



Import Clearance Guidelines For FedEx Express Shipment to Viet Nam

These guidelines provide an introduction of what you should know before shipping a package to Vietnam to avoid unnecessary clearance troubles and delays.

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Updated 15 August 2021

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I. Fundamental Rules

A. Import Customs Clearance in Viet Nam (VN)

"Import customs clearance" is required various procedures:

- 1.Import declaration to VN customs system by Importer's Tax ID: Importers should ensure to register their tax ID to VN Customs system (VNACCS) before importing their shipment into Vietnam (unless individual shipment).
- 2.Customs Declarant: Importer or customs brokerage agency who submit the declaration under their legal e-signature will be taking a responsibility for ensuring customs compliance and safety of their shipping package.
- 3.Government Control: Import goods is subject through the inspection by authorities or restricted by VN laws and regulations, it is necessary to obtain certificate, permit, licence and approval prior to import declaration.
- 4.Customs Duties & Tax: Dutiable goods is only obtained customs release approval as Duty & Tax paid unless some import terms being stipulated in separate regulations (e.g: goods imported for manufacturing purpose)
- 5.Personal Effects

Luggage of inbound passenger which is shipped before or after their trips, passenger has to declare the entry customs declarations certified by the Customs Sub-department where customs procedures for inbound personals are completed.

Passengers shall be required to complete the customs formalities for their luggage shipped before or after their trips within a period of fewer than 30 days from the date on which their luggage is shipped to the arrival port.

6. Origin of Goods (CO)

The identification of origin of imports for enjoyment of tariff or non-tariff preferences shall comply with treaties to which Vietnam has signed or acceded and relevant legal documents on guidelines for the implementation of these treaties.

When inspecting the form of proof of origin, the customs authority shall inspect to verify if criterion has been sufficiently provided in proof of origin and such criterion is appropriate to other documents enclosed in the customs dossier. The customs declarant must not adjust information in the proof of origin, except for adjustments made by competent authorities, organizations or individuals in accordance with provisions of laws and International Agreements to which Vietnam is a signatory.

B. Commercial Invoice

Importer (Consignee):

- + Importer's (Consignee's) full name is required for personal/business shipments.
- + Importer's (Consignee's) valid phone number must be given on shipping documents.
- + All the information stated in Commercial/Proforma Invoice must be filled in English.

Description:

Introduce description examples of typical items:

- +Shoes: The material of the outer sole and upper (Leather, Plastic, Rubber, etc.), type of shoes (Sports, Ski, etc.), gender (man, woman etc.), and quantity in pairs are required. For leather scientific name of the species is required according to CITES.
- + Garments: The material (Cotton 100%, Nylon 20%/ Wool 80%, etc.), type of garment (Skirt, Blouse, Jacket, etc.), Knitted or



Woven, gender (man, woman, etc.) are required.

- + Bag: Type of bag and material are required. For leather item, scientific name of the species is required according to CITES.
- + Watch: Type of case (e.g. 18K, Metal, Stainless steel), type of watch (e.g. Automatic, Quartz), material of strap (e.g. Steel, Leather) are required. For leather item, scientific name of the species is required according to CITES.
- + Parts (any kinds): What parts it's made of and what it's used for.
- + Accessory, Furniture, Ornament, etc: Specific commodity name and the material of the item are required.
- + Gift, Sample, Souvenir: Detailed description (name of each item, material, etc.) and a value breakdown are required. Descriptions such as "Gift", "Sample" or "Souvenir" only are insufficient.
- + Jewelry: Type of Product (e.g. Ring, Necklace) and material name (e.g. 18K Gold, Platinum, 925 Silver) are required. If the product has a Pearl, Stones, Metals etc., the material name is required additionally.
- + Fabric: The material name & content % (e.g. Cotton 100%), Knit or Woven, Size (width & length, weight per square meter) are required. If the fabric is colored, describe the type. (e.g. Bleached, Dyed of Yarn of Different colors, Printed)
- + Knife: It is necessary to describe the shape (fixed Blade, Foldable type, etc.) and blade length (cm). (e.g. Fixed Knife/Blade 8 cm)

Declared Customs Values:

- + The customs value of imported goods is the actual price of goods at the first importing checkpoint, the customs value must be formed up at least with Cost & Freight (CFR) for both Low Value & High Value shipment
- + Whether it is a commercial or non-commercial shipment, fair market value must be written on the Invoice. It is illegal to deliberately declare a product of obvious value at a low price.
- + Even if it is non-dutiable goods or non-commercial value, the amount \$0.00 will not be accepted upon customs declaration. Examples of non-commercial products:
- + Gift, samples for research and evaluation, replacements for defective products, transfers to individuals, etc.

