



## Import Customs Guide **NAMIBIA**

Information from FIDI Africa

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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<p><b>Removal goods</b></p>	<ul style="list-style-type: none"> <li>▪ Clear packing list.</li> <li>▪ NA304.</li> <li>▪ P1.160.</li> <li>▪ Copy of passport.</li> <li>▪ Original B/L / AWB / Waybill / Telex release.</li> <li>▪ Detailed valued inventory in currency of origin country.</li> <li>▪ VAT exemption (to be applied for from Ministry of Finance).</li> <li>▪ Residence / Work permit.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application of tax exemption - required documentation for tax exemption:                             <ul style="list-style-type: none"> <li>▪ Copy of the foreign passport (PHOTO PAGE &amp; PAGE SHOWING RE- ENTRY STAMP by Immigration control)</li> <li>▪ Original foreign passport</li> <li>▪ Original completed NA304 (compulsory)</li> <li>▪ Original completed P1.160 (compulsory)</li> <li>▪ Copy of inventory packing list (compulsory)</li> <li>▪ each item need to be valued (used goods value)</li> <li>▪ Copy of Carriers manifest/Bill of Lading (compulsory)</li> <li>▪ Copies of working contract – sensitive data could be hidden or erased.</li> </ul> </li> <li>▪ If the permit is not stamped in the passport upon arrival of the shipment, or if the exemption of taxes is not granted, the shipper has the possibility of releasing the cargo by making a provisional payment of 20% duties and 16.5% taxes totally refundable once the situation is regularised.</li> </ul>	<ul style="list-style-type: none"> <li>▪ If you are currently residing in Namibia on the basis of a <b>working visa</b>: you will need to pay taxes (16.5%) and duties (20%) on the used goods value of you shipment.</li> <li>▪ If a working permit for more than 6 months has already been stamped in your passport you can apply for exemption: apply AS SOON AS POSSIBLE for your taxes and duties' exemption letter on <u>personal effects</u> at the Windhoek Customs Information Centre. Contact them at +264 61 209 2047 to find out about the required documents and to make an appointment.</li> </ul>

GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<b>Diplomatic Removals</b>		<ul style="list-style-type: none"> <li>▪ Diplomatic shipments can be imported duty free provided that the Certificate A has been issued by the relevant Embassy and stamped by the Ministry of Foreign Affairs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Import of alcohol is allowed with no restrictions for diplomats in possession of a Certificate A. It is recommended to consult your Embassy for more information about potential quotas before shipping.</li> </ul>
<b>Prohibited items</b>		<ul style="list-style-type: none"> <li>▪ Narcotics, drugs, incitements.</li> <li>▪ Pornographic books and magazines.</li> <li>▪ “Walkie Talkie” radios.</li> <li>▪ Certain feathers, furs, skins, tusks etc. of animals coming under the protected species regulations.</li> </ul>	
<b>Motor vehicles</b>	<ul style="list-style-type: none"> <li>▪ NA304.</li> <li>▪ Import permit (in quadruplicate).</li> <li>▪ Registration documents.</li> <li>▪ Proof of value.</li> </ul>	<ul style="list-style-type: none"> <li>▪ One motor vehicle per family – owned and used at least 1 year prior to shipment may be imported Duty Free.</li> <li>▪ VAT of 16.5% is payable on the value of the vehicle, Duties 25%.</li> <li>▪ Once imported, vehicle may not be sold or disposed of for a period of 2 years.</li> <li>▪ Diplomats: no duties or taxes applicable.</li> <li>▪ Temporary residents: import permit not applicable if re-exported within 1 year.</li> </ul>	
<b>General</b>			<ul style="list-style-type: none"> <li>▪ Your status as importer of your <u>used household and personal effects</u> to Namibia will determine if payment of taxes and duties becomes applicable.</li> </ul>



The FIDI Global Alliance

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