

# Thailand Import Guide

Feder

Medium Box

Updated: July 2021



## Welcome valued customers to our import clearance guidelines for FedEx shipments to Thailand

Updated: July 2021

These guidelines introduce what you should know before shipping packages to Thailand in order to avoid unnecessary clearance troubles and delays.

These guidelines have been prepared for the sole purpose of providing information for customers to use as a reference. While FedEx has attempted to ensure the accuracy of the information, FedEx makes no guarantees or representations of any kind, express or implied, regarding the accuracy, completeness, recency, reliability, usefulness or fitness for a particular purpose, and FedEx is not liable or responsible in any way for any inaccurate or incomplete information.

(COMMENSION)

 $\bigcirc$ 

Our FedEx Import Clearance Guidelines provides you with the information you need to import shipments to Thailand. We will guide you through an easy journey to get the support and resources you need on fedex.com.

#### How to

How to import products to Thailand (Overview) Page 3 to find more

How to import personal goods (sample) Page 4 to find more

How companies import products (sample) Page 5 to find more

How to calculate duty and tax Page 18 to find more

How to prepare documents for import Page 20 to find more

How to prepare documents for registration with Customs Page 17 to find more

## Information

Prohibited Items (cannot be imported) Page 7 to find more

**Restricted Items** (have import controls, a license is required) Page 8-14 to find more

**Special Handling products** such as temperature-controlled goods and dangerous goods <u>Page 15 to find more</u>

Privileges.. Free Zone , EPZ and Bonded Page 17 to find more

## FedEx Tips

Tips to smooth the clearance process Page 6 to find more

New Customer Center Link to

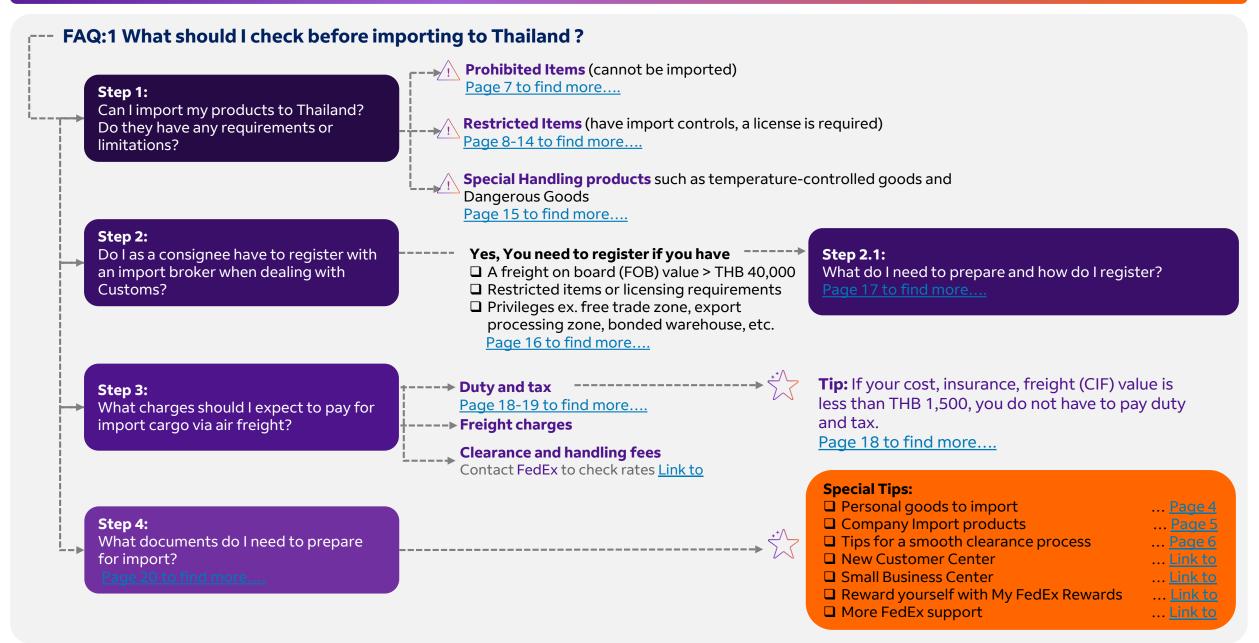
Small Business Center Link to

Reward yourself with My FedEx Rewards Link to

More FedEx support Link to



## Let's explore what you can find in guidelines.



#### Importing personal goods

Jane would like to import lipstick with different colors – six units. She ordered from an online platform and the total value is THB 1,000. Let's help Jane prepare her import shipment.

