



JAF DEMENAGEMENTS
YOUR INTERNATIONAL PARTNER SINCE 1950!

Head Office : 04 rue nouvelle Delhi-Belvédère 1002 Tunis
Warehouse : Avenue UMA La Soukra – Ariana–Tunisie
Tél : +216 71 906 446 Fax : +216 71 908 517
E-mail : demjaf@planet.tn

DOCUMENTS REQUIRED FOR CUSTOMS CLEARANCE:

1) TUNISIAN COMING BACK TO TUNISIA:

a) For the household goods and personal effects:

***IF THE CUSTOMER HAVE THE RIGHT TO USE HIS FCR OPTION:**

- Tunisian client's passport copy all pages (the passport should be valid and mention your movement during the last three years otherwise the customs will ask you for the old passport or after the inspection they will ask the movement certificate from the ministry of interior)
- wife's passport copy (copies of all pages)
- Client's identity card copy + wife's identity card copy (copies)
- Original privilege, power of attorney (for the customs and for the shipping company) and an engagement to be **signed at the municipality** (documents are available in our office)
- Birth certificate (original) ;the certificates should be less a month old on the day of the inspection)
- Certificate of Non-Eligibility for Duty and Tax Exemption on the Purchase of Personal Goods, issued by the Tax Office.

NOTE: Only one shipment is allowed (second shipment is allowed if arrival is within 6 months of residence permit and the value of both imported can't exceed 30000 Tunisian dinars excluding the car value)

[Please note that FCR option not allowed if customer stayed for more than 120 days during the last year in Tunisia].

****IF HE ALREADY USED HIS FCR OPTION OR NO LONGER HAS
THE RIGHT TO IMPORT GOODS DUTY FREE:**

- Tunisian Client's passport copy (all pages) + wife's passport copy
- Client's identity card copy + wife's identity card copy
- power of attorney from customer to our company signed in the municipality
- Fiscal privilege and engagement (original doc to be signed at the municipality are available in our office) (original)
- Birth certificate (original) the certificates should be less a month old on the day of the inspection)

HOWEVER, if the client will be subject to Taxes. The exact amount will be declared by The Customs agent after the Customs Inspection.



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If you intend to book a shipment with CMA or MESSINA, please advise your customer that there will be a shipping commitment to be signed at the municipality. This document will be ready after the shipment arrival, as it needs to include 'escale & rubrique' (arrival details)

b) For the vehicle / motorcycle; A Tunisian has the right to Import 1 vehicle in a life time

- Original Certificate of title
- Tunisian client's passport copy all pages (the passport should be valid and mention your movement during the last three years otherwise the customs will ask you for the old passport or after the inspection they will ask the movement certificate from the ministry of interior)
- wife's passport copy (copies of all pages) + wife's identity card copy (copies)
- Client's identity card copy
- Original privilege, power of attorney (for the customs and for the shipping company) and an engagement to be **signed at the municipality** (documents are available in our office)
- Birth certificate (original) ; the certificates should be less a month old on the day of the inspection)
- Purchase invoice for Motorcycle
- Certificate of Non-Benefit for Duty and Tax Exemption on the Purchase of Personal Goods, issued by the Tax Office.

NOTE:

- Please note that the presence of the client at the port with original Tunisian passport and original Tunisian ID at least twice; during the inspection and the extract of the container from the port.
- As per customs rules the owner has to collect the vehicle by himself from the port
- The customs clearance file will be needed before shipment arrival
- *Here below the conditions for using the FCR option:*
 - ❖ *You've been living abroad for more than 2 years*
 - ❖ *You've ever imported goods to Tunis*
 - ❖ *You've never spent more than 120 days during the last 12 months.*



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2) DIPLOMATIC SHIPMENTS:

a) For personal effects and household goods:

- diplomatic franchise stamped by the MFA and by customs
- packing list with the stamp of the customs and contain the value of goods
- customer's passport (copy) "National passport"
- power of Attorney for the customs and for the shipping company
- Diplomatic card (copy)

NOTE: [The diplomatic franchise takes 21-25 days to get ready, and sometimes it needs the arrival notice to be prepared]

b) For vehicle / motorcycle:

- Diplomatic franchise stamped by the MFA and by customs contain Car details (Vin number; year...)
- Original Certificate of title
- Passport copy
- Diplomatic card
- power of Attorney for the customs and for the shipping company
- Purchase invoice for Motorcycles

NOTE: the owner must be present during the customs inspection and during the extract of the car from the port



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3) FOREIGN COMING TO WORK IN TUNISIA:

a) For household goods and personal effects

NOTE: The customer will be allowed to import goods only if the tax situation of the company they are working for is regularized and the company complies with Tunisian customs regulations; otherwise, taxes will be incurred

