

Hand Carry Procedures

In the course of doing business, a sales person, researcher, service technician or marketing executive may find a need to hand carry demonstrations sets, samples, spare parts and/or accessories to other countries. Traders should be aware of the administrative requirements of such activities in order to avoid stoppage at Customs, penalties and fines.

- **Declare Import/Export Permit**
 - Customs in various countries have different regulations that dictate when a permit needs to be declared
 - This is usually dependent on quantity or value of cargo
 - If necessary, the trader should engage a broker to declare the required permit
- **Furnish Documents to Customs**
 - The trader must proceed to furnish all documents and present the item to Customs at the originating and destination countries
 - This typically requires the trader to find the Customs office
 - Submitting documents at the immigration counter for hand carry cargo is usually not accepted
- **Apply for the right type of Permit**
 - If the trader intends to return to origin carrying the same item, a temporary export permit should be taken in order to avoid paying import duties upon return.

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