



Customs Guide **ETHIOPIA**

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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
Non-Diplomatic Air Shipment (HHE and PE)	<ul style="list-style-type: none"> ▪ Master AWB. ▪ Original Passport with entry visa ▪ Work permit ▪ Residence ID ▪ Detailed packing list ▪ Power of Attorney (POA) <ul style="list-style-type: none"> ▪ This document will be secured at the government office called Document Authentication and Registration Office; ▪ The client's personal presence is necessary to process and receive the documents. 	<ul style="list-style-type: none"> ▪ Cargo will undergo inspection, and based on the assessment conducted by customs, the client may be required to pay duties on certain personal belongings. ▪ It is not recommended to import more than one unit of the same electrical appliances: i.e. 1 TV, 1CD player, 1DVD player etc. ▪ Customs will impose a penalty fee if the cargo remains in the airline's warehouse for more than 10 days without justification. ▪ Consult your local agent for a comprehensive list of items requiring special permits from various governmental offices. 	<ul style="list-style-type: none"> ▪ It is not recommended to dispatch cargo until the consignee has secured Power of Attorney (POA), Work Permit and Residence ID. It is advised to wait for the destination agent's approval before proceeding to send shipments. ▪ The airlines need 24 hrs. to offload items from the plane and designate their location at their warehouse. Therefore, the clearance process will commence after this 24 hrs. period following the arrival of the items in Ethiopia. ▪ Always avoid inclusion of prohibited items in the cargo. ▪ All shipments will be subject to customs inspection. Customs may request a meeting with the consignee to seek any clarifications they deem necessary relating to the shipment. ▪ Consult your local agent for more information on taxes and duties (exemption etc.).
Non-Diplomatic Sea Shipment (HHE and PE)	<ul style="list-style-type: none"> ▪ Original hard copy of work permit. ▪ Original hard copy of residence ID. ▪ Stamped and detailed valued inventory list in USD or EURO for customs purpose only. ▪ Stamped packing List ▪ Stamped 2 Master OBLs. 	<ul style="list-style-type: none"> ▪ The container is subject to inspection. ▪ Customs will utilize the inventory list provided to calculate the initial duty and taxes. Therefore, the value provided by the client will determine the initial duty tax amount. 	<ul style="list-style-type: none"> ▪ It is not recommended to dispatch cargo until the consignee has secured his work permit and residence ID, and it is advised to wait for the destination agent's approval before proceeding to send shipments. Best POE is Djibouti port.

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	<ul style="list-style-type: none"> ▪ The client's employer company needs to provide a letter explaining the client's employment history and requesting Customs permission for the import of goods into Ethiopia. The letter should be addressed to The Customs Commission Addis Ababa Kality Customs Branch Office. ▪ Signed and stamped agency agreement. ▪ Employer company's valid Business License / Registration and Tin Certificate. ▪ The employer company will submit a container deposit bank slip to Customs Commission, which will be refunded upon the return of the empty container to the shipping line's depot, along with confirmation of empty return (container interchange). The refund process typically exceeds two months from the customs end. 	<ul style="list-style-type: none"> ▪ After conducting a physical inspection of the items, customs will cross reference the price provided by the client with their own price list. In case of any discrepancies, additional duty taxes may be requested. ▪ Customs will impose a penalty fee if additional items are found that have not been declared or listed on the inventory. ▪ It is not recommended to import more than one unit of the same electrical appliances: i.e. 1 TV, 1CD player, 1DVD player etc. ▪ If a company's investment in Ethiopia is more than 5million ETB, the investor can import personal belongings worth USD 10,000.00 on duty and tax free basis. This will not include vehicles. Non-diplomats are not allowed to import any vehicles into Ethiopia. ▪ Total value of the inventory list must meet or exceed 20,000 USD. This is due to a regulation in Djibouti that prohibits the importation of items valued below 20,000 USD. ▪ Contact your local agent to get the list that require special permit from different governmental offices. ▪ At the end of the clearance process, customs will require the physical presence of a representative from the client's company, who holds POA for the company, to sign on the final customs papers. 	<ul style="list-style-type: none"> ▪ Do not mention 2 seal numbers (only SSL's seal must be mentioned) and HS code on the BL. ▪ Put "Goods in transit to Ethiopia" at the body of the BL. ▪ Ensure that the company name on the Bill of Lading matches the name on their license. ▪ The destination agent must receive full set of documents at least 15 days prior to the arrival of the container at Djibouti. The client's physical presence is mandatory on the inspection date. It is worth noting that the inspection area at customs can be dusty during sunny seasons and muddy during rainy season. It is also recommended to bring water or snacks at the inspection process can often take a long time. ▪ Customs in Ethiopia requires a duty deposit of the value of the container itself (not the contents) which is refunded to the consignee organization upon proof of empty container return to port. Therefore, a forwarder cannot outlay this deposit on behalf of the consignee as the money is returned to the consignee employer. ▪ In land transport from Djibouti to Addis Ababa usually takes from 3-5 days, subject to border and checkpoint congestion. ▪ Always avoid including prohibited items in the shipment, as this prolong the clearance process. ▪ Consult your local agent for more information on taxes and duties (exemption etc.).
Returning Ethiopians Air Shipment (HHE and PE)	<ul style="list-style-type: none"> ▪ Letter from Ethiopia Embassy or consulate where client has been working and authenticated by Ministry of Foreign Affairs 	<ul style="list-style-type: none"> ▪ Cargo will undergo inspection, and based on the assessment conducted by customs, the client may be required to pay duties on 	<ul style="list-style-type: none"> ▪ It is not recommended to dispatch cargo until the consignee has secured Power of Attorney (POA), and Authenticated

