
CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION

FOR IMPORTS

It is important to note that there are several different customs statuses when importing household goods into Bangladesh:

- **Non-diplomat:** This status is assigned to all foreigners who have not received either *diplomatic* or *privileged* status. Non-diplomatic shippers may import household goods into Bangladesh but they will be subject to duties.
- **Diplomat:** This status can only be assigned by the diplomatic mission. Those being granted with diplomatic status will enjoy duty-free import for personal effects and household goods.
- **Privileged:** This status is assigned to a foreigner by a UN Umbrella agency, Bangladeshi development partners, some non-governmental organizations (NGO), or the International Cooperation Agency of Bangladesh. Shippers importing under *Privileged* status will enjoy duty exemption subject to obtaining duty free Customs Pass Book from the National Board of Revenue for Bangladesh.
- **Citizen**

HOUSEHOLD GOODS REMOVAL

A. Documents Required

Non-diplomat

- Letter of authorization
- Original bill of lading / copy of airway bill
- Original passport
- List of items with quantity
- Packing list
- Work permit
- Baggage declaration form

Diplomat

- Letter of authorization
- Detailed packing list
- Exemption certificate issued by the Ministry of Foreign Affairs
- Original bill of lading / copy of airway bill duly endorsed by the consignee and the Ministry of Foreign Affairs
- List of the contents with exact number of each item or invoice duly endorsed by the Ministry of Foreign Affairs

Privileged

- Letter of authorization
- Original passport
- Original bill of lading / copy of airway bill

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- Valued inventory
- Packing list
- Privileged Person Customs Pass Book
- Baggage declaration form

Citizen

- Letter of authorization
- Original passport
- Original bill of lading / copy of airway bill
- List of the contents with quantity
- Packing list
- Baggage Declaration form
- Transfer of residence certificate

B. Specific Regulations

Non-diplomat

- Non-diplomatic shippers may import household goods and personal effects into Bangladesh but the shipment is subject to duty.
- The duty amount varies from item to item.
- The consignee must obtain a baggage declaration form duly signed & sealed by the Customs Authority from the airport within 21 days from the date of arrival.
- Customs will physically examine non-diplomat shipments.

Diplomat

- Exemption Certificate must be obtained from the Ministry of Foreign Affairs.

Privileged

- A foreigner may import used household goods and personal effects into Bangladesh duty free if he or she is a *Privileged* person. A *Privileged* person is defined as an employee of a UN agency, some non-governmental organization (NGO) employees, or some employees of foreign companies.
- To obtain duty free import, *Privileged* persons must obtain a Customs Pass Book.
- The National Board of Revenue and customs authorities issue the Pass Book to the *privileged* persons after arrival in Bangladesh.
- The shipper's employer must apply for the pass book when the shipper first arrives in Bangladesh.
- The application process takes approximately 25 – 30 days and must be issued in order for the shipment to be cleared duty free.
- Therefore, it is advised to hold the shipment at origin until the pass book has been obtained.
- The consignee should import all goods within six months from the date of first arrival in Bangladesh.

Citizen

- Transfer of residence benefits / tax benefits only applicable for reasonable quantities of old and used household goods listed in the Transfer of Residence Rules.
- The consignee must declare/obtain a Baggage Declaration form duly signed & sealed by the Customs Authority from the airport within 21 days from the date of arrival.
- If living abroad for less than two years, customs will assess the rate of depreciation at 20% for used household goods and personal effects.
- If living abroad for longer than two years, the rate of depreciation will be assessed at 10% per year. 80% depreciation is the maximum rate of depreciation according to the Transfer of Residence Rules.

Important: Valued inventory list for items intended for temporary import should be descriptive, e.g., double-bed set, wardrobe, dining table with six chairs and etc. Home electrical and electronic appliances should be very clearly labeled with serial numbers. It is also suggested to declare low value for items for temporary import.

