

Kenya *Customs Information for Diplomats*

Clearances Under Diplomatic Immunity.

Note: Some organizations have a maximum of 3 or 6 months during which time the goods must have arrived/cleared. It is the responsibility of the consignee to be aware of the individual agency requirements.

Documents Required

DOCUMENTATION REQUIRED FOR CLEARANCE OF DIPLOMATIC USED HOUSEHOLD AND PERSONAL EFFECTS INTO KENYA:

- ✓ Original Passport / Laissez-Passer with re-entry stamp endorsed therein
- ✓ Valued Packing List
- ✓ Numbered Packing List
- ✓ Customs Declaration C 18 Form (Provided by SDV Transami) duly signed by consignee.
- ✓ Endorsed Original Bills of Lading or Air Way Bill
- ✓ Non-Negotiable copy Bill of Lading
- ✓ Copy of Income Tax Pin Certificate
- ✓ Pro 1 A Form* (Application for authority to purchase or import Duty-Free liquor and tobacco by entitled foreign personnel in Kenya).
- ✓ Pro 1 B Form* (Application for authority to purchase or import Duty-Free Goods - except liquor and tobacco by entitled foreign personnel in Kenya).

*Pro 1 A and B Forms:

- To apply consignee must have valued packing lists and copies of original Bills of Lading and/or Air Way Bills.
- Applied for by relevant resident Diplomatic Mission to the Chief of Protocol at the Ministry of Foreign Affairs in Nairobi.

Customs Regulations

- Descriptions must be fully covered on the Pro 1 A or Pro 1 B Forms.
- Diplomatic Effects are not subject to Customs Verification.
- Consignee must be present in the country as the original passport or Laissez Passer is required for the duration of the clearance Process.

Motor Vehicles

➤ MUST SEEK FURTHER INFORMATION FROM SDV TRANSAMI REGARDING PRE-SHIPMENT INSPECTION PROCESS FOR USED VEHICLES.

- Vehicles must be less than eight (8) years old to import into Kenya.
- Original Passport/Laissez passer with the Kenyan entry stamp endorsed therein.
- Original Log Book / Car Identity Documents from the appropriate authority with full details relating to vehicle. If not in English a translation of the same approved by the relevant Embassy / High Commission will be required.
- If the vehicle is new the original supplier's invoice will also be required.
- 2 Endorsed Original Bills of Lading or Air Way Bill which must show engine and chassis No's, make, model & engine c.c.
- Non-Negotiable Bill of Lading
- Pro 1 B Form
- Original Income Tax Pin Certificate
- Certificate of Road Worthiness following pre-shipment inspection at Origin.
- KES 10,000.00 Govt of Kenya Processing Fee

Regulations:

- Used vehicles must be inspect at origin by the Government of Kenya appointed Inspecting Agent and a certificate of road worthiness issued. If this is not done at origin - client will have to pay a penalty fee of 15% of the CIF Value of the vehicle, plus demurrage and port charges as a result of delayed clearance. Inspection Fee of USD163.00 is payable at origin. For further information please refer to the Kenya Bureau of Standards Website www.kenyapovc.com
- Full details of vehicle must be clearly stated on Pro 1 B, this includes the engine and chassis numbers, make, model and engine c.c.
- If containerized client will have to present vehicle to customs so the can check vehicle details.
- Client must be present in Kenya as the original passport/laissez passer is required for the duration of the clearance process.
- Any vehicles that are 8 years and over and all left hand drive vehicles are prohibited and cannot be imported into Kenya.
- Tinted windows are prohibited and must be replace prior to export to Kenya.
- Bull bars that were not part of the original specification and fitted after purchase are illegal and must be removed prior to export to Kenya.
- Vehicle must have seating capacity of less than 9.

Pets

- An import permit must be obtained from the Veterinary Department at Kabete, Nairobi prior to shipping.
- Up to date Vaccination Certificates from country of origin must be provided on arrival. Note rabies vaccination must be at least 30 days old at the time of import.

