

Goods	Documents required	Customs Prescriptions	Remarks
<p><b>Removal goods - general</b></p>	<ul style="list-style-type: none"> <li>• <b>Original</b> change of residence Certificate from local consulate or embassy or city hall.</li> <li>• <b>Original</b> Transfer letter from employer at origin.</li> <li>• <b>Original</b> Employment letter from local employer explaining the client is starting a new contract in Ivory Coast.</li> <li>• Copy of a valid passport.</li> <li>• Ivory Coast Entry visa + entry stamp.</li> <li>• Original valued inventory in French dated and signed by the shipper.</li> <li>• Invoice for all electrical items less than 6 months 'old.</li> <li>• Invoices for new items.</li> <li>• Packing list.</li> <li>• State of filiation (Etat de filiation) document mentioning the two parents name and date of birth (<i>see form on last page</i>) or <b>valid Individual Tax Identification Number</b>.</li> <li>• Original OBL or Sea Way bill/ AWB.</li> <li>• Freight invoice (if OBL not rated).</li> <li>• Cargo tracking note (check <a href="http://www.OIC.CI">www.OIC.CI</a> for details).</li> </ul>	<p>Duty rates on new Household Goods of 30-45% CIF value            Exceptions :</p> <ul style="list-style-type: none"> <li>• Computer 6.5 % CIF.</li> </ul>	<p>All non-diplomatic moves are subject to provide with a Tax identification Number. Your DA or customer can get it with the "Documents Required" listed.</p> <p>Customs taxes when granted free entry by Customs based on documents provided = 1% CIF value + customs tax "T.S" EUR 30.</p> <p>Local Customs insurance is compulsory for clearance purposes. Rate would vary depending on DA insurance broker from 0.15% to 1% (of C&amp;F value).</p> <p>All sea shipments must be accompanied by a Cargo Tracking Note.</p> <p>Non-diplomatic shipments subject to random customs scanner and inspection. Additional fees might then apply from DA.</p>
<p><b>Motor vehicles</b></p>	<ul style="list-style-type: none"> <li>• Original registration card.</li> <li>• Rated OBL.</li> <li>• Non-sale certificate.</li> <li>• Change of residence certificate/transfer letter.</li> <li>• Copy of passport.</li> <li>• Car invoice <i>if new</i>.</li> </ul>	<p>Duties approx. 35-45% depending on engine CC and customs assessed value</p>	<ul style="list-style-type: none"> <li>• Customer can import as many vehicles as he wishes it to his name.</li> <li>• Car automatically transferred to customs car park (called Guichet Unique) by only authorized agent (Cote d'Ivoire Logistique) where customs would complete assessment, payment of duties/taxes, registration through his own appointed agent.</li> <li>• If vehicle &gt;10yr : environmental penalty of EUR 250 + EUR 15/year.</li> </ul>

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<b>Diplomats or personnel from international organizations removals</b>	<p><b>For customs clearance of Household goods:</b></p> <ul style="list-style-type: none"> <li>Duty exemption certificate issued by his embassy / organism and the Ivory Foreign Affairs Ministry.</li> <li>Employment letter from employer.</li> <li>Copy of the diplomatic card Ivory Coast.</li> <li>Copy of the diplomatic passport (entry visas).</li> </ul> <p><b>For customs clearance of cars or motorbikes:</b></p> <ul style="list-style-type: none"> <li>Original registration car of the vehicle.</li> <li>Original temporary importation issued by the Ivory Foreign Affairs Ministry.</li> <li>Endorsement of insurance.</li> <li>Car Registration Application forms.</li> <li>Purchase invoice for new vehicle.</li> <li>Attestation of value for used cars from shipper.</li> <li>Non-sale certificate.</li> </ul>	<p>No duties on HHG or motor vehicle but payment of minimum customs tax "T.S" of EUR 30/customs entry</p>	<p>Shipments subject to a free entry form. It takes a fortnight to get it from the local Administration.</p> <p>Most important is to ensure client gets his local diplomatic card prior to shipment arrival which client can only apply for through his organization once he arrives in Ivory Coast. Usually takes 2-3 weeks to be issued.</p> <p>Then her/his organization can apply for franchise (+2-3 weeks).</p>
<b>Firearms, ammunition, drugs pornography and alcohol</b>		<b>Prohibited.</b>	
<b>General remarks</b>	<p>Customs clearance procedures are rather complex and above and below documents are compulsory :</p> <ul style="list-style-type: none"> <li>For the CTN (BSC) you will be required to provide with Freight Invoice / export customs entry / detailed and valued inventory signed.</li> </ul> <p>Failure to provide with any required documents might lead to payment of customs fines and penalties (from EUR 100 to EUR 1000).</p>		

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	<ul style="list-style-type: none"> <li>All documents shall be provided at least 8 days prior to shipment arrival.</li> </ul> <p>Customs clearance takes in average 8-12 days for air shipments / 12-20 days for sea shipments.</p> <p>It is highly recommended to seek for the destination agent green light prior to shipping as contact with customer shall be made and all documents checked prior to sending shipment.</p>		



## Etat de filiation / state of filiation Document

Nom du père du client / Name of the father of the customer

Prénom du père du client / Surname of the father of the customer

Date de naissance du père du client / Date of birth of the father of the customer

Nom de la mère du client / Name of the mother of the customer

Prénom de la mère du client / Surname of the mother of the customer

Date de naissance de la mère du client : Date of birth of the mother of the customer

Signature du client/customer

***Ce document doit être remis et renseigné 8 jours avant l'arrivée du lot aérien ou maritime/  
This document must be given and fills 8 days before the arrival of the air or surface shipment***