

Cote d'Ivoire (Ivory Coast)

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

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Documents

Documents required for importing used household goods, personal effects, and related shipments.

For non-diplomatic shippers

- Copy of valid passport with Cote d'Ivoire entry visa and entry stamp
- Original change of residence certificate (CCR) issued by the city hall, police station, or embassy/consulate in the country of departure
- Original transfer letter from employer at origin
- Original employment letter from local employer in Cote d'Ivoire confirming the client is starting a new contract (in French), certifying starting date and position
- Packing list in French
- Original detailed and valued inventory in French, dated and signed by the owner of the goods (with origin and destination addresses)
- Invoices for all electrical items less than 6 months old
- Invoices for new items
- Original bill of lading (OBL) or airway bill (AWB). No express or telex release accepted without additional fees.
- Freight invoice (if OBL is not rated)
- Bordereau de suivi de cargaison / cargo tracking note (BSC/CTN)
- Copy of residency card or work permit
- Certificate of filiation / etat de filiation (document from the owner of the goods giving details on parents' names, shipper's name, date of birth, and address)
- Valid individual tax identification number in Cote d'Ivoire
- Certificate of free entry (from customs)

For diplomats and personnel of international organizations

- Duty exemption certificate (franchise) issued by the shipper's embassy/organization and endorsed by the Ivorian Ministry of Foreign Affairs
- Employment letter from employer
- Copy of the diplomatic card issued in Cote d'Ivoire
- Copy of the diplomatic passport with entry visas
- For motor vehicles: original vehicle registration card, original temporary importation document issued by the Ivorian MFA, endorsement of insurance, car registration application forms, purchase invoice (new vehicles) or attestation of value (used vehicles), non-sale certificate

Specific Information

Diplomat shipments: No duties on household goods or motor vehicles, but payment of the minimum customs tax "T.S." of EUR 30 per customs entry is required (double if both household

goods and a vehicle are imported). The diplomatic franchise must be applied for by the diplomatic organization employing the owner of the goods. The process typically takes 2-3 weeks. The OBL and diplomatic card are necessary for this process. The franchise is issued by the MFA and must be endorsed by the customs head office before being handed over.

Tax identification number: The owner of the goods must register with the Internal Revenue Services, which takes approximately 3 days to provide a tax identification number used for importation of household goods. Diplomats are exempt from this requirement as long as their embassy or organization has a permanent tax identification number.

Telex/express release: If telex or express release is used, expect additional release fees of approximately USD 100 or EUR 100.

Customs scanner and inspection: All non-diplomatic sea shipments are subject to customs scanner inspection. Additional fees of approximately USD 500 per TEU may apply. All shipments are subject to random customs inspection, with additional fees from the destination agent possible.

Local customs insurance: Compulsory for clearance purposes. Rates vary depending on the destination agent's insurance broker, from 0.15% to 1% of C&F value.

Cargo tracking note (BSC/CTN): All sea shipments must be accompanied by a cargo tracking note. This is processed locally by the destination agent.

Failure to provide documents: Missing any required documents may lead to customs fines and penalties ranging from EUR 100 to EUR 1,000.

ECOWAS/WAEMU membership: Cote d'Ivoire is a member of ECOWAS and WAEMU. The customs regime follows the Common External Tariff (CET) with tariff bands of 0%, 5%, 10%, and 20% depending on product category. VAT is 18% on all imported goods, plus an additional 2.6% tax on all imports.

Duties & Taxes

Import taxes on household goods (non-diplomats): 1% CIF value plus a fixed customs tax ("T.S.") of EUR 30 per shipment, provided customs grants free entry based on the documents provided. New items within a shipment are subject to full import duties of approximately 30-45% CIF value or approximately 44% CIF value. Electrical items will be considered new if invoices are not provided.

Prohibited & Restricted Items

Prohibited Items

- Illegal drugs
- Pornographic materials
- Plants and plant materials
- Soil
- Fertilizers
- Counterfeit items and counterfeit money
- Subversive materials
- Firearms, ammunition, drugs, pornography, and alcohol: classification varies by source (prohibited vs. restricted/requiring authorization vs. subject to duty-free limits or licensing); confirm current treatment with the destination agent

Restricted / Dutiable Items

Firearms and ammunition: authorization from the territorial administration is required. PERMIT REQUIRED

Duty-free allowances (traveler's baggage):

- 200 cigarettes or 25 cigars or 100 cigarillos
- 250 grams of tobacco

- 1 bottle of wine and 1 bottle of spirits
- 250 ml of perfume
- 500 ml of toilet water (per World Baggage Network)

Currency: Unlimited local currency (CFA Franc, XOF) may be imported by both locals and visitors. Foreign currencies are unlimited but must be declared when entering or leaving the country. Locals are required to exchange all foreign currency into local currency within 8 days of entry.

Food and new items: It is advisable to avoid food and new items in air shipments, and large quantities of food or new items in non-diplomatic sea shipments. New items are subject to duties of approximately 30-45% CIF value.

Alcoholic beverages: Beverages containing more than 20% alcohol are subject to a license from the Ministry of Commerce's Department of External Trade. The overall tax rate for imported alcoholic beverages including all excise taxes is approximately 110.5%.

Video cameras and cassettes: Can only be imported for personal use and must be declared at customs upon entry. A deposit for video-related goods must be paid but can be returned upon departure.

Consignment Instructions

Recommended: Contact the destination agent to ensure all requirements have been met prior to import, especially for differences regarding air and sea shipments.

Document submission timing: All documents must be provided at least 8 days prior to shipment arrival. Failure to provide any required document may lead to customs fines and penalties ranging from EUR 100 to EUR 1,000.

Language requirements: All documents, including the inventory and packing list, must be in French. The valued inventory must be original, dated, and signed by the shipper.

Cargo tracking note: Required for all sea shipments. Processed locally by the destination agent. The following documents are compulsory to get the BSC/CTN issued: tax identification number, local customs insurance, freight invoice, export customs entry, original bill of lading, and detailed and valued inventory (signed).

Diplomatic shipments: The most important step is ensuring the client obtains their local diplomatic card prior to shipment arrival. The client can only apply for this card through their organization once they arrive in Cote d'Ivoire (typically takes 2-3 weeks to be issued). After that, the organization can apply for the franchise (an additional 2-3 weeks). Plan for a total of 4-6 weeks for the diplomatic clearance process.

Vehicle shipments: Do not combine vehicles with household goods in the same container for non-diplomatic shipments. Two customs offices are involved in vehicle clearance, creating a high risk of storage fees and demurrage.

Food in shipments: Avoid food and new items in air shipments. Avoid large quantities in sea shipments.