



TIMOR-LESTE
Customs
Authority



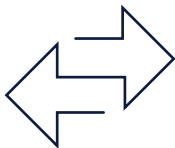
Declaring Excess Goods at the Airport

A Step-by-step Guide for Travelers

English version

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Information provided within this guidance manual is correct at the time of publication; however, rules and regulations may be subject to change. If you are in any doubt, please visit the Customs Trade Portal for further information at: **www.customs.gov.tl**



Why should you read this guide?

The Government of Timor-Leste is committed to supporting the national economy by encouraging and facilitating legitimate commercial trade. As the government agency charged with the movement of goods across our borders, we play a pivotal role in protecting the country from the import and export of illegal or restricted goods, and we help to ensure that we collect the correct duties and taxes on behalf of the government.

This booklet includes the following parts:

Part I — Your Responsibilities

03

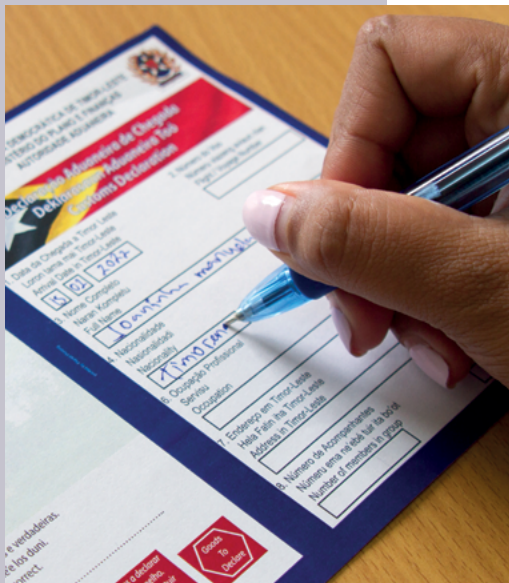
Part II — Declaring Your Goods

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This booklet aims to help you understand your legal responsibilities when you arrive at Timor-Leste by air, your duty free allowances, and the process you must follow if you carry goods worth more than USD 300. You can find more helpful information about this process and the other changes that we are making by visiting the Customs Trade Portal at: **www.customs.gov.tl**

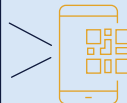
PART I

Your Responsibilities



Customs Arrival Declaration Form

www.customs.gov.tl/document-database/



Scan the qrcode to download the form

Customs Authority

Our mission is to ensure that we can:

- Secure our nation's borders, and stop illegal or restricted goods from entering or exiting the country
- Ensure that all appropriate duties and taxes are collected in a fair and transparent way
- Prevent major losses in revenue caused by inefficiencies or illegal activities
- Facilitate trade, and attract investment by making it easier for businesses to import and export goods
- Identify and eradicate corruption from within our workforce.

To help us achieve our mission and further to provisions contained within the Customs Code (Decree-Law: 14/2017), we are legally entitled to search any goods, person, vehicle, or other conveyance that enters or exits the territory of Timor-Leste.

If you believe you may be exempt from these types of controls because you hold diplomatic status as per the Vienna Convention on Diplomatic Relations (1961), then you should advise one of our team immediately if we try and examine your baggage. Our team will require you to provide evidence of your exemption, such as showing us your Diplomatic passport or similar.

Customs Arrival Declaration Form

When you arrive as a traveler in Timor-Leste, in accordance with the Customs Code (Decree-Law 14/2017), you are legally required to complete a Customs Arrival Declaration form. A copy of this document is shown in the adjacent image.

Bringing Money into Timor-Leste

If you intend to bring in or take out USD 20,000 or more or an equivalent amount in any other currency, then you must obtain prior authorization from the Central Bank of Timor-Leste

Your Duty Free Allowances

To qualify for your duty free allowance, your goods must be:

Carried with you;

- For non-commercial use up to the value of USD 300; and
- Appropriate for your personal or family use or intended to be offered as gifts, i.e., the nature and amount of goods should not convey that you or others may use them for commercial activity.

If your goods do not meet these criteria, you are legally required to declare them to us upon arrival. This simple process is described further in Part 2 of this booklet.

