

Goods	Documents required	Customs Prescriptions	Remarks
<b><u>October 2009: NEW REGULATION ON ENTRY VISAS FOR VIETNAM</u></b>			
<p>The Vietnamese government has tightened its visa and visa extension regulations. This policy will affect many expatriates that are currently in the country and will force companies to obtain work permits for their expatriate staff. Effective immediately, the Vietnamese Department of Immigration has reduced the maximum stay for visa holders from 6 months to 3 months*. Furthermore, these visas can now be extended only once for 30-90 days depending on each case. This rule applies to visa-waiver visitors as well.</p> <p>The decision 34/2008/ND-CP dated 25th March, 2008 defines that only expatriates with diplomas (university/master/doctor diploma) or recognized high skills are allowed to work in Vietnam. Expatriates employed in Vietnam for 3+ months are required to obtain a work permit. The work permit holder will be allowed to extend his/her stay in 6 months increments for the duration of their work permit and is eligible to obtain a residence card after 6 months in Vietnam.</p> <p>Expatriates with work permits are eligible for 3+ month visas.</p>			
<b>Household goods and personal effects</b>	<p><b>Origin agent must provide:</b></p> <ul style="list-style-type: none"> <li>*AWB/OBL (telex release is acceptable)</li> <li>A legible inventory/packing list (in English).</li> <li>Client's contact address in Vietnam.</li> </ul> <p><b>Shipper must be employed by a licensed company/organization in Vietnam and must provide:</b></p> <ul style="list-style-type: none"> <li>Passport copy (identification pages only)*</li> <li>Entry Visa (valid 3+ months for HCMC, 6+ months for Hanoi) <b>or</b> Temporary Residence Card copy</li> <li>Original Vietnam Arrival-Departure Card*</li> <li>Copy of employer's business license in Vietnam (your agent can arrange to collect in Vietnam)</li> <li>Work Permit (<b>strictly required</b>)</li> <li>Letter to Customs Department and Letter of Authorization with company stamp, which enable the agent to handle Customs on behalf of the consignee.</li> <li>Application Letter &amp; Power of Attorney (your agent will provide).</li> </ul>	<p>All shipments, <b>except diplomatic</b>, are subject to physical inspection and to import duty, even for temporarily imports. Duty is calculated based on the tariff provided by the Ministry of Finance.</p> <p>Shippers are allowed to import 01 sea and 01 air shipment. Exceptions can be made on a case by case basis. Air shipments <b>MUST</b> arrive within 30 days of the shipper's arrival to Vietnam.</p> <p><b><u>Shipper Declaration on Arrival/Departure Card: (when the shipper arrives in Vietnam)</u></b></p> <p>It is important that upon arrival in Vietnam, the shipper declare on the Vietnam arrival/departure card correctly in order for us to clear his/her shipment(s) smoothly. This will also help alleviate VND 5,000,000 in taxes/duties (approx. US\$300).</p> <ul style="list-style-type: none"> <li>Declare the number of shipment(s) coming next to "Unaccompanied Baggage", i.e. if 1</li> </ul>	<p><b>The shipper must have arrived in Vietnam at least one time prior to customs clearance to submit his/her original arrival/departure card as the clearance cannot be completed without this document (proving that the shipper has already arrived in Vietnam)</b></p> <p>It takes approximately, 1-3 working days to clear air shipments, 2-3 working days to clear FCL shipments and 3-5 days to clear LCL shipments through Customs. Please allow 3 weeks or longer for vehicles.</p> <p><i>Above estimates are based on complete documentation being available at the time of shipment arrival for normal Customs clearance.</i></p> <p>Shipper must specify on the arrival form under the unaccompanied luggage section that there will be a unaccompanied sea, an air, or both shipments coming after the shipper's arrival to Vietnam.</p>

