

This guide is compiled from the FIDI Customs Guide for reference only. Customs regulations change frequently; please consult your Seapoe relocation consultant for the latest requirements before shipping.

Updated 2025

Household goods/Personal effects - Foreigners

Documents Required

- Sea shipments:
 - Copy of front page of client's passport and the page showing ITAS validity stamp (passport# as per registered on IMTA) - coloured copy
 - Indonesia work permit/IMTA still valid - coloured copy
 - Indonesia resident permit/ITAS still valid - coloured copy
 - EPO stamp/Exit Permit Only (as soon as available) - coloured copy or copy TSP
 - Visa for destination country/Employment pass /residence permit - coloured copy
 - Customs form for destination country (if applicable) - copy
 - Reference letter or "Surat Keterangan" from local company in Indonesia - original
 - Statement letter for shipper signature/return - original
 - Authorization letter for shipper signature/return - original
 - Copy of flight ticket and departure stamp when leaving Indonesia
- Air shipments:
 - Copy of front page of client's passport and the page showing ITAS validity stamp (passport# as per registered on IMTA) - coloured copy.
 - Indonesia work permit/IMTA - still valid - coloured copy.
 - Indonesia resident permit/ITAS - still valid - coloured copy.
 - EPO stamp/Exit Permit Only (as soon as available) - coloured copy or copy TSP
 - Flight ticket/E-ticket for destination country MUST be SAME with shipment destination - coloured copy.
 - Departure stamp from Immigration when leaving Indonesia.
 - Visa for destination country/ Employment pass/residence permit - coloured copy.
 - Check list for hidden dangerous goods for shipper completion /return - copy.
 - Reference letter or "Surat Keterangan" from local company in Indonesia coloured copy.
 - Statement letter for shipper signature/return - original.
 - Authorization letter for shipper signature/return - original.
 - Air & sea shipment: Passport # registered in IMTA (coloured copy of all used pages)
 - If the shipper has a new passport, please include the same.

Customs Prescriptions

- Must declare at least 5 items on packing list, BL.

Remarks

- Do not include the following items in an Air shipment:
- Foodstuff, medicines, liquids and gels of any kind (toiletries, deodorant, perfume, cosmetics, hand cream, paint, cleaning powders, solvent, etc.), any device that contains lithium batteries i.e. nonremovable or removable batteries, printer ink cartridges, flammable and combustible liquids, corrosives, lighters, barbeque grill propane gas tanks, oxygen tanks, aerosols, glue products, jewelries, negotiable stock certificates or currency, animal furs and

skins, and etc.

Household goods – Indonesians citizen

Documents Required

- Sea shipments:
 - Passport photo page - coloured copy
 - Local resident permit ID (KTP) - coloured copy.
 - Local office badge / ID card - coloured copy.
 - Visa for destination country/ Employment pass/residence permit - coloured copy.
 - Customs form for destination country (if any) - copy.
 - Statement Letter from Local Employer stating that shipper will move - original
 - Statement Letter from client which states that he/ she is not bringing out any prohibited items, with duty stamp - original
 - Authorization letter for shipper signature/return - original.
 - Statement Letter from Local Authority (Surat Kelurahan/ Catatan Sipil) stating that the client will move temporarily to the destination country.
 - Copy of Flight Ticket from Indonesia to destination country and Departure Stamp from Immigration at airport.
- Air shipments:
 - Passport front photo page - coloured copy
 - Local resident permit ID (KTP) - coloured copy.
 - Local office badge / ID card (if any) - coloured copy.
 - Copy of NPWP / Tax ID Card
 - Copy of Family Registration Certificate / Kartu Keluarga
 - Flight ticket / E-ticket for destination country MUST SAME with destination shipment - coloured copy.
 - Departure stamp from Immigration when leaving Indonesia.
 - Visa for destination country/ Employment pass/residence permit - coloured copy.
 - Check list for hidden dangerous goods for shipper completion/return - copy.
 - Statement Letter from Local Employer stating that shipper will move - original
 - Statement Letter from client stating that he/ she will not bring out any prohibited items, with duty stamp – original
 - Authorization letter for shipper signature/return - original.

Household goods - Diplomats or Semi Diplomats

Documents Required

- Sea and Air shipments - For diplomatic status:
 - Front page passport - scan colour endorsed by embassy.
 - Diplomatic ID card - scan colour endorsed by embassy.
 - Stay permit/ITAS - scan colour endorsed by embassy.
 - EPO stamp/Exit Permit Only (as soon as available) - scan colour endorsed by embassy.
 - Recommendation Letter from Ministry of Foreign Department and the Diplomatic Note.
 - Statement letter from shipper stating that he/ she is not bringing out any prohibited items - original.
 - Power of Attorney letter/Surat kuasa signed by the client for the agent to handle this shipment - original.
 - Reference letter from embassy which states that client will move - original.
 - Copy of Flight Ticket from Indonesia to destination country and Departure Stamp from

Immigration at airport

- Visa or residence permit or working permit at destination country (if any) – colour copy endorsed by the embassy.
- Sea and Air shipments - For semi-diplomatic status (U.N., UNICEF, WHO...):
- Front page passport - scan colour endorsed by the organization (local office).
- ID card - scan colour endorsed by the organization (local office).
- Stay permit / ITAS - scan colour endorsed by the organization (local office).
- EPO stamp/Exit Permit Only (as soon as available) - scan colour endorsed by the organization (local office).
- Recommendation Letter from Ministry of Foreign Department and the Semi - Diplomatic Note.
- Statement letter from shipper stating that he/ she is not bringing out any prohibited items - original.
- Power of Attorney letter/Surat kuasa signed by the client for the agent to handle this shipment - original.
- Reference letter shipper from the organization stating that client will move - original.
- Copy of Flight Ticket from Indonesia to destination country and Departure Stamp from Immigration at airport.

Remarks

- Commence the clearance upon shipment arrival and receiving these documents.
- If the client cannot provide all required paperwork, the shipment cannot be custom clearance and released from the port on duty free basis.

Foodstuffs

Customs Prescriptions

- Non-perishable food items may be exported in small amounts.

Alcohol

Customs Prescriptions

- Export of alcohol is allowed for FULL DIPLOMATS ONLY but limited to the annual quota agreed by the local Ministry of Foreign Affairs and the respective embassies in the country. Alcohol is prohibited for non-full diplomats.

Remarks

- Including wine, spirits, and beer.

Prohibited Items

Customs Prescriptions

- Firearms.
- Ammunition (including air guns).
- Pornography.
- Politically sensitive material.
- Narcotics.
- Illicit drugs.

CD's; DVD's; VCD's; Video/Audio tapes, books

Documents Required

- Detailed listing at packing list as long not new and adult Video.

Customs Prescriptions

- Can be exported in 'reasonable' quantities provided they are not pornographic or politically sensitive or against Moslem.