

Shipment and Customs Clearance Index

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Routing the right channel & POC for US shipment into Thailand

1. **To enhance a better understanding** with JUSMAGTHAI counterparts for US shipment into Thailand.
*** DP1 via GSO US Embassy is not the magic bullet for all shipment ***
*** DP1 is ONLY for 1) direct use and ownership by US Embassy, and 2) in support of exercise/training/course being conducted in Thailand (ship in, and then ship out after the Mission is completed)
2. **To avoid any delay and extra cost of shipment** due to customs process i.e., storage fee.

Required Information

1. **List of Items**
 - Commercial Invoice and Packing List (Dangerous Good vs Non-Dangerous Good)
 - Any restricted items requiring for permit from related Thai authorities
i.e., MOD, NBTC, TISI, Thai FDA
2. **Purpose of Shipment**
i.e., in support of exercise/training/workshop/exhibition, FMS, US granted program, donation, MOUs
3. **Shipper [US] and Consignee** with their contact information
“**Consignee**” is the recipient of shipment who takes the ownership once the Customs is cleared, and also responsible for import duties and taxes or request for duty exemption on specific case.
4. **Expected Time of Arrival, and Port of Arrival**
5. **Designated Customs Agent/Broker** to ensure the correct paperwork is in place for all imports
a professional with deep knowledge and extensive experiences with Thai Customs process, laws, rules & regulations, and holds a license to submit all documents for clearing cargo through Customs
who can actually advice and assist both US and Thai counterparts for all paperwork, including permit of restricted items and tax exemption
6. **Item list must be reviewed at earliest**
If there is any restricted item(s) requiring the permit, Customs Agent/Broker must notify and coordinate with all stakeholders to ensure that the permit can be approved and presented during Customs formalities.
Otherwise, the shipment will be delayed with extra cost for storage fee.

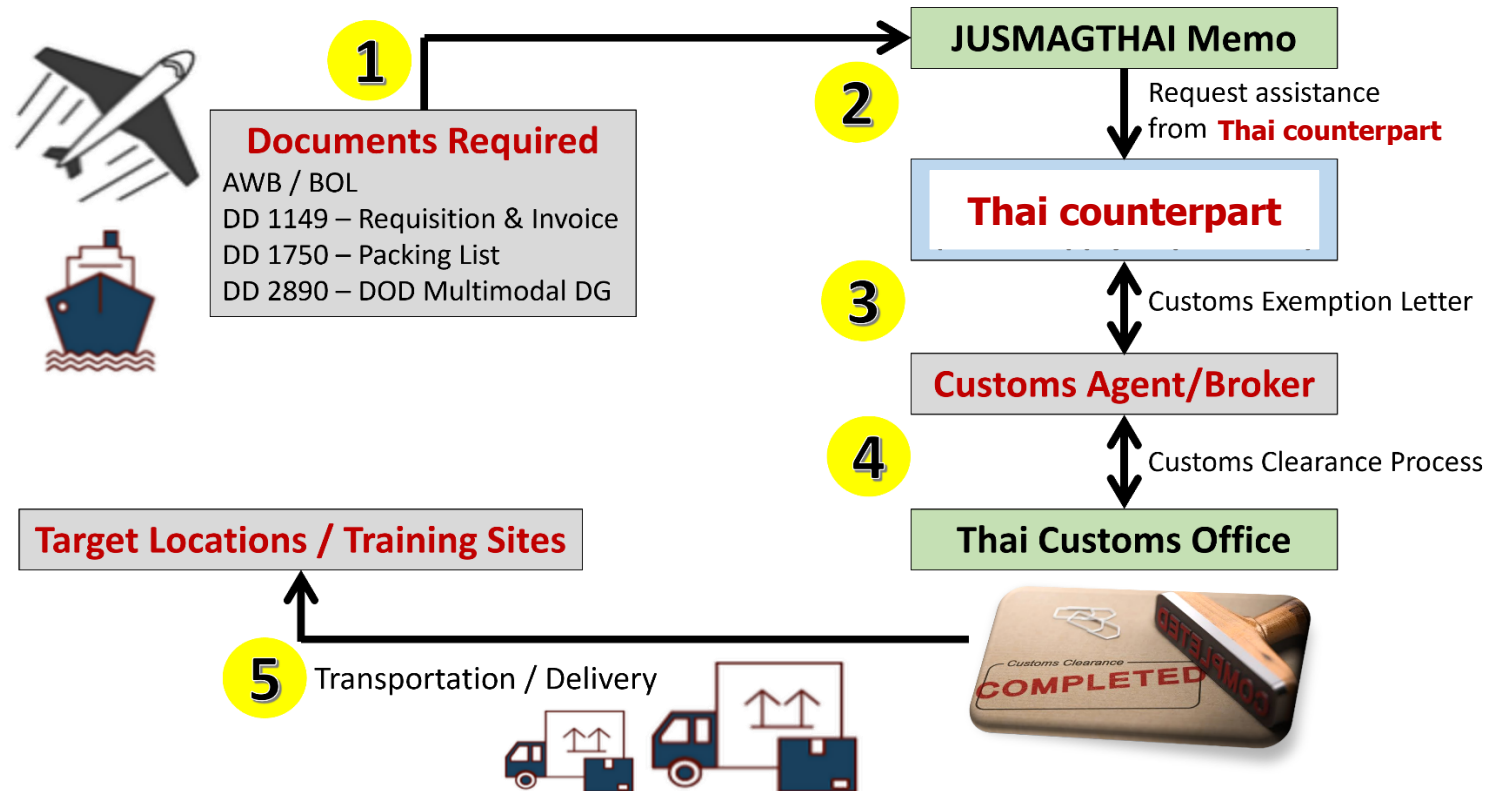
Remarks

- This guidance is NOT applied to any program/exercise with well-established mechanism between US and Thai counterparts i.e., Cobra Gold, Hanuman Guardian, Cope Tiger, CARAT.
- To initiate effective communication and coordination with the right POC and working through right channel, **all required information 1. – 4. must be shared with JUSMAGTHAI at least 6 weeks prior to the shipment.**
- JUSMAGTHAI is NOT responsible for Customs Process, required paperwork for clearance, and translation.
- **Note that each import scenario may be varied in requirements and processing timeline.**

Shipments of equipment into Thailand

[Consignee : RTA, RTN, RTAF, RTARF, RTP, DDPM, or any key Thai counterparts]

Please see below for **Custom clearance process** and **required documents**.



Lists of equipment must be shared to **TBD for Thai counterpart** (with JUSMAGTHAI being cc'd) as soon as possible or at least 4-6 weeks prior to the arrival of your shipment.

Custom Agent/Broker is the one to coordinate with US, Thai (consignee), and Customs Office for all required paperwork.

