entry. Returning Indonesian students and workers are also allowed duty/tax exemption status.

All boxes should be labeled with the name of the shippers. Any other name or nickname could jeopardize clearance. If duties have been assessed, allow 3-4 working days after payment to the Customs Cashier.

**If all documents are not provided, shipment can not be cleared through Customs. Penalties, demurrage and heavy additional port chares will apply and the possibility of shipment being re-exported.**

#### **Required Documents:**

- ✓ Passport with Visa pages - original
- ✓ Residence Permit (KITAS card) – original, valid for at least 12 months
- ✓ Work Permit (IKTA) - valid for at least 12 months
- ✓ Pack List– original, in English; fax a copy to the servicing agent well in advance ✓ Bill of Lading or Air Waybill – original, prepaid and fax copy prior to vessel's arrival ✓ Non – Negotiable Bill of Lading - copy
- ✓ Authorization Letter (Surat Kuasa) – allowing Destination Agent to arrange Customs clearance

### **For Returning Indonesian Citizens:**

#### **Required Documents:**

- ✓Passport and a clear photocopy (page with photograph and details)
- ✓Letter from Indonesian Embassy at origin: original; Letter states original arrival date abroad, return date to Indonesia, and that the client is bringing back a shipment of household goods
- ✓Assignment/Reassignment Letter – obtained from client's employer abroad
- ✓Pack List – original, in English: Certified by the Indonesian Embassy at origin
- ✓Bill of Lading or Air Waybill - Original
- ✓Authorization Letter (Surat Kuasa) – allowing Destination Agent to arrange Customs clearance
- ✓Diploma or School Certificate - for returning students

#### **Diplomat Status:**

**Returning diplomats** are allowed duty/tax exemptions of their household goods.

Other diplomats and semi-diplomats (such as World Bank, UN, UNICEF, WHO, etc) will have shipments processed by the receiving embassy. Delays in obtaining PP-8/PP-19 or required original documents will cause demurrage and port storage charges.

- ✓Diplomatic Passport – original
- ✓Diplomatic Franchise – original
- ✓PP-8 (Diplomat) or PP-19 (Semi-Diplomat) Form – original, application to be made by Embassy/NGO in Jakarta, must include copies of BL and Pack List; approved by Indonesian Ministry of Foreign Affairs
- ✓Authorization Letter 1 (Surat Kuasa) – allowing Destination Agent to obtain shipment release
- ✓Authorization Letter 2 (Surat Kuasa) – allowing Destination Agent to arrange Customs clearance
- ✓Pack List

#### **Returning Diplomats additional documents**

- ✓Pack List – stamped by Indonesian Embassy at origin
- ✓Assignment & Re-Assignment letters
- ✓Letter from Indonesian Embassy at origin attesting to Diplomat living abroad for at least 1 year

### **RESTRICTED/DUTIABLE ITEMS**

Presence of any DUTIABLE, RESTRICTED or PROHIBITED items in shipment will greatly delay clearance and increase charges considerably. Large quantities of any type of product will slow clearance and result in high duty.

- ✓New articles & items not listed on inventory
- ✓Medications - (prescriptions required)
- ✓Materials in Chinese (pictures, tapes, etc) will require proper permits and is subject to censorship and confiscation
- ✓Antiques (may have difficulty re-exporting)
- ✓CD's, DVD's, VCD's, audio tapes and books - Provide a detailed list of titles and authors.

- ✓ Controlled drugs and Psychotropic Substances
- ✓ Pornographic materials
- ✓ Politically sensitive or subversive materials
- ✓ Weapons, (including air guns) firearms, ammunitions and explosives
- ✓ Reproduction of copyright publications & videos
- ✓ Alcoholic beverages, foodstuffs- One litre of alcohol per adult family member is allowed. Additional quantities are prohibited and will be confiscated and destroyed if found.
- ✓ Animal skins
- ✓ Cordless telephones
- ✓ Any kind of motorized vehicle

Pets are allowed into Indonesia following the below requirements are met. Pets will be quarantined at the government quarantine facility for 14 days. Pets are subject to import duties and taxes.

**Required Documents:**

- ✓ Passport (owners) - copy
- ✓ Health certificate – Issued within 5 days prior to arrival
- ✓ Rabies vaccination certificate – issued at least 30 days before arrival but not older than 1 year.
- ✓ Import permit – issued prior to the animals' arrival into Indonesia from Indonesian Department of Agriculture. Application for import permit should be made 2 weeks prior to arrival. The below information is needed to process the permit.
  - Breed, sex, age, color and pet's name
  - Address in Indonesia & intended arrival date
  - Owners name and copy of passport

Only diplomatic personnel with PP-8 status can import vehicles. Vehicles will be free of duty and taxes. Please check with your service agent prior to consigning any motor vehicle.

- ✓Title & Registration – original
- ✓Purchase invoice
- ✓PP-8 Form

## NOTES

**Entry & Exit Requirements:** Visas-on-Arrival are unavailable to government travelers who want to enter Indonesia on a diplomatic or official passport for an official purpose or mission. If entering Indonesia through Bali, you must have two entirely blank passport pages in your passport. If you are entering through other ports of entry, you must have at least one blank page. Indonesian immigration inspectors do not consider amendment pages in your passport as blank pages. Indonesian entry and visa procedures may be inconsistently applied at different ports of entry. Entry requirements are subject to change at the sole discretion of the Indonesian authorities, a process over which the U.S. government has no control. If you don't meet Indonesian entry criteria properly, you may be denied entry on the spot with no recourse and put on the next available flight departing Indonesia.