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	<p>at arrival before submitting to the clearing agents.</p> <ul style="list-style-type: none"> ▪ Master AWB. ▪ Detailed packing list. ▪ Original passport with entry visa. ▪ Power of Attorney (POA). This document will be secured at the government office called Document Authentication and Registration Office (the client's personal presence is necessary at the office to process and receive the documents.) 	<p>certain personal belongings but with some duty free privilege.</p> <ul style="list-style-type: none"> ▪ It is not recommended to import more than one unit of the same electrical appliances: i.e. 1 TV, 1CD player, 1DVD player etc ▪ Customs will impose a penalty fee if the cargo remains in the airline's warehouse for more than 10 days without justification. ▪ Contact your local agent to get the list that require special permit from different governmental offices. 	<p>Supporting Letter. It is advised to wait for the destination agent's approval before proceeding to send shipments.</p> <ul style="list-style-type: none"> ▪ The airlines need 24 hrs. to offload items from the plane and designate their location at their warehouse. Therefore, the clearance process will commence after this 24 hrs. period following the arrival of the items in Ethiopia. ▪ Avoid including prohibited items in the cargo, as this prolong the clearance process. ▪ At times, customs may ask customers to visit their office for clarification on item specifications. ▪ The client can use 1 supporting letter to import goods via air and sea. ▪ Consult your local agent for more information on taxes and duties (exemption etc.).
<p>Returning Ethiopians Sea Shipment (HHE and PE)</p>	<ul style="list-style-type: none"> ▪ Letter from Ethiopia Embassy or consulate where client has been working and authenticated by Ministry of Foreign Affairs at arrival before submitting to the clearing agents. ▪ Signed 2 Master Original Bill of Loading. ▪ Original passport with entry visa. ▪ Detailed signed valued inventory list in USD or EURO for customs purpose only. ▪ Signed packing list for customs purpose only. ▪ Signed agency agreement. ▪ The client will submit a container deposit bank slip to Customs Commission, which will be refunded upon the return of the empty container to the shipping line's depot, along with confirmation of empty return (container interchange). The refund process 	<ul style="list-style-type: none"> ▪ The container is subjected for inspection. ▪ Customs will utilize the inventory list provided to calculate the initial duty and taxes. Therefore, the value provided by the client will determine the initial duty tax amount. ▪ After conducting a physical inspection of the items, customs will cross reference the price provided by the client with their own price list. In case of any discrepancies, additional duty taxes may be requested. ▪ Customs will impose a penalty fee if additional items are found that have not been declared or listed on the inventory. ▪ It is not recommended to import more than one unit of the same electrical appliances: i.e. 1 TV, 1CD player, 1DVD player etc ▪ Returning Ethiopians are not allowed to 	<ul style="list-style-type: none"> ▪ It is not recommended to dispatch container until the consignee has secured authenticated letter from Ethiopia Embassy and it is advised to wait for the destination agent's approval before proceeding to send shipments. ▪ Best POE is Djibouti port. ▪ Do not mention 2 seal numbers (only SSL's seal must be mentioned) and HS code on the BL. ▪ Put "Goods in transit to Ethiopia" at the body of the BL. ▪ The destination agent must receive full set of documents at least 15 days prior to the arrival of the container at Djibouti. ▪ The client's physical presence is mandatory on the inspection date. It is worth noting that the inspection area at customs can be