C. Importer of Record (EOR)

Importer of record, the synonym of "Importer" is the owner or purchaser of the products being imported into Vietnam who holds accountabilities for local law regulations/customs compliances. It is extremely important to address IOR (Importer) information correctly upon shipping package to Vietnam.

IOR is Individual:

- + Shipper must ensure the importer name who is stated on invoice can act as IOR of the shipment before shipping to Vietnam.
- + Abbreviation, spelling errors and any other expression which is likely to be mistaken upon import declaration should be avoided.
- + FedEx/TNT on behalf of importer can do customs declaration for low value (MIC) or non-commercial shipment (H11), witness the inspection, pay in advance duty & tax (if any) to clear & release the shipment.
- + Low value shipment (MIC): Imported goods sent by post or express delivery service whose customs value is not exceeding VND 1.000.000 or duty on which is less than VND 100.000 and not belong to those requiring import license or inspection by specialized agency.
- + Non-commercial shipment (H11): Imported goods other than those specified in category Low value shipment; goods in category Low value but the good owner or the person authorized by the good owner requiring self-completion of customs procedures; goods in doubt as to the customs value.

IOR is Enterprise/Company:

- + Enterprise/Company or their own customs brokerage can do commercial or non-commercial customs declaration, witness the inspections, pay duty & tax (if any) to clear & release customs for their shipment themselves.
- + On behalf of Enterprise/Company, TNT/FedEx can do customs clearance for low value (MIC) or non-commercial shipment (H11) for their shipment including customs declaration, witness the inspection, pay in advance duty and tax & customs releasing.

II. Import-related Other Laws and Regulations/Government Control

D. Pharmaceutical/Drug/Medicine/Medical Device/Cosmetic

Typical of Medical Device:

Medical device means any instrument, apparatus, material, implant, reagent for in vitro use, software that satisfy all of the following requirements:

- a) It is intended by the product owner be used, alone or in combination, for human beings, for one or more of the specific purpose(s) of:
 - Diagnosis, prevention, monitoring, treatment or alleviation of disease, or compensation for an injury,
 - Investigation, replacement, modification, or support of the anatomy or of a physiological process,
 - Supporting or sustaining life,
 - Control of conception,



- Disinfection of medical devices, including chemicals used in testing
- Providing information serving diagnosis, monitoring or treatment through examination of specimens derived from the human body,
- b) The device does not achieve its primary intended action by pharmacological, immunological or metabolic means, in or on the human body, but which may be assisted in its intended function by such means. the purposes mentioned in Point a.

Requirements:

+ For commercial use:

Pharmaceutical/Drug/Medicine/Cosmetic: Import License issued by the Ministry of Health to the importer and to the items are required. Authorized importers can only import the authorized items.

+ For clinical trial:

The importer must submit the Ministry of Health 'Notification of Clinical Trial Plan' and 'Import Progress List' to obtain an import License. The importer must record the imported quantity (Deduction Sheet) vs. the planned quantity each time of import.

+ For non-commercial use (Drug/medicine)

- The non-commercial import of a drug shall only be licensed when one of the following requirements is satisfied:

a) The drug is personal belonging of an inbound passenger which is shipped under a bill of lading, personal belonging of an inbound passenger for treatment of his/her own disease.

b) The drug is not a narcotic drug, psychotropic drug, precursor and is property of a diplomatic mission, consular office or representative office of an international organization in Vietnam or overseas diplomatic mission of Vietnam, its employees, organizations introduced by a diplomatic mission or overseas diplomatic mission of Vietnam.

- The import of drugs mentioned in item a & b above is subject for an import license, unless:

+ The quantity of drugs to be imported does not exceed 07 days' dose for narcotic drugs or 10 days' dose for psychotropic drugs and precursors according to the prescription.

+ The drug is not a narcotic drug, psychotropic drug or precursor, the total customs value of a shipment does not exceed USD 200 according to the inter-bank exchange rate on the customs clearance date and not more than 03 shipments are received by an individual in a year. If the drug is used for treatment of a disease on the list of fatal diseases in the Government's Decree No. 134/2016/ND-CP, the customs value of a shipment must not exceed VND 10,000,000 and not more than 04 shipments are received by an individual in a year.

+The following documents must be submitted upon customs clearance of drugs and medicine: the prescription and outpatient's medical record, passport and a declaration sheet of unaccompanied luggage if it is personal belonging or introduction letter of a diplomatic organization if it is for a diplomatic/international organization.

