



## *Importing Personal Property Into Togo*

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

#### **Customs Regulations:**

Client is not required to be present during clearance process. Used household goods and personal effects are duty free provided goods have been owned and used by the customer for a minimum of six months and customer has lived abroad for at least one year. All new items will be levied a tax. The goods must be imported within six months of arrival. Items can not be sold, lent or otherwise disposed of during stay. All documents must be to the Destination Agent 2 weeks prior to arrival to obtain duty-free clearance in advance of the shipment. No delivery in original containers is possible.

Private citizens and returning nationals are subject to 10.5% Customs Tax on the cost, insurance and freight (CIF) value.

All Shipments are subject to inspection including diplomatic shipments. All currency must be declared upon arrival.

NOTE: Terminal Handling Charges (THC) will be implemented beginning 15 Aug 2016.

95.00EUR for 20ft container / 140.00EUR for 40ft container

#### **Required Documents:**

- ✓Passport - copy
- ✓Residence Permit or Work Permit
- ✓Change of Residence Certificate
- ✓Bill of Lading/Air Waybill – original, Express Release not allowed
- ✓Comprehensive Valued Inventory – in French dated & signed by owner
- ✓Pack list – in French
- ✓Power of Attorney – giving authority for Destination Agent to arrange customs clearance
- ✓Letter from Employer – attesting to client's employment contract or transfer
- ✓Non Sale Certificate – Declaration client will not sell personal effects
- ✓Bordereau de Suivi de Cargaison (BSC) Cargo Tracking Note to be obtained from shipping line at port of loading.

#### **Diplomat Status:**

Foreign diplomats, members of government or international organizations are granted tax and duty free entry of their personal effects and household goods. Diplomats are granted tax free entry with a waiver.

#### **Required Documents:**

- ✓ Diplomatic Franchise
  - ✓ Passport – original
  - ✓ Waiver of Duties & Taxes – obtained from Ministry of Foreign Affairs
  - ✓ Comprehensive inventory – dated & signed by owner
  - ✓ Power of Attorney – giving authority for Destination Agent to arrange customs clearance
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- ✓ Appliances/Electronics – must have invoices/receipts if less than 6 months old, state serial numbers, make & model
  - ✓ Prescription medications – require a health certificate
  - ✓ Alcohol – Fond de Cave allowed, 20 bottles max
  - ✓ New items – (less than 6 months) must have invoices/receipts
  - ✓ Tobacco – 100 cigarettes/cigarillos or 100 grams of loose tobacco, in excess of these amounts incurs duty; must be at least 15 years of age
  - ✓ Cosmetics – consult embassy prior to avoid confiscation
  - ✓ Photography equipment – prior permission required
  - ✓ Printers & photocopiers - prior permission required
  - ✓ CD's, DVD's, thumb drives, books & e-readers may be subject to inspection for offensive content
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- ✓ Narcotics/illegal drugs of any kind
  - ✓ Pornography and subversive material
  - ✓ Explosives, ammunitions and weapons unless otherwise approved
  - ✓ Firearms & ammunition- requires permission from Territorial Authority
  - ✓ Counterfeit items of all kinds

Pets may be transported as cargo or accompanied baggage. An Import Permit may be required based on country of origin. Health Certificate must be issued within 3 days of arrival and state pet has been free of contagious diseases at least 6 weeks prior to departure. Contact Destination Agent for requirements.

**Required Documents:**

- ✓ Certificate of Vaccination – including rabies, less than 6 months prior to arrival
- ✓ Health Certificate - by a Veterinarian at origin

Vehicles are subject to 53.5% import taxes and duties on CIF for non-diplomats. 3.12% for clients working for international organizations. Diplomats may import a vehicle tax free. Vehicle should be sent in a separate container.

The OBL must show chassis & engine numbers, cubic capacity, year of manufacture, brand and model.

### Required Documents:

- ✓Certificate of Title and Registration - must be original
- ✓Commercial/Purchase Invoice – must be original
- ✓Non Sale Certificate- Declaration of client to not sell vehicle
- ✓OBL

### NOTES:

**Entry & Exit Requirements:** A visa along with the passport is required for entry. US citizens should carry copies of their passport with visa page and vaccination records at all times while in Togo. In the event one is questioned by local officials, proof of identity, U.S. citizenship, and required vaccinations is readily available

**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. Togo experiences periodic violence, strikes, and political tensions. Land borders with Ghana and Benin are sometimes shut down during elections for any of these three countries. Armed robbery at sea and piracy in the Gulf of Guinea remain threats for the Government of Togo and its regional neighbors. If you are visiting any coastal areas in Togo, you should be alert to the threats of armed robbery at sea and piracy and move inland if you detect a potential threat.

**Crime:** Violent crime is on the rise. Use caution when traveling after dark. Pick-pocketing, petty theft particularly in taxis is common. Do not share cabs with strangers. Closely monitor your surroundings while using ATM's. Use ones with guards present if possible and avoid using them at night. Internet financial scams are rampant throughout western Africa including Togo.

**Currency:** Know which credit cards, if any, are accepted before committing to a transaction. Keep all credit card receipts, because unauthorized card use and overcharging are common. Some major banks have Automatic Teller Machines that dispense local currency, but they will only accept Visa cards. One will not be able to withdraw money using Mastercard. Well-known money transfer firms, including Western Union, operate in Togo.

**Health:** Proof of Yellow Fever vaccine is required. Vaccination against typhoid is advised. Malaria is prevalent in the region. Medical facilities are limited and of very poor quality; emergency medical care is inadequate. Availability of medications through local pharmacies is unreliable. One should bring all necessary medications, properly labeled, with them for the duration on their stay. Those with disabilities will find Togo difficult to maneuver. The government does not mandate accessibility to public or private facilities for persons with disabilities, although some public buildings had ramps. There are very few sidewalks in the country, and handicapped access is not prioritized in construction or planning.

**Road Conditions:** Some major thoroughfares in urban parts of Togo are paved, many secondary streets are not, and they can become severely flooded when it rains. Driving conditions are hazardous throughout Togo due to the presence of pedestrians, large swarms of small motorcycles, disorderly drivers and livestock on the roadways. Drivers in Togo do not obey traffic laws and most traffic signals do not function properly. Be



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prepared for the possibility that other drivers may run red lights or stop signs or drive in the wrong direction on one-way streets. Nighttime travel is dangerous. Poorly marked checkpoints, often manned by armed, undisciplined soldiers, exist throughout the country, including in the capital. Banditry, including demands for bribes at checkpoints, has been reported on major inter-city highways, including the Lomé-Cotonou coastal highway. Be aware of your surroundings and drive defensively. At official checkpoints, Togolese security officials prefer that you approach with your interior light on, and have your driver's license, registration, and proof of insurance ready

**Fumigation of Wood Packing Materials:** As of this posting Togo does not impose ISPM15 regulations for wood packaging material (WPM).

#### **ACKNOWLEDGMENTS:**

Embassy of Togo: <http://www.togoleseembassy.com/>

Department of State: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1041.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1041.html)

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

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

IATA Travel Centre

Visa HQ.com

**The information presented herein is based on customs data available at the time of publishing 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.**