



IMPORTS CHECKLIST

KENYA

Goods	Documents required	Customs Prescriptions	Remarks
Removal goods	<ul style="list-style-type: none"> ▪ 3 original B/L and 2 non-negotiable B/L. ▪ Original passport. ▪ Packing list. ▪ Copy of work permit. ▪ Receipt/invoice for new item. ▪ Baggage Declaration Form C18 signed by customer (obtained in Kenya after arrival). ▪ Import license for new items. ▪ Certificate of origin for foodstuff. ▪ Certificate issued by the Nairobi Firearms Bureau of importing (all firearms). 	<ul style="list-style-type: none"> ▪ The importer must be changing residence, visiting Kenya or returning to Kenya. ▪ A period of 3 months is allowed for importation. ▪ Non-Kenyan citizen (1st time arrivals) are permitted to import used household goods and personal effects duty-free within three months from date of 1st arrival. Household goods must have been in owner's possession for at least 1 year prior to import. ▪ For returning Kenyan citizens, used household goods are duty -free provided they have resided outside Kenya for the last 2 years and have not visited Kenya for 90 days consecutively. ▪ The owner must have arrived in Kenya & the passport should bear the stamp indicating date of arrival. ▪ Goods can be moved into a Customs bonded warehouse pending the arrival of the owner or documents, which should not exceed 12 months. 	<p>- The owner must have arrived before goods can be cleared through customs.</p> <p>- If importer does not qualify at all for duty free status according to Customs prescriptions, Customs may demand inspection of the whole consignment to determine value. Duty will then be levied on strength of clean report of findings and import declaration form.</p> <p>Duties on following items:</p> <ul style="list-style-type: none"> ▪ Office machines and new items are dutiable. ▪ Duplicating machines and electronics might be dutiable since they are not termed as personal effects. ▪ Musical instruments. ▪ More than 3 bottles of an alcoholic drink or wine. ▪ Sporting equipments including bicycles.
Experts under United Nations & Aid Programmes, and N.G.O's. (sometimes refers to as U.N. Contractors) Diplomats and United Nations staff members with Diplomatic passports	<ul style="list-style-type: none"> • D-AI forms approved by Ministry of Finance (for duty free privileges). • Packing list. • Passport. • Customs form C 18. • Bill of lading plus copies. <p>DA 1 – PRO 1B forms approved by Ministry of Foreign Affairs (for duty free privilege).</p> <ul style="list-style-type: none"> • Packing list. • Passport. • Customs C 18 form. • Bill of lading plus copies. 	<p>Goods to be imported within 3 months from the date of arrival in Kenya.</p> <p>Duty-free entry.</p> <ul style="list-style-type: none"> • Alcoholic beverages in excess of two litres must have approval from Ministry of Foreign Affairs in PRO-IA forms. • Goods must be imported within three months from the date of arrival in Kenya. • To import a car, duty exemption documents will have to be issued by the government. 	<p>Goods will be verified by Customs but no duty will be levied except on office machines if any.</p> <ul style="list-style-type: none"> • The owner must have arrived before goods are cleared through Customs. • The owner must have arrived before goods are customs – cleared and passport should indicate date of arrival. • Goods will not be verified at all and seals are broken only on arrival at delivery premises (residence), unless there are serious grounds for presuming that it contains prohibited goods. Such inspection shall be conducted only in the presence of the diplomatic agent or his authorized representative.

