



ACE INTERNATIONAL GROUP PTE LTD

MOVERS & LOGISTICS

JL. ARTERI MANGGA DUA RAYA
GRAND BOUTIQUE CENTER BLOCK – D NO. 15
JAKARTA – 14430, INDONESIA

PHONE : 62-21-6122403 (HUNTING) FAX. 62-21-6122404

E-MAIL : ace.igpl@gmail.com / enquiry@aceinternationalgroup.com – Website : www.aceinternationalgroup.com

Eligibility Criteria in Detail, Document & Bill of Lading Instructions

Foreign Passport – NON Diplomat

Duty free clearance is possible only upon meeting all the eligibility criteria and possess all supporting documents as detailed below :

1. **Original** Passport (Kindly ensure no overseas trips at the time are cargo arrival , as we need original passport.)
2. E- KITAS issued for atleast 12 months
3. **Original** IMTA issued for atleast 12 months (to be borrowed from the employer in Indonesia for the clearance period)
4. **Original** Job Declaration Letter from Employer in Indonesia
5. **Original** Surat Kuasa (Authoization letter)
6. Please be informed that the cargo must be possessed & used by client at the country of origin port of the cargo for not less than 12 months and with his/her stay for not less than 12 months continuously till he/she return.
7. The cargo must be imported within the 3 months of client's arrival in Indonesia.
8. No new Electronics, no new Furnitures, no Commercial Items, no Prohibited or Dutiable items
9. The shipment is not allowed to consign on the name of other person like a friend / relative / destination employer.

Foreign passport – Diplomat:

Documents Required for Import Clearance are :

1. **Original** Passport (Kindly ensure no overseas trips at the time are cargo arrival , as we need original passport.)
2. Proof of Diplomatic Status, Visa Dinas is required
3. Form PP-8, which the Embassy in Jakarta Applies for from the Indonesian Ministry of Foreign Affairs (DEPLU)
4. **Original** Surat Kuasa (Authorization letter)
5. Please be informed that the cargo must be possessed & used by client at the country of origin port of the cargo for not less than 12 months and with his/her stay for not less than 12 months continuously till he/she return.
6. The cargo must be imported within the 3 months of client's arrival in Indonesia.
7. No new Electronics, no new Furnitures, no Commercial Items, no Prohibited or Dutiable items
8. The shipment is not allowed to consign on the name of other person like a friend / relative / destination employer.

Foreign passport – Semi-Diplomat:

Documents Required for Import Clearance are :

1. **Original** Passport (Kindly ensure no overseas trips at the time are cargo arrival , as we need original passport.)
2. Proof of Diplomatic Status, Visa Dinas is required
3. Form PP-19, which the Embassy in Jakarta Applies for from the Indonesian Ministry of Foreign Affairs (DEPLU)
4. **Original** Surat Kuasa (Authorization letter)
5. Please be informed that the cargo must be possessed & used by client at the country of origin port of the cargo for not less than 12 months and with his/her stay for not less than 12 months continuously till he/she return.
6. The cargo must be imported within the 3 months of client's arrival in Indonesia.
7. No new Electronics, no new Furnitures, no Commercial Items, no Prohibited or Dutiable items
8. The shipment is not allowed to consign on the name of other person like a friend / relative / destination employer.

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Foreign passport – Retirement in Indonesia:

Documents Required for Import Clearance are :

1. **Original** Passport (Kindly ensure no overseas trips at the time are cargo arrival , as we need original passport.)
2. **Original** Retirement Residence Permit (KITAS Pensiun)
3. **Original** Domisili Declaration Letter (Surat Keterangan Domisili Asli) (KITAS Pensiun)
4. **Original** Marriage Certificate / Declaration Letter (If sponsored by wife)
5. **Original** Sponsor Declaration (Draft will be arranged by us)
6. **Original** Duty Payment Declaration Letter (Draft will be arranged by us)
7. Please be informed that the cargo must be possessed & used by client at the country of origin port of the cargo for not less than 12 months and with his/her stay for not less than 12 months continuously till he/she return.
8. The cargo must be imported within the 3 months of client's arrival in Indonesia.
9. No new Electronics, no new Furnitures, no Commercial Items, no Prohibited or Dutiable items
10. The shipment is not allowed to consign on the name of other person like a friend / relative / destination employer.

Returning Citizen Of Indonesia : Please go through the 3 categories below and please choose the documents requirements detailed below as per the suitable criteria. Please feel free if any doubts.

1) Returning Indonesian after Studying Overseas - The eligibility criteria and possess all supporting documents as detailed below :

1. KTP (Identity card Copy only to be signed as a "True Copy ")
2. Flight ticket (Original , if Copy only to be signed as a "True Copy ")
3. Boarding pass entering Indonesia (**Original** , Copy only to be signed as a "True Copy " , Need a letter if not available)
Passport page with Indonesia immigration stamp and Overseas immigration stamp proving entry and exit dates at both the countries (Copy only)
4. Study completion certificate and transcript (**Originals**)
5. Passport (**Original**)
6. Study VISA copy
7. Surat KBRI / letter from Indonesian Embassy at Origin country (**Original**)
8. Packing List endorsed by Indonesian Embassy at Origin country (**Original**)
9. **Original** Surat Kuasa (Autoization letter)
10. Please be informed that the cargo must be possessed & used by client at the country of origin port of the cargo for not less than 12 months and with his/her stay for not less than 12 months continuously till he/she return.
11. The cargo must be imported within the 3 months of client's arrival in Indonesia.
12. No new Electronics, no new Furnitures, no Commercial Items, no Prohibited or Dutiable items
13. The shipment is not allowed to consign on the name of other person like a friend / relative / destination employer.

