



## *Importing Personal Property Into Zambia*

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

#### **Customs Regulations:**

Client must be in Zambia at the time shipment arrives but are not required to be present during clearance. Used household goods and personal effects are tax and 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 two years. All new items will be levied import duties and taxes + VAT. The goods must be imported within six months of arrival. Items can not be sold, lent or otherwise disposed of during stay.

**Returning nationals** must have qualified proof of living abroad for 2 years to be eligible for tax and duty free entry of belongings. The goods must be imported within 6 months of return date. Failure to do so results in payment of duty and taxes.

Household goods and vehicles must be cleared separately and will incur as many Customs clearance fees as the number of Customs entries. It takes between 20 – 40 days to obtain the free entry certificate. All original documents should reach the Destination Agent a minimum of 20 days before the shipment's arrival to allow the client's employer to obtain the certificate of free entry from the Customs Head Office and minimize the port charges.

**NOTE:** All document copies including passports must be certified by the Zambian High Commission in the country of origin, or by a Commissioner of Oath.

#### **Required Documents:**

- ✓ Passport - certified copy, showing entry date into Zambia, original is sometimes required
- ✓ Residence Permit or Work Permit – certified copy, (temporary Work Permits not accepted)
- ✓ Bill of Lading/Air Waybill – original, Express Release not allowed
- ✓ Comprehensive Valued Inventory –(not insured value) in English, dated & signed by owner: A detailed value per item is required for shipments that transit through South Africa
- ✓ Pack list – in English, abbreviations not allowed i.e. “misc”, “PBO” etc
- ✓ Power of Attorney – giving authority for Destination Agent to arrange customs clearance
- ✓ Letter from Employer – attesting to client's employment contract
- ✓ Tax Identification Card – obtained from ZRA Advice Center; must provide work permit & passport and submitted 20 days prior to arrival of shipment
- ✓ Police Report w/fingerprints – obtained from origin police department

#### **Returning Nationals including Diplomats additional documents:**

- ✓ Letter of Return - attesting to client's reason for leaving origin country & returning to Zambia
- ✓ Letter of Appointment - from Employer/Mission, attesting to client's contract
- ✓ Passport - certified copy, showing stay of at least 2 years abroad

### **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 must personally register at the Department of Foreign Affairs prior to arrival of the shipment. Diplomatic shipments are ONLY cleared in Lusaka, Zambia. Therefore shipments must be “Removed in Bond” (RIB) from the border to the Lusaka terminal. A bond fee applies. The clearance process takes 3-5 days. Additional charges may occur in the event of

grounding and reloading to avoid “truck standing time.” The Department of Foreign Affairs pays storage fees unless otherwise stated. Shipments of returning diplomats are inspected at random.

### **Required Documents:**

- ✓ Diplomatic Franchise/Protocol – obtained from Ministry of Foreign Affairs
- ✓ Diplomatic Passport - certified copy
- ✓ Comprehensive Valued Inventory – for Customs purposes only, dated & signed by owner
- ✓ Pack list- in English
- ✓ Power of Attorney – giving authority for Destination Agent to arrange customs clearance
- ✓ Letter of Introduction – provided by mission of organization

### **RESTRICTED/DUTIABLE ITEMS**

- ✓ Appliances/Electronics – must have invoices/receipts
- ✓ Prescription medications – require physicians prescriptions even for over the counter medications
- ✓ Firearms & ammunition - requires a permit from local police
- ✓ New items – (less than 6 months) must have invoices/receipts
- ✓ Tobacco – 200 cigarettes or 250 grams of loose tobacco, in excess of these amounts incurs duty
  
- ✓ Narcotics/illegal drugs of any kind
- ✓ Pornography and subversive material
- ✓ Explosives, ammunitions and all other weapons unless otherwise approved
- ✓ Alcohol – must be sent separately, subject to 100% duty upon arrival
- ✓ Animal skins, furs, ivory - The Zambian Wildlife Authority has screeners at international ports of entry/exit and WILL prosecute offenders to the fullest extent of the law with penalties ranging from large fines to 5-year prison sentences
- ✓ Plants, food, Poultry & any poultry products

### **Required Documents:**

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

Import Permit must be obtained in advance by writing to the Director, Veterinary and Tsetse Control Department, Ministry of Agriculture, Food and Fisheries, Mulungushi House, P.O. Box 50060, Lusaka, Zambia.

New vehicles are subject to duty of 25% of invoice value + 17.3% VAT.

The OBL must show Chassis Number, Engine number, Cubic Capacity, year of manufacture, brand and model. Copies of the below documents should be sent to the Destination Agent at least one month prior to arrival of vehicle to avoid charges for demurrage and storage.

**Temporary Foreign Residents** may import one used vehicle tax and duty free within the first 6 months of arrival (date of issue of work permit). Additional vehicles are subject to taxation of 25% duties + 25% excise tax + 17.50% VAT of accumulated total.

