

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 – Foreigners (Working Expatriates)

### Documents Required

- Client's original passport with arrival stamp.
- Scanned copy color of client's residence permit (ITAS letter).
- Scanned color copy of client's electronic visa (limited stay visa for work)
- Scanned copy color of client's work permit (IMTA-Notification).
- Original Typed and Detailed Packing List
- Not handwriting
- Each box must be clearly itemized with the following details: item description, quantity, unit, estimated value, currency, and item condition.
- E-ticket and/or boarding pass entering Indonesia.
- Bill of Lading / or Air Waybill

### Customs Prescriptions

- Import Duty free entry of household goods and personal effects is allowed only under the following conditions:
- 1 air and 1 sea shipment permitted, and air cleared first.
- ITAS, E-VISA and IMTA must be valid for 12 months or one full year, and not the renewal permit.
- For Air shipment:
- If less than 12 months / one full year validity, the shipment will be rejected by customs and will have to be re-exported.
- The shipment must arrive in Indonesia within 90 days of shipper's stamp arrival in passport to process the work permit.
- As per Oct 21st, 2024, the shipment will be subject to pay VAT or VAT plus LGT.
- For Sea shipment:
- If the permit is less than 12 months / one full year validity, the shipment will be rejected by customs and will have to be reexported.
- Arrival of the shipment in Indonesia must be within 90 days of the arrival of the consignee in Indonesia to reside/validation of the permits at the airport/ port.
- As per Oct 21st, 2024, the shipment will be subject to pay VAT or VAT plus LGT.
- For Air and Sea shipment: If the shipment arrives later than 90 days of shipper's arrival, the shipment will be rejected and will have to be re-exported.
- The importer must have all used items for a period more than 12 months prior to entry into Indonesia.

### Remarks

- Sea and Air shipment:
- The Indonesian Government, through the Ministry of Finance, has issued a new regulation concerning the importation of Household Goods shipments. The previous regulation, PMK No. 28 of 2008, has now been replaced by PMK No. 25 of 2025.

- Packing List Requirement
- Each box must be clearly itemized with the following details: item description, quantity, unit, estimated value, currency, and item condition.
- Indonesian Citizens (WNI)
  - All Indonesian citizens returning to Indonesia must register through the Peduli WNI portal before departing from their country of residence.
  - Upon registration, individuals will receive an SKBRI (Certificate from the Embassy of the Republic of Indonesia), which will be automatically integrated into the Customs Computerized System (SKP – Sistem Komputerisasi Pabean).
  - In countries without an Indonesian Embassy (KBRI), this certificate can be obtained through the local Indonesian Consulate (KJRI).
- This requirement applies to the following categories of Indonesian citizens:
  - Government employees or military personnel (PNS/ABRI)
  - Overseas workers
  - Students
  - Individuals living abroad for family or other permitted reasons
- All must fulfill the criteria outlined in PMK No.25/2025.
- Foreign Nationals (WNA)
  - Foreign nationals intending to import household goods into Indonesia must meet the following criteria as per PMK No. 25/2025:
    - Hold a valid work visa
    - Possess a valid IMTA (Work Permit)
    - Please note that holders of non-workrelated visas (e.g., investor, business, or retirement visas) are not eligible to import personal household goods under this regulation.
- Import Timeframe
  - All personal effects must arrive in Indonesia within three (3) months of the shipper's arrival (required to process the stay permit/ E-ITAS) for foreigner or the date issuance of KBRI Letter for Indonesian citizen.
- Import VAT
  - For all import shipments to Indonesia, foreign nationals—with the exception of those with diplomatic status—are required to pay Import VAT, which will be calculated during the customs clearance process.
- This regulation has been in effect since October 2024.
- Air shipment:
  - Do not consolidate the shipment - not through consolidator agent (HAWB).
  - It should be stated on the manifest as well.
  - Please put as 'used personal/household goods' on Air Waybill and manifest.
  - Use direct Air Waybill.
  - Mention at least 5 items on Air Waybill as well as on airline manifest.
  - Mention total number of boxes on Air Waybill as per packing list.
- Used Household Goods & Personal Effect should follow only with the Indonesia customs law of No. PMK No.5/2025
- Air shipments take approx. 5 – 8 working days for delivery after arrival and completeness of required documents in Indonesia.
- Sea shipments
  - LCL take approx. 12 – 15 working days
  - FCL take approx. 10 – 12 working days for delivery in Jakarta after vessel arrival, and completeness of required documents in Indonesia (working days exclude Saturday, Sunday and holiday).

## Household goods - Diplomats or Semi Diplomats

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## Documents Required

- For diplomatic personnel:
  - Form PP-8 to be applied by the Embassy in Jakarta from the Indonesian Ministry of Foreign Affairs by providing Bill of Lading/Air Waybill and packing list.
  - Endorsed BL/AWB and packing list by embassy.
  - Endorsed copy of shipper's passport, Diplomatic ID Card and Stay Permit by Embassy.
  - Endorsed color copy of passport + Diplomatic ID Card + Stay Permit of the authorized person whose signature is on PP.19 document
  - SKMK (if the organization is part of Piloting System)
  - Original Objection Letter for HICO SCAN process for diplomatic shipment, which is cleared under PP.8 document
  - Statement letter from the embassy stating that the client is working only with the embassy and nowhere else.
  - Authorization letter with duty stamp.
  - Diplomatic Note and Signature Specimen of the authorized person who is signing any letter on Embassy's Letter Head.
- For semi-diplomatic personnel (U.N., UNICEF, WHO...):
  - Form PP-19 approved by Indonesian Ministry of Foreign Affairs by providing Bill of Lading/Air Waybill and packing list.
  - Endorsed BL/AWB and packing list by embassy.
  - Endorsed color copy of shipper's passport, Semi Diplomatic ID Card and Stay Permit by the organization.
  - Endorsed color copy of passport + Diplomatic ID Card + Stay Permit of the authorized person whose signature is on PP.19 document.
  - SKMK (if the organization is part of Piloting System).
  - Statement letter from the embassy stating that the client is working only with the organization and nowhere else.
  - Authorization letter with duty stamp.
  - Diplomatic Note and Signature Specimen of the authorized person who is signing any letter on the Organization's Letter Head.