Kenya *Customs Information for Diplomats*

Pets <i>(continuation)</i>	➤ Dogs and cats are exempt from VAT but are dutiable at 20% of the CIF Value of the pet.
Dutiable / Restricted Items	<ul style="list-style-type: none"> ➤ Aircraft and Vessels of all kinds ➤ Trade Goods or goods for sale or disposed to other persons ➤ Used Machinery ➤ Boats, windsurfers and any other items which have not been in the possession of the importer in his former place of residence
Prohibited Items	<ul style="list-style-type: none"> ➤ Firearms and Ammunition ➤ Political Literature ➤ Pornographic Material ➤ Narcotics ➤ Plants (Unless a permit is obtained from the Ministry of Agriculture based on Phytosanitary Certificates from authorities at origin that plants are free from disease). This permit must be obtained prior to shipment. Failure to obtain the permit will result in destruction of the items at the Expense of the importer. ➤ Firearms and Ammunition. Prior to shipment consignee must apply for an Import Permit from the Firearms bureau in Nairobi. On arrival of consignment all firearms and ammunition is to be handed over to Kenya Police / Firearms until a license is obtained. ➤ Endangered species and birds - unless a permit is obtained from Kenya Wild Life Services prior to import.

Kenya *Customs Information for Foreign Citizens*

Documents Required	<ul style="list-style-type: none"> ✓ Original Passport (If this was issued in the last 2 years the old passport is also required) with Entry Permit/stamp endorsed therein ✓ Original Entry Permit (Work Permit). ✓ Valued Packing List ✓ Numbered Packing List ✓ Customs Declaration C 18 Form (Provided by SDV Transami) duly signed by consignee. ✓ 2 Endorsed Original Bills of Lading or Air Way Bill ✓ Non-Negotiable Bill of Lading ✓ Copy of Income Tax Pin Certificate ✓ Invoices of Electrical Items to prove goods have been owned for 6 months or more. ✓ If shipment is in wife's name - the above documentation will be required with the exception of the husband's PIN Certificate plus: <ul style="list-style-type: none"> ✓ Wife's passport and if this is less than 2 years the old passport will also be required. ✓ Original of dependant's pass ✓ Copy of wife's Income Tax PIN Certificate
Customs Regulations	<ul style="list-style-type: none"> ➤ Client must be present in the Country during the clearance process as the original passport is required. ➤ Goods must be used to qualify for Duty Free status. If new Duty and VAT will be charged at the current rates. ➤ All computers, whether new or old, will be subject to 16% VAT. ➤ Goods are subject to 100% Customs Verification. ➤ Goods must arrive within 90 days of consignees first arrival into Kenya. ➤ Do not include wines and spirits in the shipment as this will only cause delays and problems with the clearance of the consignment and could result in container demurrage and port storage.
Motor Vehicles	<ul style="list-style-type: none"> ➤ MUST SEEK FURTHER INFORMATION FROM SDV TRANSAMI REGARDING PRE-SHIPMENT INSPECTION PROCESS FOR USED VEHICLES. ➤ Vehicles must be less than eight (8) years old to import into Kenya. ➤ Passport (If issued within the last 2 years the old Passport is also required) with the Entry Permit/stamp endorsed therein. ➤ Original Entry Permit (Work Permit) must be valid for 2 years. ➤ Original Log Book / Car Identity Documents from the appropriate authority with full details relating to vehicle. If not in English a translation of the same approved by the relevant Embassy / High Commission will be required. ➤ Certificate of Road Worthiness from the appropriate authority ➤ 2 Endorsed Original Bills of Lading or Air Way Bill which must show engine & chassis No's, make, model and engine cc. ➤ Non-Negotiable bill of lading ➤ Original Income Tax Pin Certificate ➤ Certificate of Road Worthiness following pre-shipment inspection at Origin.

Kenya *Customs Information for Foreign Citizens*

Motor Vehicles
(continuation)

If shipment is in wife's name - the above documentation will be required with the exception of the husband's PIN Certificate plus:

- Wife's passport and if this is less than 2 years the old passport will also be required.
- Original dependant's pass
- Original Copy of wife's Income Tax PIN Certificate
- GOK processing fees of KES 10,000.00 if vehicle is imported duty free.