- Customer passport (copy of all pages) the original is needed during the customs inspection and during the extract of the shipment
- Work contract signed from the ministry of employment in Tunisia (copy)
- Residence card (if it's unavailable, shipment will be subject to a deposit of 2000/5000 dinars refundable when client gets his card) (copy, but the original may be needed during the customs inspection)
- Power of attorney from the customer to our company and to the shipping company, signed at the municipality.
- Fiscal privilege; engagement (original doc to be signed at the municipality are available in our office) (original)
- Rental house contract
- Required docs from customer's company :
 - Customs code. (copy)
 - Agreement from the API [national commerce office] (copy)
 - Agreement from national customs office (copy)
 - Local agreement approved by customs (copy)

NOTE: Furniture and electronics (washing machines, microwaves...) are subject to Taxes automatically

b) For vehicle / motorcycle:

- Original Certificate of title
- Customer passport (copy of all pages) the original is needed during the customs inspection and during the extract of the shipment
- Work contract signed from the ministry of employment in Tunisia (copy)
- Residence card (if it's unavailable, shipment will be subject to a deposit of 2000/5000 dinars refundable when client gets his card) (copy, but the original may be needed during the customs inspection)
- Power of attorney from the customer to our company and to the shipping company, signed at the municipality.
- Fiscal privilege; engagement (original doc to be signed at the municipality are available in our office) (original)
- Rental house contract
- Purchase invoice for Motorcycles
- Required docs from customer's company :



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- Customs code. (copy)
- Agreement from the API [national commerce office] (copy)
- Agreement from national customs office (copy)
- Local agreement approved by customs (copy)

4) FOREIGN COMING TO LIVE IN TUNISIA:

a) For household goods and personal effects:

- Customer's passport (copy, but original is needed during customs inspection)
- Residence card (if it's unavailable, shipment will be subject to a deposit of 1000 dinars refundable when client gets his card) (copy , but original maybe needed during customs inspection)
- Certificate of ownership of residence (**not a rental house**) (copy)
- Bank statement in Tunisian bank (copy)
- power of attorney from customer to our company signer in the municipality (original)
- Fiscal privilege (original doc to be signed at the municipality are available in our office) (original)

b) For vehicle / motorcycle :

- Original Certificate of title
- Passport copy
- ID copy
- Purchase invoice for Motorcycles

5) FOREIGNER COMING TO ESTABLISH A PROJECT IN TUNISIA:

a) For personal effects and household goods:

- Customer's passport (copy, but original is needed during customs inspection)
- Residence card (if it's unavailable, shipment will be subject to a deposit of 2000/5000 dinars refundable when client gets his card) (copy , but original maybe needed during customs inspection)
- power of attorney from customer to our company signed at the the municipality (original)
- Local agreement approved by customs (copy)
- Agreement from the API for the customs (destiné la douane) (copy)
- Agreement from the API for the intermediate approved (destiné à l'intermédiaire agréé) (copy)
- Fiscal privilege (original doc to be signed at the municipality are available in our office) (original)

b) For vehicle / Motorcycle:

- Original Certificate of title
- Passport copy
- ID copy



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➤ Purchase invoice for Motorcycles

Important Notes :

1) Please be advised that customer should be present with his original passport during customs inspection and during container extract from the port except the diplomatic shipment

2) Foreigners are no more allowed to pay taxes for missing docs, so all docs must be Complete, otherwise the shipment will be blocked at the port.

3) The Insurance of the vehicle or Motorcycle is to be prepared at the port after the clearance.

4) As per the customs rules ; Clients must collect their cars from the port after the clearance by themselves;

5) No shipment shall be dispatched without our green light; otherwise will note be responsible for any delay, extra charges, or problems with the customs.

6) Some items are restricted for importation: guns, more than 3 bottles of wine, drugs..

For special cases, please clarify customer status in Tunisia to be able to help customer and to provide the Appropriate and right customs regulations and to avoid any problems at destination.



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CONSIGN INSTRUCTION:

For 20' and 40' and Air shipments

Consignee (if private)

Customer full name as in his passport
His address in Tunis
Tel n°

Notify

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4 Rue Nouvelle Delhi
1002 Tunis-TUNISIA
Tel: +21671 906 446- Fax: +21671 908 517

Consignee (if diplomat)

Customer full name as in his passport
The name of the organization / Embassy / Institution
The address in Tunis
Tel n°

Notify

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1002 Tunis-TUNISIA
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For the LCL shipments:

Consignee (if private)

Full Customer name as in passport
His Address in Tunisia

Notify

Full Customer name as in passport
C/O DEMENAGEMENTS JAF –
4 Rue Nouvelle Delhi
1002 Tunis-TUNISIA
Tel: +21671 906 446- Fax: +21671 908 517

Consignee (if Diplomat)

Full Customer name as in passport
The name of the Embassy / Organization / Institution
Address and tel n° in Tunis



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Notify

Full Customer name as in passport

C/O DEMENAGEMENTS JAF –

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