## Customs Prescriptions

- Semi-diplomatic personnel: shipment subject to physical inspection.

## 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.

## Household goods - Indonesians citizen

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### Documents Required

- Client's original passport.
- Original letter from Indonesian Embassy in host country stating the client's arrival date in country, the date of return to Indonesia and that the shipper is bringing a shipment of household goods back to Indonesia (1 letter for each shipment).
- Shipper reported to the Indonesian embassy in host country when he/she first arrived in the country with a proof of Report (Lapor diri) stamp in his/her passport.
- Shipper reported to Portal Peduli WNI prior to leaving the country of origin.
- Copy of Assignment and re-assignment letter – normally provided by the employer or a letter /certificate from school/university.
- Shipper must have "arrival stamp" in his/her passport as proof of his/her return to Jakarta after completing his/her overseas study or assignment.

- Packing List, each page certified by the Indonesian Embassy at point of origin.
- Each box must be clearly itemized with the following details: item description, quantity, unit, estimated value, currency, and item condition.
- If the client has 2 shipments (air + sea), both packing lists should be certified separately. The Packing List must be TYPED, not handwritten.
- Original print out Bill of Lading/Air Waybill
- & original packing list.
- Boarding pass entering Indonesia to reside back.

## Customs Prescriptions

- Duty free entry of household goods government and non-governmental employees providing they have spent at least 1 year with gainful employment.
- Arrival of the shipment in Indonesia must be within 90 days upon client's arrival in Indonesia to reside.

## Remarks

- Sea and Air shipment:
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- 1. Packing List Requirement
- Each box must be clearly itemized with the following details: item description, quantity, unit, estimated value, currency, and item condition.
- 2. Indonesian Citizens (WNI)
- All Indonesian citizens returning to Indonesia must register through the Peduli WNI portal before departing from their country of residence.
- Upon registration, individuals will receive an SKBRI (Certificate from the Embassy of the Republic of Indonesia), which will be automatically integrated into the Customs Computerized System (SKP – Sistem Komputerisasi Pabean).
- In countries without an Indonesian Embassy (KBRI), this certificate can be obtained through the local Indonesian Consulate (KJRI).
- This requirement applies to the following categories of Indonesian citizens:
- Government employees or military personnel (PNS/ABRI)
- Overseas workers
- Students
- Individuals living abroad for family or other permitted reasons
- All must fulfill the criteria outlined in PMK No.25/2025.
- 3. Foreign Nationals (WNA)
- Foreign nationals intending to import household goods into Indonesia must meet the following criteria as per PMK No. 25/2025:
- Hold a valid work visa
- Possess a valid IMTA (Work Permit)
- Please note that holders of non-workrelated visas (e.g., investor, business, or retirement visas) are not eligible to import personal household goods under this regulation.
- 4. Import Timeframe
- All personal effects must arrive in Indonesia within three (3) months of the shipper's arrival (required to process the stay permit/ E-ITAS) for foreigner or the date issuance of KBRI Letter for Indonesian citizen.
- 5. Import VAT
- For all import shipments to Indonesia, foreign nationals - with the exception of those with diplomatic status - are required to pay Import VAT, which will be calculated during the customs clearance process.
- This regulation has been in effect since October 2024.

## Foodstuffs

### Customs Prescriptions

- Non-perishable food items may be imported in small amounts.
- Items in cans and other durable packaging in reasonable amounts are allowed for import.

#### Remarks

- Based on customs discretion during clearance process.

## Alcohol

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#### Customs Prescriptions

- Import of alcohol is allowed for FULL DIPLOMATS ONLY but limited to 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.

## Statues

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#### Documents Required

- Certificate of origin.
- Invoice.

#### Customs Prescriptions

- Are subject to be checked by the Archaeology Dept.
- Buddha statue/artefact made of stone is strictly prohibited.

## Prohibited Items

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#### Customs Prescriptions

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

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

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#### Documents Required

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

#### Customs Prescriptions

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

## Wood regulations

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#### Remarks

- There are no restrictions or ISPM requirements for wooden packaging or items.

## Musical Instruments, Sports Equipment and Home Entertainment components and/ or Speakers

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### Customs Prescriptions

- Subject to payment of import duties upon customs discretion.

## Bicycle and/or electric bicycle

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### Customs Prescriptions

- Do not include electric bicycles in the shipment of part of it.

### Remarks

- The number of bicycles included in the shipment must match with the amount of family members settling in Indonesia.

## Useful Information

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### Customs Prescriptions

- Photographic documentation of individual items before packing at origin is recommended to support any potential discrepancies with customs regarding any particular items.
- Do not include items which may appear to be for re-sale or high valuable items.

### Remarks

- Effective 1 January 2025, VAT increases from 11% to 12% for household goods shipments.
- Interview / online meeting with customs will be needed for some cases. If the final delivery address is not within Jabodetabek area or customs needs clarification directly from the owner of the goods regarding specific details.