

| Goods  | Documents required   | Customs Prescriptions  | Remarks   |
|--|--|--|---|
| <b>Removal goods</b><br><b><u>NON-DIPLOMATS –</u></b><br><b><u>EXPATRIATES</u></b> | <ul style="list-style-type: none"> <li>• Original Valid Passport</li> <li>• Original Work-permit</li> <li>• Customs</li> <li>• Authority letter from importer if the Destination agent name doesn't appear on consignee column of the Bill of Lading or AWB.</li> <li>• 2 original B/L and 2 non-negotiable B/L</li> <li>• Packing list.</li> <li>• Receipt/invoice for new item.</li> </ul> | <ul style="list-style-type: none"> <li>• The goods must have been owned for more than 1 year and must be imported within 90 days after approval of the permit for the shipper</li> <li>• All cosmetics, toiletries, perfumes, alcohol, foodstuffs will be subjected to Radio Active analysis which will cost Kshs 3,000 per sample per item</li> <li>• All shipments will be inspected by</li> </ul> <p><b>Duties on following items:</b></p> <ul style="list-style-type: none"> <li>• Office machines and new items</li> <li>• Duplicating machines and electronics might be dutiable since they are not termed as personal effects.</li> <li>• Musical instruments.</li> <li>• More than 3 bottles of an alcoholic drinks or wine.</li> <li>• Sporting equipments including bicycles.</li> </ul> | <p><b>“NO SHIPMENT SHOULD BE SENT TO KENYA WITHOUT ON SPOT DESTINATION AGENT GREEN LIGHT”</b></p> <ul style="list-style-type: none"> <li>• The owner must have arrived before goods can be cleared through customs.</li> <li>• If importer does not at all qualify for duty free status according to Customs prescriptions, Customs may demand inspection of the whole consignment to determine value. Duty will then be levied on strength of clean report of findings and import declaration form.</li> </ul> |
| <b>Removal goods</b><br><b><u>RETURNING RESIDENT</u></b>                           | <ul style="list-style-type: none"> <li>• Original Valid passport</li> </ul>  | <ul style="list-style-type: none"> <li>• For duty-free importation of personal effects, the importer must have owned his belongings for at least 1 year before the date of shipping,</li> <li>• He must have stayed out of Kenya for more than 2 years</li> <li>• And he must not have visited Kenya for a sum of more than 90 days in the last 2 years prior to his last date of arrival in the Kenya.</li> <li>• All cosmetics, toiletries, perfumes, alcohol, foodstuffs will be subjected to Radio Active analysis which will cost Kshs 3,000 per sample per item.</li> </ul>  |   |

