



Export Customs Guide **INDONESIA**

Information from FIDI Asia

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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
Household goods/ Removal goods/Personal effects - Foreigners	<ul style="list-style-type: none"> ▪ Sea shipments <ul style="list-style-type: none"> ▪ All used pages of client (passport#per IMTA)-coloured copy. ▪ Indonesia work permit/IMTA-coloured copy. ▪ Indonesia resident permit/ITAS-coloured copy. ▪ Exit visa or EPO stamp/Exit Permit Only (as soon as available)-coloured copy ▪ Visa for destination country (for non-retuning citizen)-coloured copy. ▪ Custom form for destination country (if applicable)-copy. ▪ Reference letter or “Surat Keterangan”-original. ▪ Statement letter for shipper signature/return-original. ▪ Authorization letter for shipper signature/return-original. ▪ Air shipments <ul style="list-style-type: none"> ▪ All used pages of client (passport#per IMTA)-coloured copy ▪ Indonesia resident permit/ITAS-coloured copy. ▪ Flight ticket / E-ticket for destination country MUST SAME with destination 	<ul style="list-style-type: none"> ▪ Must declare at least 5 items on packing list, BL. 	<ul style="list-style-type: none"> ▪ Air shipment - please do not include the following items in the AIR shipment: <ul style="list-style-type: none"> ▪ Foodstuff, medicines, liquids and gels of any kind (toiletries, deodorant, perfume, cosmetics, hand cream, paint, cleaning powders, solvent, etc.), any device that contains lithium batteries i.e. non-removable or removable batteries, printer ink cartridges, flammable and combustible liquids, corrosives, lighters, barbeque grill propane gas tanks, oxygen tanks, aerosols, glue products, jewellerys, negotiable stock certificates or currency, animal furs and skins, and etc.

GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
	<ul style="list-style-type: none"> shipment-coloured copy. ▪ Check list for hidden Dangerous goods for shipper completion/return-copy. ▪ Reference letter or “Surat Keterangan”-original. ▪ Statement letter for shipper signature/return -original. ▪ Authorization letter for shipper signature/return-original. ▪ AIR & SEA SHIPMENT ▪ Passport #registered in IMTA, if shipper has a new passport, please include the same (coloured copy of all used pages). 		
Household goods – Indonesians citizen	<ul style="list-style-type: none"> ▪ SEA SHIPMENTS ▪ Passport photo page-coloured copy ▪ Local resident permit ID (KTP)-coloured copy. ▪ Local office badge / ID card-coloured copy. ▪ Working visa for destination country-coloured copy ▪ Custom form for destination country (if any)-copy. ▪ Reference letter or “Surat Keterangan”-original. ▪ Statement letter for shipper signature/return-original. ▪ Authorization letter for shipper signature/return-original. ▪ AIR SHIPMENTS ▪ Passport front photo page-coloured copy 		

GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
	<ul style="list-style-type: none"> ▪ Local resident permit ID (KTP)-coloured copy. ▪ Local office badge / ID card (if any)-coloured copy. ▪ Flight ticket / E-ticket for destination country MUST SAME with destination shipment-coloured copy. ▪ Check list for hidden dangerous goods for shipper completion/return-copy. ▪ Reference letter or “Surat Keterangan”-original. ▪ Statement letter for shipper signature/return-original. ▪ Authorization letter for shipper signature/return-original. 		
Household goods - Diplomats	<ul style="list-style-type: none"> ▪ SEA SHIPMENTS <ul style="list-style-type: none"> ▪ Original PP8 & its Diplomatic note (if any)-original. ▪ Front page passport-scan colour endorsed by embassy. ▪ Copy of owner’s passport-scan colour endorsed by embassy. ▪ Diplomatic ID card-scan colour endorsed by embassy. ▪ Stay permit / ITAS-scan colour endorsed by embassy. ▪ Exit visa or EPO stamp/Exit Permit Only (as soon as available)-scan colour endorsed by embassy. ▪ Statement letter / Surat Pernyataan signed by you stating that you won’t bring any prohibited items in the shipment-original. ▪ Power of Attorney letter / Surat kuasa signed by you for your agent to handle 	<ul style="list-style-type: none"> ▪ Semi-diplomatic personnel: shipment subject to physical inspection. 	<ul style="list-style-type: none"> ▪ Commence the clearance upon shipment arrival and receiving these docs. ▪ If client cannot provide all required paper works, the shipment cannot be custom clearance and released from the port on duty free basis.

