

PUBLIC NOTICE

DIRECTIVE ON TEMPORARY IMPORT PERMIT (TIP)

1. All travellers, excluding tourists from SACU member countries (i.e Botswana, Eswatini, Lesotho and South Africa), importing or driving a motor vehicle bearing a foreign registration plate number into Namibia are required to complete a Temporary Import Permit (TIP).
2. A TIP is a legal document that allows motor vehicles with foreign registration plate numbers to be imported or driven in Namibia for a temporary period usually not exceeding ninety (90) days. This means that the motor vehicle must be exported or driven out of Namibia before the expiry date on the TIP.
3. The Namibia Revenue Agency (NamRA) has observed a significant abuse of the temporary importation of motor vehicles during various operations and issues this Public Notice to guide travellers on the directives to be employed for the completion of a Temporary Import Permit (TIP).

Who Should Apply for a TIP?

4. In terms of section 2(5) read together with rebate item 490.50 and 490.90 of Schedule 4 to the Customs and Excise Act, 1998 (Act 20 of 1998) there are three categories of persons who are required to apply for a TIP:
 - 4.1 *bona fide* tourists coming into Namibia from non-SACU member countries;
 - 4.2 Namibian citizens or permanent residents who are working or studying in a foreign country; and
 - 4.3 Foreign nationals who have taken up employment or studies in Namibia.
5. *Bona fide* tourists from SACU member countries are not required to complete a TIP.

What are the Documents Required to Apply for a TIP?

6. All travellers who are required to apply for a TIP must do so by completing the attached form NA307. This form is available at the NamRA Dedicated Service Centre which is situated at the corner of Robert Mugabe Avenue and John Meinert Street in Windhoek, and at all Customs regional offices countrywide as well as at all entry points.
7. Travellers are also required to produce a valid passport, valid study or employment permit and a vehicle registration certificate or copies thereof.

What is the Validity Period of a TIP?

8. A TIP is valid for the same period as entry Visa for tourists which has a maximum of 90 days per annum for all including Namibian citizens and permanent residents.
9. The TIP may only be extended, in writing, with the approval of the Commissioner and motor vehicles exceeding the permissible limit may be detained.
10. A temporary import declaration (IM5) must be completed in cases where a TIP has expired, or where the 90 days period has expired. In this case, a provisional payment or bond guarantee, together with a minimum penalty of N\$2000.00, must be made by the persons indicated in subparagraphs 4.1, 4.2 and 4.3 above.

11. Travellers are informed that Customs Officers will conduct physical inspections to verify the information submitted and will be required to contact the Road Fund Administration (RFA) to verify the movement of motor vehicles in and out of the country.
12. This directive and attached form NA307 will be effective for as from 23 January 2023.
13. Kindly contact the following Officials for any further clarity:

Mr. Erastus Ismael

Senior Customs and Excise

Tel number: +264 61 209 2089 / +264 811643984

Email: erastus.ismael@namra.org.na

Mr. Uazapi Maendo

Manager: Client Services and Procedures

Tel number: +264 209 2651 / +264 811494623

Email: uazapi.maendo@namra.org.na

-End-

Issuance Notice Date – 23 January 2023



Issued By:

Mr. Willbroad Poniso

Head of Customs and Excise

Tel: +264 61 209 2811