To initiate the abovementioned process and establish communication with our Thai counterparts,

JUSMAGTHAI will send out the memos to our Thai counterpart who is in charge of that particular shipment requesting for their assistance to coordinate with Thai related authorities including Ministry of Foreign Affairs, Immigration Bureau, and Customs Department for your entry as well as shipments of equipment into Thailand.

Transportation of Weapons & Ammos

- Transportation of Weapons & Ammos MUST BE in a control of Thai government.
- The cargos with these particular items must be loaded in the trucks as soon as the aircraft arrives at TBD for airport/seaport.
- Moving from [specified location] to [specified location], the escort convoy must be arranged by TBD for Thai counterpart.

Point of Contacts

JUSMAGTHAI	POCs	e-mail
Air, Cyber & Space	MAJ Timothy Wiser, USAF	WiserT1@state.gov
Land	MAJ Andrew Teruya, USA	TeruyaA@state.gov
Maritime	Khun Mai (Program Manager)	MansawathapaibulS@state.gov
WA National Guard	LTC Joel Johnson, USA, AR	JohnsonJM8@state.gov
Joint Operations and US Marine	Khun Yok (Program Manager)	RattanasookchitS@state.gov



JUSMAGTHAI Role & Responsibility



- JUSMAGTHAI will assist/facilitate by routing US agency to the right channel and POCs.
- In case of DP1 is involved, we will begin the process with JUSMAGTHAI official memo requesting for GSO assistance in Customs Process Clearance.

Note that this will NOT be applied to any program/exercise with well-established mechanism between US and Thai counterparts i.e., Cobra Gold, Hanuman Guardian.

- JUSMAGTHAI is NOT responsible for Customs Process, required paperwork for clearance, and translation.



JUSMAGTHAI Role & Responsibility

All required info 1 – 4 must be shared with JUSMAGTHAI at least 6 weeks * prior to the shipment** IOT initiate effective communication & coordination with all stakeholders.

***** at least 12 weeks in case of the DID permit is required *****

1. List of Items

- CI and PL (DG vs Non-DG)
- Any restricted items requiring for permit from related authorities i.e., DID, NBTC, TISI, Thai FDA

2. Purpose of Shipment

i.e., in support of exercise/training/workshop/exhibition, US granted program, donation, FMS, MOUs

3. Shipper [US] and Consignee with their contact information

4. Time Schedule and Port of Arrival

5. Designated Customs Agent/Broker to ensure the correct paperwork is in place for all imports



JUSMAGTHAI Role & Responsibility

Consignee - the recipient who takes the ownership once the Customs is cleared, and also responsible for import duties and taxes or request for duty exemption on specific case.

i.e., DP1 → US Embassy

others → Specified Thai Counterpart i.e., RTARF, RTA

Remark: **Consignee's Name & Address** must be correct and matched with what is shown in the Customs database.

Customs Agent/Broker - who can actually advice and assist both US and Thai counterparts for all paperwork, including permit of restricted items and tax exemption.

***** Item list must be reviewed at earliest *****

If there is any restricted item(s) requiring the permit, Customs Agent/Broker must notify and coordinate with all stakeholders to ensure that the permit can be approved and presented during Customs formalities.

Otherwise, the shipment will be delayed with extra cost for storage fee.



DP1 Process by GSO - Shipment

Prior shipping to post, please identify if your shipment contains any **restricted items** i.e., weapons & AMMO/telecommunication equipment/medical & chemical supplies/lab supplies/food & drug items

▪ **If the answer is NO, only DP1 will be required (approval period 3 weeks)**

➤ **Shipment must consign to American Embassy.** GSO will provide consignment instruction

➤ **Required document**

1. Airway bill (AWB) / Ocean Bill of Lading (OBL)
2. Inventory list **with Thai translation** of each item
3. Flight / Vessel details with ETA to Bangkok
4. **Memo from JUSMAG to GSO**
5. **Support letter from Thai Military or Police / Exercise approval letter**

➤ Please provide above document to GSO **at least 3 weeks before shipping.**

GSO will review to ensure the document is complete and correct.

➤ **Any change on number of pieces, weight, flight/vessel, and arrival date**, GSO must re-submit DP1 to MFA to amend the information. It will add another 5-7 business days.

➤ **Kindly do not ship to post before GSO gives green light**



DP1 Process by GSO - Shipment

- If the answer is YES, both import license and DP1 will be required
 - An import license must be received before shipment arrives Thailand.
Kindly hold shipment at origin until GSO gives green light
 - Weapons & AMMO and other military items: Require **import license from Defense Industrial Department (DID) 6-9 weeks and DP1 from Thai MFA 2-3 weeks.**
 - Shipment import for direct use and ownership by US Embassy, NOT in support of exercise, import license will be granted on **case-by-case basis**, final judgement is under DID office.
 - Please provide necessary document to GSO **12 weeks in advance** to begin process.
(Weapons & AMMO storage certificate letter with map and photos, Inventory with Thai translation, Support letter from Thai military, JUSMAG memo)
 - GSO will also work with JUSMAG rep to **obtain necessary document from Chief of Mission.** Afterwards, GSO and JUSMAG rep **visit DID office** together to submit application.
Once granted, GSO start DP1 process (pls refer to previous slide).
 - Restricted items which require other import license i.e., TISI, FDA (1-3 weeks process).
Please notify GSO **6 weeks before shipping**
 - Telecomm equipment/antenna requires **NBTC import license (at least ONE year process).**
Please see slide #14 for more details.
We do not recommend to ship unless you prepare one year ahead.



DEPARTMENT OF DEFENSE
HEADQUARTERS, JOINT U.S. MILITARY ADVISORY GROUP THAILAND
7 SATHORN TAI ROAD
BANGKOK, THAILAND 10120

MAGT-JO

22 September 2022
22-044

MEMORANDUM FOR: General Services Office, U.S. Embassy

SUBJECT: Request Assistance for Import of Defense Threat Reduction Agency (DTRA) Training Equipment via DP-1 process in Support of Countering WMD in the Maritime Environment (CWME) I Course, from 17 - 21 October 2022.

1. **Purpose.** JUSMAGTHAI respectfully requests your assistance with import customs via DP-1 process for DTRA training equipment being used during the Countering WMD in the Maritime Environment (CWME) I Course. The following is provided for your information:

- a. Air Waybill No: 235-19450406
- b. Port of Entry: Suvarnabhumi Airport
- c. DATE: *Approx.* 24 September 2022
- d. ICASS: 1765.0

2. **Background.** The CWME I Course will be conducted at Anandara Riverside Hotel, Bangkok, from 17 – 21 October 2022. The course is hosted and funded by DTRA. This shipment will be imported through the DP-1 process; delivered to Anandara Riverside Hotel; and exported once the training is over.

3. **Point of Contact.** Please contact the undersigned at grubewh@state.gov or 02-287-1036 ext. 311 with any questions.