**Foreign Diplomats** may import up to two vehicles duty and tax free. Clearance completed by the Diplomatic representative and countersigned by the Department of Foreign Affairs in Zambia.

**Returning Diplomats** incur duty and taxes on their imported vehicle. However the Department of Foreign Affairs pays those charges in the form of a voucher. The issuing of the voucher takes up to three months from date of arrival and vehicle can not be cleared before the voucher is issued.

Vehicles must be Removed in Bond (RIB) from the border to the Lusaka terminal. A bond fee of 100.00USD applies.

#### **Required Documents:**

- ✓Certificate of Title and Registration - must be original
- ✓Commercial/Purchase Invoice – showing date & purchase price
- ✓Drivers License & International Insurance Policy (green card)
- ✓OBL & Non Sale Certificate
- ✓Letter of Transfer from client's employer
- ✓Valuation Certificate

#### **NOTES:**

**Entry & Exit Requirements:** Yellow Fever vaccination is not a requirement of entry unless entering from a country where it is endemic. The Government of the Republic of Zambia requires travelers to have at least two blank visa pages in their passport upon entering Zambia. Those transiting South Africa should ensure that their passports contain at least two completely blank (unstamped) visa pages each time entry is sought. These pages are in addition to the endorsement/amendment pages at the back of the passport.

U.S. citizens should closely follow immigration guidelines, including visa requirements for travel to Zambia. U.S. citizens who wish to engage in voluntary service in Zambia, are reminded that they must enter Zambia on a business visa. Zambian Immigration officials insist that visitors carry the original or a certified copy of their passport and immigration permit at all times.

The Zambian government requires that all individuals intending to reside in Zambia, including for voluntary work, must be able to show a police clearance, including fingerprints, from their home country.

U.S. citizens staying in Zambia more than three months must apply for a National Registration Card (NRC); this blue-colored card for non-Zambians is the equivalent of the standard green-colored NRC carried by Zambian citizens and costs approximately \$10.

**Visa:** Zambia Immigration offers an application by e-mail service for multiple-entry visas. U.S. citizens can write to [ZambiaVisa@zamnet.zm](mailto:ZambiaVisa@zamnet.zm) and provide a copy of the biographic page of their passport, completed Zambia visa application form (available at the [Zambia Embassy website](#)), and a letter addressed to the Chief Immigration Officer detailing the intended purpose and length of stay.

**Safety & Security:** Tensions have been rising in Western Province over rights under the Barotseland Agreement of 1964. In January 2011, protests in Mongu and Limulunga turned violent. The Government of Zambia considers it treasonous for anyone to discuss the Barotseland Agreement or Barotseland autonomy/secession. The U.S. Embassy discourages travelers from driving off-road or on remote, lightly-used tracks near the borders with the Democratic Republic of the Congo (Congo-Kinshasa) and Angola as there may still be undetected land mines and unexploded ordnance.

**Crime:** Expatriates have been the victim of armed robberies in Livingstone, Copperbelt, and elsewhere. Carjacking remains an ongoing problem, especially in Lusaka and Livingstone. Carjackers generally employ a strategy of blocking the back of one's car when the car is waiting to pass through a security gate into a residence or other facility. In recent cases involving expatriates, the victim has been held for several hours to allow perpetrators time to escape with the vehicle. Travelers should drive with doors locked and windows closed at all times and remain vigilant when entering or exiting a residence. **Criminal**

**Penalties** Possession of more than 0.5 grams of an illegal substance can constitute drug trafficking in Zambia. The Zambian Drug Enforcement Commission (DEC) has detained a number of U.S. citizens for possession of anti-histamines such as Benadryl and other over-the-counter medications which contained small quantities of diphenhydramine, an active ingredient that is on Zambia's list of controlled substances. Although unaware of these restrictions, U.S. citizens have been charged with drug-trafficking offenses, had their passports confiscated, and have been jailed.

**Health:** Cholera is a serious risk and pre-cautions are essential. Immunization against polio and typhoid is recommended. Malaria exists year round throughout the region. Trachoma is widespread as is hepatitis A, B and E. Meningococcal meningitis may occur. Human trypanosomiasis (sleeping sickness) has been reported. Plague has been reported in remote areas. A high proportion of the population is affected with HIV/AIDS; thus one should take all necessary precautions.

**Fumigation of Wood Packing Materials:** Zambia imposes ISPM15 requirements and regulations for wood packaging material (WPM).

#### **ACKNOWLEDGMENTS:**

AGS Frasers: Lusaka, Zambia

FIDI Global Alliance

Embassy of Zambia: <http://www.zambiaembassy.org/>

Department of State: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1062.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1062.html)

Living in Zambia: <http://zambia.usembassy.gov/livinginzambia.html>

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 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.**