



# *Importing Personal Property Into Namibia*

## **HOUSEHOLD GOODS AND PERSONAL EFFECTS**

### **CUSTOMS REGULATIONS AND REQUIRED DOCUMENTS**

#### **Customs Regulations:**

Client must be present during Customs clearance. Exceptions can be made if the Destination Agent is in possession of client's passport (original), and has authority to clear the shipment. Used household goods and personal effects are duty free provided goods have been owned and used by the customer for a minimum of one year and customer has lived abroad for at least one year. All new items will be levied a tax. The goods must be imported within six months of arrival. Items can not be sold, lent or otherwise disposed of during stay. In the event of multiple containers, all containers must be imported as one consignment on one waybill.

**Returning Namibian nationals** must have lived abroad for a minimum of 6 unbroken months.

#### **Required Documents:**

- ✓ Passport - original
- ✓ Residence Permit or Work Permit
- ✓ NA 304 – Obtained through Customs
- ✓ Bill of Lading/Air Waybill – original, Express Release not allowed
- ✓ Comprehensive Valued Inventory – dated & signed by owner
- ✓ Pack list
- ✓ Power of Attorney – giving authority for Destination Agent to arrange customs clearance
- ✓ Letter of Application for Exemption

#### **Diplomat Status:**

Foreign diplomats, members of government or international organizations are granted tax and duty free entry of their personal effects and household goods. All documents must arrive to the Destination Agent 15 days prior to arrival to obtain free entry from the Ministry of Foreign Affairs.

#### **Required Documents:**

- ✓ Certificate "A" – obtained origin embassy & signed by the Ministry of Foreign Affairs, Namibia
- ✓ Passport - original
- ✓ Comprehensive inventory – dated & signed by owner
- ✓ Power of Attorney – giving authority for Destination Agent to arrange customs clearance

### **RESTRICTED/DUTIABLE ITEMS**

- ✓ Appliances/Electronics –only one of each allowed, in excess incurs 40% taxes
- ✓ Prescription medications – require a health certificate
- ✓ Firearms & ammunition- license at origin with valid Export Permit & Namibian Police Services Import Permit
- ✓ New items – (less than 1 year) must have invoices/receipts, subject to full payment of duties
- ✓ Alcohol – requires an Import Permit, detailed list; subject to 35-50% duty + VAT
- ✓ Tobacco – 200 cigarettes or 250 grams of loose tobacco, in excess of these amounts incurs duty

## PROHIBITED ITEMS

- ✓ Narcotics/illegal drugs of any kind
- ✓ Pornography and subversive material
- ✓ Explosives, ammunitions and weapons unless otherwise approved
- ✓ Walkie-talkies & radios
- ✓ Skins, tusks, furs, feathers of animals protected under CITES

## IMPORTATION OF PETS

Pets must go through a period of quarantine. The Import Permits are issued once quarantine arrangements have been made with a licensed kennel. Pets can be sent via Johannesburg International airport as they have quarantine facilities on the premise.

### Required Documents:

- ✓ Certificate of Vaccination – including rabies, less than 6 months prior to arrival
- ✓ Health Certificate - by a Veterinarian at origin
- ✓ Import Permit

## IMPORTATION OF VEHICLES

Diplomats with an “A” certificate and clients of international organizations with a technical agreement can import vehicles duty free. Other clients are subject to duties of 34%, VAT of 16.5% and Ad Valorem of 0.2-9% based on value of the vehicle. The taxes are refundable upon re-exportation. Vehicles can not be sold or otherwise disposed of for two years after date of importation. Vehicles older than 5 years old are prohibited unless a Letter of Compliance has been issued. Left hand drive vehicles are prohibited. The OBL must show Chassis Number, Engine number, CC, year of manufacture, brand and model. DO NOT ship any vehicles until the client has obtained the Import Permit. Clients with only a “Work Permit” can not import vehicles including motorcycles.

### Required Documents:

- ✓ Certificate of Title and Registration – original, copies are acceptable
- ✓ Commercial/Purchase Invoice – must be original
- ✓ NA 304/A – Obtained through Customs
- ✓ Drivers License & International Insurance Policy (green card)
- ✓ Proof of vehicle being in owner’s possession for 2 years prior to importation
- ✓ OBL

## NOTES:

**Entry & Exit Requirements:** US citizens must have at least 6 months validity beyond their stay on their passport and a minimum of 6 blank visa pages if traveling via South Africa. Those who do not have enough blank pages in their passport run the risk of being denied entry. Proof of Yellow Fever vaccination is required. While traveling within Namibia, U.S. citizens should keep passports containing valid visas, as well as a valid driver’s license, with them at all times.

Namibia does not recognize dual citizenship for adults over the age of 18. U.S. citizens who are also Namibian citizens must enter and exit Namibia bearing a Namibian passport. Namibia recognizes dual citizenship up until the age of 18; however, such children must enter Namibia on their Namibian passport and may face questioning by an immigration officer before being permitted entry.

**Safety & Security:** US citizens are encouraged to enroll in the Smart Traveler Enrollment Program, to stay current 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.

**Crime:** Take special care when utilizing a taxi or other transportation service. Criminals posing as taxi drivers have occasionally robbed passengers in the past. The Namibia Bus and Taxi Association (NABTA) has taken steps to regulate taxi drivers by allocating registration numbers (one alphabetical designation followed by a 2 digit number), which are prominently pasted on the doors and rear windshields of legitimate taxis.

**ATM and Credit Card Fraud** is becoming more sophisticated and more common in Namibia. ATM users should be suspicious of any unknown person approaching while at an ATM. Perpetrators may also use card-reading or card-trapping devices attached to ATMs to procure PIN codes or other important personal information.

While most business establishments deal honestly, some may have individual employees who use card-reading machines to steal information when patrons pay with a credit card. This can be done with hand-held devices in a matter of seconds. Whenever possible, pay with cash. If you must use a credit card, then it is best to observe the transaction closely as it is processed, and to ensure that the card is not taken out of your sight.

**Traffic Safety & Road Conditions:** US Embassy Windhoek has a policy against driving after dark outside Windhoek. This is due to the dangers of other vehicles, gravel roads, intermittent flooding, crime, and animals on the main highways. U.S. citizen visitors and residents are also encouraged to adhere to the same policy.

For those driving outside the capital, distances between cities can be considerable, and often gasoline is only available at a few service stations along a route. Fuel availability can be affected by power outages as well. All travelers are encouraged to plan their route to ensure a sufficient supply of fuel, and are recommended to bring five liters of water per person when traveling on dirt roads to guard against dehydration if an accident should occur. Visitors are reminded that motor vehicle accidents – often, single car accidents – are one of the primary causes of injury and death in Namibia, and drivers are therefore strongly urged to drive with caution.

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

## **ACKNOWLEDGMENTS:**

Embassy of Namibia: <http://www.namibianembassyusa.org/>

Department of State: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_977.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_977.html)

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

USDA: [www.aphis.usda.gov](http://www.aphis.usda.gov)

FIDI Global Alliance

International Association of Movers

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.