Very Respectfully,

William (Bill) Grube
Lieutenant Colonel, USMC
Joint Operations Director, JUSMAGTHAI

Enclosures (4)

1. Air Waybill No: 235-19450406 (3 pages)
2. Proforma Invoice No. PAE-EXP-2022-1077 (1 page)
3. Packing List No. PAE-EXP-2022-1077 (2 pages)
4. Shipper's Letter of Instruction (Safety Data Sheet) (24 pages)



US Shipment into Thailand

Lesson-Learned Q & A



US Shipment into Thailand

Ex 1: Shipment of Lithium Battery

- Lithium Battery is considered as “restricted items” requiring permit from TISI.
- Any shipment contains battery requires TISI import license.
- This regulation exists long ago but Thai Customs has just been strictly enforced this recently. **No more waiver on import license can be made from now on.**
- **Import license can be exempted only under 2 conditions:**
 - 1) imported from freezone
 - 2) import small amount (**less than 12 pieces** is excepted quantity, to be clearly declared in CI & PL), and not for sale



US Shipment into Thailand

Ex 2: Shipment contains radio/telecommunication equipment

- Radio/Telecommunication equipment incl. antenna, GPS, and its parts, are considered as “**restricted items**” requiring permit from NBTC prior import to Thailand
 - **The process for obtaining NBTC permit takes at least ONE year or longer and not possible to expedite.** The application to MFA will be submitted by IRM section (with request from JUSMAG). GSO does not involve in NBTC permit application.
 - Shipment shall be held at origin until NBTC permit is received and GSO provides green light to ship to post.
 - This regulation exists long ago but Thai Customs has just been strictly enforced this recently.
- No more waiver on import license can be made from now on.**



US Shipment into Thailand

Ex 3: Shipping inco-term

- Please ship **door-to-door “DDP” term** to ensure Customs Broker incl. customs clearance and delivery service **and pay all destination charges** incl. demurrage and storage fees.
They will bill all cost to shipper later.
- Please avoid shipping **“DDU”** and **“DAP”** term, especially when shipping via courier (DHL, FedEx etc.). Under these terms, customs clearance is consignee's responsibility. GSO will require cash payment or funding from JUSMAG to hire Customs Broker.
 - **DDU term:** Door-to-port. Customs clearance, delivery, destination charges are responsibility of consignee.
 - **DAP term:** Door-to-door incl. delivery but DOES NOT include customs clearance. For some Customs Broker, demurrage and storage fees are also excluded.



US Shipment into Thailand

IMPORTANT NOTE: Shipping with UPS (United Parcel Service)

This courier company cannot provide door-to-door service for shipment of American Embassy BKK. The Embassy does not have document they require to add them as Embassy's Customs broker.

If shipping with UPS, regardless what shipping term,

- please prepare funding to hire Customs Broker, OR
- select alternative courier that could provide door-to-door service

Import of Official Shipment: American Embassy Bangkok

Official shipment of American Embassy is entitled to be imported into Thailand free from import duties by proceeding through Bangkok GSO Customs & Shipping (GSO C&S) to obtain Thai MFA approval for import duty exemption called DP1. However, not all official shipments will be entitled to DP1 privilege. Please see below conditions which will determine whether the shipment can be imported into Thailand free from import duties under DP1 or not.

Official shipment entitled to import duty exemption (DP1)

1. The official shipment which is imported for internal use of the agency under Chief of Mission. Agency is the end user.
2. The official shipment which is imported for joint exercise between U.S. and Thai Military/Police and the agency under Chief of Mission requests GSO C&S to obtain DP1 approval from Thai MFA.

There are different import scenarios for official shipment entitled to import duty exemption (DP1), which will result in different processing time and requirement. Please see following pages for more details.

Official shipment NOT entitled to import duty exemption (DP1)

1. The official shipment which is imported for Thai government agency, organization, military, police etc.
2. The official shipment which is imported for donation to local partner

Due to the end user is not the agency of American Embassy, the shipment is NOT entitled to import duty exemption (DP1) and shall not be consigned to American Embassy.

According to Thai MFA and Thai Customs, the shipment shall be consigned directly to the party who will be the end user. The shipment will subject to import duties unless consignee has duty-free import privilege. Please discuss with consignee before shipping. Generally, the local government authorities have their mechanism to exempt import duties when the shipment is imported under their name. As a consignee, they shall also be responsible for customs clearance paperwork and import permit if there is a restricted item included in the shipment. An import permit (if required) may take several weeks to obtain. We recommend notifying the consignee at least 4 - 6 weeks before shipping out.

Consignment and marking instruction for import duty exemption (DP1)

Prior shipping to post, please provide draft AWB/OBL and shipping document so that GSO C&S can review and advise if any amendment shall be made. Incorrect shipping document may cause delay in DP1 process.

Consignee:	American Embassy 120 Wireless Road Lumpini, Pathumwan Bangkok Thailand For: (Please insert your agency name)
Notify:	Same as consignee
Marking: Mandatory. Importer who does not provide Marking on AWB/OBL and on all packaging shall be liable to a fine by Thai Customs not exceeding THB 50,000	American Embassy Bangkok, Thailand
Airport of Entry: (air shipment)	Bangkok airport
Port of Entry: Place of delivery on OBL: (sea shipment)	Bangkok, Lat Krabang or Laem Chabang Bangkok Port or Lat Krabang Port

Remark: Apart from DP1, the official shipment contains restricted/sensitive/military items may require import permit from Thai government authority (please see Scenario 4 and 5). Approval period for import permit may take weeks to over a year. Please check with GSO C&S for the requirement and make sure necessary import permit is received before shipping to post.

Import scenario: requirement and outlined process

Different import scenario will result in different processing time and requirement. It may take from 2-3 weeks up to over a year. Please send inventory/packing list to GSO C&S BKKtraveltransport@state.gov to check on which scenario your shipment will be imported and what the requirement will be, to avoid shipment being held at Thai Customs due to import without necessary document and permit.

