



## Import Customs Guide **INDONESIA**

Information from FIDI Asia

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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<p><b>Household goods – Foreigners (Working Expatriates)</b></p>	<ul style="list-style-type: none"> <li>▪ Client's original passport with arrival stamp.</li> <li>▪ Scanned copy colour of client's residence permit (ITAS letter).</li> <li>▪ Scanned copy colour of client's work permit (IMTA-Notification).</li> <li>▪ Original <b>typed/digital</b> packing list in English (please do not put any value <b>and not handwriting</b>).</li> <li>▪ E-ticket and/or boarding pass entering Indonesia.</li>   <li>▪ SEA SHIPMENTS                             <ul style="list-style-type: none"> <li>▪ Original <b>typed/digital</b> packing list in English (please do not put any value <b>and not handwriting</b>).</li> <li>▪ Original Bill of Lading/waybill/express release BL printed out on the Shipping line/forwarder paper.                                     <ul style="list-style-type: none"> <li>▪ Declare at least 5 items on the BL.</li> <li>▪ Put volume in cbm and kgs (not lbs) on the Bill of Lading.</li> </ul> </li> </ul> </li>   <li>▪ AIR SHIPMENTS                             <ul style="list-style-type: none"> <li>▪ Original packing list in English (do not put any value <b>and not handwriting</b>).</li> <li>▪ Air Waybill.</li> <li>▪ Declare at least 5 items on AWB.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Duty free entry of household goods and personal effects is allowed only under the following conditions:                             <ul style="list-style-type: none"> <li>▪ One air and one sea shipments permitted, and air cleared first.</li> <li>▪ ITAS and IMTA must be valid for 12 months, and not the renewal permit.</li> </ul> </li>   <li>▪ For Air shipment:                             <ul style="list-style-type: none"> <li>▪ If less than 52 weeks validity, the shipment will be rejected by customs and will have to be re-exported.</li> <li>▪ The shipment must arrive in Indonesia within 3 months of shipper's stamp arrival in passport to process the work permit.</li> </ul> </li>   <li>▪ For sea shipment:                             <ul style="list-style-type: none"> <li>▪ If permit is less than 52 weeks validity, the shipment will subject to import duties/taxes, payable by shipper.</li> <li>▪ Arrival of the shipment in Indonesia must be within 3 (three) months of the arrival of the consignee in Indonesia to reside/validation of the permits at the airport/ port.</li> </ul> </li>   <li>▪ <b>For Air shipment:</b> If the shipment arrives later than 3 months of shipper's arrival, the shipment will be rejected and will have to</li> </ul>	<ul style="list-style-type: none"> <li>▪ Air shipment:                             <ul style="list-style-type: none"> <li>▪ Do not consolidate the shipment - not through consolidator agent (HAWB).</li> <li>▪ It should be stated on the manifest as well.</li> <li>▪ Please put as used personal/household goods on Air Waybill and manifest.</li> <li>▪ Use direct Air Waybill.</li> <li>▪ Mention at least 5 items on Air Waybill as well as on airline manifest.</li> <li>▪ Mention total number of boxes on Air Waybill as per packing list.</li> <li>▪ Used Household Goods &amp; Personal Effect should follow only with the Indonesia customs law of No. PMK No. 28/PMK.04/2008.</li> <li>▪ Air shipments take approx. 5 – 8 working days for delivery after arrival and completeness of required documents in Indonesia.</li> </ul> </li>   <li>▪ Sea shipments LCL take approx. 12 – 15 working days, and FCL take approx. 10 – 12 working days for delivery in Jakarta after vessel arrival, received OBL and OPL, and completeness of required documents in Indonesia (working days exclude Saturday, Sunday and holiday).</li>   <li>▪ <b>IMPORTANT:</b> If the client cannot provide all</li> </ul>