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	<p>typically exceeds two months from the customs end.</p>	<p>import any VHLs in Ethiopia.</p> <ul style="list-style-type: none"> ▪ Total value of the inventory list must meet or exceed 20,000 USD. This is due to a regulation in Djibouti that prohibits the importation of items valued below 20,000 USD. Therefore, it is recommended to set higher prices for items that are duty exempted, such as clothes, shoes, etc. ▪ At the end of the clearance process, customs will require the physical presence of the client at their office to sign on customs papers. ▪ Contact your local agent to get the list that require special permit from different governmental offices. 	<p>dusty during sunny seasons and muddy during rainy season. It is also recommended to bring water or snacks at the inspection process can often take a long time.</p> <ul style="list-style-type: none"> ▪ Some shipping line (like Messina, Ethiopia Shipping Line and PIL) may request cash deposit to their Addis Ababa office. ▪ Destination agents will not make deposit on behalf as the money usually refund back to client's organization or to client. ▪ In land transport from Djibouti to Addis Ababa usually takes from 3-4 days. ▪ The client can use 1 supporting letter to import goods via air and sea. ▪ Avoid including prohibited items in the cargo, as this prolong the clearance process. ▪ Consult your local agent for more information on taxes and duties (exemption etc.).
<p>Diplomatic Air Shipment (HHE and PE)</p>	<ul style="list-style-type: none"> ▪ General import duty free privilege document from Ministry of Foreign Affairs. ▪ Diplomatic ID copy. ▪ Passport copy. ▪ Reference number of the duty free letter issued by the Ministry of Foreign Affairs. ▪ Master AWB. ▪ Stamped valued inventory and packing list for customs purpose only in USD or Euro. ▪ Delegation letter to Customs Commission Addis Ababa Airport Customs Branch Office and to Ethiopian Airlines Enterprise/ ICAS. ▪ Stamped and signed agency agreement ▪ If the cargo stayed at the airport for more than 10 days, the organization must prepare letter to Customs Commission that justify the reason for delay. 	<ul style="list-style-type: none"> ▪ Cargo is NOT subject to inspection. ▪ The client can bring items with duty exception. ▪ Contact your local agent to get the list that require special permit from different governmental offices. 	<ul style="list-style-type: none"> ▪ It is not recommended to dispatch cargo until the organization secure MoFA letter. It is advised to wait for the destination agent's approval before proceeding to send shipments. Note that it can take up to 2 months following diplomat arrival in country to receive their diplomatic credentials and thereafter once shipment is booked and AWB given, MOFA processing takes approximately 2 weeks. ▪ The airlines need 24 hrs. to offload items from the plane and designate their location at their warehouse. Therefore, the clearance process will commence after this 24 hrs. period following the arrival of the items in Ethiopia. ▪ AWB marked with "As Agreed" are not acceptable. The freight amount must always