REGULATIONS:

- Used vehicles must be inspect at origin by the Government of Kenya appointed Inspecting Agent and a certificate of road worthiness issued. If this is not done at origin - client will have to pay a penalty fee of 15% of the CIF Value of the vehicle, plus demurrage and port charges as a result of delayed clearance. Inspection Fee of USD163.00 is payable at origin. For further information please refer to the Kenya Bureau of Standards Website: www.kenyapovc.com
- To qualify for Duty Free status returning residents must have resided abroad for 2 years or more - and must not have stayed in Kenya for more than 90 days prior to return date into Kenya. If the total exceeds 90 days Duty, Vat, and excise will be applied and the following are required: Import Declaration Form (IDF) and a Certificate of Conformity form SGS /Intertek (whichever is applicable) or Kenya Bureau of Standards appointed agent at origin.
- To qualify for duty-free status vehicle must have been owned and registered in consignee's name for more than 90 days prior to shipment and owned and registered in consignee's name for more than 90 days prior to departure of the consignee from former country of residence.
- Vehicle must arrive with 90 days of consignee's first arrival into Kenya.
- Only one vehicle per person over 18 years can qualify under Duty-Free Status.
- If vehicle is new or does not comply with above conditions duty, excise duty, and VAT will be applied accordingly and the following are required: and Import Declaration Form (IDF) and a Certificate of Conformity from SGS/Intertek (whichever is applicable) or Kenya Bureau of Standards appointed agent at origin must be obtained prior to shipping.
- The consignee must have attained 18 years of age.
- Client must be present in Kenya during the clearance process.
- Any vehicles that are 8 years and over and all left hand drive vehicles are prohibited and cannot be imported into Kenya.
- Tinted windows are prohibited and must be replace prior to export to Kenya.
- Bull bars that were not part of the original specification and fitted after purchase are illegal and must be removed prior to export to Kenya.
- Vehicle must have seating capacity of less than 9.

Pets

- An import permit must be obtained from the Veterinary Department at Kabete, Nairobi prior to shipping.
- Up to date Vaccination Certificates from country of origin must be provided on arrival. Note rabies vaccination must be at least 30 days old at the time of import.
- Dogs and cats are exempt from VAT but are dutiable at 20% of the CIF Value of the pet.

Dutiable / Restricted Items

- Computers, New or Old (except under Diplomatic Status) or unless imported by a student who was studying abroad for more than 270 days.
- All new items (except under Diplomatic Status)
- Wines and Spirits (except under Diplomatic Status)
- Motor Vehicles (refer to data below)
- Fabrics in the piece
- Aircraft and Vessels of all kinds
- Trade Goods or goods for sale or disposed to other persons
- Used Machinery
- Boats, windsurfers and any other items which have not been in the possession of the importer in his former place of residence

Prohibited Items

- Firearms and Ammunition
- Political Literature
- Pornographic Material
- Narcotics
- Plants (Unless a permit is obtained from the Ministry of Agriculture based on Phytosanitary Certificates from authorities at origin that plants are free from disease). This permit must be obtained prior to shipment. Failure to obtain the permit will result in destruction of the items at the Expense of the importer.
- Firearms and Ammunition. Prior to shipment consignee must apply for an Import Permit from the Firearms bureau in Nairoi. On arrival of consignment all firearms and ammunition is to be handed over to Kenya Police / Firearms until a license is obtained.
- Endangered species and birds - unless a permit is obtained from Kenya Wild Life Services prior to import.