E. Food Safety Inspection

Typical commodities:

Food, Supplements, Bottled water, mineral water, Functional foods, Food additives, food flavorings, food processing aids, Food packages and containers in direct contact with foods; Cereals; Cereal grains worked (husked, chopped, hulled, heated, etc.); Meat and meat products, Coffee, Soft drink, Processed milk, ...

Inspecting authorities:

The Ministry of Health, the Ministry of Agriculture and Rural Development and the Ministry of Industry and Trade shall appoint authorities responsible for inspection of food safety of imported foods. In the cases where the content of a shipment is under the management of more than one Ministry, the Ministry of Agriculture and Rural Development shall be the inspecting authority.

Requirements:

+ For commercial use:

Food application process is required to obtain a food import certificate from the Ministry of Health/the Ministry of Agriculture and Rural Development/the Ministry of Industry and Trade depending the type of products.

+ For non-commercial use:

Food application process may NOT be required if it is the Foods in hand luggage of inbound passengers that are sent before or after the passengers arrive to serve the passengers' personal needs, gifts within duty-free allowances. Test samples whose quantities are suitable for the testing purposes and confirmed by the owners.

Note: Supplements and Vitamins are classified either foods or medical drugs depending on the ingredients or the effects stated on the label of the products.

F. Animal Product Quarantine Inspection:

Typical commodities:

Bacon, Beef, Pork, Sausag, Dairy products, Feathers, Feed, Fish meal, Insect, Meat, Pet food, Protein, Raw Milk, Raw Wool & Leather, Semen, Serum, Biological substance, Blood, Serum, Tissue, ...

**Requirements:**

The Certificate of quarantine (Phytosanitary) of exporting country is required for animal product.

Inspecting authority:

Check the Certificate of quarantine of exporting country, appearance and packaging condition of animal product.
Issue the Certificate of import quarantine for animal products that have met the veterinary sanitary requirements.

G. Plant Product Quarantine Inspection**Typical commodities:**

Barley, Beans, Chia Seeds, Flour, Dried Flowers, Dried Fruits, Fungus, Ginseng, Grain, Green Coffee, Hay, Herb, Leaf, Nuts, Peas, Rice, Seeds, Spices, Straw, Tea (exception Teabags), Vegetable, Walnut, Wheat, Wood, ...

Requirements:**+ For commercial use:**

The Phytosanitary Certificate issued by a competent plant quarantine body of the exporting country.
Import Licence if importing seeds/plants that are not on the List of plant varieties recognized by the Ministry of Agriculture and Rural Development

+ For non-commercial use:

The Phytosanitary Certificate issued by a competent plant quarantine body of the exporting country.

H. Publications Inspection:

Books, newspapers, magazines, paintings, photos, calendars, stamp, ...

Special inspection or import licence in charged by the Ministry of Information and Communications complying with the laws on publication and press

I. Chemical Substances Control:**Requirements:****Chemical Name:**

The chemical producer shall register names of chemicals in compliance with IUPAC names, trade names or other names written on chemical labels.

An example of how to write names of the chemical:

IUPAC name: n-Butyl Acetate.

Trade name: Normal Butyl Acetate.

Other name (if any): NBAC.

Chemical identification numbers:

Chemical identification numbers shall be attached to chemical labels and suitable for symbols used in safety data sheets;
Chemical Name and identification number (CAS) are required on the commercial invoice.

Material Safety Data Sheet (MSDS):

When importing chemicals into Vietnam, Material Safety Data Sheet (MSDS) is required to your shipment.

Chemical declaration:

A chemical declaration is needed if the chemicals or goods contain chemicals listed in the Appendix V of Decree 113/2017/ND-CP.

Banned chemicals:

The list of banned chemicals is provided in Appendix III of Decree 113/2017/ND-CP

The import of Schedule 1 chemical, Schedule 2 chemical, and Schedule 3 chemicals (Chemical governed by the chemical weapon convention stipulated at the Decree: 34/2014/NĐ-CP) is required to meet the requirements:

- Have either the Enterprise registration certificate or Investment certificate or Business registration Certificate which covers chemical business, issued by the competent authorities.
- Be permitted by the Prime Minister to export the Schedule 1 chemicals
- Be issued with the Import Permit or Export Permit by the Ministry of Industry and Trade for the Schedule 2, and Schedule 3 chemicals.

J. CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora)**Typical commodities:**

Crocodile, Alligator, Lizard (Watchstrap, Handbag, Belt), Ivories, Ostrich, India pythons, Chinchilla (Fur coat), Leopard (Carpet), Tiger bone, Musk, Polar bear, Peacock feather, Coral, Rose wood, Mahogany, Orchid, Cactus, Caviar(include extract)...

