

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 2026

Personal effects

Documents Required

- Clear and legible copy of passport
- Certificate of change of residence or certificate of move issued by the municipality at origin or by consulate.
- Detailed, valued inventory dated and signed by the client, in French.
- Transfer letter or work certificate.
- The NIF (Tax Identification Number), a number issued by the OTR (Togolese Revenue Authority) in TOGO or failing that, the NIF of your employer. The following can also be asked:
- Non-sale certificate (mentioning that goods/items were purchased more than 6 months before the client's arrival in the destination country and that the client does not intend to resell them)
- Copy of export declaration

Remarks

- Personal effects of corporate or private customers and returning Togolese citizens will be taxed at 5% of the CIF value.
- Foreigners will need a change of residence certificate and a certificate of work transfer.
- Returning Togolese citizens will need to present the change of residence certificate only.
- Failure to provide these documents will result in the effects being regarded as merchandise and taxed at 48% (incl. all taxes).
- Brand new items will be subject to tax.
- Diplomatic shipments: the exemption must be obtained prior to the arrival. It is not allowed anymore to issue a D48 form to anticipate exit.
- 2 levels of taxation for diplomatic shipments:
- Ambassador and embassies themselves: the only tax that applies is the IT tax (and statistic tax for some Embassy): 10 -EUR
- Embassy admins and technical staff: same taxation as expats: 5%
- The ECTN can be issued at the country of origin. In the absence of an ECTN issued at country of origin, AGS Togo can process the ECTN on arrival for a fee of EUR 150/20' or 250/40', which is re-invoiced to the branch of origin.

Weapons

Customs Prescriptions

- Importation of any firearms and ammunition is strictly forbidden.