



## *Importing Personal Property Into Vietnam*

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

#### **Customs Regulations:**

Upon initial arrival into Vietnam the client must request the Immigration Card at the Immigration desk generally located near the passport inspection area. The must be filled out at this time and stamped by the Customs Authority. The stamped Immigration card will subsequently be given to the destination Agent clearing the household goods. If the client should leave and return to Vietnam, it is necessary to note the details again on the Immigration card.

Client must be in Vietnam at time of Customs clearance. All shipments are physically inspected to assess duty and to screen all cultural items. Duty varies from 40% to 70% of the value assessed by Customs inspection. The higher rate is applied to electronics and electrical items such as appliances.

Only those with diplomatic status may import goods duty free. Those offices affiliated with the UN or other NGO's must be written into the "Memorandum of Understanding" to qualify for duty free importation. All items must be used.

**Do NOT label any items "Packed by Owner" (PBO). All boxes in the shipment must have the clients name as stated on the Passport.**

#### **Required Documents:**

- ✓ Passport w/Visa pages - original and a stamped copy
- ✓ Vietnam Immigration Card – original, stamped at Customs upon arrival, declares the unaccompanied baggage
- ✓ Bill of Lading/Air Waybill – original, (express B/L is acceptable)
- ✓ Comprehensive Inventory List - in English, fax/scan copy to agent in advance
- ✓ Pack List – in English
- ✓ Work Permit – required if importing via Hai Phong Port, Hanoi & Ho Chi Minh City: copy must be available to Customs at time of clearance
- ✓ Labor Contract or Business license – original, and a stamped copy issued by the Vietnam Government, take 6-12 weeks to process
- ✓ Authorization Letter- prepared by your service agent, submitted to the employer in Vietnam for signature & company stamp
- ✓ Customs Declaration – original yellow form, completed upon arrival
- ✓ Residence Card - Returning Vietnamese must show proof of stay abroad

### **Diplomat Status:**

Foreign diplomats are granted duty free entry provided diplomat does not exceed his/her allowance on vehicles, electronics liquor. Books, tapes and antiques are subject to inspection from Ministry of Culture. Customs frequently exercise their right to inspect shipment at port of entry. UN employees are subject to the same restrictions and UN contracted personnel may be liable for duty on the entire shipment.

### **Required Documents:**

- ✓Diplomatic Franchise
- ✓Passport
- ✓Comprehensive inventory list in English
- ✓Letter of Authorization – allowing Destination Agent to clear the shipment
  
- ✓Alcohol- A” reasonable amount” is allowed, inventory must list size and alcohol content, allowed one bottle per free of taxes beyond that duty is incurred even for diplomats at a rate of 125 – 150%
- ✓Electronics/Appliances - incur duty based on the value deemed by Customs officials, must list make, model & serial number on the inventory
- ✓Cigarettes- 30% duty after 400 pieces, Cigars- 150% duty after 100 pieces
- ✓Books, CD's, DVDs, computer & audio discs etc should be packed together & clearly identified on the inventory. The contents will be inspected by the Ministry of Culture
- ✓Art/Antiques/Carpets/Rugs: photos in duplicate are advised & will assist in re-exporting the items
  
- ✓Controlled chemicals, Psychotropic Substances and Antibiotics
- ✓Pornography, obscene and subversive materials of any kind ✓Cultural and politically sensitive publications, videos & software ✓Reproductions of copyright materials and videos and counterfeit goods
- ✓Weapons, swords, firearms including air guns, fireworks, explosives and ammunitions
- ✓Skins, furs tusks etc from any animal mentioned on the Endangered Species List
- ✓Telecommunications equipment, short wave radios, satellite dishes etc and strategic commodities

Pets can be imported duty-free. Most domestic pets, such as dogs, cats and birds are permitted importation without quarantine. The Destination Agent must have copies of the below documents at least 5 days prior to arrival. The client must be present in Vietnam at the time of Customs clearance. Do not ship a pet to arrive on the weekend. It is best to have pet accompany the client on the aircraft.

### **Required Documents:**

- ✓Certificate of Vaccination – current copy including rabies
- ✓Health Certificate – (copy) Must stamped by a licensed veterinarian no more than 7 days before departure and the copy sent to destination agent at least 5 business days prior to arrival
- ✓Certificate of Origin
- ✓Sanitary Certificate from the Veterinary Diagnostics & Inspection Center

Importation of vehicles is discouraged. Duty is currently 600% for non diplomats and returning nationals. Vehicles of any sort must be new. Vehicles must be left hand drive. Motorcycles are strictly limited to those of 175cc engine size or smaller. Clearance takes about one month and demurrage will apply. If one elects to import a vehicle it should be shipped separately to avoid delays of the household shipment. Diplomats and UN personnel can apply for a permit to import a new vehicle duty free. Approval is based on an allocated import quota. Importation of used vehicles is prohibited.

### Required Documents:

- ✓Detailed packing list including chassis and engine numbers
- ✓Commercial Invoice
- ✓Company Registration in Vietnam
- ✓Letter of Authorization – allowing destination agent to clear shipment

### NOTES:

**Entry & Exit Requirements:** A multi entry visa is advised. Even if you have a valid visa, you may be refused entry to Vietnam. Vietnamese immigration regulations require foreigners entering Vietnam to undertake only the activity for which their visas were issued. If you change the purpose of your visit, you must get permission to do so in advance from the appropriate Vietnamese authority. If you plan to travel to Laos by land, you must obtain the type of Vietnamese visa that adheres to the passport. Laos immigration requires proof that travelers have departed Vietnam, something that can only be shown with an adhesive visa. Vietnamese officials remove detachable visas from the passports of travelers when they depart Vietnam, leaving travelers with no proof of their recent Vietnam departure. This situation can result in Laos officials requiring the traveler to return to Vietnam.

**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. U.S. citizens have been detained after traveling in areas close to the Vietnamese borders with China, Cambodia, and Laos. These areas are not always marked, and there are no warnings about prohibited travel. You should carry at least two photocopies of your U.S. passport. In some places in Vietnam, you may be taken in for questioning if you don't have your passport with you. Should your passport be lost/ stolen report the loss or theft of your U.S. passport to the local police and the U.S. Embassy or the U.S. Consulate General. You must obtain a police report from the local police office in order to apply for a replacement passport and a Vietnamese exit visa.

**Crime:** Driving under the influence of alcohol in Vietnam can result in fines, confiscation of your driving permit, or imprisonment

**Currency:** There is no limit to the amount of U.S. dollars or other foreign currency you can import into Vietnam or export from Vietnam. However, upon arrival and departure, you must declare to customs foreign currency (including cash and travelers' checks) in excess of US\$7,000 (or its equivalent). If you do not declare the amounts noted above, officials may arrest or fine you at the port of entry or exit and confiscate your currency.

**Health:** Medical facilities in Vietnam do not meet international standards and frequently lack medicines and supplies. Medical personnel outside Hanoi and Ho Chi Minh City, may speak little or no English. Immediate cash payment for health services is expected. International health clinics in Hanoi and Ho Chi Minh City can provide acceptable care for minor illnesses and injuries, but more serious problems will



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often require medical evacuation to Bangkok or Singapore. Some common U.S. medications are not available in Vietnam. You should bring adequate supplies of medications for the duration of your stay  
**Fumigation of Wood Packing Materials:** Vietnam imposes ISPM15 regulations for wood packaging material (WPM).

#### **ACKNOWLEDGMENTS:**

Santa Fe Group

Embassy of Vietnam: <http://www.vietnamembassy-usa.org/>

Department of State: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1060.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1060.html)

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

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

International Association of Movers

**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.**