| Goods   | Documents required   | Customs Prescriptions   | Remarks   |
|---|--|---|---|
| Removal goods<br><i>Experts under United Nations &amp; Aid Programmes, and NGO's. (sometimes refers to as U.N. Contractors)</i> | <ul style="list-style-type: none"> <li>D-AI forms approved by Ministry of Finance (for duty free privileges).</li> <li>Packing list.</li> <li>Passport.</li> <li>Customs form C 18.</li> <li>Bill of lading plus copies.</li> </ul>  | Goods to be imported within 3 months from the date of arrival in Kenya.   | <ul style="list-style-type: none"> <li>Goods will be verified by Customs but no duty will be levied except on office machines if any.</li> <li>The owner must have arrived before goods are cleared through customs.</li> </ul>   |
| Removal goods<br><i>Diplomats and United Nations staff members with Diplomatic passports</i>                                    | <ul style="list-style-type: none"> <li><b>Original Valid Passport</b></li> <li><b>Pro1b form approved by the Ministry of Foreign Affairs</b></li> <li><b>Authority letter from importer if AGS Kenya doesn't appear on consignee column of the Bill of Lading or AWB</b></li> <li><b>Diplomatic goods are not subject to inspection if there is an approved pro1b.</b></li> </ul>  | <ul style="list-style-type: none"> <li>Duty free entry.</li> <li>Alcoholic beverages in excess of two litres must have approval from Ministry of Foreign Affairs in PRO-IA forms.</li> <li>Goods must be imported within three months from the date of arrival in Kenya.</li> <li>To import a car, duty exemption documents will have to be issued by the government.</li> </ul>  | <ul style="list-style-type: none"> <li>The owner must have arrived before goods are customs - cleared and passport should indicate date of arrival.</li> <li>Goods will not be verified at all and seals are broken only on arrival at delivery premises (residence).</li> </ul>  |
| Motor vehicles, motorcycles<br><i>Foreigner (Non-diplomatic)</i>  | <ul style="list-style-type: none"> <li><b>Original Valid Passport</b></li> <li><b>Original Approved Work-permit</b></li> <li><b>PIN certificate</b></li> <li><b>Original certificate of registration / logbook of the vehicle</b></li> <li><b>Translation of Logbook if not in English</b></li> <li><b>Certificate of Car Road Worthiness from Japan or United Arab Emirates (Dubai). If from other countries check the INTERTECK agent , a penalty of Kshs 15,% of the cif value of the car will be charged by the Kenyan Bureau of Standard and you may have to get an affidavit if the car if the car is know as used</b></li> <li><b>Kshs 10,000 car processing fees will be payable to Kenyan Customs</b></li> <li><b>The Bill of Lading and AWB showing</b></li> </ul> | <ul style="list-style-type: none"> <li><b>The importer must have owned the vehicle for at least 90 days before the date of shipping.</b></li> <li><b>The vehicle must not be older than 8 years (only 1999 onward models are being accepted in 2006).</b></li> <li>Cars imported and registered duty free are not transferable unless duty and V.A.T. are paid. This is calculated on a depreciated value.</li> <li>Duty free (engine capacity does not matter).</li> <li>Passport is not endorsed by Customs.</li> </ul> | <p><b>NO LEFT HAND DRIVE VEHICLES ARE ALLOWED INTO KENYA</b></p> <ul style="list-style-type: none"> <li>Importers must be advised properly before importation of vehicles to avoid frustrations and delays by customs when customs disapproves duty exemption.</li> <li>Importer should fax documents and request for customs requirement before shipping the car.</li> <li>If the vehicle is duty free, C.R.F. &amp; I.D.F. will not be required thus no inspection at origin of destination.</li> <li>Under this category, importer will be allowed only one duty free car in a lifetime. This will be ensured by Customs stamping and endorsing the details of the car on importers passport.</li> </ul> |



**KENYA**

| Goods                              | Documents required   | Customs Prescriptions   | Remarks   |
|------------------------------------|--|---|---|
|                                    | <p>car/motor cycle details i.e. chassis and engine numbers</p> <p>If the importer is to pay duty then the following documents are required:</p> <ul style="list-style-type: none"> <li>• Importer's PIN certificate</li> <li>• Import Declaration Form (IDF) plus IDF charges to be paid,</li> <li>• Customs Clean Report of Findings (CCRF) from Country of origin, if not available then a penalty of 10% of the item value is applicable,</li> <li>• Invoice of purchase,</li> <li>• Translation of Invoice in English,</li> <li>• Authority letter from importer if the destination agent name doesn't appear on consignee column of the Bill of Lading or AWB.</li> </ul> |   |   |
| <p>Returning Citizens Vehicles</p> | <ul style="list-style-type: none"> <li>• Original and Valid passport,</li> <li>• PIN certificate,</li> <li>• Original certificate of registration / logbook for the vehicle,</li> <li>• Translation of Logbook if not in English,</li> <li>• Certificate of Car Road Worthiness from Japan or United Arab Emirates (Dubai). If from other countries, a penalty of Kshs 15,000 will be charged by the Kenyan Bureau of Standard</li> <li>• Kshs 10,000 car processing fees will be payable to Kenyan Customs</li> <li>• The Bill of Lading and AWB must show car/motor cycle details i.e. chassis and</li> </ul>  | <ul style="list-style-type: none"> <li>• For duty-free importation of vehicle, the motor vehicle must be imported within 90 days after the last date of arrival of the importer in Kenya,</li> <li>• The importer must have owned his vehicle for at least 1 year before the date of shipping. The vehicle must not be older than 8 years (only 1999 onward models are being accepted in 2006).</li> <li>• And he/she must not have visited Kenya for a sum of more than 90 days in the last 2 years prior to his last date of arrival in the Kenya.</li> </ul> | <p><b><i>NO LEFT HAND DRIVE VEHICLES ARE ALLOWED INTO KENYA</i></b></p> |

