



## Import Customs Guide **KENYA**

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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<p><b>Household Goods</b></p>	<ul style="list-style-type: none"> <li>▪ Original Bill of Lading or Express/Telex Release (NVOCC telex release not accepted)</li> <li>▪ Scanned Copy of the Airway Bill</li> <li>▪ Packing List in English</li> <li>▪ Original Passport (copy not acceptable by customs)</li> <li>▪ Original Residence Permit or Work Permit (Not required by a returning Kenya Citizen nor a Full Diplomat)</li> <li>▪ Original Diplomatic PRO1B Exemption Document or DA1 Fiscal duty exemption *</li> <li>▪ Consignee's Kenyan PIN Certificate **                             <ul style="list-style-type: none"> <li>▪ See <a href="https://itax.kra.go.ke/KRA-Portal/">https://itax.kra.go.ke/KRA-Portal/</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ A period of 3 months (90 days) is allowed for importation. There are no Duties &amp; Taxes on used household goods if they have been OWNED &amp; USED for over twelve months prior to dispatch of the shipment, and that the owner/shipper has not been in Kenya for more than 90 days in the past two years. All non-diplomatic shipments are liable for up to 100% physical verification examination on arrival.</li> <li>▪ Non-diplomatic shipments;                             <ul style="list-style-type: none"> <li>▪ Items that cannot be included:                                     <ul style="list-style-type: none"> <li>▪ Alcohol</li> <li>▪ Food Stuff and Pantry Items</li> <li>▪ Pharmaceutical Drugs</li> <li>▪ New items</li> </ul> </li> <li>▪ Leisure items: Such as boats, unregistered off-road motorcycles and similar items are normally considered dutiable.</li> </ul> </li> <li>▪ <b>Diplomatic / Fiscal Entry:</b> <ul style="list-style-type: none"> <li>▪ A period of 3 months (90 days) is allowed for importation.</li> <li>▪ Diplomatic shipments are not physically inspected but may be scanned.</li> <li>▪ Alcohol: Describe on the Inventory List as "Pantry Items"</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ * A Diplomatic PRO1B Exemption Document or DA1 Fiscal duty exemption document:                             <ul style="list-style-type: none"> <li>▪ Obtained from the Ministry of Foreign Affairs or Ministry of Finance by the client's mission in Kenya and requires a copy of the Bill of lading/Airway Bill and Inventory list (values required in the case of a DA1) to be attached to the application (scanned copies must be sent to destination agent as soon as the vessel has sailed).</li> <li>▪ The client has to be in Kenya and registered by their mission to enable application and approval.</li> </ul> </li> <li>▪ ** A PIN Certificate is issued by the Kenya Revenue Authority and is required prior to the start of customs clearance procedures.                             <ul style="list-style-type: none"> <li>▪ After approval, a PIN Number is not automatically activated within the Customs data base – it has to be requested by the destination agent and this process can take a further 5 days or more.</li> <li>▪ The destination agent cannot use a company PIN Certificate to clear HHGS &amp; PE.</li> </ul> </li> <li>▪ All wood packaging material used must be</li> </ul>

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		<ul style="list-style-type: none"> <li>▪ Food Stuff: Describe on the Inventory List as “Pantry Items”</li> <li>▪ Pharmaceutical Drugs: Describe on the Inventory List as “Bathroom Items”</li> </ul>	<p>to ISPM15 Specification and clearly stamped.</p> <ul style="list-style-type: none"> <li>▪ Customs Clearance cannot take place if the client is not in the country. <ul style="list-style-type: none"> <li>▪ If not a Kenya Citizen, a valid Residence/Work Permit or Exemption must be in place to enable Duty Free clearance [used HHG &amp; PE] to take place.</li> </ul> </li> <li>▪ Air Shipments: <ul style="list-style-type: none"> <li>▪ Clearing procedures in Nairobi usually take THREE to FIVE working days if ALL the required documents are in order.</li> <li>▪ Email scanned copies must reach your destination agent at least five days prior to shipment arrival – contact your destination agent for exact timing.</li> </ul> </li> <li>▪ Sea Shipments: <ul style="list-style-type: none"> <li>▪ 99% of the containers coming into Mombasa are automatically railed up to Nairobi– this is a directive by the Kenya Port Authority.</li> <li>▪ This means that customs clearance would take place in Nairobi.</li> <li>▪ Clearing procedures in Nairobi (Inland Container Depot Embakasi-ICDE) take FIVE to SEVEN working days if ALL the required documents are in order.</li> <li>▪ Documents must reach the destination agent at least THREE WEEKS days prior to shipment arrival at port of entry. Please contact your destination agent to get confirmation on exact timing.</li> </ul> </li> </ul>