**Step 1:** Can I import my products to Thailand? Do they have any requirements or limitations?

Jane checked the <u>Prohibited</u> and <u>Restricted</u> lists and found her lipstick requires an FDA -<u>license</u> for import.

#### Step 2:

Do I as a consignee have to register with an import broker to process my shipment with Customs?

**Step 3:** What charges should I expect to pay for importing cargo via air freight?

**Step 4:** What documents do I need to prepare for import? Jane found that she needs a license but she has never imported products to Thailand. She needed to <u>register the</u> <u>imported goods with Customs.</u>

Jane contacted FedEx to check her charges and consult about the correct H.S Code to calculate <u>duty and tax</u>.

By contacting FedEx at 1782 or <u>THICC@fedex.com</u> for support registering her shipment, Jane was connected to a customs brokerage team for advice about the <u>document</u> she needs to prepare.

Back to Hor



#### Importing company products

Company A would like to import machine parts for maintenance. These parts are supposed to be used for a drilling machine. This company is located in a free trade zone.

#### Step 1:

Can I import my products to Thailand? Do they have any requirements or limitations? Company A checked the <u>"Prohibited"</u> and <u>"Restricted"</u> lists and discovered the machine parts require Thai Industrial Standards Institute (TISI) <u>license</u> for import. The company also used its free trade zone <u>privileges</u>, which is no custom duties on machinery to import. So, company A provided its license, free trade zone no. for pre-clearance.

#### Step 2:

Do I as a consignee have to register with an import broker to process my shipment with Customs? Company A would like FedEx to support its clearance process but had never authorized FedEx to be the broker. So, they required to provide documents and authorize FedEx to <u>Register its Import with Customs.</u>

**Step 3:** What charges should I expect to pay for importing cargo via air freight?

Company A provided the H.S Code for FedEx to check <u>duty</u> <u>and tax</u> and provided product details and the machine manual to support declaration.

**Step 4:** What documents do I need to prepare for import?

Company A can check which <u>documents</u> need for importations and pass these documents to FedEx Broker for process pre-clearance. By contacting FedEx at 1782 or

## Tips to a smooth clearance process

- ✓ To avoid clearance delays and extra costs, if your shipment requires licenses, has privileges or must be registered with Customs, ensure the documentation is available prior to the shipment's arrival.
- We can accept pre-clearance documentation; please contact THICC@fedex.com.
- The consignee's name must be the same on the air waybill (AWB)/ invoice/ packing list/ import registration — all documents must be aligned.
- To avoid amendments, the personal title (Mr., Ms., Mrs. or Miss) must be stated in the name field on the AWB.
- A Thai description is required for the preparation of the declaration entry.
- All the information stated in the commercial invoice must be filled out in English.
- Provide as much product detail as you can to support the customs inspection and prepare for the declaration entry

Documents/ info. to support and justify the tariff rate.

- Commercial invoice
- Product description (In Thai)
- Manual /catalog
- Usage purpose
- Brand /model
- Material
- Volume, dimension, weight
- Price (evidence of purchasing price)



#### $\triangle$ Narcotics group:

Tobacco, dry tea leaf, Baraku, Shisha, Hookah (water pipe), Narghile (Hookah), narcotics marijuana, hemp, opium, cocaine, morphine, heroin, etc.

Hubble-Bubble (water pipe), e-liquid cigars, metal tube and stainless-steel pipe for e-liquid, vaping devices electronic cigarettes (coils, integrated circuits, etc.)

