



Import Customs Guide **LIBERIA**

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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
Personal Effects	<p>Expatriates working for a private company or NGO without a duty-free agreement with the Liberian government</p> <ul style="list-style-type: none"> Valued Inventory List copy or commercial invoice in USD. <ul style="list-style-type: none"> The inventory list needs to show on top of the items value, the kind of material and country of purchase of all items or category of items. Company/NGO tax clearance and registration certificates Client's passport copy Request for importation approval letter on company/NGO letterhead addressed to LRA. Packing list Importer passport copy. Copy of expatriate company tax clearance and business registration certificates. <p>Returning residents</p> <ul style="list-style-type: none"> Valued Inventory List copy or commercial invoice in USD. <ul style="list-style-type: none"> The inventory list needs to show on top of the items value, the kind of material and country of purchase of all items or category of items. Packing list 		<ul style="list-style-type: none"> Import duties and taxes are applicable for all categories of customers (diplomats and exempted organizations staff excluded), it is calculated as per the valued inventory list provided and corresponding items HS codes. Customs clearance takes on average 3 to 4. weeks for AIR shipments and 3 to 5 weeks for SEA shipments. <ul style="list-style-type: none"> It can be initiated only after reception of all requested documentation from the client. Storage and demurrage costs are frequent (150 to 300 USD / TEU on average and if no specific issue) and regular port congestion periods have been noticed at Monrovia Freeport. For duty paid cargo, an import duty report will be generated by BIVAC Liberia (CRF) before Customs declaration can be initiated with estimation of duties and taxes. This can be completed with a destination physical inspection. BIVAC fees are billed 1.20% of FOB value with a minimum fee of USD 190 for sea cargo and 1.50% of CIF value with a

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	<ul style="list-style-type: none"> ▪ Passport copy ▪ Detailed inventory following same requirements as above ▪ Valid TIN certificate ▪ Application letter for permission of importing personal effects addressed to LRA. ▪ Diplomats ▪ Packing List ▪ BL copy <ul style="list-style-type: none"> ▪ Diplomatic ID ▪ Passport copy ▪ Verbal note from the Embassy to the Ministry of Foreign Affairs confirming new diplomat posting in Liberia ▪ Approval request for duty free importation addressed to Liberia Revenue Authority (LRA). 		<p>minimum fee of USD 100 for air cargo. If not covered by the removal contract, contact your local agent before delivery.</p> <ul style="list-style-type: none"> ▪ Customs duties are settled by certified bank check addressed to Liberia General Revenue Account only. ▪ For NGO/Organizations which benefit from a duty-free agreement, the same regulations as diplomats apply. ▪ Applicable on all personal effects cargo (AIR / SEA) for which consignee do not benefit for tax exemption, duties will apply depending on inventory / commercial invoice and the nature of each item. <ul style="list-style-type: none"> ▪ Used personal effects are taxed like commercial goods. ▪ MEDTECH fees applicable on top of Customs duties. ▪ 1.20% of FOB value with a minimum fee of 190.00 USD for sea cargo and 1.50% of CIF value with a minimum fee of 100.00 USD for air cargo. ▪ No duties and taxes to be paid for a diplomat or tax exempted company expatriate / resident. ▪ Duty paid cargo are all eligible for inspection by Customs and / or BIVAC when reaching Liberia.
Motor Vehicles	<ul style="list-style-type: none"> ▪ Copy of vehicle registration documents ▪ Chassis/engine number ▪ Commercial invoice, if available 	<ul style="list-style-type: none"> ▪ Only vehicles that are less than 10 years old and left-hand drive cars can be imported into Liberia. 	

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Prohibited/ Restricted Items		<ul style="list-style-type: none"> ▪ Unlawful drugs ▪ Food ▪ Arms and ammunition ▪ Plants ▪ Pharmaceuticals 	<ul style="list-style-type: none"> ▪ Does not apply for diplomatic shipments.
Restricted Areas			<ul style="list-style-type: none"> ▪ The circulation of tractor trailers in some sectors of Monrovia is restricted: - 6 pm to 6 am only. ▪ Truck detention charges apply from 12:00 the day following port container release (200 USD / TEU / day).



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