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## **CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION FOR IMPORTS**

### **HOUSEHOLD GOODS REMOVAL**

#### **A. Documents Required**

##### Expatriates

- Passport
- Fijian work permit
- Baggage declaration form (signed in front of a Customs officer)
- Packing list
- Original Airway bill / Bill of lading

##### Fijian Nationals

- Passport
- Baggage declaration form (signed in front of a Customs officer)
- Detailed inventory
- Packing list
- Airway bill / Bill of lading

##### Diplomats

- Passport
- Duty-free certificate (from Ministry of Foreign Affairs)
- Packing list
- Airway bill / Bill of lading

##### UN / NGO / AID Employees

- Passport
- Duty-free certificate (from Sponsor Government)

#### **B. Specific Regulations**

- To import duty free shipper must have Fijian work permit ( for expatriate) or have resided outside of Fiji for a minimum 12 months prior to returning to Fiji (for Fijian national) and must have owned and used all the personal effects for a minimum 12 months and are all for personal use and not for re-sale.
- Customer must be present for clearance.
- For any shipper that does not fulfill these criteria the entire shipment will be subject to import duty at varying rate plus VAT at 12.5% on top of total duty amount.
- Diplomats require duty free certificate issued by Ministry of Foreign Affairs whilst UN/NGO/AID employees require duty free certificate issued by their sponsor government department.
- Conditions for diplomatic removals vary and are available from the Diplomat's local representative.
- All shipments must be ISPM15 compliant. Additional quarantine charges might apply.

- Never mix personal effects with commercial goods.
- No 40 foot containers; no groupages nor consolidations.
- Do not list as 'Packed by owner.' If anything that may have been in contact with soil (lawn mowers, bicycles, golf clubs, gardening tools, etc.), must be clearly marked on inventory and easily accessible.

## **MOTOR VEHICLES (AUTOS AND MOTORBIKES)**

### **A. Specific Regulations**

- Cars are complicated to import. Generally only diplomats can import duty free but under certain circumstances individuals can import but the procedure is lengthy and complicated. Check with agent before shipping.
- Severe import restrictions and duty rates apply.
- Steam cleaning is required prior to shipment.

## **PETS**

### **A. Documents Required**

- Import permit
- Airway bill

### **B. Specific Regulations**

- Pets may be imported but a valid Import Permit is required to be issued prior to arrival of the pet.
- Pets must be forwarded as manifested cargo under an Airway Bill (not hand carried).
- To apply for an Import Permit we require the general details of the pet (name, sex, breed, age, color).
- Import Permits can take up to 2 weeks to issue and shipments **MUST NOT** be forwarded without an Import Permit.
- When the pet is forwarded it is essential that the rabies vaccination and general vaccination certificates are attached to the Airway Bill.
- Up to 4 months quarantine is required at an approved quarantine establishment.
- Length of quarantine depends which country the pet is imported from. Contact local agent at destination for more details.
- Quarantine will be required for some types of animals; length may depend on the type of animal and country of its country of origin.
- Pets must be vaccinated at least 30 days prior to entry.

## **RESTRICTED / DUTIABLE ITEMS**

- Alcohol
- Tobacco
- Personal computers
- Any goods intended for trade or business (facsimile machines, etc.)

## CONSIGNMENT INSTRUCTIONS

**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.

As consignment instructions change from time to time, it is prudent to reconfirm the advised consignment instructions prior to shipping particularly if the client will be importing as a diplomat.

**Important:** Check with agent prior to shipping for differences in air/sea consignment instructions.

### Helpful Tips

- Mark the waybills very clearly "Used household goods and personal effects."
- Packing list should be in English.
- Do not attach the inventory list used for the insurance purposes with the documents enclosed with the shipment.
- Pre-alert along with the copies of the waybill, packing list, valued inventories and shipping schedule should be sent well in advance.

## PROHIBITED ITEMS

- Pornography
- Firearms and ammunition
- Dangerous weapons
- Fireworks
- Narcotics
- Gambling instruments
- Subversive or offensive literature
- Agricultural products
- Communication equipment

***IAM Note:*** Customs regulations can change at any time with or without notice. This document is provided as a guide and for information only. While IAM has exercised reasonable care in publishing this document, IAM makes no representation, either expressed or implied, as to its accuracy or applicability.