Import Scenario	Type of shipment	Contain sensitive/ restricted/ military items	Permit required	Approval period
Scenario 1	Shipment for joint exercise between U.S. military and Thai Military/Police	No	• DP1	2-3 weeks
Scenario 2	Shipment for joint exercise between U.S. military and Thai Military/Police	Yes	• Weapon and ammunition import permit (DID) • DP1	6-9 weeks 2-3 weeks
Scenario 3	Shipment imported for official use of agency (Official Shipment)	No	• DP1	2-3 weeks
Scenario 4	Shipment imported for official use of agency (Official Shipment) that requires DID permit	Yes	• Weapon and ammunition import permit (DID) • DP1	6-9 weeks 2-3 weeks
Scenario 5	Shipment imported for official use of agency (Official Shipment) that requires other import permit (not DID) ** Approval period is different depend on permit type and Thai government authority involved. Please discuss in detail with GSO C&S	Yes	• Import permit from Thai government authority • DP1	2-3 weeks up to over a year 2-3 weeks
Scenario 6	Secured container shipment ** For secured container includes restricted item that requires import permit, please discuss with GSO C&S prior shipping	No	• DP1	2-3 weeks

Scenario 1: Shipment for joint exercise between U.S. military and Thai Military/Police DOES NOT contain sensitive/restricted/military items

Permit	Approval period	Step	Required Action	Required document	Responsible party
DP1 / MFA	2-3 Weeks From submission date of DP1 to MFA	1	Agency notifies GSO C&S at BKKtraveltransport@state.gov once they have information on joint exercise shipment		Agency
		2	Agency submits memo to GSO C&S to request for DP1. Please also provide contact of Destination Agent who handles customs clearance and delivery to final address	1.1 AGENCY Memo	Agency
		3	Agency works with Thai Military/Police and Shipper/Origin Agent to prepare document no 1.2 – 1.5 and submits to GSO C&S once ready REMARK: <ul style="list-style-type: none"> - Prior shipping to post, please provide draft AWB/OBL and shipping document to GSO C&S to review and confirm. - DP1 request must be submitted along with full set of required document (no.1.1 – 1.5) - If there is any change on number of pieces, weight, flight/vessel, and arrival date, GSO C&S must re-submit DP1 to Thai MFA to amend the information, which will normally take another 5-7 business days 	1.2 Support letter from Thai Military or Police / Exercise approval letter 1.3 Airway bill (AWB) / Ocean Bill of Lading (OBL) 1.4 Invoice and Packing list (If Thai translation is required, GSO C&S will inform Agency) 1.5 Flight /Vessel details with ETA to Bangkok	Agency, Thai military or Thai Police, Shipper, Origin Agent
		4	GSO C&S submits DP1 request to Thai MFA		GSO C&S, MFA
		5	GSO C&S passes DP1 and required document to Destination Agent to process customs clearance (2-3 working days for air shipment and 3-4 working days for sea shipment) before delivery to final address		GSO C&S, Destination agent

**Scenario 2: Shipment for joint exercise between U.S. military and Thai Military/Police
Contains sensitive/military items which require Weapon and ammunition import permit (DID)**

Please see Appendix A attached for a list of items which require DID permit (for reference only and subject to change). If your shipment contains item that requires DID permit, there are 2 options to import into Thailand.

- Option 1 (recommended): Consign shipment to your Thai Military/Police counterpart. It would minimize processing time due to the Thai Military/Police have their mechanism to exempt DID permit and import duty if the shipment consigned to their name, not the Embassy. To request for import duty and DID permit exemption, Thai Military/Police need to coordinate directly with DID office and Thai Customs in advance. They will advise on the procedure that your Thai Military/Police counterpart shall complete.
- Option 2 (if option 1 is not possible): Consign shipment to American Embassy which requires DID permit and DP1. We must receive DID permit before submitting DP1. Approval period for both may take 8-12 weeks. Please hold shipment at origin until DID permit is received and GSO C&S gives green light to ship.
IMPORTANT NOTE: For shipment consigned to American Embassy, when export shipment, DID export permit is also required. Agency shall work with GSO C&S to prepare document and re-visit DID office to obtain export permit. Document and process to be advised upon export.

Permit	Approval period	Step	Required Action	Required document	Responsible party
Weapon and ammunition import permit/ DID	6-9 Weeks From submission date at DID office	1	Agency notifies GSO C&S at BKKtraveltransport@state.gov once they have information on joint exercise shipment		Agency
		2	Agency submits memo to GSO C&S to request for DP1. Please also provide contact of Destination Agent who handles customs clearance and delivery to final address	1.1 AGENCY Memo	Agency
		3	Agency works with Thai Military / Police to prepare document no. 1.2 - 1.4 and provides to GSO C&S once ready	1.2 Weapon and ammunition storage certificate letter with map and photos 1.3 Weapon and ammunition inventory with Thai translation 1.4 Support letter from Thai military or Police / Exercise approval letter	Agency, Thai military or Thai Police
		4	Agency works with GSO C&S to obtain signed POA and passport copy from Chief of Mission (document no 1.5 - 1.6) To obtain above document, decision memo needs to be submitted to Management office then Management Office will submit it further to Front Office to obtain the document signed by Chief of Mission. Due to decision memo must include exercise details and purpose of importation, the Agency shall work with GSO C&S to prepare.	1.5 POA for DID weapon/ammunition permit request signed by Chief of Mission 1.6 Signed passport copy of Chief of Mission	Agency, GSO C&S
		5	GSO C&S and Agency representative bring document no 1.2 – 1.9 to DID office to submit request for import permit. DID officer will ask information regarding specification of items/exercise/import purpose; therefore, both GSO C&S and Agency rep shall be there to provide requested information. Please see page 7 for details on DID permit process	1.7 Assignment Note of Chief of Mission with Thai Translation 1.8 Thai ID copy of Agency Rep who submits request at DID office 1.9 House registration copy of Agency Rep who submits request at DID office	Agency, GSO C&S
		6	When DID permit is approved, Agency makes payment for DID permit fee and returns to DID office to pick up DID import permit (document no 2.1)		Agency
DP1 / MFA	2-3 Weeks	7	GSO C&S gives green light to ship once DID permit is received	2.1 Weapon/ammunition import permit from DID	GSO C&S

	From submission date of DP1 to MFA	8	Agency works with Shipper/Origin Agent to prepare document no 2.2 – 2.4 and submits to GSO C&S once ready REMARK: <ul style="list-style-type: none"> - Prior shipping to post, please provide draft AWB/OBL and shipping document to GSO C&S to review and confirm. - DP1 request must be submitted along with full set of required document (no. 1.1, 1.4, 2.1 – 2.4) - If there is any change on number of pieces, weight, flight/vessel, and arrival date, GSO C&S must re-submit DP1 to Thai MFA to amend the information, which will normally take another 5-7 business days 	2.2 Airway bill (AWB) / Ocean Bill of Lading (OBL) 2.3 Invoice and Packing list (If Thai translation is required, GSO C&S will inform Agency) 2.4 Flight/Vessel details with ETA to Bangkok	Agency, Shipper, Origin Agent
		9	GSO C&S submits DP1 request to Thai MFA		GSO C&S, MFA
		10	GSO C&S passes DP1, DID permit and other required document to Destination Agent to process customs clearance (2-3 working days for air shipment and 3-4 working days for sea shipment) before delivery to final address		GSO C&S, Destination agent

Scenario 3: Shipment imported for official use (Official Shipment)
DOES NOT contain sensitive/restricted/military items