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	<p>this shipment-original.</p> <ul style="list-style-type: none"> ▪ Reference letter shipper from embassy with embassy letter head-original. ▪ For semi-diplomatic personnel (U.N., UNICEF, WHO...): <ul style="list-style-type: none"> ▪ Original PP19-original. ▪ Front page passport-scan colour endorsed by UN (Local office). ▪ Copy of owner's passport-scan colour endorsed by UN (Local office). ▪ ID card-scan colour endorsed by UN (Local office). ▪ Stay permit / ITAS-scan colour endorsed by UN (Local office) ▪ Exit visa or EPO stamp/Exit Permit Only (as soon as available)-scan colour endorsed by UN (Local office) ▪ Statement letter / Surat Pernyataan signed by you stating that you won't bring any prohibited items in the shipment-original. ▪ Power of Attorney letter / Surat kuasa signed by you for your agent to handle this shipment-original. ▪ Reference letter shipper from embassy with embassy letter head-original. ▪ AIR SHIPMENTS <ul style="list-style-type: none"> ▪ Passport front photo page-coloured copy. ▪ ID diplomatic card-coloured copy. ▪ Stay permit / ITAS-coloured copy. ▪ Flight ticket / E-ticket for destination country MUST SAME with destination 		

GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
	<ul style="list-style-type: none"> shipment-coloured copy. ▪ Check list for hidden dangerous goods for shipper completion/return-copy. ▪ Reference letter or “Surat Keterangan”-original. ▪ Statement letter for shipper signature/return-original. ▪ Authorization letter for shipper signature/return-original. ▪ Visa destination (If shipper Indonesian)-coloured copy. 		
Motor vehicles and/or motorbikes		<ul style="list-style-type: none"> ▪ No entry permitted except for diplomatic personnel (duty free). 	
Foodstuffs		<ul style="list-style-type: none"> ▪ Non-perishable food items may be exported in small amounts. 	
Alcohol		<ul style="list-style-type: none"> ▪ Export 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. ▪ Alcohol is prohibited for non-full diplomats. 	<ul style="list-style-type: none"> ▪ Including wine, spirits, and beer.
Prohibited Items		<ul style="list-style-type: none"> ▪ Firearms. ▪ Ammunition (including air guns). ▪ Pornography. ▪ Politically sensitive material. ▪ Narcotics. ▪ Illicit drugs. 	
CD's; DVD's; VCD's; Video/Audio tapes, books	<ul style="list-style-type: none"> ▪ Detailed listing at packing list as long not new and adult Video. 	<ul style="list-style-type: none"> ▪ Can be exported in 'reasonable' quantities provided they are not pornographic or politically sensitive or against Moslem. 	

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<p>Pets (Dogs & Cats)</p>	<ul style="list-style-type: none"> ▪ Export permit. ▪ Current Original Health certificate. ▪ 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. ▪ Current Vaccination book. ▪ Original quarantine documents from the country of origin. 		<ul style="list-style-type: none"> ▪ Upon arrival, these documents are needed for clearance. ▪ 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. ▪ On arrival in Jakarta, the pet will be held at a government quarantine facility for 14 days. Subject to payment of quarantine facility charges. ▪ Application for import permit should be made 2 weeks prior to arrival. ▪ Following information are needed to process the import permit: <ul style="list-style-type: none"> ▪ Breed, sex, age, colour and pet's name ▪ Address in Indonesia ▪ Intended arrival date ▪ Name of owner ▪ Copy of owner's passport ▪ Copy of vaccination book ▪ Copy of health certificate. ▪ Copy of client KITAS (Residence permit)



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