Note: Leather or Fur items need scientific species name for CITES.

Three Appendices:

The original version of the CITES Appendix is published on the website of the CITES Secretariat at the following link:

https://cites.org/sites/default/files/notif/E-Notif-2019-055_0.pdf



Appendix I: listing species threatened with extinction, prohibited from export, import, re-export, introduction from the sea and transit of natural specimens for commercial purposes.

Appendix II: listing species that, although currently not threatened with extinction, may become so without control of export, import, re-export, introduction from the sea and transit of natural specimens thereof for commercial purposes.

Appendix III: listing species for which a CITES country has asked other CITES Parties to assist in controlling export, import, re-export for commercial purpose.

Requirement for shipper:

CITES Licence/Certificate (original)

Requirement for importer:

The CITES licence/permit or certificate (original) issued by the Ministry of Agriculture and Rural Development depending imported items falls under the CITES regulated species

III. Prohibited Items

FedEx and TNT Express Vietnam does not accept the following items (typical name and is not only limited to this) import into Vietnam in addition to the FedEx Express global prohibited items under the Standard Conditions of Carriage. Ministries and ministerial-level agencies shall publish details of prohibited imports and HS code.

► **The Ministry of National Defense:**

Weapons, ammunitions, explosives (excluding industrial explosives), military technical equipment.

► **The Ministry of Public Security:**

Assorted fireworks (excluding signal fires used for navigational safety under the guidance of the Ministry of Transport), sky lanterns, assorted devices causing interference to vehicle speedometers.

► **The Ministry of Industry and Trade:**

a) Schedule-1 toxic chemicals defined in the Convention on the Prohibition of the Development and Use of Chemical Weapons and Annex to the Government's Decree No. 38/2014/ND-CP dated May 6, 2014.

b) Chemicals under the list of banned chemicals prescribed in Appendix III to the Government's Decree No.113/2017/ND-CP dated October 9, 2017

c) Used consumer goods, medical equipment, and vehicles

► **The Ministry of Information and Communications:**

a) Assorted publications banned from dissemination and circulation in Vietnam.

b) Postage stamps banned from trading, exchange, display and dissemination in accordance with the Law on Post.

c) Radio equipment and radio-wave appliances which do not comply with radio frequency master plans and relevant technical regulations in accordance with the Law on Radio Frequencies.

d) Goods being used information technology products

► **The Ministry of Culture, Sports and Tourism**

Assorted cultural products banned from dissemination and circulation or decided to be suspended from dissemination and circulation, or subject to revocation, confiscation and destruction in Vietnam.

► **The Ministry of Agriculture and Rural Development**

a) Chemicals in Annex III of the Rotterdam Convention.

b) Pesticides banned from use in Vietnam.

c) Samples of precious, rare and endangered animals and plants under Appendix I of CITES derived from natural resources being exported for commercial purpose.

d) Samples and processed products of species: white rhinoceros (*Ceratotherium simum*), black rhinoceros (*Diceros bicornis*), African elephants (*Loxodonta africana*).

► **The Ministry of Natural Resources and Environment:**

Wastes and scraps, refrigerating equipment using C.F.C.

► **The Ministry of Construction:**

Products and materials containing asbestos of the amphibole group.

► **Electronic tobacco, Tobacco & Tobacco products**

Cigarettes, Cigars are under the list of imported by designated Traders, and in charged by The Ministry of Industry and Trade.

► **Counterfeit Goods:**

Including, but not limited to, goods under a trademark that is identical to or substantially indistinguishable from a registered trademark, without the approval or oversight of the registered trademark owner

► **Cash or Collection Coins/Bills.**

IV. Reference

Vietnam Customs Tariff



Web Tariff is a "tariff search service" maintained by the General Vietnam Customs or Customs Association, where you can search for information on product's HS codes, tariff rates (MFN, Preferential import tax, VAT, FTA) and each of export laws and regulations in Vietnam.

- ▶ Viet Nam Customs : <https://customs.gov.vn/SitePages/Tariff.aspx>
- ▶ Customs Association: <https://dichvuhaiquan.com.vn/wp-content/uploads/2021/06/Bieu-thue-2021.06.22-PDF.pdf>
- ▶ National Single Window: <https://vnsw.gov.vn/profile/homepage.aspx>
- ▶ Chemical Department: http://www.cuchoachat.gov.vn/default.aspx?page=news&do=detail&category_id=43&id=4437