Note: Valued inventory lists are for customs purposes and do not have to be the same as used for insurance purposes. However, it is strictly advised not to enclose the list used for insurance purposes along with the shipping documents.

MOTOR VEHICLES

A. Documents Required

- Letter of authorization
- Original bill of lading
- Original passport
- Copy of work permit
- Car condition report
- Original invoice (engine capacity of the vehicle must be mentioned)
- Country of Origin certificate
- Registration certificate (if vehicle is used)
- Registration cancellation certificate (if vehicle is used)

B. Specific Regulations

- Duty-free import is permitted with one of the following:
 - Exemption certificate issued by the Ministry of Foreign Affairs
 - Privileged Person Customs Pass Book
- Non-diplomatic shippers shall have to obtain an import permit from the Chief Controller of Import and Export.
- To determine the age of the vehicle, a registration certificate and registration cancellation certificate must be submitted with the shipping documents for used vehicles.
- Vehicles more than 5 years old cannot be imported.

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ANTIQUES, ART EFFECTS, CARPETS, AND PAINTINGS

A. Documents Required

- Letter of authorization
- Invoice
- Packing list
- Country of origin
- Purchase receipt
- Baggage declaration form

B. Specific Regulations

- Items must be shipped with personal effects and household goods.
- Antiquities of Bangladesh origin cannot be exported from Bangladesh.

PETS

A. Documents Required

- Letter of authorization
- A "No Objection Certificate"
- Original bill of lading / copy of airway bill
- Invoice/description of dog
- Health certificate issued by appropriate authorities in country of origin (Not more than 7 days old)
- Vaccination certificate issued by a veterinarian in country of origin

B. Specific Regulations

- A "No Objection Certificate" issued by the Department of Livestock, Government of the People Republic of Bangladesh must be obtained prior to pet's arrival.
- Non-diplomats / diplomats are exempted from levy subject to exemption certificate from the Ministry of Foreign Affairs.

RESTRICTED/DUTIABLE ITEMS

Alcohol

A. Documents Required

- Letter of authorization
- Original bill of lading / copy of airway bill
- Invoice
- Packing list
- Baggage declaration form

B. Specific Regulations

- Only non-diplomats, diplomats, and privileged shippers are entitled to import limited quantities of alcohol with personal and household goods.

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- Foreign nationals are allowed to import up to 500-ML alcohol as accompanied baggage without any levy as per baggage rules.
- Import permission must be granted by the Director General of Narcotic Control Department of Bangladesh.

Tobacco

A. Documents Required

- Letter of authorization
- Original bill of lading / copy of airway bill
- Invoice
- Packing list
- Baggage declaration form

B. Specific Regulations

- Shipments must have to be combined with personal effects and household goods.
- Only non-diplomats, diplomats, and privileged shippers are entitled to import limited quantities of tobacco with personal and household goods.
- All types of passengers are allowed to bring in one carton or 200 cigarettes as accompanied baggage without a fee as per baggage rules.

Firearms

A. Documents Required

- Letter of authorization
- Invoice
- Packing list
- Country of origin
- License from appropriate authorities in country of origin
- Export clearance from the appropriate authority in supplier country

B. Specific Regulations

- Import permission from the Ministry of Commerce and Ministry of Home affairs must be obtained prior to export at origin.

CONSIGNMENT INSTRUCTIONS

Please consign the airway bill / bill of lading to:

Notify:

Full name of Consignee as listed on passport
C/O consignee's company or diplomatic organization
Full address in Bangladesh

Name of local agent
Full address of local agent
Telephone number

Recommended: Once the shipment is booked, please fax your pre-alert to the agent office along with a copy of the airway bill / bill of lading, packing list, passport copy, and full contact details of the consignee.

Helpful Tips

- Mark the waybills very clearly “Used household goods and personal effects”.
- Pre-alert along with the copies of the waybill, packing list, valued inventories, and shipping schedule should be sent well in advance.

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