#### $\wedge$ Fake notes or coins:

- Fake currency, bonds or coins
- Goods with the Thai national flag
- Fake royal seals & official seals

#### △ Pornographic materials:

- Sex toys (any kind)
- Pornographic materials
- Lust treatment products

Reserved animals or (The Convention on International Trade in Endangered Species of Wild Fauna and Flora –CITES) listed wildlife:

- Beef products
- Seeds, any type of seed

## Counterfeit trademark goods and intellectual property rights (IPR) infringement goods:

- Fake branding products (Nike, Louis Vuitton, etc.)
- Obscene objects (literature, pictures)
- Graven images (religious idols)
- Counterfeit trademark goods
- IPR infringement goods

#### $\triangle$ Other:

- Tires (used)
- Home appliances (used)
- Medicine (personal use)
- Plastic scraps or wastes
- Explosives (explosives are a prohibited item & are unable to be shipped by FedEx)

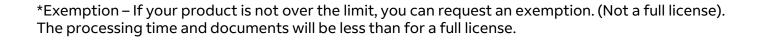




**Tips:** If your product falls under the "Restricted Items-Control to Import," we recommend you prepare a **license** in advance of importing the cargo to avoid clearance delays. Requesting a license may take 3-7 days depending on the readiness of the documents you submit. License can be requested by yourself or contact **FedEx** for support. [FDA, TISI, NBTC, Agricultural, Permit of Industrial Work, Permit of Measurement]

Group	Commodity list	Exemption	What we recommend you prepare	Where to obtain a license
Food and Drug Administration (FDA) Food and Beverage	<ol> <li>Food, snack, beverage</li> <li>Food material</li> <li>Sample of food, snack, beverage</li> </ol>	<ul> <li>Not more than 30 days of consumption</li> <li>Sample food</li> <li>For more information on sample food visit.</li> <li>https://www.fda.moph.go.th/sit es/food/Permission/O-16.pdf</li> </ul>	<ul> <li>- FDA License</li> <li>- Import purpose</li> <li>- Invoice / air waybill (AWB)</li> <li>- Company registration (valid for 3 months) / Personal ID with signature</li> <li>- Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>- Catalog (If any)</li> <li>- Price (evidence)</li> </ul>	Food and Drug Administration http://drug.fda.moph.go.th
Food and Drug Administration (FDA) Medicine Supplement	<ol> <li>Supplements</li> <li>Vitamin</li> <li>Medicine</li> </ol>	- Foreigners imported medicine usage for not more than 30 days of consumption, it is required to have a medical certificate from hospital and work permit **A medical certificate from a clinic is unacceptable	<ul> <li>- FDA License</li> <li>- Import purpose</li> <li>- Invoice / AWB</li> <li>- Company registration (valid for 3 months) / Personal ID with signature</li> <li>- Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>- Catalog (If any)</li> <li>- Price (evidence)</li> <li>- Medical certificate</li> </ul>	Food and Drug Administration <u>http://drug.fda.moph.go.th</u>

Continue Click >>





Group	Commodity list	Exemptions	What we recommend you prepare	Where to obtain a license
Food and Drug Administration (FDA) Medical Device	<ol> <li>Medical equipment</li> <li>Medical parts</li> <li>Surgical masks</li> </ol>	- Not more than one unit	<ul> <li>FDA license</li> <li>Import purpose</li> <li>Invoice / air waybill (AWB)</li> <li>Company registration (valid for 3 months) / Personal ID with signature</li> <li>Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>Catalog (If any)</li> <li>Price (evidence)</li> <li>Medical certificate</li> </ul>	Food and Drug Administration <u>http://drug.fda.moph.go.th</u>
Food and Drug Administration (FDA) Cosmetics	<ol> <li>Cosmetics</li> <li>Material for cosmetics</li> </ol>	- Not more than six pieces/items	<ul> <li>FDA license</li> <li>Import purpose</li> <li>Invoice / AWB</li> <li>Company registration (valid for 3 months) / Personal ID with signature</li> <li>Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>Catalog (If any)</li> <li>Price (evidence)</li> </ul>	Food and Drug Administration http://drug.fda.moph.go.th
Thai Industrial Standards Institute: (TISI) Industrial Products	<ol> <li>Toys</li> <li>Electric equipment</li> <li>Metal</li> <li>Glass</li> <li>Machine, industry equipment</li> <li>Detergent</li> <li>Light bulbs</li> <li>Etc.</li> </ol>	<ul> <li>Toys not more than six units</li> <li>Grill, electric pan, electric fan, iron, electric appliances for skin and hair care not more than two units</li> </ul>	<ul> <li>TISI license</li> <li>Import purpose</li> <li>Invoice / AWB</li> <li>Company registration (valid for 3 months) / Personal ID with signature</li> <li>Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>Catalog (If any)</li> <li>Price (evidence)</li> </ul>	Thai Industrial Standards Institute <u>http://www.tisi.go.th</u>
				Continue Click >>