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	<ul style="list-style-type: none"> <li>• Declaration for Non-Commercial Export, import Goods (your agent will provide)</li> <li>• Appendix Declaration for Non-Commercial Export, import Goods (your agent will provide)</li> </ul> <p><i>* Air shipments must arrive within 30 days of the shipper's arrival</i></p>	<ul style="list-style-type: none"> <li>▪ sea shipment only, then state "1", if there is a sea and an air shipment, then state "2".</li> <li>▪ Write "Y" when answering "Do you have temporarily imported and re-exported goods or vice versa?"</li> </ul> <p><b>Upon exiting the airport, show this card to the customs official that x-rays the baggage and he will stamp the card to acknowledge that unaccompanied baggage will come later.</b></p>	
<b>DUTIES</b>	<p>Customs and Cultural officers may inspect all shipments to access duties and screen cultural times. Below is a short list of dutiable items. The items that are subject to duty are mainly electrical appliances and furniture, subject to change.</p> <ul style="list-style-type: none"> <li>• Duties on consumer electronics 40-60%;</li> <li>• Alcohol 125-150%</li> <li>• Furniture 10%;</li> <li>• Bicycles 100%;</li> <li>• Clothes &amp; personal belongings duty free with reasonable quantity in service of the trip's purpose</li> <li>• Computer software, including floppy disks, music discs, tapes and all video tapes 40%; Videos, CD's are screened for contents. Cost approximately US\$ 2.00/each. All written material is screened for contents.</li> <li>• Vehicles approx 170%</li> </ul>		
<b>Books, CD's, audiotapes, computer disks</b>		<p>Books, CD's, audiotapes, computer disks have to be inspected by the Ministry of Culture prior to release (allow 01 week for clearance).</p> <p>All items should be packed separately noting the quantity of each "type" on the carton and packing list. Undesirable material, publications mentioning/referring to Vietnam will be confiscated.</p>	<p><b>Cultural items guideline</b></p> <ul style="list-style-type: none"> <li>▪ If Cultural items are packed in less than 20 small boxes (30x30x50 cm) the check is made by Customs officials and is usually easy</li> <li>▪ If Cultural items are &gt;20 small boxes, an official from the Ministry of Culture must be called and a cultural inspection fee paid (can be time consuming and costly)</li> </ul>

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<b>Laser Color printers and color copiers</b>		Laser Color printers and color copiers will be inspected by the Department of Communication and a separate licence will be issued for registration of installation.	<b>If you have laser color printers, please mark clearly its details on the packing list.</b>
<b>Electrical items</b>		Each family is allowed to bring in one set of each electrical item.	<b>All electronic items must have the brand name, model, and serial number detailed on the packing list</b>
<b>Food</b>		Canned food is limited to the members of the client's family.	<b>Please get the advice from your agent before send out the food</b>
<b>Diplomatic removals</b>	<ul style="list-style-type: none"> <li>• Diplomatic ID Card</li> <li>• Inventory/packing list</li> <li>• AWB/OBL (original not required)</li> <li>• Passport copy (identification pages only)</li> <li>• Original Vietnam Arrival-Departure Card</li> <li>• Application Letter &amp; Power of Attorney (Embassy/Consulate will provide their own)</li> </ul> <p><b>Additional Documents Required to Import Vehicle</b></p> <ul style="list-style-type: none"> <li>• Original Duty Free Book</li> <li>• Original ID Card</li> </ul>	<p>DUTIES: Diplomatic shipments are duty free and may import 1 car duty free..</p> <p>Quantity of liquor that may be imported duty free varies depending on the degree of diplomatic status.</p>	<p><b>Application for Customs Clearance:</b> Customs requires that an Application for Customs Clearance be processed for all diplomatic shipments. Normally the Embassy or Diplomatic Organization will complete the Application for Customs Clearance and pass the documents to us for processing; some embassies take 1-2 weeks to process these documents therefore it is important that you notify your agent as early as possible about the shipment's arrival.</p> <p>The shipper must have arrived in Vietnam at least one time prior to customs clearance to submit his/her original arrival/departure card as the clearance cannot be completed without this document (proving that the shipper has already arrived in Vietnam)</p> <p>It takes approximately, 1-3 working days to clear an air shipment through Customs, 2-3 working days to clear a FCL sea shipment and 3-5 days to clear a small LCL shipment.</p> <p><i>Above estimates are based on complete</i></p>

