

Import Procedure for Personal Effects & Household Goods to Beijing

1. Client to provide necessary documents in order to apply for an **Import Permit**.
The necessary documents includes,
 - a. Passport of shipper (original)
 - b. Residence Permit of shipper (original)
 - c. Work Permit of shipper (original)
 - d. Packing list (copy)
 - e. Ocean Bill of Lading(OBL)/Airway Bill(AWB) (copy)
 - f. Application Form for Import/Export of Personal Effects (original, need shipper's signature and company stamp).
2. The customer needs to be present at Customs in person for the application of Import Permit. Our agent will accompany you to the Customs office.
3. After obtaining the Import Permit, we need to pass the following documents to Customs for customs clearance,
 - a. Passport of shipper (copy)
 - b. Residence Permit of shipper (copy)
 - c. Work Permit of shipper (copy)
 - d. Import Permit (original)
 - e. Packing list (copy)
 - f. OBL/AWB
 - g. Authorization Letters for Customs clearance (original, need shippers signature and company stamp)
4. When the Customs clearance is finished, we coordination with the customer and delivery agents to arrange the delivery.
5. For Hong Kong passport holder, The necessary document for import permit is:
 - a. Hong kong ID card (original)
 - b. Hong kong "Tong Xing Zheng" (original)
 - c. Work Permit of shipper (original)
 - d. Residence Permit from local police station of shipper's residence (original)
 - e. Application Form for Import/Export of Personal Effects (original, need shipper's signature and company stamp)
 - f. Packing list (copy)
 - g. Ocean Bill of Lading(OBL)/Airway Bill(AWB) (copy)