

非居民长期旅客进出境自用物品申请须知

非居民长期旅客申请进出境自用物品，需向主管海关交验下列单证：

(一)《中华人民共和国海关进出境自用物品申请表》(可至主管海关领取或自上海海关网站下载)，由申请人签字并加盖所在机构公章；

(二)申请人身份证件(指中华人民共和国主管部门颁发的《外国(地区)企业常驻代表机构工作证》、《中华人民共和国外国人就业证》、《中华人民共和国外国专家证》等证件，以及进出境使用的护照、《港澳居民来往内地通行证》、《台湾居民往来大陆通行证》等)原件 & 复印件；

(三)申请人长期居留证件(指中华人民共和国主管部门签发的《中华人民共和国外国人长期居留证》、《华侨、港澳地区人员暂住证》、《台湾居民居留签注》等准予在境内长期居留的证件)原件 & 复印件；

(四)提(运)单、装箱单等相关单证原件 & 复印件；

(五)专家以外的常驻人员申请进境机动车辆时，除交验前款规定的单证外，还应当交验所在常驻机构的《中华人民共和国海关常驻机构备案证》或者所在外商投资企业的《中华人民共和国海关进出口货物收发货人报关注册登记证书》原件 & 复印件。

注：

1、主管海关自受理之日起，机动车辆在 5 个工作日内、其他自用物品在 3 个工作日内答复。

2、“非居民长期旅客”是指经公安部门批准进境并在境内连续居留一年(即 365 天)以上(含一年)，期满后仍回到境外定居地的外国公民、港澳台地区人员、华侨。

“常驻人员”是指“非居民长期旅客”中的下列人员：

(1)境外企业、新闻机构、经贸机构、文化团体及其他境外法人经中华人民共和国政府主管部门批准，在境内设立的并在海关备案的常驻机构内的

工作人员；

(2)在海关注册登记的外商投资企业内的人员；

(3)入境长期工作的专家。

3、“自用物品”是指非居民长期旅客在境内居留期间日常生活所必需的《中华人民共和国海关旅客进出境行李物品分类表》所列物品(烟、酒除外)及机动车辆。

4、“机动车辆”是指小轿车、越野车、9 座以下(含)的小客车。

5、非居民长期旅客取得长期居留证件后方可申请进境自用物品。首次申请进境的自用物品海关予以免税，但按照本规定准予进境的机动车辆和国家规定应当征税的 20 种商品除外。再次申请进境的自用物品，一律予以征税。对于应当征税的非居民长期旅客进境自用物品，海关按照《中华人民共和国进出口关税条例》的有关规定征收税款。根据政府间协定免税进境的非居民长期旅客自用物品，海关依法免征税款。

6、20 种需征税商品是指电视机、摄像机、录像机、放像机、音响设备、空调器、电冰箱(柜)、洗衣机、照相机、复印机、程控电话交换机、微型计算机、电话机、无限寻呼系统、传真机、电子计算器、打印机及文字处理机、家具、灯具和餐料。

受理部门：上海海关现场业务二处外交外商物品监管科

办公地址：上海市金陵西路 28 号底层报关大厅

办公时间：星期一至星期五上午 8：30 至 11：30

下午 1：00 至 5：00

上海海关咨询电话：12360

邮编：200021

上海海关网址：<http://shanghai.customs.gov.cn>

Notice on Customs Application for Inward and Outward Articles for Personal Use of Long-term Non-Resident Passengers

Long-term non-resident passenger importing or exporting articles for personal use shall submit following documents:

1. The Application Form of the Customs of People's Republic of China for Import/Export of Articles for Personal Use with the applicant's signature and the seal of the enterprise or institution where he/she is employed. (The Application Forms are available at the competent customs offices or can be downloaded from the Shanghai Customs Website)
2. Applicant's identification certificate, (Including Employment Permit of Resident Representative Organization of Foreign (Region) Enterprise in China, Alien Employment Permit of the People's Republic of China, Foreign Expert Certification of the People's Republic of China issued by the competent authorities of Chinese government, as well as Passport, Travel Permit for Hong Kong and Macao Individuals traveling to mainland of China, Travel Permit for Taiwan Individuals traveling to the mainland of China, etc.) with original document and the photocopy thereof.
3. The applicant's long-term residence permit, (including Residence Permit for Foreigners in the People's Republic of China, Temporary Residence Permit for Hong Kong and Macao Individuals, Residence Permit for Taiwan Individuals issued by the competent authorities of Chinese government, etc.) with the original document and the

duplicate copy thereof.

4. Other relevant original documents and the duplicate copies (with applicant's signature on the copies), including Bill of lading, packing list, etc.
5. When a "Permanent personnel" (not including professionals) is applying for importing a vehicle for personal use, in addition to the documents stipulated above are required, he/she shall also submit the original documents of Customs Recordation Certificate of Resident (Permanent) Organization of the People's Republic of China, or Customs Declaration and Registration Certificate of Consigner and Consignee for import/export cargoes of foreign enterprises, and the duplicate copies thereof.

NOTES

1. The customs shall decide whether the articles are allowed enter or leave the territory within 3 working days from the date of receiving the declaration, while for vehicles is within 5 working days accordingly.
2. "Long-term non-resident passengers" refers to the foreign citizens, individuals from Hong Kong, Macao and Taiwan and overseas Chinese who are ratified to enter China Customs territory by the police and continuously reside in China Customs territory for **one year (i.e. 365 days) or more than one year**, and shall return to the settling places out of China Customs territory on the expiration of residence.

“Permanent personnel” refers to the following individuals among the long-term non-resident passengers:

(1) Personnel of the resident organizations of the foreign enterprises, news agencies, economy and trade association, cultural parties and other foreign corporations, which are approved by the responsible governmental departments of China to set up in China Customs territory and registered with the China Customs.

(2) Personnel of the foreign-invested enterprises registered with the China Customs.

(3) Professionals working in China Customs territory for a long term.

3. The articles for personal use refer to the living necessities for long-term non-resident passengers during the period of their residing in China which are listed in the Customs Classification List of import/export articles for personal use of the People’s Republic of China, including motor vehicles for personal use, (not including cigarette and wine).
4. The motor vehicles refer to sedan, off-road vehicle and wagon of no more than 9 seats.
5. Long-term non-resident passengers cannot apply to import articles for personal use unless they have acquired the long-term residence certificate in China Customs territory. Articles imported for personal use shall be released duty-free for the first time with the exception of the permitted inward vehicles and 20 kinds of

commodities that shall be taxed according to the relevant regulations of China. Long-term non-resident passengers applying to import articles for personal use after the first time shall pay customs duties. The customs shall, according to the relevant provisions of “Rules of Import and Export Customs Duties of the People’s Republic of China”, collect the duties when the long-term non-resident passengers import the articles for personal use that should be taxed. Articles for personal use of the long-term non-resident passengers that prescribed to be imported duty-free according to Governmental Agreements shall be released without payment of duty.

6. The 20 kinds of commodities shall be taxed including:
television, video camera, VCR, video-player, stereo equipment, air-conditioner, refrigerator, washing machine, camera, copy machine, digital telephone switch board, micro-computer and attachments, telephone, beeper, fax machine, electronic calculator, typewriter and word processor, furniture, lamps and meal material.

Department: The supervision and control section for diplomatic and personal goods of No2. Field Office of Shanghai Customs

Office Location: The Customs declaration Hall, 28th West Jinling Road, Shanghai.

Office Hour: 8:30 am to 11:30am, 1:00 pm to 5:00 am, from Monday to Friday.

Hotline of Shanghai Customs: 12360

Postcode: 200021

Website of Shanghai Customs: <http://shanghai.cusatms.gov.cn>