

Goods	Documents required	Customs Prescriptions	Remarks
<p><b>Removal goods</b></p>	<ul style="list-style-type: none"> <li>If you are currently residing in Namibia on the basis of a <b>working visa</b>: you will need to pay taxes (16.5%) and duties (20%) on the used goods value of you shipment.</li> <li>If a <b>working permit</b> for more than 6 months has already been stamped in your passport you can apply for exemption: <b>please apply AS SOON AS POSSIBLE for your taxes and duties' exemption letter on <u>personal effects</u> at the Windhoek Customs Information Centre.</b> Contact them at <b>+264 61 209 2047</b> to find out about the required documents and to make an appointment.</li> </ul> <p><u>Documents required for customs clearance of HHG:</u></p> <ul style="list-style-type: none"> <li>Clear packing list.</li> <li>NA 304 (in triplicate).</li> <li>P1.160 (in triplicate).</li> <li>Copy of passport.</li> <li>Original B/L / AWB / Waybill / Telex release.</li> <li>Detailed valued inventory in currency of origin country.</li> <li>VAT exemption (to be applied for from Ministry of Finance).</li> <li>Residence / Work permit.</li> </ul>	<p>Application of tax exemption:</p> <p><u>Required documentation for tax exemption:</u></p> <ul style="list-style-type: none"> <li>Copy of the Foreign passport (PHOTO PAGE &amp; PAGE SHOWING RE- ENTRY STAMP by Immigration control)</li> <li>Original foreign passport</li> <li>Original completed DA304 (compulsory)</li> <li>Original completed P1.160 (compulsory)</li> <li>Copy of inventory packing list (compulsory)</li> <li>each item need to be valued (used goods value)</li> <li>Copy of Carriers manifest/Bill of Lading (compulsory)</li> <li>Copies of working contract – sensitive data could be hidden or erased.</li> </ul> <p>If the permit is not stamped in the passport upon arrival of the shipment, or if the exemption of taxes is not granted, the shipper has the possibility of releasing the cargo by making a provisional payment of 20% duties and 16.5% taxes totally refundable once the situation is regularised.</p>	<p><b><i>CUSTOMS EXAMINATION or INSPECTION OF GOODS</i></b></p> <p>All shipments of personal effects (except diplomatic goods) are being customs examined upon offloading at destination. Please note, that the customs officials are charging NA250.00/hour for this examination, which is pre-payable.</p>
<p><b>Diplomat's removals</b></p>		<p>Diplomatic shipments can be imported Duty free, provided that the Certificate A has been issued by the relevant Embassy and stamped by the Ministry of Foreign Affairs.</p>	

Goods	Documents required	Customs Prescriptions	Remarks
<b>Prohibited items</b>			<u>Prohibited articles:</u> <ul style="list-style-type: none"> <li>• Narcotics, drugs, incitements.</li> <li>• Pornographic books and magazines, "Walkie Talkie" radios, certain feathers, furs, skins, tusks etc. of animals coming under the protected species regulations.</li> </ul>
<b>Motor vehicles</b>	Documents needed: <ul style="list-style-type: none"> <li>• NA 304.</li> <li>• Import permit (in quadruplicate).</li> <li>• Registration documents.</li> <li>• Proof of value.</li> </ul>	One motor vehicle per family – owned and used at least 1 year prior to shipment may be imported Duty Free.  VAT of 16.5% is payable on the value of the vehicle, Duties 25%.  Once imported, vehicle may not be sold or disposed of for a period of 2 years.  <u>Diplomats:</u> no duties or taxes applicable.  <u>Temporary residents:</u> import permit not applicable if re-exported within 1 year.	
<b>General</b>			Please note, that your status as importer of your <u>used household and personal effects</u> to Namibia would determine if payment of taxes and duties would become applicable.

