



## Export Customs Guide **INDONESIA**

Information from FIDI Asia

# Export Customs guide INDONESIA



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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<p><b>Household goods/Personal effects - Foreigners</b></p>	<ul style="list-style-type: none"> <li>▪ Sea shipments                             <ul style="list-style-type: none"> <li>▪ Copy of front page of client's passport and the page showing ITAS validity stamp (passport# as per registered on IMTA)-coloured copy.</li> <li>▪ Indonesia work permit/IMTA still valid - coloured copy.</li> <li>▪ Indonesia resident permit/ITAS still valid - coloured copy.</li> <li>▪ Exit visa or EPO stamp/Exit Permit Only (as soon as available) - coloured copy</li> <li>▪ Visa for destination country/Employment passs /residence permit - coloured copy.</li> <li>▪ Custom form for destination country (if applicable)-copy.</li> <li>▪ Reference letter or "Surat Keterangan"-original.</li> <li>▪ Statement letter for shipper signature/return-original.</li> <li>▪ Authorization letter for shipper signature/return-original.</li> <li>▪ Copy of flight ticket and/or departure stamp when leaving Indonesia</li> </ul> </li> <li>▪ Air shipments                             <ul style="list-style-type: none"> <li>▪ Copy of front page of client's passport and the page showing ITAS validity</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Must declare at least 5 items on packing list, BL.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Do not include the following items in an Air shipment:                             <ul style="list-style-type: none"> <li>▪ 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.</li> </ul> </li> </ul>

GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
	<ul style="list-style-type: none"> <li>stamp (passport# as per registered on IMTA) -coloured copy.</li> <li>▪ Indonesia work permit/IMTA - still valid - coloured copy.</li> <li>▪ Indonesia resident permit/ITAS - still valid - coloured copy.</li> <li>▪ Flight ticket/E-ticket for destination country MUST be the SAME with destination shipment - coloured copy.</li> <li>▪ Visa for destination country/ Employment pass/residence permit - coloured copy.</li> <li>▪ Check list for hidden dangerous goods for shipper completion /return - copy.</li> <li>▪ Reference letter or “Surat Keterangan”- original.</li> <li>▪ Statement letter for shipper signature/return - original.</li> <li>▪ Authorization letter for shipper signature/return - original.</li>   <li>▪ Air &amp; sea shipment</li>   <li>▪ Passport # registered in IMTA, if shipper has a new passport, please include the same (coloured copy of all used pages).</li> </ul>		
<p><b>Household goods – Indonesians citizen</b></p>	<ul style="list-style-type: none"> <li>▪ Sea Shipments</li>   <li>▪ Passport photo page - coloured copy</li> <li>▪ Local resident permit ID (KTP) - coloured copy.</li> <li>▪ Local office badge / ID card - coloured copy.</li> <li>▪ Visa for destination country/ Employment pass/residence permit - coloured copy.</li> <li>▪ Custom form for destination country (if any) - copy.</li> </ul>		

GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
	<ul style="list-style-type: none"> <li>▪ Statement Letter from Local Employer stating that shipper will move - original</li> <li>▪ Statement Letter from client which states that he/ she is not bringing out any prohibited items, with duty stamp - original</li> <li>▪ Authorization letter for shipper signature/return - original.</li> <li>▪ Statement Letter from Local Authority (Surat Kelurahan/ Catatan Sipil) stating that client will move temporarily to destination country</li> <li>▪ Copy of Flight Ticket from Indonesia to destination country and/or Departure Stamp from Immigration at airport</li>   <li>▪ Air shipments <ul style="list-style-type: none"> <li>▪ Passport front photo page - coloured copy</li> <li>▪ Local resident permit ID (KTP) - coloured copy.</li> <li>▪ Local office badge / ID card (if any) - coloured copy.</li> <li>▪ Copy of NPWP / Tax ID Card</li> <li>▪ Copy of Family Registration Certificate/ Kartu Keluarga</li> <li>▪ Flight ticket / E-ticket for destination country MUST SAME with destination shipment-coloured copy.</li> <li>▪ Visa for destination country/ Employment pass/residence permit - coloured copy.</li> <li>▪ Check list for hidden dangerous goods for shipper completion/return - copy.</li> <li>▪ Statement Letter from Local Employer stating that shipper will move - original</li> <li>▪ Statement Letter from client stating that</li> </ul> </li> </ul>		

GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
	<p>he/ she will not bring out any prohibited items, with duty stamp – original</p> <ul style="list-style-type: none"> <li>▪ Statement Letter from Local Authority (Surat Kelurahan/ Catatan Sipil) stating that client will move temporarily to destination country</li> <li>▪ Authorization letter for shipper signature/return - original.</li> </ul>		
<p><b>Household goods - Diplomats</b></p>	<ul style="list-style-type: none"> <li>▪ Sea shipments <ul style="list-style-type: none"> <li>▪ Original PP8 &amp; its Diplomatic note (if any) - original.</li> <li>▪ Front page passport - scan colour endorsed by embassy.</li> <li>▪ Copy of owner's passport - scan colour endorsed by embassy.</li> <li>▪ Diplomatic ID card - scan colour endorsed by embassy.</li> <li>▪ Stay permit/ITAS - scan colour endorsed by embassy.</li> <li>▪ Exit visa or EPO stamp/Exit Permit Only (as soon as available) - scan colour endorsed by embassy.</li> <li>▪ Recommendation Letter from Ministry of Foreign Department</li> <li>▪ Statement letter from shipper stating that he/ she is not bringing out any prohibited items - original.</li> <li>▪ Power of Attorney letter/Surat kuasa signed by the client for the agent to handle this shipment - original.</li> <li>▪ Reference letter from embassy which stating that client will move - original.</li> <li>▪ Copy of Flight Ticket from Indonesia to destination country and/or Departure Stamp from Immigration at airport</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Semi-diplomatic personnel: shipment subject to physical inspection.</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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	<ul style="list-style-type: none"> <li>▪ For semi-diplomatic personnel (U.N., UNICEF, WHO...): <ul style="list-style-type: none"> <li>▪ Original PP19 - original.</li> <li>▪ Front page passport - scan colour endorsed by the organization (local office).</li> <li>▪ Copy of owner's passport - scan colour endorsed by the organization (local office).</li> <li>▪ ID card - scan colour endorsed by the organization (local office).</li> <li>▪ Stay permit / ITAS - scan colour endorsed by the organization (local office)</li> <li>▪ Exit visa or EPO stamp/Exit Permit Only (as soon as available) - scan colour endorsed by the organization (local office)</li> <li>▪ Statement letter from shipper stating that he/ she is not bringing out any prohibited items - original.</li> <li>▪ Power of Attorney letter/Surat kuasa signed by the client for the agent to handle this shipment - original. Reference letter shipper from the organization stating that client will move - original.</li> <li>▪ Copy of Flight Ticket from Indonesia to destination country and/or Departure Stamp from Immigration at airport.</li> </ul> </li>   <li>▪ Air shipments <ul style="list-style-type: none"> <li>▪ Passport front photo page - coloured copy.</li> <li>▪ ID diplomatic card - coloured copy.</li> <li>▪ Stay permit / ITAS - coloured copy.</li> </ul> </li> </ul>		

GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
	<ul style="list-style-type: none"> <li>▪ Flight ticket / E-ticket for destination country MUST SAME with destination shipment - coloured copy</li> <li>▪ EPO Stamp is a must for Semi Diplomatic status</li> <li>▪ EPO Stamp/ Diplomatic Note for Diplomatic status</li> <li>▪ Check list for hidden dangerous goods for shipper completion/return - copy</li> <li>▪ Reference letter or “Surat Keterangan” - original</li> <li>▪ Statement letter from shipper stating that he/ she is not bringing out any prohibited items - original</li> <li>▪ Authorization letter for shipper signature/return-original</li> <li>▪ Visa destination (If shipper Indonesian)- coloured copy.</li> </ul>		
<b>Motor vehicles and/or motorbikes</b>		<ul style="list-style-type: none"> <li>▪ Must have De-registration documents from the Police Authority</li> <li>▪ Must have Reference Letter from Police Authority that the vehicle or motorbike will be exported to destination country</li> </ul>	
<b>Foodstuffs</b>		<ul style="list-style-type: none"> <li>▪ Non-perishable food items may be exported in small amounts.</li> </ul>	
<b>Alcohol</b>		<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Alcohol is prohibited for <b>non-full diplomats</b>.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Including wine, spirits, and beer.</li> </ul>

GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<b>Prohibited Items</b>		<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>	
<b>CD's; DVD's; VCD's; Video/Audio tapes, books</b>	<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 exported in 'reasonable' quantities provided they are not pornographic or politically sensitive or against Moslem.</li> </ul>	
<b>Pets (Dogs &amp; Cats)</b>	<ul style="list-style-type: none"> <li>▪ Export 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> <li>▪ Original quarantine documents from the country of origin.</li> </ul>		





The FIDI Global Alliance

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Tel.: +32 2 426 51 60  
Email: [fidi@fidi.org](mailto:fidi@fidi.org)

[www.fidi.org](http://www.fidi.org)