

# Procedure for Postal Customs House

## **Locality**

The Postal Customs House is located in the Bangkok Mail Center, Rong Muang Road, Pratumwan, Bangkok. Tel. (66-2) 251-0966-8

## **Criteria for postal package duty payment**

1. Imported postal packages with a value per package of not over 500 baht are exempt from duty payment.
2. For imported postal packages that are gifts or for personal use and having a value of over 500 baht per package but not exceeding 20,000 baht, and duty are not controlled or restricted goods, the Customs officer will estimate the duty and VAT on the Notification of Dutiable Articles form and then forward it to the postal officer who will be responsible for duty and VAT collection.
3. Imported postal packages with a value of over 20,000 baht per package will be stored in the Customs warehouse until the recipient receives clearance at the Postal Customs House.

## **Documents for the Customs Clearing Process**

1. The Notification of Dutiable Articles form (form 91a or 92a)
2. Identification card or government-issued identification card of the receivers.
3. In case the addressee is named as a business organization, the following are required:
  - Customs Department-issued Card with authentic signature of owner/manager or of the appointed personnel (no photocopy) is needed. In case there is no Customs Department-issued card, the ID card of the manager or any authorized person named in the company's documents can be substitute.
  - A certified paper of merchant registration and a registered merchant certificate.
  - The authorized person who signs the company's documents has to stamp the company's seal at the back of the Notification of Dutiable Articles form.
4. Import permit (In case the postal package contains controlled or restricted goods).

## **Keeping fees.**

Keeping fees for postal packages kept in the Customs warehouse and levied as follows:

1. A Postal package kept in the warehouse for not more than 1 week is exempted from a keeping fee.
2. For postal packages kept in the warehouse more than 1 week, a keeping fee of 25 baht per package per week is charged (where the total weight of on package does not exceed 25 kilograms)

**Process for customs clearance by using import entry.**

Imported postal packages, with a value over 20,000 baht as well as packages containing controlled, restricted or imitation guns, even with a value not exceeding 20,000 baht, must proceed with Customs clearance using an import entry. This includes gifts and goods and is effective regardless of whether the recipient is an individual or company.

**Process for exporting goods via post office**

The process for exporting goods via post office is as follows:

1. Processes for exporting goods can be done at the post office the total value of the package is not more than 10,000 baht, or in the case of jewelry, is not more than 5,000 baht.
2. Those packages which, according to point 1, cannot be exported from the post office.

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