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2) Returning Indonesian - Working Personnel - Duty free clearance is possible only upon meeting all the eligibility criteria and possess all supporting documents as detailed below :

1. **Original** Passport (Kindly ensure no overseas trips at the time are cargo arrival , as we need original passport.)
2. Passport page with Indonesia immigration stamp and Overseas immigration stamp proving entry and exit dates at both the countries (Copy only)
3. Photocopy KTP & NPWP to be signed as a true copy (Identity card)
4. Ticket copy returning Indonesia from Origin port.
5. **Original** Boarding Pass (Kindly do not lose this)
6. **Original** Inventory List legalized /stamped by the Indonesian Embassy /Consulate in the country of origin. (Please do not state any value in the Inventory List)
7. **Original** Letter of Reference from the Indonesian Embassy /Consulate stating the arrival date in the country of origin, date of return to Indonesia and stating that the shipment contains household goods possessed by you more than a year during your overseas stay and bringing back when returning to Indonesia)
8. Your **Original** Job assignment letter from Overseas Employers office. (will be kept confidentially with us - required for customs clearance)
9. Your **Original** Job Relieved letter from Overseas Employers office. - (Sample will be provided)
10. **Original** Surat Kuasa (Autohization letter)
11. Please be informed that the cargo must be possessed & used by client at the country of origin port of the cargo for not less than 12 months and with his/her stay for not less than 12 months continuously till he/she return.
12. The cargo must be imported within the 3 months of client's arrival in Indonesia.
13. No new Electronics, no new Furnitures, no Commercial Items, no Prohibited or Dutiable items
14. The shipment is not allowed to consign on the name of other person like a friend / relative / destination employer.

3) Returning Indonesian House-Wife - allowed to import the cargo upon meeting all the eligibility criteria with full set of documents as list below yet the Cargo is subject to duty

1. KTP (Identity card Copy only to be signed as a "True Copy ")
2. Flight ticket (**Original** , if Copy only to be signed as a "True Copy ")
3. Boarding pass entering Indonesia (**Original** , Copy only to be signed as a "True Copy " , Need a letter if not available)
Passport page with Indonesia immigration stamp and Overseas immigration stamp proving entry and exit dates at both the countries (Copy only)
Marriage Certificate (**Copy**)
4. Passport (**Original**)
5. Surat KBRI / letter from Indonesian Embassy at Origin country (**Original** stating the duration and purpose of stay as Housewife)
6. Packing List endorsed by Indonesian Embassy at Origin country (**Original**)
7. **Original** Surat Kuasa (Autohization letter)
8. Please be informed that the cargo must be possessed & used by client at the country of origin port of the cargo for not less than 12 months and with his/her stay for not less than 12 months continuously till he/she return.
9. The cargo must be imported within the 3 months of client's arrival in Indonesia.
10. No new Electronics, no new Furnitures, no Commercial Items, no Prohibited or Dutiable items
11. The shipment is not allowed to consign on the name of other person like a friend / relative / destination employer.

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Document Requirement from Overseas Agent

1. **3 pcs of Original Bill** of lading OR to Instruct the Shipping line to print the Original B/L to issue at destination port.
2. **Original** packing list with client's signature (pls send us the draft for checking)
3. Fumigation certificate (if any wooden packing material)
4. Contact details of the client in Indonesia

B/L Instructions :

| | | |
|-----------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shipper | : | Client's name (Exactly as written in passport) Passport Number of the Client C/O Your company name, Address, Tel number |
| Consignee | : | Client's name (Exactly as written in passport) Passport Number of the Client C/O Pt. ACE Internasional Logistik Jl. Arteri Mangga Dua Raya, GBC Block D-15, Jakarta – 14430, Indonesia Telp: +62 21 6122403 ; Fax: +62 21 6122404 Email : ace.igpl@gmail.com |
| Notify Party | : | Same as Consignee |
| B/L Description | : | <p>1. Personal Effects of No Commercial Value (Used Household Goods for transfer of residence like (pls state any 5 non – electronic items from the packing list such as Clothes, Books, Shoes, Kitcheware, Glassware, etc.,.)</p> <p>2. Pls ensure the particulars in the B/L must match with the cargo manifest in every word, you may request the shipping line to provide you a copy of the manifest for checking</p> <p>3. Free time detention/demurrage of 14 days at destination port</p> <p>4. Freight Pre-paid</p> |

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Indonesia Customs Regulations on Personal Effects Imports

It is extremely important to take few moments to review the below information, which enable us the smooth clearance process.

****** The cargo will undergo 100% customs inspection except for Diplomats.**

PROHIBITED ITEMS

- Vehicles/motorized items (except for Diplomatic/semi-Diplomatic shipment) - Drug, alcohols, and cigarettes
- Weapon/ammunition/Radioactive
- Pornography articles
- Items are not customarily found in a home
- Food Stuff, Flour, Dried Sea food, Medicines, Spices will make a month delay when sent to Customs Head office for Lab Test.
- Historical / Archaeological objects such as Stone Statues,

DUTIABLE ITEMS

- New Items
- On each shipment can only include one each of Major Household Appliances and Home Entertainment Equipment.
- Live Plants / Animals (subject to document required) - Any items in commercial quantities

CUSTOMS INSPECTION:

All personal belonging shipments are subject to physical customs inspection.

Pls follow the following instruction:

- Packing list must be same as physical item of each package/box.
- Each box must have individual/single number same as shown on packing list - Don't hide any prohibited, new, or illegal items as high penalty will be applied

NOTE

- All items must have been used by the person importing them for a period of 12 months prior to entry into Indonesia. - Owner should be in Indonesia at time of clearance.
- Only one air shipment and one sea shipment is allow for free import duties and taxes, it is better to get the air shipment first

Please feel free to email us anytime for further assistance. Thank you!

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