Permit	Approval period	Step	Required Action	Required document	Responsible party
DP1 / MFA	2-3 Weeks From submission date of DP1 to MFA	1	Agency notifies GSO C&S by submitting memo or send shipment pre-alert (document no 1.1) to BKKtraveltransport@state.gov as soon as they have information on incoming shipment	1.1 Memo / Shipment Pre-Alert from the agency who imports shipment	Agency
		2	Agency works with Shipper/Origin Agent to prepare document no 1.2 – 1.4 and submits to GSO C&S once ready REMARK: <ul style="list-style-type: none"> - Prior shipping to post, please provide draft AWB/OBL and shipping document to GSO C&S to review and confirm. - DP1 request must be submitted along with full set of required document (no. 1.2 – 1.4) - If there is any change on number of pieces, weight, flight/vessel, and arrival date, GSO C&S must re-submit DP1 to Thai MFA to amend the information, which will normally take another 5-7 business days 	1.2 Airway bill (AWB) / Ocean Bill of Lading (OBL) 1.3 Invoice and Packing list (If Thai translation is required, GSO C&S will inform Agency) 1.4 Flight/Vessel details with ETA to Bangkok	Agency, Shipper, Origin Agent
		3	GSO C&S submits DP1 request to Thai MFA		GSO C&S, MFA
		4	GSO C&S passes DP1 and required document to Destination Agent to process customs clearance (2-3 working days for air shipment and 3-4 working days for sea shipment) before delivery to final address		GSO C&S, Destination agent

Scenario 4: Shipment imported for official use (Official Shipment)
Contains sensitive/restricted/military item which requires DID permit

Please see Appendix A attached for a list of items which require DID permit (for reference only and subject to change). For official shipment imported for internal use of the embassy that contains item which requires DID import permit (armored government vehicle included in this scenario), the DID office will consider case by case if the permit will be approved or not due to security reason involved. In case DID import permit is not approved, the shipment is not allowed to be imported to Thailand. Please make sure to hold shipment at origin until DID permit is granted.

IMPORTANT NOTE: Agency is required to renew DID permit every year as long as the item is still in country. The agency must also re-visit DID office to submit renewal request and pick up renewal permit (GSO will advise on required document later, some are different from when the permit is firstly obtained). Upon export,

DID export permit will also be required. Agency shall repeat similar steps as obtaining import permit (some details and required document may be different, which GSO will advise when you export)

Permit	Approval period	Step	Required Action	Required document	Responsible party
Weapon and ammunition import permit/ DID	6-9 Weeks From submission date at DID office	1	Agency notifies GSO C&S by submitting memo or send shipment pre-alert (document no 1.1) to BKKtraveltransport@state.gov as soon as they have information on incoming shipment and hold shipment until DID permit is received	1.1 Memo / Shipment Pre-Alert from the agency who imports shipment	Agency
		2	Agency prepares document no 1.2 - 1.3 and provides to GSO C&S once ready	1.2 Weapon and ammunition storage certificate letter with map and photos 1.3 Weapon and ammunition inventory with Thai translation	Agency
		3	Agency works with GSO C&S to obtain signed POA and passport copy from Chief of Mission (document no 1.4 - 15) To obtain above document, decision memo needs to be submitted to Management office then Management Office will submit it further to Front Office to obtain the document signed by Chief of Mission. Due to decision memo must include item details and purpose of importation, the Agency shall work with GSO C&S to prepare.	1.4 POA for DID weapon/ammunition permit request signed by Chief of Mission 1.5 Signed passport copy of Chief of Mission	Agency, GSO C&S
		4	GSO C&S and Agency representative bring document no 1.2 – 1.8 to DID office to submit request for import permit. DID officer will ask information regarding specification of items/storage location/import purpose; therefore, both GSO C&S and Agency rep shall be there to provide requested information. Please see page 7 for details on DID permit process	1.6 Assignment Note of Chief of Mission with Thai Translation 1.7 Thai ID copy of Agency Rep who submits request at DID office 1.8 House registration copy of Agency Rep who submits request at DID office	Agency, GSO C&S
		5	When DID permit is approved, Agency makes payment for DID permit fee and returns to DID office to pick up DID import permit (document no 2.1)		Agency
DP1 / MFA	2-3 Weeks From submission date of DP1 to MFA	6	GSO C&S gives green light to ship once DID permit is received	2.1 Weapon/ammunition import permit from DID	GSO C&S
		7	Agency works with Shipper/Origin Agent to prepare document no 2.2 – 2.4 and submit to GSO C&S once ready REMARK: <ul style="list-style-type: none"> - Prior shipping to post, please provide draft AWB/OBL and shipping document to GSO C&S to review and confirm. - DP1 request must be submitted along with full set of required document (no. 2.1 – 2.4) - If there is any change on number of pieces, weight, flight/vessel, and arrival date, GSO C&S must re-submit DP1 to Thai MFA to amend the information, which will normally take another 5-7 business days 	2.2 Airway bill (AWB) / Ocean Bill of Lading (OBL) 2.3 Invoice and Packing list (If Thai translation is required, GSO C&S will inform Agency) 2.4 Flight /Vessel details with ETA to Bangkok	Agency, Shipper, Origin Agent
		8	GSO C&S submits DP1 request to Thai MFA		GSO C&S, MFA
		9	GSO C&S passes DP1, DID permit and other required document to Destination Agent to process customs clearance (2-3 working days for air shipment and 3-4 working days for sea shipment) before delivery to final address		GSO C&S, Destination agent

Scenario 5: Shipment imported for official use (Official Shipment)

Contains sensitive/restricted/military item which requires other import permit (not DID)

Some sensitive/restricted/military items may require import permit from Thai government authority other than DID office. The approval period ranges from several weeks to over a year and procedure to obtain is different depend on permit type and Thai authority involved. For example, FDA permit to import food items may take a few weeks while NTBC permit to import Antenna can take up to a year and shall be requested to our IRM section. To make sure the information on import permit requirement provided to agency is up to date, GSO C&S will check with related Thai authority after receiving notification of shipment from the agency. Import permit must be received before GSO C&S submits request for import duty exemption (DP1). Kindly DO NOT ship to post until import permit is received and GSO C&S gives green light to ship to avoid shipment being held at Thai Customs and incurs high storage fees at airport/seaport.