Group	Commodity list	Exemption	What we recommend you prepare	Where to obtain a license
The National Broadcasting and Telecommunicatio ns Commission (NBTC) Communication Devices	<ol> <li>Telephone</li> <li>Communication equipment</li> <li>Cable</li> <li>Modem</li> </ol>	- No need for a license for mobile phones but you need to certify it is genuine. Please visit <u>http://mocheck.nbtc.go.th/</u> for more information	<ul> <li>- NBTC license</li> <li>- Import purpose</li> <li>- Invoice / air waybill (AWB)</li> <li>- Company registration (valid for 3 months) / Personal ID with signature</li> <li>- Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>- Catalog (If any)</li> <li>- Price (evidence)</li> </ul>	The National Broadcasting and Telecommunications Commission <u>http://www.nbtc.go.th</u>
Excise Alcohol, Card	<ol> <li>Wine</li> <li>Champaign</li> <li>Beer</li> <li>Cards</li> <li>Luxury goods</li> <li>Crystal</li> <li>Battery</li> </ol>	Alcohol samples or for non- commercial use only must be less than 10 llitres	<ul> <li>Excise license</li> <li>Import purpose</li> <li>Invoice / AWB</li> <li>Company registration (valid for 3 months) / Personal ID with signature</li> <li>Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>Catalog (If any)</li> <li>Price (evidence)</li> </ul>	Excise Department https://www.excise.go.th
Kimberly Certificate Rough Diamonds	1. Rough diamonds		- <b>Kimberly certificate</b> - Import purpose - Invoice / AWB - Company registration (valid for 3 months) / Personal ID with signature - Authorization for FedEx or your brokerage firm to clear the shipment - Catalog (If any) - Price (evidence)	

Continue Click >>



Group	Commodity list	Exemptions	What we recommend you prepare	Where to obtain a license
Department of Agriculture (DOA) Plant product related	<ol> <li>Branches</li> <li>Seeds</li> <li>Urea (non-FedEx clearance only)</li> <li>Fertilizers</li> <li>Substances</li> <li>Products used with plants, such as herbicides.</li> </ol>		<ul> <li>DOA license</li> <li>Import purpose</li> <li>Invoice / air waybill (AWB)</li> <li>Company registration (valid for 3 months) / Personal ID with signature</li> <li>Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>Catalog (If any)</li> <li>Price (evidence)</li> </ul>	Department of Agriculture <u>http://www.doa.go.th/</u>
Central Bureau of Weights and Measures (CBWM) Measurement Equipment	<ol> <li>Load cell</li> <li>Flow meter</li> <li>Weight machine</li> <li>Ruler not over 12 inches</li> </ol>		<ul> <li>- CBWM license</li> <li>- Import purpose</li> <li>- Invoice / AWB</li> <li>- Company registration (valid for 3 months) / Personal ID with signature</li> <li>- Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>- Catalog (If any)</li> <li>- Price (evidence)</li> </ul>	Central Bureau of Weights and Measures <u>http://www.cbwmthai.org</u>
Department of Livestock Development (DLD) Livestock Product	<ol> <li>Livestock</li> <li>Livestock product related</li> <li>Animal feed</li> <li>Animal medicine</li> <li>Animal-derived products, such as maize, soybean meal</li> </ol>		<ul> <li>DLD Certificate</li> <li>Import purpose</li> <li>Invoice / AWB</li> <li>Company registration (valid for 3 months) / Personal ID with signature</li> <li>Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>Catalog (If any)</li> <li>Price (evidence)</li> </ul>	Department of Livestock Development <u>http://www.dld.go.th</u>

