



Import Customs Guide **TOGO**



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The global quality standard for international moving.

The FAIM label is your global assurance for a smooth, safe and comprehensive relocation process.

GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<p>Personal effects</p>	<ul style="list-style-type: none"> ▪ Clear and legible copy of passport ▪ Certificate of change of residence or certificate of move issued by the municipality at origin ▪ Certificate of work transfer ▪ Detailed, valued inventory dated and signed by the client, in French ▪ Non-sale certificate (mentioning that goods/items were purchased more than 6 months before the client's arrival in the destination country and that the client does not intend to resell them). ▪ Copy of the export declaration 		
<p>Motor vehicles</p>	<ul style="list-style-type: none"> ▪ Original car registration documents ▪ Vehicle purchase invoice if the vehicle is new ▪ Invoice or value certificate for motorbikes and scooters ▪ Certificate of change of residence or certificate of move issued by the municipality at origin ▪ Certificate of work transfer. ▪ Photo of the dashboard with the mileage ▪ Photos of the vehicle (front and rear) ▪ Copy of the export declaration 	<ul style="list-style-type: none"> ▪ It is strongly advised to ship vehicles in containers to avoid damage or looting during transit. ▪ Should the original car registration documents not be available, a declaration of loss must be obtained at the cost of EUR 50. 	

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Categories eligible for the exemption scheme:		<ul style="list-style-type: none"> ▪ Embassies, consulates, Heads of Diplomatic Missions, and Consuls General benefit from an almost complete exemption (0,07% tax on the CIF price for personal effects and vehicles). ▪ Senior diplomatic and consular officials benefit from a partial exemption (0,07% tax on the CIF value of personal effects and 6,33% on the CIF value of the vehicle). ▪ Administrative and technical staff of embassies and consulates benefit from a partial exemption: 2,96% tax on the CIF value for personal effects and 9,22% on the CIF value of the vehicle). 	<ul style="list-style-type: none"> ▪ For vehicles, the minimum fixed tax applies: 1% of the value of the vehicle as estimated by customs. ONLY the diplomats of the US embassy are exempt from this minimum tax. German and French embassies are subject to it. ▪ Clients benefiting from privileged agreements with partial exemption: certain NGOs as well as any organisation for which an exemption agreement has been signed with the Togolese State (upon presentation of proof). The % of taxation varies according to the agreement.
Taxable Clients: Corporations, individuals and Togolese citizens: Personal effects		<ul style="list-style-type: none"> ▪ Personal effects of corporate clients, individuals and returning Togolese citizens will be taxed at 20% of the CIF value, provided they have a Change of Residence Certificate AND a Transfer Certificate for foreigners. ▪ Returning Togolese citizens will only need to present the Change of Residence Certificate. ▪ If these documents are not provided, the personal effects will be considered as merchandise and taxed at 48% (all taxes included) 	
Taxable Clients: Corporations, individuals and Togolese citizens: Vehicles	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Vehicles are taxed at 54% of the value stipulated by customs on presentation of the original registration papers. ▪ The taxation of motorbikes, two-wheelers and quads will be studied on a case-by-case basis by customs on presentation of transport documents. ▪ Motorbikes are taxed at 54% of the value shown on the invoice or the value certificate. 	<ul style="list-style-type: none"> ▪ A minimum fixed tax will be levied on all second-hand imported vehicles (1% of the value determined by COTEC – an agency approved by Togolese customs). This tax applies to all categories of customers, whether exempted or not. ▪ Customs taxes are payable cash or by certified cheque before delivery can take place. ▪ All new items will be taxed.

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		<ul style="list-style-type: none"> ▪ 2 or 4 wheeled vehicles: <ul style="list-style-type: none"> ▪ Less than 13 horsepower: 43% of the value estimated by customs. ▪ More than 13 horsepower: 54% of the value estimated by customs. 	<ul style="list-style-type: none"> ▪ The ECTN can be issued at origin. In the absence of a CGS issued at origin, contact your moving agent.
Weapons			<ul style="list-style-type: none"> ▪ Importation of any weapon is strictly forbidden.



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