Sample of sensitive/restricted/military item which requires import permit (includes but not limited to):

Weapons & AMMO/firearm & parts/team gear/telecommunication equipment/antenna/medical equipment & supplies/chemical supplies/construction materials/lab & pharmaceutical supplies/food & drug items

Scenario 6: Secured container shipment

DOES NOT contain sensitive/restricted/military items

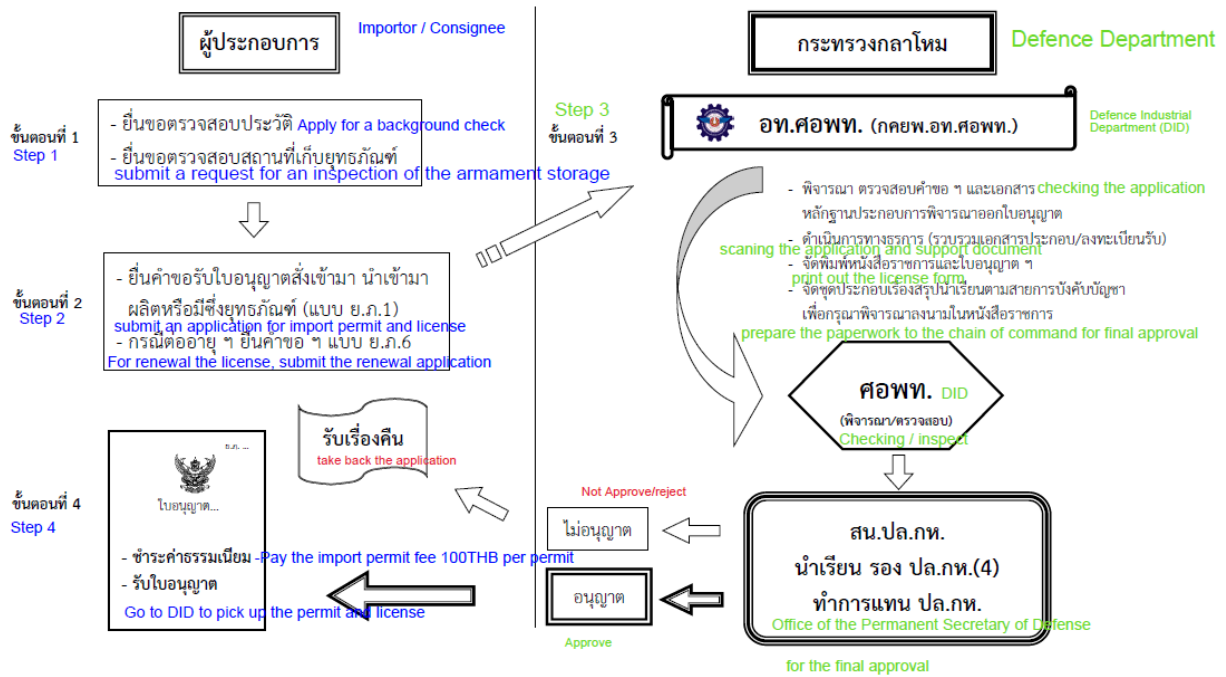
Secured container requires delivery to embassy compound within 96 hours after arrival to Thailand port OR it will be deemed compromised. To meet time requirement, GSO C&S must receive DP1 approval from Thai MFA before the shipment arrives in Thailand. Please provide advance notification and complete shipping document to GSO C&S at least 3-4 weeks before arrival of shipment. Please arrange door-to-door shipment for secured container and if it is shipper-owned your destination agent shall also provide crane service on the delivery. Kindly make sure to notify your contractor/shipper/destination agent of 96 hours delivery requirement. Due to the Transportation regulations, the big truck cannot be on the road during rush hours so normally the container will be delivered to compound from 21:00-05:00hr (+1day). Please prepare to receive shipment after office hours.

Permit	Approval period	Step	Required Action	Required document	Responsible party
DP1 / MFA	2-3 Weeks From submission date of DP1 to MFA	1	Agency notifies GSO C&S by submitting memo or send shipment pre-alert (document no 1.1) to BKKtraveltransport@state.gov as soon as they have information on incoming shipment	1.1 Memo / Shipment Pre-Alert from the agency who imports shipment	Agency
		2	Agency works with Shipper/Origin Agent to prepare document no 1.2 – 1.4 and submits to GSO C&S at least 3-4 weeks before arrival of shipment. REMARK: <ul style="list-style-type: none">Port of Discharge and Place of Delivery on OBL must be the same place, either Laem Chabang port OR Bangkok port, so it can be cleared customs right after arrival.Prior shipping to post, please provide draft OBL and shipping document to GSO C&S to review and confirm.DP1 request must be submitted along with full set of required document (no. 1.2 – 1.4_If there is any change on number of pieces, weight, vessel and arrival date, GSO C&S must re-submit DP1 to Thai MFA to amend the information, which will normally take another 5-7 business days	1.2 Ocean Bill of Lading (OBL) 1.3 Invoice and Packing list (If Thai translation is required, GSO C&S will inform Agency) 1.4 Vessel details with ETA to Bangkok	Agency, Shipper, Origin Agent
		3	GSO C&S submits DP1 request to Thai MFA		GSO C&S, MFA
		4	GSO C&S passes DP1 and required document to Destination Agent to process customs clearance (2-3 working days for air shipment and 3-4 working days for sea shipment) before delivery to final address		GSO C&S, Destination agent

For secure container contains sensitive/restricted items that require import permit from Thai government authority, import permit must be received before GSO C&S can submit DP1. Please discuss with GSO C&S for import requirement details and kindly DO NOT ship to post until import permit is received.

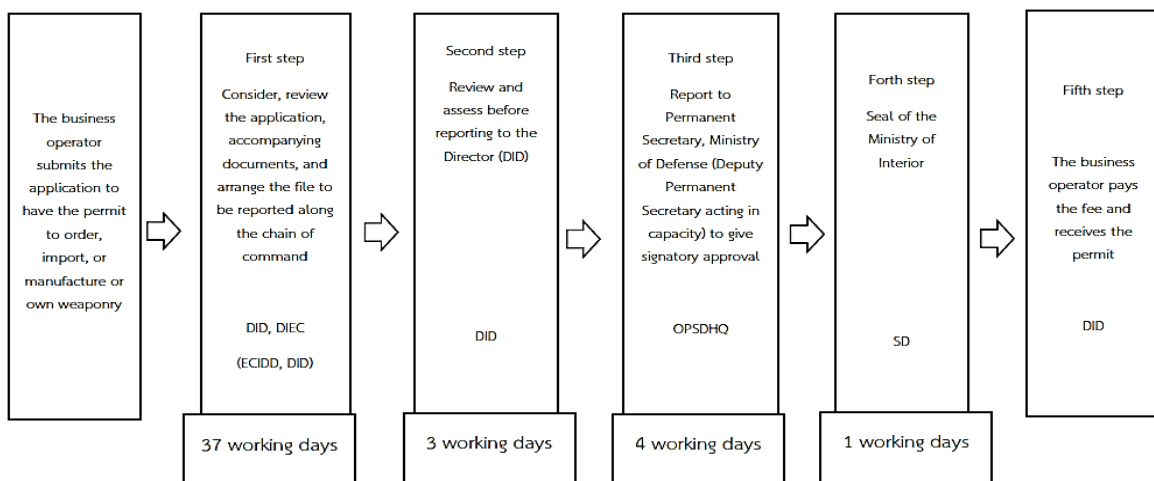
Process of applying Weapon/ammunition import permit from Department of Industry Defense (DID permit)

