



Import Customs guide TOGO

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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
Personal effects	<ul style="list-style-type: none">▪ Clear and legible copy of passport▪ Certificate of change of residence or certificate of move issued by the municipality at origin▪ Detailed, valued inventory dated and signed by the client, in French▪ Transfer letter or work certificate <p>The following can also be asked:</p> <ul style="list-style-type: none">▪ Non-sale certificate (mentioning that goods/items were purchased more than 6 months before the client's arrival in the destination country and that the client does not intend to resell them)▪ Copy of export declaration		<ul style="list-style-type: none">▪ Personal effects of corporate or private customers and returning Togolese citizens will be taxed at 5% of the CIF value.<ul style="list-style-type: none">▪ Foreigners will need a change of residence certificate <u>and</u> a certificate of work transfer.▪ Returning Togolese citizens will need to present the change of residence certificate only.<ul style="list-style-type: none">▪ Failure to provide these documents will result in the effects being regarded as merchandise and taxed at 48% (incl. all taxes).▪ Brand new items will be subject to tax.▪ Diplomatic shipments: the exemption must be obtained prior to the arrival. It is not allowed anymore to issue a D48 form to anticipate exit.▪ 2 levels of taxation for diplomatic shipments:<ul style="list-style-type: none">▪ Ambassador and embassies themselves: the only tax that applies is the IT tax: 10 EUR▪ Embassy admins and technical staff: same taxation as expats: 5%▪ The ECTN can be issued at the country of

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			origin. In the absence of an ECTN issued at country of origin, AGS Togo can process the ECTN on arrival for a fee of EUR 150/20' or 250/40', which is re-invoiced to the branch of origin.
Motor vehicles	<ul style="list-style-type: none"> ▪ Original car registration documents ▪ Vehicle purchase invoice if the vehicle is new ▪ Certificate of change of residence or certificate of move issued by the municipality at origin ▪ Certificate of work transfer ▪ Photograph of the dashboard with odometer ▪ Photographs of vehicle (front/back/2 sides) – 4 photos in total <p>The following can also be asked:</p> <ul style="list-style-type: none"> ▪ Copy of export declaration 		<ul style="list-style-type: none"> ▪ It is strongly advised to ship vehicles in containers to avoid damage or looting during transit. ▪ Should the original car registration documents not be available, a declaration of loss must be obtained at the cost of EUR 50. ▪ Togolese customs will assess the vehicle upon arrival in Lomé. The value they give will serve to determine the CIF value. ▪ Clients benefiting from preferential agreements with partial exemption <ul style="list-style-type: none"> ▪ Certain NGOs as well as any organisation for which an exemption agreement has been signed with the Togolese State (upon presentation of proof). The percentage of taxation varies according to the agreement. ▪ Taxable Clients: Corporate employees, individuals, and Togolese citizens ▪ Vehicles (2 or 4 wheelers): <ul style="list-style-type: none"> ▪ Less than 13HP: 49% of the value given by customs. ▪ More than 13HP: 54% of the value given by customs. ▪ The taxation of motorbikes, two-wheelers and quads will be assessed on a case-by-case basis by Customs on presentation of

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			<p>relevant transport documents.</p> <ul style="list-style-type: none"> ▪ A minimum fixed tax (MFI) of 1% applies to all imported second-hand vehicles. ▪ Customs duties are payable in full in cash or by bank certified cheque prior to delivery. ▪ The ECTN can be issued at the country of origin. In the absence of an ECTN issued at country of origin, AGS Togo can process the ECTN on arrival for a fee of EUR 150/20' or 250/40', which is re-invoiced to the branch of origin. ▪ Interpol : compulsory, cost 20 EUR ▪ 2 levels of taxation for diplomatic shipments <ul style="list-style-type: none"> ▪ Ambassador and embassies themselves: the only tax that applies is the IT tax: 10 EUR ▪ Embassy admins and technical staff: between 5 and 10% of the CIF value
Weapons		<ul style="list-style-type: none"> ▪ Importation of any firearms and ammunition is strictly forbidden. 	



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