Westerners, including U.S. citizens, have been jailed for visa violations and/or overstays. Violators may also be subject to substantial fines and/or deportation from Indonesia for immigration and visa violations. Immigration officials have also detained foreigners for conducting work, academic, or other non-tourist activities while on visitor status. Even gratis volunteer work with local or international NGOs is not permitted on visitor status. Penalties for such immigration/visa violations have included a prison sentence of up to 5 years and a fine of Rupiah 25 million.

Separate pre-travel procedures apply to U.S. Armed Forces personnel who intend to travel to Indonesia for any reason. For further information, please see the [DOD Foreign Clearance Guide](#).

You are encouraged to carry a copy of your U.S. passport with you at all times so that if questioned by local officials, proof of identity and proof of U.S. citizenship are readily available.

July 2006, the Indonesian Parliament passed new legislation allowing children under age 18 to hold foreign as well as Indonesian citizenship. Parents whose children hold both Indonesian and U.S. citizenship continue to experience difficulties with entry and exit immigration procedures

**Safety & Security:** US citizens are encouraged to enroll in the Smart Traveler Enrollment Program, to stay current with the latest safety and security announcements dispersed by the Embassy in your area. Your enrollment can also help the Department of State reach your family and friends in case of emergency.

The terrorist group Jemaah Islamiyah along with other terror organizations is active in Indonesia and attack Westerners along with locals. Extremists may target both official and private interests, including hotels, nightclubs, shopping areas and restaurants outside of tourist hotels which cater to Muslims during the Muslim holy month of Ramadan. Whether at work, pursuing daily activities, and/or while traveling, you should be vigilant and prudent at all times. Monitor local news reports, vary your routes and times, and maintain a low profile. Indonesian security forces are engaged in violently suppressing the Free Papua Movement (OPM). However, separatists in Papua continue to conduct occasional, violent attacks against police and civilians in the province that resulted in the deaths of and injuries to local residents and expatriate workers. Be aware that a real or even perceived offense may generate a violent response from local people. For example, in June 2008, two U.S. citizens in western Sumatra were beaten after they reportedly accused a local man of theft.

**Crime:** Criminals in Jakarta regularly rob customers in taxis painted to look like taxis from reputable companies; booking taxis by telephone directly from the company or through hotels is the best way to avoid falling victim to this scam. Indonesian police have noted an upward trend in burglaries and armed robberies in Jakarta, an increase of 25 percent in 2010, particularly in wealthier areas where expatriates tend to live. Proactively take personal responsibility for your own security: have someone at home at all times, discuss security procedures with your family and household staff. Credit card fraud and theft is a serious and growing problem in Indonesia, particularly for Westerners.

**Shariah law:** Shariah law is defined by the Islamic faith. In Indonesia, it is enforced in Aceh, northern Sumatra, by a separate police force. In other areas, it exists unofficially, enforced by local residents. When enforced, Shariah law technically applies to all, but implementation of Shariah law in Indonesia is uneven, processes are opaque, and enforcement can be arbitrary and severe. Shariah authorities rarely confront foreigners about violations of Shariah law, but this has occurred. Visitors to all areas are encouraged to respect local tradition, dress modestly, and seek guidance from local police if confronted by Shariah authorities. Many women, Indonesian and foreign, carry a scarf to drape around their head while traveling in Aceh, although wearing a headscarf is not compulsory, and foreign women are not expected to wear one. Men usually refrain from wearing pants that end above the knee. Muslim women in West Aceh are forbidden to wear pants, but this requirement does not apply to foreign or non-Muslim women. The Shariah concept of 'khalwat' forbids an unmarried man and unmarried woman (who are not close relatives) to be alone together in secluded areas, such as beaches or parks. Unmarried couples should beware of the likely applicability of Shariah law when staying in rural or more conservative areas and should consult local residents to avoid trouble.

**Fumigation of Wood Packing Materials:** As of Sept. 2009 Indonesia imposes ISPM15 regulations for wood packaging material (WPM).

## **ACKNOWLEDGMENTS:**

FPS Movers: Jakarta, Indonesia

AGS Four Winds Indonesia: Jakarta, Indonesia

Department of State: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_2052.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_2052.html)

Smart Traveler Enrollment Program (STEP) <https://travelregistration.state.gov/ibrs/ui/>

USDA: [www.aphis.usda.gov](http://www.aphis.usda.gov)

Embassy of Indonesia: <http://www.embassyofindonesia.org/>

**The information presented herein is based on customs data available at the time of printing and is frequently subject to change without notice. It is the responsibility of the owner or importer of the household goods to comply with the current customs restrictions, regulations, and duties of the country to which the goods are imported. We strongly advise customers to contact the consulate or embassy of the destination country for the most current information on customs regulations, restrictions and duties for importing household goods, personal effects and vehicles.**