ขั้นตอนการยื่นเรื่องขออนุญาตสั่งเข้ามา
process of applying the application for a license, ordering, importing, producing or having armament
นำเข้ามา ผลิตหรือมีซึ่งยุทธภัณฑ์



Process for the permit to order, import, or manufacture or own weaponry

The administration process takes 45 business days



Note: the accompanying documents for the permit must be complete and accurate. This does not include the process of record inspection and the weaponry storage site inspection

Source:

https://did.mod.go.th/%E0%B8%81%E0%B8%8E%E0%B8%AB%E0%B8%A1%E0%B8%B2%E0%B8%A2%E0%B8%97%E0%B9%80%E0%B8%81%E0%B8%A2%E0%B8%A7%E0%B8%82%E0%B8%AD%E0%B8%87-Legal-Translation/law_eng.aspx

Appendix:

Appendix A: List of restricted items which require DID permit (for reference only, subject to change)

Customs Process on Donated / Granted Items



(1) Importer/Shipping Agent

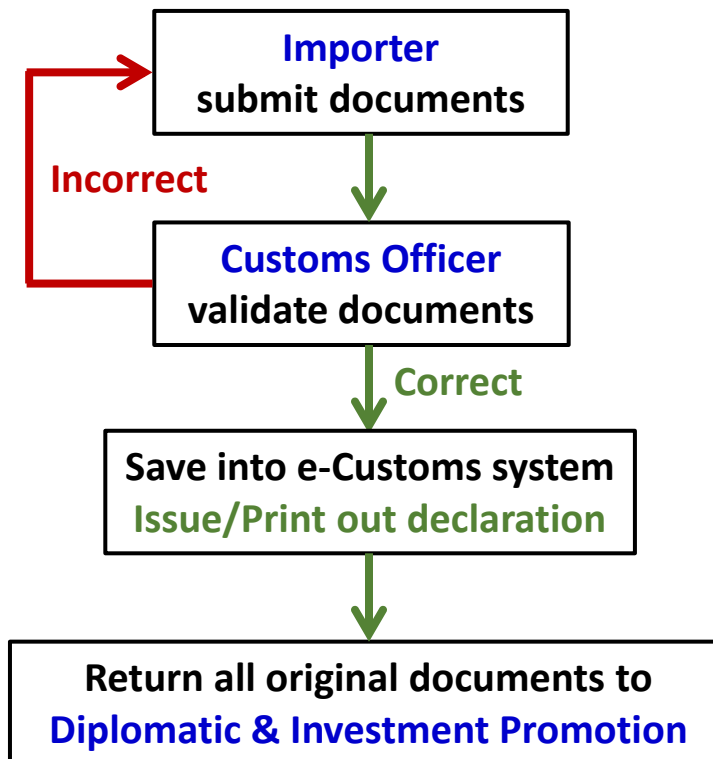
เอกสารที่ต้องจัดเตรียม (Required Documents)

- บันทึกขอความขอยกเว้นอากร (Memo requesting duty exemption)
- a letter signed by the donor, and
a response letter to the donation/grant
- ใบขนสินค้าขาเข้า (Import Entry Declaration)
- Air Way Bill (AWB) / Bill of Landing (B/L)
- บัญชีราคาสินค้า (Commercial Invoice, CI)
- บัญชีรายละเอียดบรรจุหีบห่อ (Packing List, PL)
- ใบอนุญาตนำเข้าสินค้าจากหน่วยงานที่เกี่ยวข้อง (Permit/License from relevant agencies)

(2) General Administration

- Importer register to use “e-Customs system”

(3) Diplomatic & Investment Promotion



(4) Central Service

Cargo clearance
from warehouse

รายละเอียดการเตรียมเอกสารสำหรับของบริจาค (ประเภท 11)



<p>หนังสือขอยกเว้นอากร / Letter to confirm duty exemption (วันที่เอกสาร ต้องลงหลังเอกสารแนบ)</p>	<p>เอกสารที่ต้องแนบ / Attachments</p>
<ol style="list-style-type: none"> 1. ชื่อหน่วยงาน ที่ขอยกเว้น 2. บุคคล/หน่วยงาน ที่เป็นผู้บริจาค 3. วัตถุประสงค์การใช้ประโยชน์ 4. ท่าเรือ ท่าบก หรือท่าอากาศยาน ที่นำของเข้า 5. ประมาณการช่วงเวลานำเข้า 6. ชื่อของ รายละเอียด จำนวน มูลค่า และสกุลเงิน 7. ลายมือชื่อ ตำแหน่ง ของผู้ลงนาม <p>To be processed by receiver, and submitted for the official approval by Director General of Customs Department</p>	<ol style="list-style-type: none"> 1. หนังสือแสดงความประสงค์บริจาค ฉบับจริง + <u>คำแปลภาษาไทย (พร้อมรับรองคำแปล)</u> <div> <div><< วันที่แรกสุด</div> <div>Offering letter from donor w/ translation by authorized agency</div> </div> <ol style="list-style-type: none"> 1.1 การบริจาคระหว่างรัฐ เพื่อประกอบการพิจารณาขอยกเว้นอากร ควรเป็นหนังสือแสดงความประสงค์บริจาคจากสถานทูตของรัฐที่ประสงค์บริจาค พร้อมกับกระทรวงต่างประเทศลงรับหนังสือ 1.2 การบริจาคระหว่างหน่วยงาน เพื่อประกอบการพิจารณาขอยกเว้นอากร ควรเป็นหนังสือแสดงความประสงค์บริจาคจากหน่วยงานนั้น พร้อมกับหน่วยงานที่รับบริจาคลงรับหนังสือ 2. หนังสือตอบรับการบริจาค + <u>คำแปลภาษาไทย (พร้อมรับรองคำแปล)</u> <div> <div><< วันที่ต้องลงหลังหนังสือประสงค์บริจาค</div> <div>Response letter from receiver w/ translation by authorized agency</div> </div> 3. Commercial Invoice หรือ Proforma Invoice