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			<p>be clearly presented in the AWB with its currency.</p> <ul style="list-style-type: none"> ▪ Avoid including prohibited items in the cargo, as this prolong the clearance process. ▪ Consult your local agent for more information on taxes and duties (exemption etc.).
Diplomatic Sea Shipment (HHE, PE and VHLs)	<ul style="list-style-type: none"> ▪ General import duty free privilege document from Ministry of Foreign Affairs. ▪ Diplomatic and Passport copy. ▪ Reference number of the duty free letter issued by the Ministry of Foreign Affairs. ▪ 2 Master OBLs. ▪ Stamped valued inventory and packing list for customs purpose only in USD or Euro. ▪ Delegation letter to Customs Commission Addis Ababa Kality Customs Branch Office and to Ethiopian Shipping and Logistics Service Enterprise Kality Branch Office. ▪ Signed and stamped agency agreement. ▪ Container guaranty letter from the client's organization. ▪ RTA permit letter Authority (for VHLs). 	<ul style="list-style-type: none"> ▪ Cargo is NOT subject to inspection. ▪ The client can bring items with duty exception. ▪ Total inventory list value must pass or be 20,000 USD as there is a regulation at Djibouti to not import items less value then 20,000 USD ▪ After the VHLs arrive in Ethiopia, the Road Transport Authority will conduct an inspection and issue a final declaration. This declaration will facilitate the client's plate registration process. 	<ul style="list-style-type: none"> ▪ It is not recommended to dispatch container until the consignee has secured general import duty free privilege and Diplomatic ID and it is advised to wait for the destination agent's approval before proceeding to send shipments. ▪ Best POE is Djibouti port. ▪ Do not mention 2 seal numbers (only SSL's seal must be mentioned) and HS code on the BL. ▪ Put "Goods in transit to Ethiopia" at the body of the BL. ▪ The destination agent must receive full set of documents at least 15 days prior to the arrival of the container at Djibouti. ▪ Some shipping line (like Messina, Ethiopia Shipping Line and PIL) may request cash deposit to their Addis Ababa office. ▪ In land transport from Djibouti to Addis Ababa usually takes from 3-4 days. ▪ Consult your local agent for more information on taxes and duties (exemption etc.).
Pets	<ul style="list-style-type: none"> ▪ Birth Certificate. ▪ Health Certificate/Carnet/Booklet. ▪ Passport Copy. ▪ For diplomatic pets: Information received from the Ministry of Foreign Affairs, Protocol General Directorate on 16/03/2007. 	<ul style="list-style-type: none"> ▪ The Embassy in Ethiopia shall formally inform the Ministry of Foreign Affairs that one of its staff members will be coming to Ethiopia with his/her pet. Copy of all documents relative to the identity and sanity of the pet shall be enclosed with the letter. 	

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		<ul style="list-style-type: none"> ▪ Upon receipt of the letter of the Embassy, the Ministry of Foreign Affairs will inform the Ministry of Agriculture and Rural development which will request the Embassy to provide it with additional documents. ▪ The Ministry of Agriculture will then inform the Customs Authority and provide the owner of the pet with the necessary document allowing the pet to be accepted within Ethiopia. ▪ To do so it is advisable that process of getting appropriate documents are started 2 months or a month and a half prior to pets' arrival in Ethiopia. ▪ Shipper must be present at the arrival of pet. 	
Motor vehicles for Non Diplomats	<ul style="list-style-type: none"> ▪ VIN Document: document with all vehicle identification numbers such as the engine number, the chassis number, type and model of the car, year of manufacture. ▪ Commercial Invoice if available. ▪ Car booklet / Commercial Invoice ▪ Import permit issued by the Ministry of foreign Affairs (directly delivered to client) or other respected governmental office. ▪ Authorization of the Road Transport and Communication Ministry (directly issued to client). ▪ Three original bills of ladings. 	<ul style="list-style-type: none"> ▪ Subject to tax. 	
Motor Vehicles for Diplomats	<ul style="list-style-type: none"> ▪ VIN Document: document with all vehicle identification numbers such as the engine number, the chassis number, type and model of the car, year of manufacture. ▪ Commercial Invoice if available ▪ Car booklet / Commercial Invoice. 		

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	<ul style="list-style-type: none"> ▪ Import permit issued by the Ministry of foreign Affairs (directly issued to client via his/her office/diplomatic mission) ▪ Authorization for Pre-Import Permit by Ministry of Transport and Logistics (directly issued to client via his/her office/diplomatic mission). ▪ Three Original Bill of Ladings. 		



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