Back to Home Feelex

Express

Continue Click >>

Group	Commodity list	Exemptions	What we recommend you prepare	Where to obtain a license
Defense Defense Industry Products	<ol> <li>Black powder</li> <li>Barium nitrate</li> <li>Chemicals</li> <li>Gas for military industry use</li> </ol>		<ul> <li>Defense Industry license</li> <li>Import purpose</li> <li>Invoice / air waybill (AWB)</li> <li>Company registration (valid for 3 months) / Personal ID with signature</li> <li>Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>Catalog (If any)</li> <li>Price (evidence)</li> </ul>	Defense Industry Department 0-2241-0430
Department of Primary Industries and Mines (DPIM) Primary Industry and Mines	<ol> <li>Natural Barium Sulfate (Baride) ore</li> <li>Mineral concentrate</li> </ol>		<ul> <li>DPIM license</li> <li>Import purpose</li> <li>Invoice / AWB</li> <li>Company registration (valid for 3 months) / Personal ID with signature</li> <li>Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>Catalog (If any)</li> <li>Price (evidence)</li> </ul>	Department of Primary Industries and Mines <u>http://www.dpim.go.th/</u>
Office of the cane and sugar board (OCSB) Sugar Product	<ol> <li>Sugar</li> <li>Added flavoring</li> <li>Added color</li> </ol>		<ul> <li>OCSB certificate</li> <li>Import purpose</li> <li>Invoice / AWB</li> <li>Company registration (valid for 3 months) / Personal ID with signature</li> <li>Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>Catalog (If any)</li> <li>Price (evidence)</li> </ul>	Thailand Sugarcane Breeding Center <u>http://www.ocsb.go.th</u>
				Continue Click >>



Group	Commodity list	Exemptions	What we recommend you prepare	Where to obtain a license
World Trade Organization (WTO) WTO Product List	<ol> <li>Product on WTO list</li> <li>Garlic</li> <li>Coffee</li> <li>Tea</li> <li>Pepper</li> <li>Soybean</li> <li>Sugar</li> <li>Etc.</li> </ol>		<ul> <li>WTO certificate</li> <li>Import purpose</li> <li>Invoice / air waybill (AWB)</li> <li>Company registration (valid for 3 months) / Personal ID with signature</li> <li>Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>Catalog (If any)</li> <li>Price (evidence)</li> </ul>	Department of Foreign Trade <u>www.dft.go.th/</u>
Fine Art Department Fine Art	<ol> <li>Buddha image</li> <li>Artifacts</li> <li>Antiques</li> </ol>		<ul> <li>Fine Art certificate</li> <li>Import purpose</li> <li>Invoice / AWB</li> <li>Company registration (valid for 3 months) / Personal ID with signature</li> <li>Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>Catalog (If any)</li> <li>Price (evidence)</li> </ul>	Fine Arts Department http://nsw.finearts.go.th
Department Of Provincial Administration (DOPA) Gun Product	<ol> <li>Guns</li> <li>Bullets</li> <li>Equivalents to guns</li> </ol>		<ul> <li>DOPA certificate</li> <li>Import purpose</li> <li>Invoice / AWB</li> <li>Company registration (valid for 3 months) / Personal ID with signature</li> <li>Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>Catalog (If any)</li> <li>Price (evidence)</li> </ul>	Department Of Provincial Administration <u>https://dopa.go.th/</u>
				Continue Click >>