The amount of duty-free goods that you can bring in is also limited per traveler as follows:

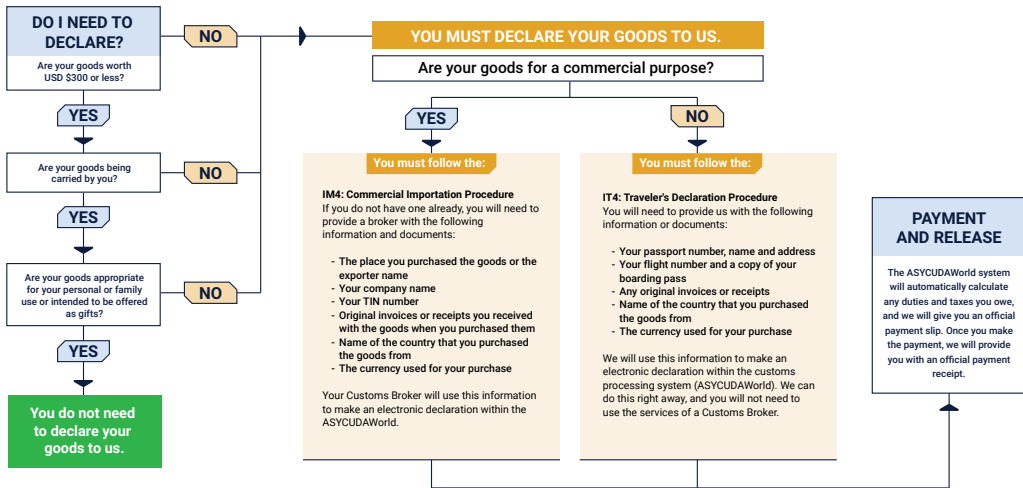
- Tobacco Products: 200 cigarettes; or 100 cigarillos; or 75 cigars; or 30 grams of cut tobacco
- Alcoholic Beverages: 2.5 liters (more than 22% vol.) or 5 liters of wine
- Perfume: 75 grams
- Eau de Toilette (perfumes): 0.375 liter
- Coffee or Tea: 1 kg of coffee or 200 grams or 80 grams of tea essence

Non-accompanied Baggage

If your luggage does not arrive with you, we will temporarily hold onto it until you can come to the airport to collect it yourself. When you come to the airport, you must follow the same process as if you had just arrived in Timor-Leste.

PART II

Declaring Your Goods





Declaring Your Excess Goods

If your goods are valued at more than \$300 and you are not importing these goods as a commercial entity or for a commercial purpose, you can easily make a declaration to us using the Traveler's Declaration (IT4) procedure.

If your goods are for commercial purposes or you are importing them as a commercial entity, then you will need to make a commercial declaration (IM4).

We can help you with these different procedures after advising us about your goods and the associated value(s).



Travelers Declaration (IT4)

You will need to provide us with the following information or documents:

- Your passport number
- Your name
- Your address
- Telephone number
- Your flight number
- Any original invoices or receipts you received with the goods when you purchased them
- Name of the country that you purchased the goods from
- The currency used for your purchase



We will use this information to make an electronic declaration within the customs processing system (ASYCUDAWorld). We can do this right away, and you will not need to use the services of a Customs Broker.

The system will automatically calculate any duties and taxes you owe, and we will give you an official payment slip. Once you make the payment, we will provide you with an official payment receipt.



Commercial Goods

If your goods are for a commercial purpose or you are importing them as a commercial entity, then you must follow the Commercial Importation (IM4) procedure.

For this process, you will need the services of a Customs Broker who will prepare the Declaration (IM4) on your behalf and submit it to us at our office in the airport.

You will need to provide the Customs Broker with the following information or documents:

- Name of the place you purchased the goods or the exporter name
- Your company name
- Your TIN number
- Any original invoices or receipts you received with the goods when you purchased them
- Name of the country that you purchased the goods from
- The currency used for your purchase



The Customs Broker will use this information to make an electronic declaration within ASYCUDAWorld which we will then process.

When the process is completed we will give you or your Customs Broker an official payment slip for the duties and taxes you owe. Once payment is made, we will provide you with an official payment receipt and your goods will be released for you or your Customs Broker to collect.





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