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		<p>be re-exported.</p> <ul style="list-style-type: none"> <li>▪ <b>For Sea shipment:</b> If the shipment arrives later than 3 months, the shipment will subject to pay import duty. <ul style="list-style-type: none"> <li>▪ And if shipper has 2 shipments, the 2<sup>nd</sup> shipment should arrive within 3 months of the arrival of the 1<sup>st</sup> shipment (dutable). if the 2<sup>nd</sup> shipment arrives later than 3 months, it will be rejected by Indonesian customs</li> </ul> </li> <li>▪ The importer must have all used items for a period more than 12 months prior to entry into Indonesia.</li> </ul>	<p>of these documents, then the shipment will not be allowed through Customs, and will need to be re-exported or customs will perform an auction.</p> <ul style="list-style-type: none"> <li>▪ If the KITAS and/or the Work Permit are valid for less than 12 months, then the shipment will be subject to duty charges (payment of duty only applicable for sea shipment). The amount of duty depends on the size and weight (KGS) of the shipment and where it came from.</li> <li>▪ The KITAS and Work Permit can take between 2-6 weeks to obtain once client has arrived in Indonesia.</li> </ul>
<p><b>Household goods - Diplomats Or Semi Diplomats</b></p>	<ul style="list-style-type: none"> <li>▪ For diplomatic personnel: <ul style="list-style-type: none"> <li>▪ Form PP-8 to be applied by the Embassy in Jakarta from the Indonesian Ministry of Foreign Affairs by providing Bill of Lading/Air Way Bill and packing list.</li> <li>▪ Endorsed BL/AWB and packing list by embassy.</li> <li>▪ Endorsed copy of shipper's passport, Diplomatic ID Card and Stay Permit by Embassy.</li> <li>▪ Endorsed color copy of passport + Diplomatic ID Card + Stay Permit of the authorized person whose signature is on PP.19 document</li> <li>▪ SKMK (if the organization is part of Piloting System)</li> <li>▪ Original Objection Letter for HICO SCAN process for diplomatic shipment, which is cleared under PP.8 document</li> <li>▪ Statement letter from the embassy</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Semi-diplomatic personnel: <ul style="list-style-type: none"> <li>▪ shipment subject to physical inspection.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Commence the clearance upon shipment arrival and receiving these docs.</li> <li>▪ If client cannot provide all required paper works, the shipment cannot be custom clearance and released from the port on duty free basis.</li> </ul>

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	<p>stating that client is working only with the embassy and nowhere else.</p> <ul style="list-style-type: none"> <li>▪ Authorization letter with duty stamp.</li> <li>▪ Diplomatic Note and Signature Specimen of the authorized person who is signing any letter on Embassy's Letter Head.</li> </ul> <ul style="list-style-type: none"> <li>▪ For semi-diplomatic personnel (U.N., UNICEF, WHO...): <ul style="list-style-type: none"> <li>▪ Form PP-19 approved by Indonesian Ministry of Foreign Affairs by providing Bill of Lading/Air Waybill and packing list.</li> <li>▪ Endorsed BL/AWB and packing list by embassy.</li> <li>▪ Endorsed color copy of shipper's passport, Semi Diplomatic ID Card and Stay Permit by the organization.</li> <li>▪ Endorsed color copy of passport + Diplomatic ID Card + Stay Permit of the authorized person whose signature is on PP.19 document.</li> <li>▪ SKMK (if the organization is part of Piloting System).</li> <li>▪ Statement letter from the embassy stating that client is working only with the organization and nowhere else.</li> <li>▪ Authorization letter with duty stamp.</li> <li>▪ Diplomatic Note and Signature Specimen of the authorized person who is signing any letter on the Organization's Letter Head.</li> </ul> </li> </ul>		
<p><b>Household goods - Indonesians citizen</b></p>	<ul style="list-style-type: none"> <li>▪ Client's original passport.</li> <li>▪ Original letter from Indonesian Embassy in host country stating the client's arrival date in country, the date of return to Indonesia</li> </ul>	<ul style="list-style-type: none"> <li>▪ Duty free entry of household goods government and non-governmental employees providing they have spent at least 1 year with gainful employment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ For Sea shipment: <ul style="list-style-type: none"> <li>▪ If shipper stays overseas less than 12 months and is willing to pay import duties, she/he still has to get the letter</li> </ul> </li> </ul>

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	<p>and that the shipper is bringing a shipment of household goods back to Indonesia (1 letter for each shipment).</p> <ul style="list-style-type: none"> <li>▪ Shipper reported to the Indonesian embassy in host country when he/she first arrived in the country with a proof of Report (Lapor diri) stamp in his/her passport.</li> <li>▪ Copy of Assignment and re-assignment letter – normally provided by the employer or a letter /certificate from school/university.</li> <li>▪ Shipper must have “arrival stamp” in his/her passport as proof of his/her return to Jakarta after completing his/her overseas study or assignment.</li> <li>▪ Original typed packing list in English certified (each page) by the Indonesian Embassy in the country of origin (NOT VALUATION LIST). If client has 2 shipments (air + sea), both packing lists should be certified separately.</li> <li>▪ Original print out Bill of Lading/Air Waybill &amp; original packing list.</li> <li>▪ Boarding pass entering Indonesia to reside back.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Arrival of the shipment in Indonesia must be within 3 (three) months upon client’s arrival in Indonesia to reside.</li> </ul>	<p>from Indonesian embassy and the certified / stamped packing list</p> <ul style="list-style-type: none"> <li>▪ The shipment must arrive in Indonesia within 3 months of shipper arrival into Indonesia. If the shipment arrives later than 3 months, it will be subjected to pay import duties.</li> <li>▪ For Air shipment: <ul style="list-style-type: none"> <li>▪ If shipper stays overseas less than 12 months – the air shipment will be rejected by customs and will have to be re-exported or considered abandoned.</li> <li>▪ The shipment must arrive in Indonesia within 3 months of shipper arrivals into Indonesia. If the shipment arrives later than 3 months, it will be rejected and will have to be re-exported.</li> </ul> </li> <li>▪ Please note that a returning Indonesian citizen complying with the above documentation is entitled to one similar shipment of used household goods and that the above documentation must be completed with the Indonesian Embassy prior to their departure from overseas.</li> </ul>
<b>Motor vehicles and/or motorbikes</b>		<ul style="list-style-type: none"> <li>▪ No entry permitted except for diplomatic personnel (duty free).</li> </ul>	
<b>Items less than 12 months old, any items in commercial quantities, luxurious items, more than 1 for each item</b>		<ul style="list-style-type: none"> <li>▪ Subject to payment of import duty.</li> </ul>	