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<p><b>Motor Vehicle</b></p>	<ul style="list-style-type: none"> <li>▪ Original Bill of Lading or Express/Telex Release (NVOCC telex release not accepted).</li> <li>▪ Original Passport: copy unacceptable - Stamps must be in the passport showing 'Exit' from Origin &amp; 'Entry' into Kenya.</li> <li>▪ * Residence Permit or Work Permit</li> <li>▪ DIPLOMATIC ** Approved PRO1B, Diplomatic duty exemption or DA1 Fiscal duty exemption.</li> <li>▪ RETURNING Kenya Citizens only: A Bank Guarantee made to the Kenya Revenue Authority for any import duties waived.</li> <li>▪ Original Sales contract / Invoice mentioning value of the vehicle.</li> <li>▪ Original Registration Logbook OR Official Certificate of Export with a copy of the Original Log Book.</li> <li>▪ Valid Roadworthiness Certificate.</li> <li>▪ *** PIN Certificate: This is applied for by the client through the Kenya Revenue Authority HQ in Nairobi</li> <li>▪ Road Insurance cover (Windscreen sticker issued by the client's insurer)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Non-Diplomatic Entry covering first time entries, returning Kenya Citizens and Diplomatic Entries: <ul style="list-style-type: none"> <li>▪ Nil Duty/Tax is collected provided that the vehicle has been owned and used by the importer for a full 12 months prior to shipping.</li> <li>▪ This excludes time spent outside the origin country by the owner prior to dispatch and customs verify this in the client's passport.</li> <li>▪ That a personal vehicle has not been imported by them Duty Free basis previously. Customs note the duty-free vehicle clearance in an Importer's Passport. The Client must provide previously expired Passports for Customs verification with their current Passport.</li> </ul> </li> <li>▪ The Client should not have exceeded 90 days total time spent in Kenya within a two-year period prior to taking up Residency. Customs may require proof of overseas residency.</li> <li>▪ A period of 3 months from taking up Residence is allowed for importation. If this period is exceeded, the importer can request for an extension of time' by writing to the Commissioner of Customs Services, 12th Floor, Times Towers, P.O. Box 40160- 00100, Nairobi and enclosing copies of all shipping documents. E-Mail: <a href="mailto:Commissioner.CSD@Kra.go.ke">Commissioner.CSD@Kra.go.ke</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ * Not required by a returning Kenya Citizen nor a Full Diplomat.</li> <li>▪ ** A PRO1B, Diplomatic duty exemption document or DA1 Fiscal duty exemption document for full Diplomats: <ul style="list-style-type: none"> <li>▪ This duty exemption is obtained from the Kenya Ministry of Foreign Affairs or from the Kenya Ministry of Finance respectively by the client's mission in Kenya and requires a copy of the bill of lading and inventory list (values required in the case of a DA1) to be attached prior to application.</li> <li>▪ The client has to be in Kenya and registered by their mission to enable approval.</li> <li>▪ Please ensure that you fax or send to the destination agent the scanned copies of the shipment documentation including a clear copy of the client's passport as soon as possible after the vessel has sailed.</li> </ul> </li> <li>▪ *** A PIN Certificate is issued by the Kenya Revenue Authority and is required prior to the start of customs clearance procedures. <ul style="list-style-type: none"> <li>▪ PIN application and processing takes up to 10 days currently.</li> <li>▪ After approval, a PIN Number is not automatically activated within the Customs data base unless specifically requested by the importer and a personal visit to KRA HQ at Times Towers may be required.</li> <li>▪ Activation takes a further 5 days to instigate.</li> </ul> </li> </ul>

