



Welcome valued customers to our export clearance guidelines for FedEx shipments from Thailand

Updated: July 2021

These guidelines introduce what you should know before shipping packages from Thailand in order to avoid unnecessary clearance troubles and delays.

The guidelines are prepared for the sole purpose of providing information for customers to use as reference. While FedEx has attempted to ensure the accuracy of the information, FedEx makes no guarantees or representations of any kind, express or implied, regarding the accuracy, completeness, recency, reliability, usefulness or fitness for a particular purpose, and FedEx is not liable or responsible in any way for any inaccurate or incomplete information.





Our FedEx Export Clearance Guidelines provide you with the information you need to export shipments from Thailand. We will guide you through an easy journey to get the support and resources you need on fedex.com.

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Reward yourself with My FedEx Rewards

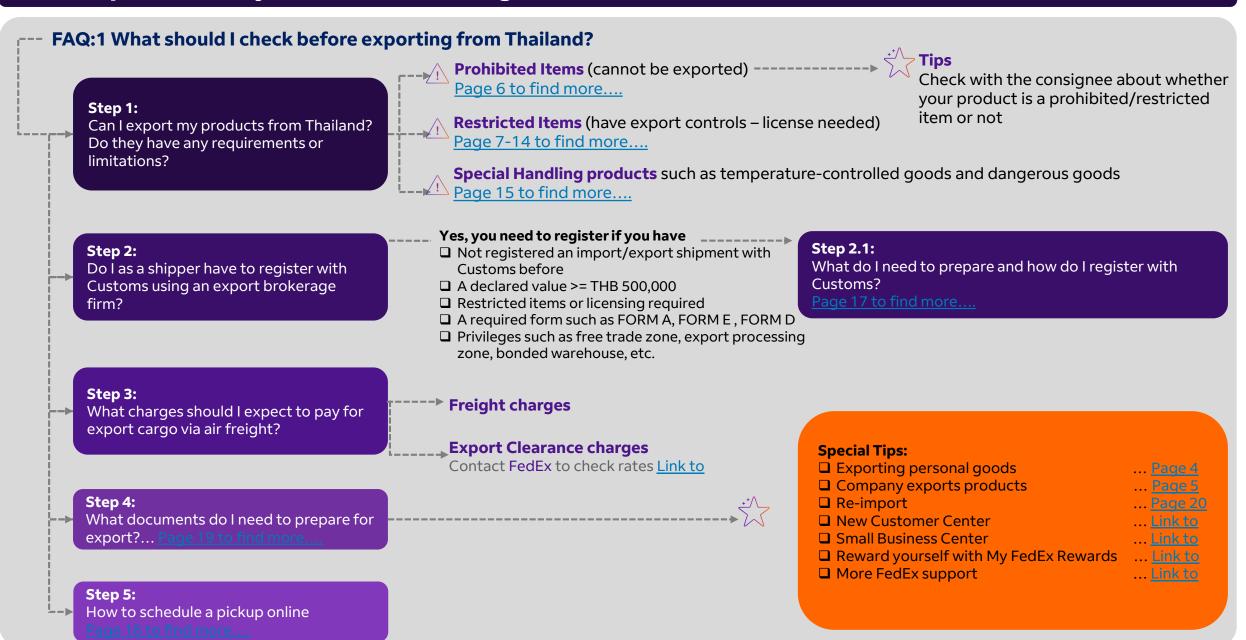
Link to

More FedEx support

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Let's explore what you can find in the guidelines





Jane would like to export clothes and lipstick with a total value of THB 1,000. Let's help Jane prepare her export shipment.

Step 1:

My products can be exported from Thailand.
Do they have limits or any requirements?

Jane checked the <u>Prohibited</u> and <u>Restricted</u> list and discovered that new clothes and lipstick are not prohibited items. But lipstick is a restricted item and requires to proceed a formal clearance.

Step 2:

As a shipper, do I have to register with Customs through an export brokerage firm?

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Jane never exported/imported products from/to Thailand before. She needs to register her export with Customs or contact ppless@corp.ds.fedex.com to prepare registration in advance.

Step 3:

What charges should I expect to pay for export cargo via air freight?

- Freight Charge
- Export Clearance Charge
- Contacted FedEx to check charges

Step 4:

What documents do I need to prepare for export?

By contacting FedEx at 1782 to support registration, Jane connected with the customs brokerage team to receive advice about the documents she needs to prepare.

Companies Exporting Products

Company A would like to export medical devices to sell. This company is located in a export processing zone (EPZ).

Step 1:

My products can be exported from Thailand. Do they have limits or any requirements?

Company A checked the <u>Prohibited</u> and <u>Restricted</u> list and found that medical products must be registered with the Food and Drug Administration (FDA). Company A also learned that medical products are required to go through a formal clearance and that to use its EPZ privilege, the company has to inform that its shipment uses EPZ.

Step 2:

As a shipper do I have to register with Customs through an export brokerage firm?

Company A would like FedEx to support its clearance process but had never authorized FedEx to be the broker. So, company A is required to provide documents and authorize FedEx to Register export with Customs. or contact ppless@corp.ds.fedex.com to prepare registration in advance.