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Foodstuffs		<ul style="list-style-type: none"> <li>▪ Non-perishable food items may be imported in small amounts. Items in cans and other durable packaging in reasonable amounts are allowed for import.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Based on customs discretion during clearance process.</li> </ul>
Alcohol		<ul style="list-style-type: none"> <li>▪ Import of alcohol is allowed for FULL DIPLOMATS ONLY but limited to annual quota agreed by the local Ministry of Foreign Affairs and the respective embassies in the country.</li> <li>▪ Alcohol is prohibited for NON-FULL DIPLOMATS.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Including wine, spirits, and beer.</li> </ul>
Statues	<ul style="list-style-type: none"> <li>▪ Certificate of origin.</li> <li>▪ Invoice.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Are subject to be checked by Archaeology Dept.</li> <li>▪ Buddha statue/artefact made of stone is strictly prohibited.</li> </ul>	
Prohibited Items		<ul style="list-style-type: none"> <li>▪ Firearms.</li> <li>▪ Ammunition (including air guns).</li> <li>▪ Pornography.</li> <li>▪ Politically sensitive material.</li> <li>▪ Narcotics.</li> <li>▪ Illicit drugs.</li> </ul>	
CD's; DVD's; VCD's; Video/Audio tapes, books	<ul style="list-style-type: none"> <li>▪ Detailed listing at packing list as long not new and adult Video.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Can be imported in 'reasonable' quantities provided they are not pornographic or politically sensitive or against Moslem.</li> </ul>	
Pets (Dogs & Cats)	<ul style="list-style-type: none"> <li>▪ Import permit.</li> <li>▪ Current Original Health certificate.</li> <li>▪ Current rabies vaccination certificate (must score not less than 0.5) issued more than 30 days before arrival in Indonesia but not older than 1 year.</li> <li>▪ Current Vaccination book.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Subject to payment of import duty.</li> <li>▪ The import permit must be issued prior to the animals' arrival into Indonesia.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Upon arrival, these documents are needed for clearance.</li> <li>▪ There is no limit as to the number of pets you can import but duty charges of approx. US \$100-\$350 per pet will apply.</li> <li>▪ On arrival in Jakarta, the pet will be held at a government quarantine facility for 14 days.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Original quarantine documents from the country of origin.</li> </ul>		<ul style="list-style-type: none"> <li>Subject to payment of quarantine facility charges.</li> <li>▪ Application for import permit should be made 2 weeks prior to arrival.</li> <li>▪ Following information are needed to process the import permit:               <ul style="list-style-type: none"> <li>▪ Breed, sex, age, color and pet's name</li> <li>▪ Address in Indonesia</li> <li>▪ Intended arrival date</li> <li>▪ Name of owner</li> <li>▪ Copy of owner's passport</li> <li>▪ Copy of vaccination book</li> <li>▪ Copy of health certificate.</li> <li>▪ Copy of client KITAS (Residence permit).</li> </ul> </li> </ul>
<b>Wood regulations</b>			<ul style="list-style-type: none"> <li>▪ There are no restrictions or ISPM requirements for wooden packaging or items.</li> </ul>
<b>Musical Instruments, Sports Equipment and Home Entertainment components and/ or Speakers</b>		<ul style="list-style-type: none"> <li>▪ Subject to payment of import duties upon customs discretion.</li> </ul>	
<b>Bicycle and/or electrical bicycle</b>	<ul style="list-style-type: none"> <li>▪ The number of bicycles included in the shipment must match with the amount of family members settling in Indonesia.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Do not include electrical bicycle in the shipment of part of it.</li> </ul>	
<b>USEFUL INFORMATION</b>		<ul style="list-style-type: none"> <li>▪ Interview/ online meeting with customs will be needed for some cases.</li> <li>▪ It is most likely because the final delivery address is not within Jabodetabek area or</li> </ul>	

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		<p>customs needs clarification directly from the owner of the goods regarding specific details.</p> <ul style="list-style-type: none"> <li>▪ Photographic documentation of individual items before packing at origin is recommended to support any potential discrepancies with customs regarding any particular items.</li> <li>▪ Do not include items which may appear to be for re-sale or high valuable items.</li> </ul>	





## The FIDI Global Alliance

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