<p>Motor vehicles, motorcycles (non-diplomatic)</p>	<p>Documents required for: Used cars:</p> <ul style="list-style-type: none"> ▪ Original logbook or certificate of title plus original translations (if documents are not in English language). ▪ Original B/L. ▪ Work permit (personally owned motor vehicles). ▪ Original passport (personally owned motor vehicles). ▪ Duty exemption documents (where applicable). ▪ If vehicle is dutiable, the following documents will also be required in addition to above. ▪ I.D.F (Import Declaration Form) ▪ Certificate of local value ▪ Certificate of Inspection / C.O.C ▪ Customs C17B Form <p>New cars:</p> <ul style="list-style-type: none"> ▪ Original purchase invoice. ▪ Original B/L. ▪ I.D.F (Import Declaration Form) – For duty paid vehicles. ▪ Certificate of Inspection / C.O.C ▪ Original passport (personally owned Motor vehicles). ▪ Duty exemption documents where applicable. 	<ul style="list-style-type: none"> ▪ Importer must have lived outside Kenya for the last 2 years. ▪ Vehicle must belong to the shipper at least for 3 months prior to date of shipping. ▪ Number of days spent by importer (visited and/or lived) in Kenya in the last 2 years should not exceed 90 days. ▪ Cars imported and registered duty free are not transferable unless duty and V.A.T. are paid. This is calculated on a depreciated value. ▪ If the vehicle is duty free, I.D.F. will not be required; hence, inspection at origin of destination will not be necessary if car has certificate of inspection from origin. ▪ Under this category, importer will be allowed only one duty free car in a lifetime. ▪ This will be ensured by Customs stamping and endorsing the details of the car on importers pass port. ▪ Vehicles must be 2500cc and below 	<ul style="list-style-type: none"> ▪ Importers must be advised properly before importation of vehicles to avoid frustrations and delays by Customs when Customs disapproves duty exemption. Importers should be given details of what is required before they bring in the cars. Importer should fax documents and request for Customs requirement before shipping the car.
<p>Diplomatic vehicles</p>	<ul style="list-style-type: none"> ▪ Duty free PRO-1B forms approved by Ministry of Foreign Affairs. ▪ Passport. ▪ Suppliers invoice for new vehicles. ▪ Certificate and documents of Registration for used cars. ▪ Bill of lading plus copies. ▪ Certificate of Inspection / C.O.C 	<ul style="list-style-type: none"> ▪ Duty free (engine capacity does not matter). ▪ Duty & VAT payable on transfer of ownership. ▪ Passport is not endorsed by Customs. <p>Inspection at origin of destination will not be necessary if car has certificate of inspection from origin.</p>	<p>U.N. staff members are restricted to only one vehicle. Diplomatic agents may import free of customs duty and VAT two cars - if they are married and accompanied in Kenya by their spouses. If they are single, or are married but not accompanied by their spouses in Kenya, then they are entitled to one duty free car.</p> <p>KEBS inspection if Certificate of Inspection is not present from origin.</p>
<p>Vehicles for experts under United Nations Programmes and N.G.O.'S (not employees of U.N. but contractors by U.N. on aid projects)</p>	<ul style="list-style-type: none"> ▪ Duty-free D A I Forms approved by the Ministry of Finance. ▪ Passport. ▪ Suppliers invoice for new vehicles. ▪ Certificate and documents of Registration for used cars. ▪ Bill of lading plus copies. ▪ Certificate of Inspection / C.O.C 	<p>The government strictly restricts duty and VAT permission on these categories of importers. It is highly advised to get approval before importation.</p>	<p>KEBS inspection if Certificate of Inspection is not present from origin.</p>
<p>Firearms</p>	<p>Valid firearm certificate to be issued by Kenya firearms bureau.</p>		

Plants	Health Certificate and official Phytosanitary Certificate from the Ministry of Agriculture issued immediately prior to shipping.	Plants will be cleared locally by Ministry of Agriculture prior to release by Customs.	There are normally officers from Ministry of Agriculture in ports of entry.
Live animals	<ul style="list-style-type: none"> ▪ Importation permit to be issued by the Foreign Ministry at origin. ▪ Anti-rabies vaccine certificate not more than one month old will be required. ▪ IDF ▪ Exemption letter 	The Ministry of Livestock Development and Ministry of Health will clear pets locally before clearance by customs.	There are normally officers from the Ministry concerned at the ports of entry.
Game trophies, drugs, toy-pistols, traps for animals, explosives, false money, rifles and air-guns, prints, unwrought, precious metal and stones, mechanical gambling machines, indecent literature, articles of sex publications		Importation prohibited or restricted.	Imported only after application and approval by the Ministries concerned.
Liquor, Tobacco, cigarettes	<ul style="list-style-type: none"> ▪ Pro 1A 	Missions are expected to note that drinks and tobacco will be allocated on a quarterly basis as follows: - Spirits - Up to 40 bottles per quarter Wines - Up to 180 bottles per quarter Beer.	Application made to Chief of Protocol, Ministry of Foreign Affairs and International Co-operation.
GENERAL CARGO	<ul style="list-style-type: none"> ▪ 2 Bill of Lading ▪ IDF ▪ PIN ▪ Air waybill ▪ Packing List ▪ C52 – Declaration of values ▪ Original Commercial Invoice 		
Drugs	<ul style="list-style-type: none"> ▪ Import Permit – Poisons Board ▪ Certificate of Registration ▪ Analysis certificate 	Obtained from Medicine and Poisons Board	
Chemicals	<ul style="list-style-type: none"> ▪ Certificate of Analysis 	Obtained from supplier	
Foodstuffs	<ul style="list-style-type: none"> ▪ C.O.C ▪ Port Health Permit 	Obtained from Ministry of Health	