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		<ul style="list-style-type: none"> <li>▪ The non diplomatic Duty free concession is only given for one personally owned and registered vehicle per adult with a valid driving license up to a maximum of two qualifiers per family. Vehicle not exceeding 2500 Kgs tare weight.</li> <li>▪ Customs clearance cannot take place if the Importer is not in the country and if not a Kenya Citizen, a valid Residence Permit or Work Permit must be in place.</li> <li>▪ All new vehicles are dutiable except where an approved PRO1b / DA1 exemption is involved.</li> <li>▪ For cars, an Interpol report confirming that the vehicle is not on the stolen list is required for all vehicles originating within COMESA, EAC or SADC regions.</li> <li>▪ Left Hand Drive Road Vehicles (LHD): <ul style="list-style-type: none"> <li>▪ These are banned from entry but may be considered for importation. Special permission should be sought by the shipper/importer from the Ministry of Industrialization. To avoid port storage/demurrage charges from accruing, the authority approval letter should be obtained prior to dispatch.</li> </ul> </li> <li>▪ Bank Guarantee's required by returning Kenya Citizens: <ul style="list-style-type: none"> <li>▪ A returning Kenya Citizen, who qualifies for Duty Free importation can be required to obtain and present to the Kenya Revenue Authority (KRA), a Bank Guarantee equivalent to the taxes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Vehicle make, Registration number, Engine number and Chassis number must appear on the Bill of lading.</li> <li>▪ To ensure efficient handling and customs on arrival, please check all details with us before dispatch.</li> <li>▪ Certificate of Roadworthiness: <ul style="list-style-type: none"> <li>▪ It is mandated by the Kenya Bureau of Standards (KEBS) that a "Certificate of Roadworthiness" be issued at Origin for all used personal road vehicle shipments whether Duty Exempted, Duty Free or Duty Paid.</li> <li>▪ Japan Export Vehicle Inspection Center (JEVIC) and Quality Inspection Services Japan (QISJ) are appointed by KEBS globally to provide vehicle inspection services for all makes of used vehicles and to issue the Certificate. A fee is payable to JEVIC or QISJ at Origin (Or to KEBS at Destination when JEVIC/QISJ is not involved at Origin).</li> </ul> </li> <li>▪ Age of Road Vehicle permitted for Importation: <ul style="list-style-type: none"> <li>▪ All road vehicles over EIGHT years of age on arrival are not permitted to be imported into Kenya as per the KS 1515:2000 quality standard by the Kenya Bureau of Standards and enforced by Customs.</li> <li>▪ Please note that Kenya Bureau of Standards take a year starting from 1st January so even if the vehicle was registered on the 31st December in the</li> </ul> </li> </ul>

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		<p>payable should the vehicle have been imported on a duty paid basis.</p> <ul style="list-style-type: none"> <li>▪ The rule has been instituted by the Ministry of Finance to ensure that vehicles are genuinely imported by returning residents for their own use and not for resale purposes.</li> <li>▪ Once the required guarantee is provided, the vehicle will be permitted to undergo normal customs clearance procedures.</li> <li>▪ Personally Owned Vehicles imported Duty Free and Kenya registered are not restricted from sale and transfer but import duties apply, based on an aged depreciation valuation process.</li> </ul>	<p>same year, it will still be considered to be a year old.</p> <ul style="list-style-type: none"> <li>▪ For further information, see <a href="http://www.revenue.go.ke/customs/faqcustoms.html">www.revenue.go.ke/customs/faqcustoms.html</a></li> </ul>
<p><b>Prohibited Items</b></p>		<ul style="list-style-type: none"> <li>▪ All Firearms and Explosives including all weapon types: Air rifles, pellet guns, firearm replicas including toy guns or water pistols that are realistic in appearance, ammunition, tear and stun gas, pepper spray, high powered bows and arrows, large blade swards and sabres or similar, fencing foils, antique firearms and collector's pieces.</li> <li>▪ Snares &amp; traps capable of killing or capturing game or animals.</li> <li>▪ All wild animal products including hides, skins, ivory, endangered Species of World Flora and Fauna etc. and all CITES restricted items.</li> <li>▪ Unwrought precious metals and precious stones, and Historical Artefacts.</li> </ul>	

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		<ul style="list-style-type: none"> <li>▪ False money and counterfeit currency notes and coins</li> <li>▪ Pornographic materials</li> <li>▪ Ozone Depleting Substances and Matches containing white phosphorous</li> <li>▪ Narcotic drugs and all psychotropic drugs under international control</li> <li>▪ Soaps and Cosmetic products containing mercury, or Lead based paint</li> <li>▪ Agricultural and Industrial Chemicals which can be used in the manufacture of explosives or poisons</li> <li>▪ Armoured fighting vehicles</li> </ul>	



## The FIDI Global Alliance

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