



Import Customs guide **TOGO**

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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
Personal effects	<ul style="list-style-type: none">▪ Clear and legible copy of passport▪ Certificate of change of residence or certificate of move issued by the municipality at origin▪ Certificate of work transfer▪ Detailed, valued inventory dated and signed by the client, in French▪ Non-sale certificate (mentioning that goods/items were purchased more than 6 months before the client's arrival in the destination country and that the client does not intend to resell them).		
Motor vehicles	<ul style="list-style-type: none">▪ Original car registration documents▪ Vehicle purchase invoice if the vehicle is new▪ Invoice or value certificate for motorbikes and scooters▪ Certificate of change of residence or certificate of move issued by the municipality at origin▪ Certificate of work transfer.	<ul style="list-style-type: none">▪ It is strongly advised to ship vehicles in containers to avoid damage or looting during transit.▪ Should the original car registration documents not be available, a declaration of loss must be obtained at the cost of EUR 50.	
Categories eligible for the exemption scheme:	<ul style="list-style-type: none">▪ Diplomats from the German, French and US Embassies. This includes diplomats and personnel who are recognized as members of their diplomatic and/or military assistance mission. Personal effects and one vehicle will be exempted from import duties and		

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	<p>taxes.</p> <ul style="list-style-type: none"> ▪ Clients from organizations with privileged agreement status: The European Union, United Nations, IMF, World Bank, some NGOs as well as any organization to which an exemption agreement was granted by the Togolese government (on presentation of evidence). ▪ Diplomats and personnel recognized as members of their diplomatic mission will be exempted from import duties and taxes on their personal effects and one vehicle. However, a 1% import charge based on the value of the goods is applicable and the scanning of the container will have to be paid (a proof of these costs will be supplied). 		
Taxable Clients: Corporations, individuals and Togolese citizens: Personal effects	<ul style="list-style-type: none"> ▪ Personal effects of corporate or private customers and returning Togolese citizens will be taxed at 5% of the CIF value. Foreigners will need a change of residence certificate and a certificate of work transfer. Returning Togolese citizens will need to present the change of residence certificate only. 	<ul style="list-style-type: none"> ▪ Should those documents not be available, customs duties will be applicable at 26% and VAT will be applicable at 18%. 	
Taxable Clients: Corporations, individuals and Togolese citizens: Vehicles	<ul style="list-style-type: none"> ▪ Vehicles are taxed at 54% of the value stipulated by COTEC on presentation of the original registration papers. 	<ul style="list-style-type: none"> ▪ Motorbikes are taxed at 54% of the value shown on the invoice or the value certificate. 	<ul style="list-style-type: none"> ▪ Please note: A minimum fixed tax will be levied on all second-hand imported vehicles (1% of the value determined by COTEC – an agency approved by Togolese customs). This tax applies to all categories of customers, whether exempted or not. ▪ Customs taxes are payable cash or by certified cheque before delivery can take place. ▪ All new items will be taxed.

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Weapons			<ul style="list-style-type: none"> Importation of any firearms and ammunition is strictly forbidden.



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