

## IMPORT CUSTOMS REQUIREMENT

<b>Import Procedures</b>	<b>Non-Diplomatic</b>
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**Application for Customs Clearance** – The shipper must submit the required documents below to MISA Relocation Sri Lanka before the shipment arrives to Colombo port. Please ensure that all documents are in order before dispatching any shipments to Sri Lanka. Work permit or Residence visas are required for all non Sri Lankan passport holder's moves to Sri Lanka.

### REQUIRED DOCUMENTS

- Original Passport
- Inventory/packing list,
- AWB/OBL (telex release is acceptable) •
- Authorization Letter (MISA Relocation will provide)
- Custom declaration form (MISA Relocation will provide)

### CUSTOMS CLEARANCE

Once the Customs documents has been accepted by Customs, we will proceed with the Customs Inspection. When inspection is completed, the shipment will be released and available for delivery.

#### **Customs Clearance timeframe:**

- Air shipments: 1 - 2 working days (\*After transferred to CFS)
- FCL: 3 - 4 working days (\*After container discharged at Colombo port)
- LCL: 2 - 3 working days (\*After transferred to CFS)

Please note: Above estimates are based on complete documentation being available at the time of shipment arrival for normal Customs clearance. You should check with MISA Relocation to make sure that all import documents are in order before dispatching the shipment.

## DUTIABLE / RESTRICTED ITEMS

Non-diplomatic shipments are subject to customs inspection and duties at the discretion of the Customs office. Below is a short list of dutiable items. The items that attract duties are mainly electrical appliances and furniture, subject to change.

- Duties on consumer electronics
- Alcohol
- Furniture
- Bicycles
- Clothes & personal belongings Duty free with reasonable quantity
- Computer software, including floppy disks, music discs, tapes and all video tapes
- Videos, CD's are screened for contents.
- Vehicles or Vehicle parts
- Golf set US\$50 – 100 (if sent in Air & LCL shipment)

## **Important Notes:**

1. All shipments, except diplomatic shipments, are subject to inspection and import duty, even for temporary imports. Therefore, it is imperative that the export packing list is exact and precise. Should physical inspection be required, our OWN staff will open cartons for inspection and re-pack them.
2. Packed by Owner: is not accepted. Do not list items as Packed by Owner or missed declare items.
3. Prohibited items: Weapons, firearms, ammunition, explosive and weapons, realistic toy guns, radio transmitters, narcotics, opium, drugs, pornographic / subversive materials, satellite dishes, publications, paper money, banknotes, and securities, satellite  
Dishes/equipment, gambling machines, gold/silver and precious metal bullion, medicines, plants, publications mentioning/referring to Sri Lanka, used motorbikes.

## MOTOR VEHICLES

Import of motor vehicles is a difficult process and can be subject to very heavy duties and taxes. The following requirements generally apply:

- Vehicles should be under the name of assignee
  - Motor vehicles must be less than 5 years old at time of import and be Right-hand drive.
  - The original sales invoice, vehicle registration copy & Valuation of vehicle are required for clearance
- Original Bills of Lading

<b>Import Procedures</b>	<b>Diplomatic</b>
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Application for Customs Clearance: Customs requires that Duty Clearance Certificate from Ministry of Foreign Affairs to be processed for all diplomatic shipments. Normally the Embassy or Diplomatic Organization will complete the Application for Customs Clearance from Ministry of Foreign Affairs 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 us as early as possible about the shipment's arrival.

## REQUIRED DOCUMENTS

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| <ul style="list-style-type: none"><li><input type="checkbox"/> Duty clearance certificate from ministry of foreign affairs</li><li><input type="checkbox"/> Inventory/packing list, copy</li><li><input type="checkbox"/> AWB/OBL (telex release is acceptable)</li><li><input type="checkbox"/> Diplomatic ID Card</li><li><input type="checkbox"/> Passport (identification page)</li></ul> |
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## CUSTOMS CLEARANCE

Once the Embassy/Consulate has completed all import document formalities, we will arrange for a Customs Clearance. Shipments of diplomatic status will NOT undergo physical Customs Inspection.

### Customs Clearance timeframe:

- Air shipments: 1 - 2 working days (\*After transferred to CFS)
- FCL: 3 - 4 working days (\*After container discharged at Colombo port) ➤ LCL: 2 - 3 working days (\*After transferred to CFS)

Above estimates are based on complete documentation being available at the time of shipment arrival for normal Customs clearance. You should check with MISA Relocation to make sure that all import documents are in order before dispatching the shipment.

## DUTIABLE & VEHICLES

Diplomatic household good shipments are duty free. Diplomats, United Nations officials, and some NGO organizations are permitted to import a motor vehicle duty free providing that they hold a Memorandum of Understanding with the Sri Lankan Government or hold an official duty free facility.

Vehicle Document Requirements (additional to above):

- Proof of Ownership, Details of vehicle, make, model etc.
- Other documents will be prepared by MISA Relocation and will require the customer to sign and stamp with company seal

New vehicles: Purchase invoice from origin o Details of vehicle, make, model, etc. Other documents will be prepared by MISA Relocation and will require the customer to sign and stamp with company seal.

If you have any further questions, please feel free to contact us anytime.