

Importing Personal Property Into Botswana

HOUSEHOLD GOODS AND PERSONAL EFFECTS

CUSTOMS REGULATIONS AND REQUIRED DOCUMENTS

Customs Regulations:

Client must be in Botswana at the time of Customs clearance. Duty free entry is only permitted 6 months after the date of the Work Permit being issued. The goods must be imported within six months of arrival into Botswana. Pre-clearance is ideal, however new residents may have their goods go into bond until final clearance occurs.

Returning Citizens: Must prove they have resided abroad for a 2 year period at minimum, and explain reason for stay abroad. Providing work contracts, letters from employers, rental agreements and bank statements is ideal.

Shipments to Botswana must be booked on a through Bill of Lading to terminal Gaborone, Botswana via POE Durban, South Africa. Ensure that the inland haulage between Durban and Gaborone is prepaid.

Required Documents:

- ✓ Passport - copy, including page with entry date into Botswana
- ✓ Residence Visa & Work Permit
- ✓ Comprehensive Valued Inventory
- ✓ Power of Attorney – giving authority for Destination Agent to arrange customs clearance
- ✓ Letter from Employer –attesting to client’s appointment & length of stay of at least 2 years
- ✓ Form CE 101 – original, in duplicate, to be presented to Department of Customs & Excise

Diplomat Status:

Foreign diplomats, members of government or international organizations are granted duty free entry of their personal effects and household items. Diplomats may import new furniture

Required Documents:

- ✓ Diplomatic Franchise
- ✓ Certificate “A” – obtained from relevant Embassy in Botswana, countersigned by Botswana Department of Foreign Affairs
- ✓ Comprehensive Valued Inventory
- ✓ Power of Attorney – giving authority for Destination Agent to arrange customs clearance

RESTRICTED/DUTIABLE ITEMS

- ✓ Works of Art, Paintings & Antiques – subject to 10% VAT of declared CIF value, invoices
- ✓ New items – subject to 10% VAT of declared CIF value
- ✓ Hunting guns – require a permit or otherwise prohibited
- ✓ Alcohol – 2 litres of wine/spirits or 1 case of beer; incurs 10% VAT of CIF value, must be prepaid before arrival of shipment

PROHIBITED ITEMS

- ✓ Narcotics/illegal drugs of any kind

- ✓ Pornography and subversive material in any format
- ✓ Explosives, ammunitions and weapons of any kind
- ✓ Two-way radios, radios, cellular phones & Compact disc players
- ✓ Furs, feathers, skins & tusks of animals coming under the protected species act (CITES)

IMPORTATION OF PETS

The veterinarian at origin must examine the pet at least 16 days prior to departure. Pets are examined upon arrival by a Customs Veterinarian and immediately released if deemed in good health. Quarantine is not required.

Required Documents:

- ✓ Certificate of Vaccination – issued and signed by the state of origin, confirming inoculations are valid, and the pet is healthy
- ✓ Health Certificate obtained within 30 days of departure, but less than endorsed by a Veterinarian
- ✓ Import Permit – obtained from Department of Agriculture

IMPORTATION OF VEHICLES

A free entry is only permissible if done within 6 months of the date of issue of the Work Permit. Thereafter VAT of 10% applies. Only one vehicle per family is duty free. Subsequent entries are subject to 15% - 20% VAT of CIF Value. The vehicle (cars, motorcycle or moped) will not be sold or otherwise disposed of for 2 years from date of importation. Value Added Tax (VAT) at current rate is assessed on the imported value of the vehicle.

Foreign diplomats pay no duties or taxes, subject to the provision of Diplomatic clearance certificate, and proof of value.

Botswana registration and driver's license must be changed within 6 months of arrival in the country

Required Documents:

- ✓ Certificate of Title and Registration - must show auto has been owned and used for one year
- ✓ Purchase Invoice (or receipt if used) – must show purchase value
- ✓ Police Report – clearing vehicle
- ✓ Vehicle Evaluation – obtained from an accredited auto dealer
- ✓ IC 2 Application – obtained from Destination Agent, submit to Ministry of Commerce along with Registration and proof of ownership
- ✓ Form CE 101 – original, in duplicate, submitted with Import Permit, Residence Permit and Passport to Department of Customs & Excise
- ✓ Import Permit – obtained from Ministry of Commerce

NOTES:

Entry & Exit Requirements: Clients must have six months validity on their passports beyond determined length of stay. Foreigners are advised to carry copy of their passport with them at all times and to store it in a separate location from the original passport. Entry into South Africa is popular, however, be advised that passports must contain two unstamped visa pages each time entry to South Africa is sought; these pages are in addition to the endorsement/amendment pages at the back of the passport. Otherwise, the traveler, even when in possession of a valid South African visa, may be refused entry into South Africa, fined, and returned to their point of origin at the traveler's expense.

Safety & Security: US citizens are encouraged to enroll in the Smart Traveler Enrollment Program, to be able to keep you up to date with the latest safety and security announcements dispersed by the Embassy in your area. Your enrollment can also help the Department of State reach your family and friends in case of emergency.

Special Circumstances: Since 2008 Botswana experiences rolling power outages in many areas for several hours each week.

Botswana strictly enforces its laws controlling the trade in animal products. Only purchase animal trophy items from licensed vendors and keep all receipts of purchases. Trophies include A trophy is any horn, ivory, tooth, tusk, bone, claw, hoof, hide, skin, hair, feather, egg, or other durable portion of an animal, whether the item has been processed or not. Elephant hair jewelry may be removed only with the appropriate license from the Department of Wildlife and National Parks. Violators are subject to arrest and may face a penalty of up to five years imprisonment and a substantial fine.

Health: Approximately one-quarter (some statistics claim 39%) of the population of Botswana is infected with HIV; the highest in the world. Therefore, taking the necessary precautions is essential. Tuberculosis is also endemic to Botswana. Individuals who plan to reside or stay in Botswana for extended periods are advised to obtain a tuberculosis skin test (PPD test) prior to arrival and again upon departure from Botswana. Hepatitis A, C and TB occur. Hepatitis B is hyper-endemic. Malaria risk exists; the recommended treatment in risk areas is mefloquine.

Fumigation of Wood Packing Materials: As of this posting Botswana does not impose ISPM15 requirements for wood packaging material (WPM).

ACKNOWLEDGMENTS:

AGS-Fasers: Gaborone, Botswana

Embassy of Botswana: <http://www.botswanaembassy.org/>

Department of State: http://travel.state.gov/travel/cis_pa_tw/cis/cis_1071.html

Smart Traveler Enrollment Program (STEP) <https://travelregistration.state.gov/ibrs/ui/>

USDA: www.aphis.usda.gov

IATA Travel Centre

The information presented herein is based on customs data available at the time of printing and is frequently subject to change without notice. It is the responsibility of the owner or importer of the household goods to comply with the current customs restrictions, regulations, and duties of the country to which the goods are imported. We strongly advise customers to contact the consulate or embassy of the destination country for the most current information on customs regulations, restrictions and duties for importing household goods, personal effects and vehicles.