Group	Commodity list	Exemptions	What we recommend you prepare	Where to obtain a license
Department of Medical Science Ministry of Public Health (DMSC) Biological	<ol> <li>Pathogens</li> <li>Blood samples</li> <li>Lymph</li> <li>Animal toxins</li> </ol>		<ul> <li>- DMSC certificate</li> <li>- Import purpose</li> <li>- Invoice / air waybill (AWB)</li> <li>- Company registration (valid for 3 months) / Personal ID with signature</li> <li>- Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>- Catalog (If any)</li> <li>- Price (evidence)</li> </ul>	Biological Institute Department of Medical Science Ministry of Public Health www.dmsc.moph.go.th/
Fisheries Marine Products	1. Marine products		<ul> <li>Fine art certificate</li> <li>Import purpose</li> <li>Invoice / AWB</li> <li>Company registration (valid for 3 months) / Personal ID with signature</li> <li>Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>Catalog (If any)</li> <li>Price (evidence)</li> </ul>	
Department of Industrial Works (DIW) Hazardous chemicals for industrial use	<ol> <li>Chemicals</li> <li>Hazardous substances industrial use</li> </ol>		<ul> <li>DIW certificate         <ul> <li>Import purpose</li> <li>Invoice / AWB</li> <li>Company registration (valid for 3 months) / Personal ID with signature</li> <li>Authorization for FedEx or your brokerage firm to clear the shipment</li> <li>Catalog (If any)</li> <li>Price (evidence)</li> <li>Specification or Material Safety Data Sheet (MSDS) declared 100% of composition and Chemical Abstracts Service Number (CAS no.)</li> </ul> </li> </ul>	







**Tips:** If your have products that require special handling such as temperature control, bulk and dangerous goods, contact **FedEx** to prepare the documentation.

#### Temperature control (cold)

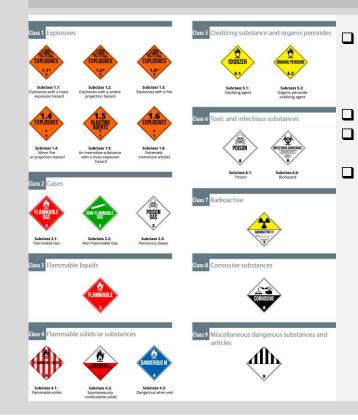


Room temperatur	e 15 to25	Celsius
Chilled	2 to 8	Celsius
Frozen	-20 to 0	Celsius

-Cold shipping packaging keeps your temperature between 2°C and 8°C (35°F and 46°F) for up to 96 hours

Remark: To ship chilled and frozen products, we recommend contacting FedEx to discuss solutions in advance. In Thailand only temperaturecontrolled packaging is available. No room temperature-controlled is available.

#### Dangerous Goods (DG)



- The customer is responsible for identifying, classifying, packaging, marking, labeling and documentation. More information please click <u>here</u>. Class 1 and 7 cannot ship with FedEx
- MSDS (Material Safety Data Sheet) must be provided.