หมายเหตุ วันที่ในเอกสารจะต้องเป็นก่อนวันนำเข้า และสอดคล้องกันทั้งหมด

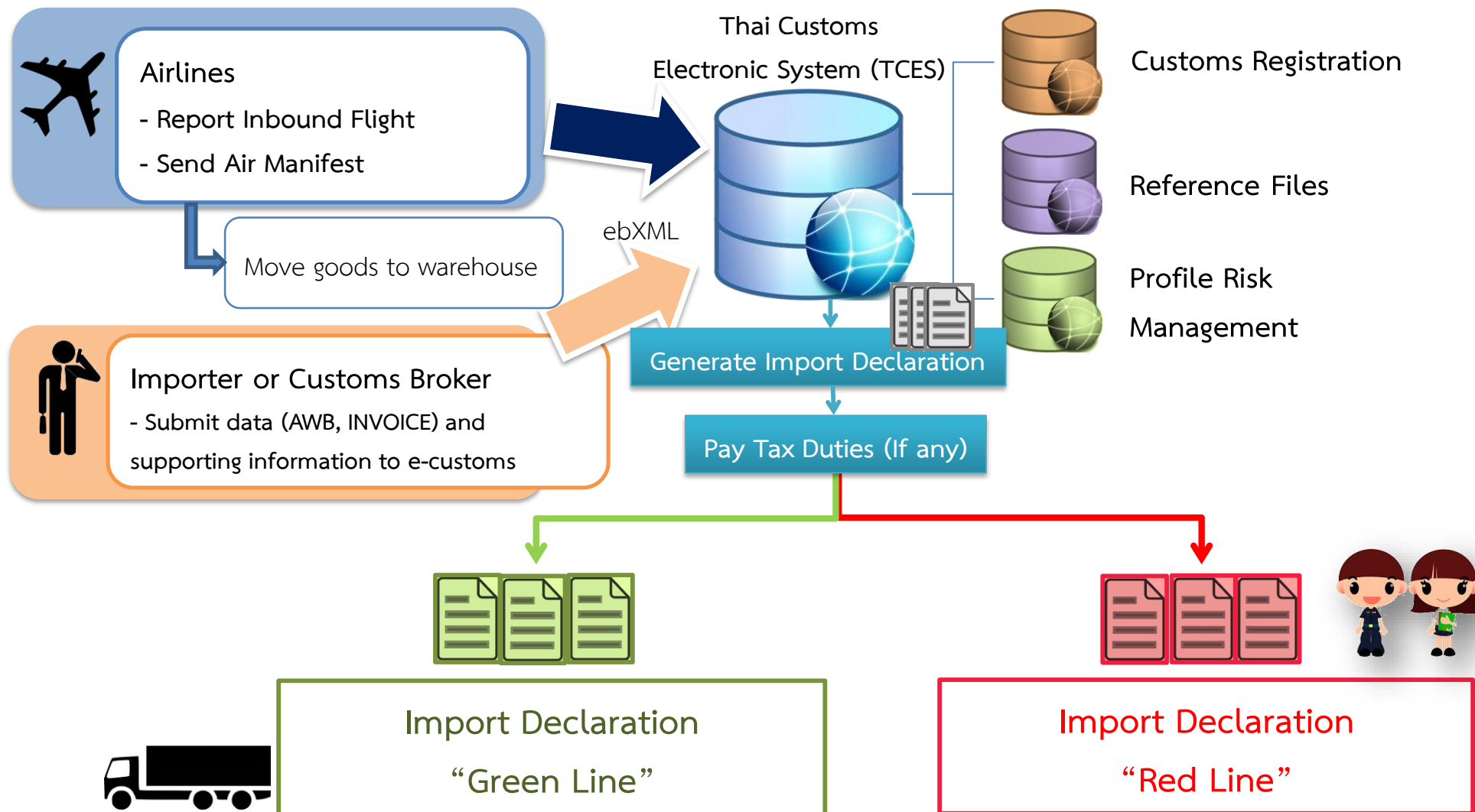


Customs Formalities under Duty Exemption Scheme





Import Formalities





Customs Clearance Documents

- **Air Way Bill**
- **Invoice**
- **Packing List**
- **Insurance Invoice**
- **Import License or Import permit for restricted goods**
- **Duty Exemption Approval documents**





Restricted goods requires an import permit from authorized organizations before customs clearance.

- **Food and Drug Administration***
- **Department of Fisheries***
- **Department of Livestock Development***
- **Department of Agriculture**
- **Department of National Parks, Wildlife and Plant Conservation***
- **Department of Provincial Administration***
- **Ministry of Defense***
- **Ministry of Commerce**
- **Thai Industrial Standards Institute**

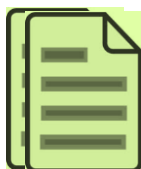


สำนักงานคณะกรรมการอาหารและยา
กระทรวงสาธารณสุข





Import Formalities by e-Customs



GREEN LINE

Import Declaration



RED LINE

Import Declaration



Meet Customs officer to check documents (Import License, FTA Form) and approve for "CARGO PERMIT"

Contact warehouse to print "Inspection Sheet" and prepare the goods for inspection

Customs officer inspects the goods with Customs Broker or Importer



Submit cargo permit to release the goods from warehouse





Guide for speed-up your clearance

Customs

- ▶ Offence customs law will delay customs clearance
- ▶ To avoid fine, import license must be issued before the date of arrival (if necessary)

Warehouse

- ▶ Contact warehouse for advance Delivery Order (D/O) before the aircraft arrives.
- ▶ Informs warehouse preparing goods to be ready to inspect. [red-line]
- ▶ Hire a well-organized agent [e.g. providing more staffs]



US Personnel Travelling with Military Items in Checked-Baggage (Hand-Carry Items)

Approval authority for Customs Clearance

➔ Immigration and Customs Office (Passenger & Security Control) at Port of Entry i.e., BKK airport

Process and required documents

➔ **Unit/Org POC** send the Customs Hand-Carry Request with complete information to JUSMAGTHAI
Please see below for the example.

➔ **JUSMAGTHAI** send out the memo requesting assistance to Immigration & Customs Office
1 – 2 working days prior to US Pax travelling date. Unit/Org POC will be cc'd in the e-mail.

Remarks

The process is limited to US personnel travelling in & out, **NOT for cargo shipments.**

Guns and ammos shall be excluded.

Hand Carry Items thru Thailand Airport Request Form							
[POC contact info: Full Name, Email and Phone #]							
Names of Travelers			Passport #		Flight details		
[Rank/Title and Full Name]			9-digits		Arrive/Depart, dd/month/yyyy, flight detail		
					i.e., arrive 05 June 2023, Flight AA 8411 at 2300 hr		
1							
2							
3							
...							
...							
No.	Description	QTY	Unit	Weight (kg)		Value (USD)	
				Per Unit	In Total	Per Unit	In Total
1	Belgian Malinoise	1	Pieces	1	50	\$16,400.00	\$16,400.00
2	U.S. Army Uniforms	3	Pieces	1	0.5	\$200.00	\$400.00
3	Plate Carrier	1	Each	1	3	\$500.00	\$1,500.00
4	Ballistic Plate	1	Each	2	12	\$500.00	\$3,000.00
5	Army Combat/OPSCORE Helmet	1	Each	1	1	\$1,500.00	\$1,500.00
6	M4 Magazines	3	Each	1	0.2	\$20.00	\$60.00
7	Scentlogix kit of psuedo odors	1	Kit	1	3	\$1,000.00	\$1,000.00
8	Pistol Belt	1	Each	1	1	\$30.00	\$30.00
			Weight in Total KG		70.7		
				Value in Total		\$23,890.00	