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			<i>documentation being available at the time of shipment arrival for normal Customs clearance. You should check with your agent prior to dispatching your shipment, most importantly air shipments.</i>
<b>Vehicles</b>	<p><b>Used cars (less than 5 years old):</b></p> <ul style="list-style-type: none"> <li>▪ Proof of Ownership</li> <li>▪ Details of vehicle, make, model etc.</li> <li>▪ Other documents will be prepared by your agent and will require the customer to sign and stamp with company seal</li> </ul> <p><b>New vehicles:</b></p> <ul style="list-style-type: none"> <li>▪ Purchase invoice from origin</li> <li>▪ Details of vehicle, make, model, etc.</li> <li>▪ Other documents will be prepared by your agent and will require the customer to sign and stamp with company seal</li> </ul>	<p>Diplomats may import a new, or less than 5 years old plus 80% new, car duty free based on allocated import quota.</p> <p>Non-Diplomatic: may import a new, or less than 5 years old plus 80% new, car and it must be left hand drive.</p> <p><b>Import duties/taxes are approx 170%</b> of the value determined by the customs valuation book.</p> <p>Vehicle must arrive within 30 days of shipper's arrival. All documents related to the vehicle must be in the name of the shipper.</p>	<p><b><u>Please contact your agent for current information.</u></b></p> <p>For clearance, allow 10 to 15 working days or longer.</p> <p>Customs clearance process for the Vehicles only be finished after the Ministry of Transport – Vietnam Register issue the <b>Certificate of conformity from inspection of quality technical safety and environmental protection for imported motor vehicle</b></p> <p>For Hanoi NON diplomats CANNOT import vehicles even if they agree to pay duty and taxes.</p>
<b>Antiques</b>	<p><b>Information required:</b></p> <ul style="list-style-type: none"> <li>• name</li> <li>• age of piece</li> <li>• material it is made of</li> <li>• origin</li> <li>• photograph</li> </ul>	<p>Item will be inspected and registered upon entry (take an additional 2-3 days).</p>	<p><b>It is recommended that if antiques are shipped to Vietnam, to make sure that all items are clearly photographed and well documented. Antiques should be inspected and registered upon entry. If antiques are not register upon entry, it may be restricted from being exported at a later time. Please advise to your destination agent if there are any antiques on the shipment and send to them the details before packing.</b></p> <p>Details should be clearly noted on packing list and carton. Send photograph and documented</p>

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			item (name, age, material, origin.)  <b>To help facilitate cultural inspection mark the carton/pieces clearly and load closest to the container doors.</b>
<b>Alcoholic Beverages and Tobacco</b>	<ul style="list-style-type: none"> <li>• Inventory with exact number, size of bottles and strength of liquor.</li> <li>• AWB or B/L with consignee mentioned in name &amp; address of shipper's company in Vietnam.</li> <li>• Letter applying for the importation with shipper's company/organisation stamp.</li> <li>• Letter of authorisation to the Movers.</li> </ul>	Import tax is from 125% to 150%.  Liquor: The following amounts are duty free: liquor of 22% proof or higher (1.5 litres), liquor of under 22% proof (2 litres), alcoholic drinks, beer (3 litres).  Tobacco: The following amounts duty free: rolled cigarettes (400 cigarettes), cigars (100 cigars, shredded tobacco (5 grams)	For clearance, allow 3 days for air-shipments, 10 days for sea-shipments.
<b>Domestic pets</b>	<p><b>For pets traveling as excess baggage:</b></p> <ul style="list-style-type: none"> <li>▪ Copy of owner's passport (traveling with pet)</li> <li>▪ Pet's vaccination record with proof of rabies vaccination</li> <li>▪ Pet's origin health certificate/export permit</li> <li>▪ Pet's destination health certificate/import permit</li> </ul> <p><b>For pets traveling as manifest cargo (additional to documents above):</b></p> <ul style="list-style-type: none"> <li>▪ Shipper's Vietnam entry visa copy (must be valid 3+ months)</li> <li>▪ Pet's flight details &amp; air waybill number</li> <li>▪ Power of attorney &amp; application letter</li> <li>▪ Owner's original Arrival Customs Declaration Card</li> </ul>	Each shipper is allowed to import 2 pets. Quarantine is not required.	Pets should arrive on a weekday (M-F) before 3:30pm. If the pet arrives later, please contact your agent immediately so that we can assist with special arrangements.

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<b>Restricted Items</b>		Weapons, ammunition, radio transmitters, narcotics, drugs, pornographic/subversive materials, satellite dishes, publications motioning/referring to Vietnam, used motorbikes.	