



# Import Customs guide DRC



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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<p><b>Personal effects</b></p>	<ul style="list-style-type: none"> <li>▪ Corporate clients:                             <ul style="list-style-type: none"> <li>▪ Copy of valid passport (including pages displaying the shipper's name, the visa and the DGM (Congolese Immigration Service entry stamp)</li> <li>▪ Detailed inventory in French, dated, valued, and signed by the shipper</li> <li>▪ Original certificate of change of residence</li> <li>▪ Work card (proof of payment for the work permit, obtained from the Ministry of Labour in the DRC)</li> <li>▪ First settlement certificate (supplied by the DGM in the DRC)</li> <li>▪ Service certificate or employment contract (supplied by the employer)</li> <li>▪ Settlement visa (supplied by the DGM in the DRC)</li> <li>▪ Tax number (obtained from the Finance Ministry)</li> </ul> </li> <li>▪ NGO:                             <ul style="list-style-type: none"> <li>▪ Copy of valid passport (including pages displaying the shipper's name, the visa and the DGM's entry stamp)</li> <li>▪ Detailed inventory in French, dated, valued, and signed by the shipper</li> <li>▪ Framework contract (agreement signed</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ All original documents should reach the removal company in Kinshasa at least 15 days before the shipment's arrival (7 days for air shipments)</li> <li>▪ Customs clearance will take between 3 to 5 weeks for sea shipments, and 2 to 3 weeks for air shipments.</li> <li>▪ For corporate clients, NGOs and returning Congolese citizens, customs will exempt them from duties and taxes on their personal effects and one vehicle should those arrive within 6 months of the shipper's arrival in the DRC. Should they arrive after that time, both the personal effects and the vehicle will be considered as commercial items and will be subjected to import duties and taxes.</li> <li>▪ Note that a single vehicle (without personal effects) will not be exempted from duties and taxes.</li> <li>▪ Corporate clients and NGOs can be exempted for a small air shipment (less than 4m<sup>2</sup>) and a sea shipment; but not for 2 air shipments or 2 sea shipments.</li> <li>▪ Congolese citizens are only allowed one sea or one air shipment.</li> <li>▪ Food, alcohol, cleaning products etc. cannot be exempted from duties and taxes and will be viewed as merchandise.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Air and sea shipments are generally subject to a customs inspection.</li> </ul>

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	<p>between the government and the NGO establishing the various responsibilities)</p> <ul style="list-style-type: none"> <li>▪ Ministerial agreement (agreement signed between the relevant Ministry and the NGO, renewable every two years)</li> <li>▪ Settlement visa (supplied by the DGM in the DRC)</li> <li>▪ 1<sup>st</sup> settlement attestation (supplied by the DGM in the DRC)</li> <li>▪ Service certificate or employment contract (supplied by the employer)</li> <li>▪ Tax number (obtained from the Finance Ministry)</li> </ul> <ul style="list-style-type: none"> <li>▪ Diplomats: <ul style="list-style-type: none"> <li>▪ Copy of valid passport (including pages displaying the shipper's name, the visa and the DGM's entry stamp)</li> <li>▪ Detailed inventory in French, dated, valued, and signed by the shipper</li> <li>▪ Service certificate or employment contract (supplied by the employer)</li> <li>▪ Diplomatic visa</li> <li>▪ Tax number (obtained from the Finance Ministry)</li> </ul> </li> <li>▪ Returning Congolese citizens: <ul style="list-style-type: none"> <li>▪ Copy of valid passport (including pages displaying the shipper's name, the visa and the DGM's entry stamp). <ul style="list-style-type: none"> <li>▪ Important: the original passport will need to be presented at customs during the customs clearance process</li> </ul> </li> <li>▪ Detailed inventory in French, dated, valued, and signed by the shipper</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ They will be subjected to import duties and taxes.</li> <li>▪ Diplomats are the only ones to be exempted on these product categories.</li> <li>▪ Import taxes are 1% of the CIF value for corporate clients, NGOs and returning Congolese citizens. Diplomats will pay 0.1%.</li> <li>▪ Should the personal effects not be exempted, or should the customer be unable to submit the necessary documents, customs duties and taxes come to approximately 48% of the FOB value.</li> <li>▪ Should the value of the items exceed 2500 USD, a request for import and a VERITAS check will need to be requested. Should a BIVAC certificate not be presented, a fine of 100% of the customs duties will be applicable, on top of the customs duties and taxes to be paid.</li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ Original certificate of change of residence issued by the DRC embassy in the country of origin</li> <li>▪ End of service certificate issued by the employer at origin</li> </ul>		
<b>Motor vehicles</b>	<ul style="list-style-type: none"> <li>▪ Registration card</li> <li>▪ Declaration of value or purchase invoice dated at least 6 months before the shipment's arrival (required for all categories of customers).</li> </ul>	<ul style="list-style-type: none"> <li>▪ The vehicle must be less than 10 years old upon its arrival in the DRC and must have belonged to the client for at least 6 months.</li> </ul>	
<b>Prohibited items</b>		<ul style="list-style-type: none"> <li>▪ Firearms and ammunition</li> <li>▪ Unlawful drugs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Any alcohol imported will be subject to import duties and taxes.</li> </ul>
<b>Pets (dogs, cats, birds)</b>			<ul style="list-style-type: none"> <li>▪ Transport of pets can be as accompanied luggage on your return flight. <ul style="list-style-type: none"> <li>▪ In this case, contact the airline for the official procedure.</li> </ul> </li> <li>▪ Contact a carrier that specialises in the transportation of animals.</li> </ul>



## The FIDI Global Alliance

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