

Goods	Documents required	Customs Prescriptions	Remarks
Personal Effects	<p>Original passport (needed during the whole clearing process)</p> <p>Introduction letter from his employers (model will be submitted by our local office)</p> <p>PUBD (Personal Unaccompanied Baggage Declaration to be filled by client at this arrival at airport) Failure to do will lead to a processing charge of +USD50.00.</p> <p>Individual Tax Identification Number (to be issued by Customs Head Office.</p> <p>Clear and detailed packing list. Packing list should preferable be typed when writing not clear enough. When available valued inventory to ease reconciliation of quantities for customs valuation purposes. If any brand new items purchase invoice should be produced and packing list should clearly identify them.</p>	<p>Foreign citizens not having his work & resident permit inside his passport might not be granted exemption of duty, VAT...</p> <p>Items are still valued but might not be exempt unless client has his work / resident permit. Note that to get a work / resident permit can take 1 – 6 months.</p> <p>The declared value serves as a basis for the customs evaluation. We suggest that you minimize your declared value.</p> <p>Values will not be used for customs valuation purposes but only quantities.</p> <p>Only one of each used electrical appliance will be exempt of payment of duties.</p> <p>The following taxes will apply: Customs Processing Fee 1% of CIF value to be paid. Ecowas Levy 0.5% of CIF value, Development Levy 0.5% of CIF value.</p>	
Diplomats	<p>Copy of Passport</p> <p>Copy Bill of Lading and inventory in advance to enable the embassy or exempted of duties to the Ministry of Foreign Affairs.</p>	<p>Consignee</p> <p>Diplomatic organisation name plus address for Shipper's name</p>	
Motor vehicles	<p>Clear Copy of car title</p> <p>Information on car title should absolutely read: Brand, Type, Model, Year of manufacture, Chassis /VIN number (17 digits), Engine capacity (in CC) , Engine number.</p>	<p>Customs will determine the value depending on the type and age of the vehicle.</p> <p>Vehicles older than 10 years pay customs overage penalty.</p> <p>Duties will apply to all vehicles (from 5 to 20% of customs assessed (and depreciated). CIF</p>	

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		value), as well as VAT and other taxes (+/- 18% CIF value) depending on engine capacity. Right hand drive vehicles not allowed. Please note that customs require that any shipment with a POV (even diplomatic) must go through customs valuation process of the POV at customs car part. We then need to submit all particulars of POV to customs at car park for the customs valuation to be done.	
Alcohol		Alcohol and other spirits might be exempt of payment of duties to a maximum of 10 bottles.	