A DG import certificate is required; for more information visit www.diw.go.th/



# Privileges ex. free trade zone, export processing zone, bonded warehouse, diplomatic clearance, etc.

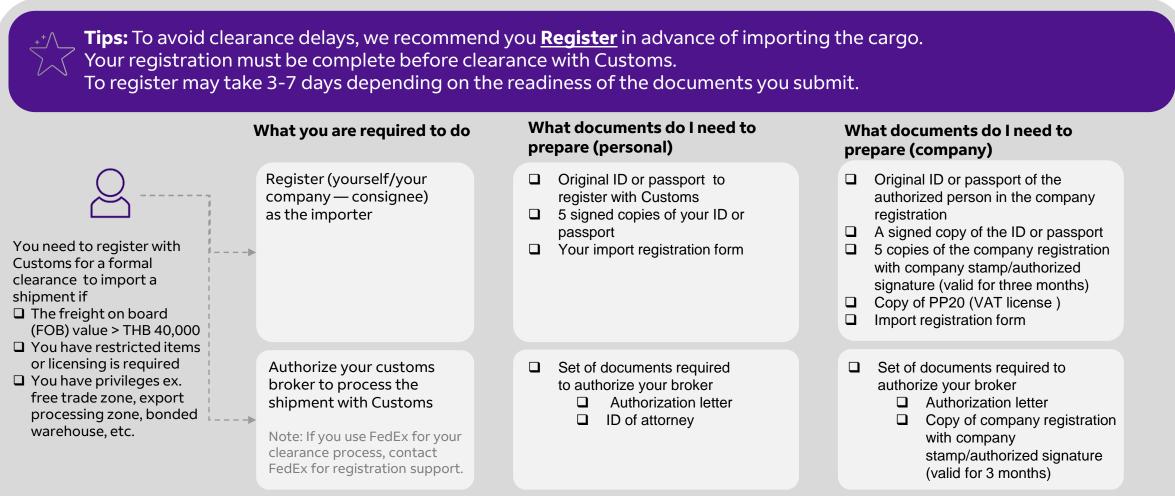
Page 16



**Tip:** To avoid clearance delays we recommend you prepare a **<u>Privileges License</u>** in advance of importing cargo if your product utilizes "Privilege Benefits" such as free trade zone, export processing zone and bonded warehouse.

Privileges	Free Trade Zone (FTZ)	Export Processing Zone (EPZ)	Bonded Warehouse (WH)
No custom duties, value added tax (VAT) or excise tax on merchandise imported into/exported out of the zone	$\checkmark$	$\checkmark$	$\checkmark$
No custom duties or other taxes on merchandize transferred to an EPZ or bonded warehouse, or between free trade zones and to a Board of Investment (BOI) promoted project	$\checkmark$	$\checkmark$	$\checkmark$
No excise tax	$\checkmark$	$\checkmark$	$\checkmark$
VAT 0% for domestic products entered for storage, processing and export	$\checkmark$	$\checkmark$	Х
No alcohol tax including stamp and fee	$\checkmark$	Х	Х
A variety of activities can be conducted including assembling, storing, cleaning, sorting, grading, inspecting, testing, relabeling, repackaging, displaying, exhibiting, repairing, combining foreign and/or domestic content, and manufacturing and processing.	$\checkmark$	$\checkmark$	$\checkmark$
No custom duties on machinery, equipment and raw material entered for manufacturing and export	$\checkmark$	$\checkmark$	$\checkmark$
No bank guarantee required	$\checkmark$	$\checkmark$	х
No limitation on storage time l	$\checkmark$	$\checkmark$	2 years
Factory operation permission fee exemption	$\checkmark$	Х	Х
No standard quality control (QC)	$\checkmark$	Х	Х





1) To avoid amendments that will impact the processing time and lead to extra costs, in the air waybill (AWB)be sure the consignee name is the same as the name on the import registration.

For personal consignees, the title (Mr., Ms., Mrs. or Miss) must be stated in the name field on the AWB. 2) If you haven't had an import shipment with Thai Customs within six months for personal shipments and two years for company shipments, you will have to register again.



For more info visit http://www.customs.go.th/

## How to calculate duty and tax

	Calculation
Cost, Insurance, Freight (CIF)	[Freight On Board (FOB) value + 1% Insurance] + Freight charge
Import Duty	CIF x Tariff rate
Value Added Tax (VAT)	(CIF + Import duty) x 7%
Duty and Tax	Import duty + VAT

- **FOB Value** = Product value shown on the air waybill (AWB) and invoice
- **CIF Value** = Cost (FOB value), Insurance and Freight
- Insurance = Product insurance
  - If you buy product insurance, you must submit the insurance certificate and reference that insurance to calculate the CIF value
  - If you do not buy product insurance, it will be calculated at 1% of the CIF value
- Freight Charge
  - Freight Charge Is calculated based on dimension, volume and weight (Dim Weight). Normally the freight charge is included in the bill to the consignee or it can be included in the invoice
  - Freight Zone Is calculated based on Dim Weight x the original freight rate. The Freight Zone will apply following the customs announcement (Freight Rate by Zone) and is normally included in the bill to the shipper





