

ZAMBIA

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 2024

Removal of Returning Zambian citizens, including Diplomats

Documents Required

- For Returning Zambian Diplomats:
- Original valid diplomatic passport
- The shipment must arrive in Zambia within 6 months starting from the date of arrival of the client in Zambia
- Certified copy or original of the Letter of recall (Staff recall)
- Certified copy or original of the Letter of the first appointment into Foreign Service
- The client must have stayed out of the country for more than 4 years to qualify for duty free entry
- VALUED Packing list in English. Please avoid terms such as "PBO" or "Miscellaneous"
- Original Ocean Bill of Lading / Original of AWB
- Individual TPIN (Tax Payer Identification Number) whether one is paying Tax or not it's mandatory
- Declaration of value (for customs purposes) signed and dated by the client.
- For Returning Zambians with no diplomatic status:
- Original passport
- Certified copy or original of the letter of appointments or offer of employment abroad
- Certified copies or Original of the
- termination / end of contract letter or proof of residence abroad
- Valued Packing list in English
- Original Bill of Lading, original of AWB
- Individual TPIN (Tax Payer Identification Number) Declaration of value signed and dated by the client (for customs purpose)
- Client is required to link their TPIN with the clearing agent's TPIN on <https://elicensing.zra.org.zm:8446/licensing/log in?login session=1> _
- For Sea Shipments passing through POE Beira, Walvis Bay, Durban or Dar Es Salaam, Transit Port requirements documents below are required from origin agent:
- Invoice
- Bill of Lading
- Inventory - should have the below details: 1. Values per item packed 2. Weights per item packed 3. Quantity per item packed

Customs Prescriptions

- Returning nationals, foreign residents and Zambian diplomats having lived abroad for more than 4 years are allowed to import one motor vehicle duty and tax free per household provided the vehicle was registered in the shipper's name in the country of origin for more than 6 months.
- The shipment must be imported within 6 months from the date of first arrival in Zambia in order to be granted duty and tax exemption.
- If the returning national has lived abroad for less than 4 years, the importation of a motor

vehicle and personal effects will be subject to Taxation on entering Zambia.

- The valuation in another country may not satisfy the Zambian Customs as they carry out their own valuation at port of entry.
- The Zambian Customs value stands and the duties are calculated and must be paid in Zambian Kwacha prior to leaving the border.

Remarks

- The current rates for personal effects based on CIF value are 35% duties + 16% VAT on the accumulated total of the CIF and the duties (For Motor vehicles: 25% duties + 30% Excise duties + 16% VAT). Household Goods and Vehicles must be cleared separately and will incur as many customs clearance fees as the number of customs entries.
- A shipment containing Household goods + a car + a trailer will require 3 different customs entries. Please contact us for rates.
- The destination agent must receive the original Bills of Lading more than 10 days before the arrival of the vessel at the seaport of entry. Failure to do so will delay the shipment at port and attract storage charges.
- All rates for local services are subject to 16% VAT
- New items are subject to Import Duties & taxes + VAT. Only foreign diplomats can import new personal effects Duties & Tax free.
- RANDOM CUSTOMS INSPECTIONS on returning Zambian Diplomats shipments are carried out regularly.
- Items of Non-Household Goods nature such as building material, large quantities of groceries or fabrics, tools of trade, etc... will be considered as commercial goods and be subject to duties and Taxes.
- We therefore advise not to include such items in the shipment.
- The Zambian Government requires all inbound shipments containing wooden packing material to be fumigated / treated and marked as per ISPM-15 compliance.

Removal of Foreign Residents (new residents) (holders of foreign Passport + Employment, Investors, Self-Employment, Spouse & Resident Permits)

Documents Required

- Original Passport.
- The client must be in the country at the arrival of the shipment.
- Original work permit
- Copy of employment contract
- VALUED Packing list in English.
- Please avoid terms such as "PBO" or "Miscellaneous"
- Original Ocean Bill of Lading / Copy of AWB
- Individual TPIN (Tax Payer Identification Number) whether one is paying Tax or not it's mandatory
- Declaration of value (for customs purposes) signed and dated by the client
- Client is required to link their TPIN with the clearing agent's TPIN on <https://elicensing.zra.org.zm:8446/licensing/log in?login session=1> _
- For Sea Shipments passing through POE Beira, Walvis Bay, Durban or Dar Es Salaam, Transit Port requirements documents below are required from origin agent:
 - Invoice
 - Bill of Lading
 - Inventory - should have the below details: 1. Values per item packed 2. Weights per item packed 3. Quantity per item packed

Remarks

- The shipment must arrive in Zambia within 6 months starting from the date of first arrival of the client in Zambia.