| Goods   | Documents required   | Customs Prescriptions   | Remarks  |
|---|--|---|--|
|   | engine numbers, cylinder capacity (cc) and make of the car.  |   |  |
| Diplomatic vehicles   | <ul style="list-style-type: none"> <li>Original Valid Passport</li> <li>Pro1b form approved by the Ministry of Foreign Affairs</li> <li>Original certificate of registration / logbook of the vehicle</li> <li>Translation of Logbook if not in English and importer's PIN certificate</li> <li>Certificate of Car Road Worthiness from Japan or United Arab Emirates - Dubai. (If from other countries, a penalty of 15% of the CIF value will be charged by the Kenya Bureau of Standard and you may have to get an affidavit if the car is seen as used)</li> <li>Customs charge Kshs 10,000 for Processing Fee not included in the destination agent rate</li> <li>The Bill of Lading and AWB must show car/motor cycle details i.e. chassis and engine numbers</li> </ul> | <ul style="list-style-type: none"> <li>Diplomats are allowed to import 1 vehicle/motor cycle at a time and any extra vehicle/motor cycle will be subjected to duties and taxes at the rate of 20% + vat 16%.</li> </ul> | <p><b>NO LEFT HAND DRIVE VEHICLES ARE ALLOWED INTO KENYA</b></p> <ul style="list-style-type: none"> <li>The vehicle must not be older than 8 years (only 1999 onward models are being accepted in 2006).</li> <li>Diplomatic vehicles do not require inspection either at origin or destination (C.R.F. and I.D.F. not required). However, U.N. staff members are restricted to only one vehicle.</li> </ul> |
| Vehicles for experts under United Nations and Programmes and N.G.O.'S (not employees of U.N. but contractors by U.N. on Aid projects) | <ul style="list-style-type: none"> <li>Duty free D A I Forms approved by the Ministry of Finance.</li> <li>Passport.</li> <li>Suppliers invoice for new vehicles.</li> <li>Certificate and documents of Registration for used cars.</li> <li>Bill of lading plus copies.</li> </ul>  | <ul style="list-style-type: none"> <li>The government strictly restricts duty and VAT permission on these categories of importers. It is highly advised to get approval before importation.</li> </ul>                  | Vehicles do not require inspection. C.R.F. and I.D.F. not applicable.  |
| Firearms  | Valid firearm certificate to be issued by Kenya firearms bureau.   |   |  |



## KENYA

| Goods               | Documents required   | Customs Prescriptions   | Remarks   |
|---------------------|--|---|---|
| Plants              | Health Certificate and official Phytosanitary Certificate from the Ministry of Agriculture issued immediately prior to shipping.   | Plants will be cleared locally by Ministry of Agriculture prior to release by Customs.  | There are normally Officers from Ministry of Agriculture in ports of entry.   |
| Pets                | <ul style="list-style-type: none"> <li>• <b>Approved Import permit</b></li> <li>• <b>Anti-rabies vaccination card</b></li> <li>• <b>Health certificate</b></li> <li>• <b>Original passport of the owner</b></li> </ul> | The Ministry of Livestock Development and Ministry of Health will clear pets locally before clearance by customs.   | <b>Application for the import permit must be before the pet arrival requiring copies of vaccination card and health certificate</b> |
| Prohibited articles |  | <b>Importation prohibited or restricted:</b><br>Game trophies, drugs, toy-pistols, traps for animals, explosives, false money, rifles and air-guns, prints, unwrought, precious metal and stones, mechanical gambling machines, indecent literature, articles of sex publications | Imported only after application and approval by the Ministries concerned.   |