Kenya <i>Customs Information for Returning Citizens</i>	
Documents Required	<ul style="list-style-type: none"> ✓ Original Passport. If this was issued in the last 2 years we will also require the old passport. ✓ Valued Packing List ✓ Numbered Packing List ✓ Customs Declaration C 18 Form (Provided by SDV Transami) duly signed by consignee. ✓ 2 Endorsed Original Bills of Lading or Air Way Bill ✓ Non-Negotiable Bill of Lading ✓ Copy of Income Tax Pin Certificate ✓ Invoices of Electrical Items to prove goods have been owned for 6 months or more
Customs Regulations	<ul style="list-style-type: none"> ➤ To qualify for Duty Free status returning residents must have resided abroad for 2 years or more and should have not returned to Kenya for an aggregate of 90 days in the 2 years prior to arrival back in Kenya. ➤ Goods must be used to qualify for Duty Free status. If new Duty and VAT will be charged. ➤ All computers, whether new or old, will be subject to VAT of 16%. ➤ Goods are subject to 100% Customs Verification. ➤ Goods must arrive within 90 days of consignees return to Kenya ➤ Students allowed 1 computer and 1 printer free of Duty and VAT if study takes more than 270 days and must give evidence of study abroad.
Motor Vehicles	<ul style="list-style-type: none"> ➤ MUST SEEK FURTHER INFORMATION FROM SDV TRANSAMI REGARDING PRE-SHIPMENT INSPECTION PROCESS FOR USED VEHICLES ➤ Vehicles must be less than eight (8) years old to import into Kenya ➤ Original Passport. If this was issued in the last 2 years we will also require the old passport ➤ Original Log Book / Car Identity Documents from the appropriate authority with full details relating to vehicle. If not in English a translation of the same approved by the relevant Embassy / High Commission will be required. ➤ 2 Endorsed Original Bills of Lading or Air Way Bill which must show engine & chassis No's, make, model & engine c.c. ➤ Non-Negotiable bill of lading ➤ Original Income Tax Pin Certificate ➤ Certificate of Road Worthiness from the appropriate authority ➤ GOK processing fees of KES 10,000.00 if vehicle is imported duty free. <p>REGULATIONS</p> <ul style="list-style-type: none"> ➤ Used vehicles must be inspect at origin by the Government of Kenya appointed Inspecting Agent and a certificate of road worthiness issued. If this is not done at origin - client will have to pay a penalty fee of 15% of the CIF Value of the vehicle, plus demurrage and port charges as a result of delayed clearance. Inspection Fee of USD163.00 is payable at origin. For further information please refer to the Kenya Bureau of Standards Website www.kenyapovc.com ➤ To qualify for Duty Free status returning residents must have resided abroad for 2 years or more - and must not have stayed in Kenya for more than 90 days prior to return date into Kenya. If the total exceeds 90 days Duty, Vat, and excise will be applied and the following are required: Import Declaration Form (IDF) and a Certificate of Conformity form SGS /Intertek (whichever is applicable) or Kenya Bureau of Standards appointed agent at origin. ➤ To qualify for Duty Free status vehicle must have been owned and used in previous place of residence for more than 365 days (1 year) i.e. registered in consignee's name prior to shipment and registered in consignee's name for more than 365 days prior to departure of the consignee from former country of residence. If these requirements are not met and IDF and Certificate of Conformity must be obtained prior to shipment and duty, excise duty and VAT will be applied. Vehicle must arrive within 90 days of consignees return to Kenya. Only one vehicle per person over 18 can qualify under Duty-Free status. ➤ If vehicle is new duty will be applied accordingly and the following are required: Import Declaration Form (IDF) and a certificate of conformity must be obtained prior to shipping. ➤ Students must prove evidence of study abroad. ➤ The consignee must have attained 18 years of age. ➤ Any vehicles that are 8 years and over and all left hand drive vehicles are prohibited and cannot be imported into Kenya. ➤ Tinted windows are prohibited and must be replace prior to export to Kenya. ➤ Bull bars that were not part of the original specification and fitted after purchase are illegal and must be removed prior to export to Kenya. ➤ Vehicle must have seating capacity of less than 9
Pets	<ul style="list-style-type: none"> ➤ An import permit must be obtained from the Veterinary Department at Kabete, Nairobi prior to shipping ➤ Up to date Vaccination Certificates from country of origin must be provided on arrival ➤ Dogs and cats are exempt from VAT but are dutiable at 20% of the CIF Value of the pet.

Kenya *Customs Information for Returning Citizens (cont)*

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- Wines and Spirits (except under Diplomatic Status)
- Motor Vehicles (refer to data below)
- Fabrics in the piece
- Aircraft and Vessels of all kinds
- Trade Goods or goods for sale or disposed to other persons
- Used Machinery
- Boats, windsurfers and any other items which have not been in the possession of the importer in his former place of residence

Prohibited Items

- Firearms and Ammunition
- Political Literature
- Pornographic Material
- Narcotics
- Plants (Unless a permit is obtained from the Ministry of Agriculture based on Phytosanitary Certificates from authorities at origin that plants are free from disease). This permit must be obtained prior to shipment. Failure to obtain the permit will result in destruction of the items at the Expense of the importer.
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