Foreign Diplomats Accredited to Zambia

Documents Required

- Original Diplomatic ID
- Certified Copy of the Diplomatic passport (certified by the Embassy/Organization or Commissioner of Oaths)
- Letter of introduction from organization
- Approved Protocol (Note Verbal) with the Ministry of Foreign Affairs
- Takes 4-7 working days from date of submission.
- Client must be in Zambia prior the arrival of his goods.
- VALUED Packing list must be in English.
- Please avoid terms such as "PBO" or "Miscellaneous"
- Original Ocean Bill of Lading / Original of AWB
- Individual TPIN (Tax Payer Identification Number) whether one is paying Tax or not it's mandatory
- Declaration of value (for customs purposes) signed and dated by the client.
- Client is required to link their TPIN with the clearing agent's TPIN on [https://elicensing.zra.org.zm:8446/licensing/log in?login session=1 _](https://elicensing.zra.org.zm:8446/licensing/log%20in?login%20session=1)
- For Sea Shipments passing through POE Beira, Walvis Bay, Durban or Dar Es Salaam, Transit Port requirements documents below are required from origin agent:
 - Invoice
 - Bill of Lading
 - Inventory - should have the below details: 1. Values per item packed 2. Weights per item packed 3. Quantity per item packed

Remarks

- DIPLOMATIC ROAD/SEA SHIPMENTS
 - Can only be cleared in Lusaka.
 - They must therefore be Removed In Bond (RIB) from the border of entry to Lusaka terminal. Bond Fee applies.
 - The shipment will then be final cleared in Lusaka.
 - This process takes between 4 to 7 days pending the approval from the Ministry of Foreign Affairs and the shipment must therefore be offloaded from the truck to avoid "Truck standing time".
 - Additional charges for offloading and reloading will apply. Household Goods and vehicles must be cleared and RIB separately.
 - A shipment containing Household goods + a car + a trailer will require 3 different customs entries and 3 RIB.
- DIPLOMATIC AIR SHIPMENTS
 - At the arrival of the shipment at Lusaka airport, the customs papers will have to be processed through the Ministry of Foreign Affairs before the destination agent can clear the goods.
 - It can take 1 to 2 weeks. Please inform your client that there will always be storage at Lusaka airport and that it will be invoiced at cost to the client or to its organization.
 - It is recommended to provide the destination agent with a copy of the AWB in advance in order to get the exemption documents from the Organization before the shipment is dispatched.

Vehicles

Documents Required

- Purchase invoice / letter of sale
- Registration documents from origin and ownership documents
- Details are required such as Engine and Chassis numbers, Colour, Model and Make
- INTERPOL clearance certificate / SARPCO (if originating from SADC region)
- JEVIC Certificate

Customs Prescriptions

- Returning Zambian Diplomats from the Ministry of Foreign affairs:
- Can import one additional motor vehicle for single and two for married people which are NOT duty and Tax free.
- The Department of Foreign Affairs pays those Duties and Taxes on behalf of the returning Diplomat by means of Government Voucher.
- However, the issuing of such vouchers takes up to 3 months from the date of entry.
- The vehicle cannot get cleared before the voucher is issued, Vehicles belongings to returning Zambian Diplomats can only be cleared in Lusaka.
- They must therefore be Removed In Bond (RIB) from the border to Lusaka terminal.
- An extra Bond Fee applies per vehicle.
- Bonded storage fees will apply from the tenth day onward. The Department of Foreign Affairs usually pays for storage charges, unless otherwise stated.
- Returning nationals, foreign residents and Zambian diplomats having lived abroad for more than 4 years:
- Are allowed to import one motor vehicle duty and tax free per household provided the vehicle was registered in the shipper's name in the country of origin for more than 6 months.
- The shipment must be imported within 6 months from the date of first arrival in Zambia to be granted duty and tax exemption. If the returning national has lived abroad for less than 4 years, the importation of a motor vehicle and personal effects will be subject to Taxation on entering Zambia.
- The valuation in another country may not satisfy the Zambian Customs as they carry out their own valuation at port of entry.
- The Zambian Customs value stands and the duties are calculated and must be paid in Zambian Kwacha prior to leaving the border.

Remarks

- All motor vehicles, caravans, trailers, motor bikes, quads and boats are cleared separately.
- The motor vehicle must have been owned for more than 6 months prior the import into Zambia.
- Any car been imported that is 5 years old or older will attract a fee of US\$850.00.

Prohibited Items

Customs Prescriptions

- Narcotics, non-branded drugs and psychotropic substances
- Firearms, ammunition and weapons unless licensed in advance
- Obscene and pornographic literature, photographs and films
- Only 2.5 liters of Alcoholic Liquor and wine
- is permitted
- Tobacco, Food items and plants

Remarks

- Please contact your destination agent before booking any restricted item into Zambia.