## How to check Duty and Tax



#### **Contact FedEx 1782 for support**

Documents /info. to support and justify the tariff rate

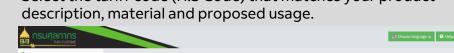
- Commercial invoice
- Product description (In Thai)
- Manual /catalog
- Proposed product usage
- Brand /model
- Material
- Volume, dimension, weight
- Price (evidence of purchasing price)

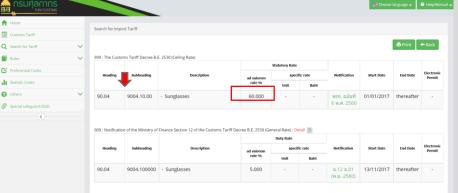
#### Check our CUSTOMS website

- **Step 1:** Go to page click <u>HERE</u> or contact FedEx 1782
- **Step 2:** Input your product description or tariff code.

กรมศุลกากร						Elliste e page el Might contre
🛖 Deer		Search Independent I				
The second set		And the heat of the second				
Q Sectors in	~		Tarlif Code 2.468 eight:			
No.	~		Descriptions	of access	_	
🕑 Balancial Carlo			Sale of Importations	15203001	E AMERICA	
At States water						
0.000	~			Orent Orenne		
🖉 Special cologica 2005 -				Ricards Cifelren		

#### **3:** Select the tariff code (H.S Code) that matches your product







Customs can check products and evaluate the tariff rate. If Customs finds the submitted tariff code to be incorrect, you may need to submit more documentation to support the evaluation process. The clearance process will take more time and you will incur extra costs.

To avoid clearance delays we recommend preparing information and documents following the above list.

Step 3:

#### What documents I need to prepare for Import

- □ Air waybill (AWB)
- Invoice
- Packing list (If available)
- Shipping instructions
- Description of goods, material, proposed use, brand, model
- Type of clearance; Board of Investment (BOI), export processing zone (EPZ), bonded warehouse, free trade zone (FTZ), 19 BIS (Duty Drawback under section), short form, compensation, re-import
- □ Form (stated if required)
- Food and Drug Administration (FDA) (stated if required)
- □ License (stated if required)
- Additional documentation for re-import (stated if required)
- Photo of the goods with serial number
- □ Shipping mark

## - Tips

- 1) To avoid amendment, on the AWB, invoice and packing list, the consignee's name must be the same as the name on the import registration.
- 2) Indicate the given name, middle name and surname including the prefix in the recipient /consignee and company name fields.
- 3) For personal consignees, the title (Mr., Ms., Mrs. or Miss) must be stated in the name field.

#### Example



#### → The consignee name should match the name on the AWB /invoice /packing list

give a serie give a serie a ser			· · ·	3	
FROM:         (+61) 686 9999         SH PD RUE: 1044Y321           ABICO NO         AGINCI 344         AGINCI 344           ABIC DALTO         CAD 11985568449WSG1           Shripki, Tokyo         BUL SENDER	96 Full Name	2 7	le lecipientsMR. JONAT	HAN LEE OBDAM	Residential Delivery 1 Phone +66882223333
TO MR JONATHAN LEE OBDAM +666882223333 MR JONATHAN LEE OBDAM AB Building, 3 FL, Onnut Road Suanluang 10250 BANQKOK	MR. JONATHAN LEE OBDAM Delivery Address:	<u>_</u>	onçery	HAN LEE OBDAM g, 3 FL., Onnut R	
THAILAND, TH REF. 753 INV DEPT	AB Building, 3 FL., Onnut Road	<u>A</u>	Suanluang <sub>ay</sub> Bangkok		Dup/Nor State Province
	Bangkok 10250 Thailand	C EA	auty Thailand nal JONATHAI lecipient's Tax 10 Number	N_LEE@abcd.co	Penal Code 10250
			ecgrent's tax to Number or Customs Purposes	GST/RFC/VAT/IN/EIN/ABI	NTIN, OR AS LOCALLY REQUIRED



# Thank You