

## **Import of Duty Free Goods and Motor Vehicles**

Import of office equipment, household goods and/or personal effects of SEAMES Officers who are entitled to privilege and immunity. Ensure that details provided are adequately given to enable the Ministry of Foreign Affairs to understand the necessity of the import so that the Ministry can consider and recommend for customs clearance.

<b>Description</b>	<b>Responsible Office</b>	<b>Required Documents</b>
a) request for approval	Ministry of Foreign Affairs Department of Protocol  Sri Ayudhya Road	- 1 SEAMES letter
b) request to facilitate customs clearance with the Customs Department		- 2 SEAMES cover letters - 3 sets of related documents (DP-1 Form, Bill of Lading, Invoice, Delivery Order, Airway Bill)
c) process of customs clearance and taking delivery of equipment/imported goods	Shipping Company	- cover letter of Ministry of Foreign Affairs - Letter of Authorization - Copies of ID cards

### **Motor Vehicles**

Import of motor vehicles on duty free basis for SEAMEO official use or personal use of Professional Staff entitled to privilege and immunity. For the use of Professional Staff, the delivery must be carried out within six months after assumption of duty.

(1) The motor vehicle shall be used only to ensure the effective performance of the organization's functions. The motor vehicles acquired for the personal use of the staff members of the organization and their family members shall not be used by non-privileged persons without any justifiable reason.

(2) Prior to importation, purchase and disposal (sell, export, dispose) of motor vehicle, permission must be sought from Ministry of Foreign Affairs.

(3) Upon the completion of the term of duty, the motor vehicle must be disposed prior to official's departure, either through the sale, transfer of ownership, or export of the motor vehicle. Failure to do so, the next application of any officials from the same organization will be suspended until the pending issue is cleared.

(4) The owner of the vehicle is responsible for ensuring that all due process and relevant documentation of transferring his/her vehicle be properly concluded and the diplomatic license plate be returned to the Department of Land Transport prior to the handing over of the vehicle to the new owner and/or prior to the completion/termination of term of duty. Failure to do so, the next application from the same organization for a new plate will not be entertained.

### **Procedure for the Purchase and Disposal of Motor Vehicle**

#### **A. Import of a New Vehicle**

<b>Description</b>	<b>Responsible Office</b>	<b>Required Documents</b>
a) seeking approval from Ministry of Foreign Affairs to dispose the used official vehicles which is more than 5 years and request for the purchase of a new one for replacement	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	- 1 SEAMES cover letter with details and reference
b) place order of a new vehicle	Vehicle Company	
c) deposit of a new vehicle	Vehicle Company	
d) announcement vehicle for sale by bidding	Diplomatic Corps/ Organization and Public	
e) transfer of the old vehicle to the successful bidder	Ministry of Transport Land Transport Department	- cover letter of Ministry of Foreign Affairs - completed transfer form - completed registration form - letter of Authorization - copies of ID cards - vehicle registration book - vehicle to check the engine and chassis No.

Description	Responsible Office	Required Documents
f) notification of a new license plate of the disposed vehicle	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	- SEAMES letter
g) request for customs clearance on duty free basis of a new vehicle	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	- 2 SEAMES cover letters - 3 sets of related documents (DP-1 Form, Bill of Lading, Invoice, Delivery Order)
h) customs clearance on duty free basis of a new vehicle	Shipping Company	- cover letter of Ministry of Foreign Affairs - Letter of Authorization - copies of ID cards
i) request for registration of a new vehicle	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	- 2 SEAMES cover letters - 3 sets of related documents (Vehicle Import Certificate Form-32, Receipt issued by Customs Department, Import Declaration Form, Invoice)
j) registration of a new car	Ministry of Transport Land Transport Department	- cover letter of Ministry of Foreign Affairs - completed Vehicle Registration Form - Letter of Authorization - copies of ID cards - vehicle to check the engine and chassis No.
k) insurance coverage of a new vehicle	Insurance Company	- SEAMES letter with details of vehicle

## **B. Export of the Used Vehicle**

For diplomatic official who would like to export his/her motor vehicle, the Ministry of Foreign Affairs will issue a Note to the Customs Department. A copy of the same Note will be provided to submit to the Department of Land Transport to process the de-registration and cancellation of diplomatic license plate and to obtain the export permit before proceeding to export the motor vehicle.

<b>Description</b>	<b>Responsible Office</b>	<b>Required Documents</b>
a) request approval to export the vehicle	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	- SEAMES letter - reference letters
b) registration at the Customs Department	Ministry of Finance Customs Department Head Office	- cover letter of Ministry of Foreign Affairs
c) vehicle to de-registration and cancellation of diplomatic license plate	Ministry of Transport Land Transport Department	- cover letter of Ministry of Foreign Affairs - export permit - vehicle to check the engine and chassis No.
d) vehicle to the Port of intended export	Port of Intended Export Shipping Company	- cover letter of Ministry of Foreign Affairs - export permit - declaration form - vehicle
e) if vehicle to be exported at the border of Thailand	Customs Office at the Border Port	- approved letter - declaration form - vehicle

### **C. Tax Clearance of Vehicle Used under 5 Years**

The sale or transfer of ownership of the motor vehicle imported into Thailand less than 5 years to a non-diplomatic privileged person shall be governed by the law, regulations and orders related to the imposition of customs duty and tax. In such a case, the official shall be liable for duty payment assessed on the nature and value of the motor vehicle.

<b>Description</b>	<b>Responsible Office</b>	<b>Required Documents</b>
a) letter informing for the transfer of ownership or the sale to a non-diplomatic privileged person	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	- 2 SEAMES letters - 2 copies of ID card - 2 copies of house registration
b) registration of the cover letter of the Ministry of Foreign Affairs for tax calculation	Ministry of Finance Customs Department Head Office	- cover letter from Ministry of Foreign Affairs
c) contact the customs at the port of entry for tax calculation	Customs at the Port of Entry	- cover letter from Ministry of Foreign Affairs
d) payment of tax	Customs at the Port of Entry	
e) letter notifying of tax payment and request for the transfer of vehicle	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	- 2 SEAMES letters - original receipt of tax payment with 2 copies - 2 copies of ID card - 2 copies of house registration - 2 copies of vehicle registration book

<b>Description</b>	<b>Responsible Office</b>	<b>Required Documents</b>
f) transfer of the vehicle	Land Transport Department, Ministry of Transport	<ul style="list-style-type: none"> <li>- approved letter from Ministry</li> <li>- completed transfer form</li> <li>- completed registration form</li> <li>- Letter of Authorization</li> <li>- copies of ID cards</li> <li>- vehicle registration book</li> <li>- vehicle to check the engine and chassis No.</li> </ul>
g) notify of a new license plate of the disposed vehicle	Ministry of Foreign Affairs Department of Protocol Sri Ayudhya Road	SEAMES letter of notification