Step 3:

What charges should I expect to pay for exporting cargo via air freight?

- Freight Charge
- Export Clearance Charge
- Contacted FedEx to check charges

Step 4:

What documents do I need to prepare to export my shipment?

Company A can check which documents need for importations and pass these documents to FedEx Broker for process pre-clearance. By contacting FedEx at 1782





Narcotics group:

Tobacco, dry tea leaf, Baraku, Shisha, Hookah (water pipe), Narghile (Hookah), narcotics marijuana, hemp, opium, cocaine, morphine, heroin, etc. Hubble-Bubble (water pipe), e-liquid cigars, metal tube and

stainless-steel pipe for e-liquid, vaping devices
Electronic cigarettes (coils, integrated circuits and etc.)



Fake notes or coins:

- Fake currency, bonds or coins
- Goods with the Thai national flag
- Fake royal seals & official seals



Pornographic materials:

- Sex toys (any kind)
- Pornographic materials
- Lust treatment products



Reserved animals or (The Convention on International Trade in Endangered Species of Wild Fauna and Flora – CITES) -listed wildlife:

- Beef products
- Seeds, any type of seed



Counterfeit trademark goods and intellectual property rights (IPR) infringement goods:

- Fake branding products (Nike, Louis Vuitton, etc.)
- Obscene objects (literature, pictures)
- Graven images (religious idols)
- Counterfeit trademark goods
- IPR infringement goods



Other:

- Tires (used)
- Home appliances (used)
- Plastic scraps or wastes
- Musical tape, CD, VDO, computer software, etc.
- Card







Tips: An import or export permit for restricted goods regulates either the quality or quantity of the goods. If your product falls under "Restricted Items-Control to Export", it requires **formal clearance** by Customs. Please note that Customs may require documents to support the export of restricted items.

| Group | Commodity list | Exemption | What we recommend you prepare | Where to obtain a license |
|--|--|-----------|---|---|
| Food and Drug Administration (FDA) Food and Beverage | Food, snack, beverage Food material Sample of food, snack, beverage | | - Formal clearance - Company required to register with the FDA - Export purpose - Invoice / air waybill (AWB) - Company registration (valid for 3 months) / Personal ID with signature - Authorization for FedEx or your brokerage firm to clear the shipment - Catalog (If any) - Price (evidence) | Food and Drug Administration http://drug.fda.moph.go.th |
| Food and Drug Administration (FDA) Medicine Supplement | Supplement Vitamin Medicine -Personal exports are not permitted | | - Formal clearance - Company required to register with the FDA - Export purpose - Invoice / AWB - Company registration (valid for 3 months) / Personal ID with signature - Authorization for FedEx or your brokerage firm to clear the shipment - Catalog (If any) | Food and Drug Administration http://drug.fda.moph.go.th |

- Price (evidence)

- Medical certificate (required in English)

Continue Click >>



^{*}Exemption – If your product is not over the limit, you can request an exemption. (Not a full license). The processing time and documents will be less than for a full license.



| Group | Commodity list | Exemption | What we recommend you prepare | Where to obtain a license |
|--|---|-----------------------------|---|---|
| Food and Drug Administration (FDA) Medical Device | Medical equipment Medical parts Surgical masks | | - FDA license - Formal clearance - Company required to register with the FDA - Export purpose - Invoice / air waybill (AWB) - Company registration (valid for 3 months) / Personal ID - Authorization for FedEx or your brokerage firm to clear the shipment - Catalog (If any) - Price (evidence) - Medical certificate | Food and Drug Administration http://drug.fda.moph.go.th |
| Food and Drug Administration (FDA) Cosmetics | Cosmetics Material for cosmetics | - No more than two units | Formal clearance Company required to register with the FDA Export purpose Invoice / AWB Company registration (valid for 3 months) / Personal ID with signature Authorization for FedEx or your brokerage firm to clear the shipment Catalog (If any) Price (evidence) | Food and Drug Administration http://drug.fda.moph.go.th |
| Thai Industrial Standards Institute (TISI) Industrial Products | Toys Electric equipment Metal Glass Machine, industry equipment Detergent Light bulbs Etc. | | Formal clearance Export purpose Invoice / AWB Company registration (valid for 3 months) / Personal ID with signature Authorization for FedEx or your brokerage firm to clear the shipment Catalog (If any) Price (evidence) | Thai Industrial Standards Institute http://www.tisi.go.th |
| | | | | Continue Click >> |





Where to obtain a license **Commodity list** What we recommend you prepare Group **Exemption** - NBTC license - Formal clearance The National - Export purpose The National Broadcasting 1. Telephones Broadcasting and - Invoice / air waybill (AWB) and Telecommunications 2. Communication Telecommunicatio Mobile, Walky-Talky< 2 - Company registration (valid for 3 months) / Commission ns Commission equipment Personal ID with signature Units (NBTC) 3. Cables - Authorization for FedEx or your brokerage Communication 4. Modems firm to clear the shipment http://www.nbtc.go.th **Devices** - Catalog (If any) - Price (evidence) - Excise license 1. Wine - Formal Clearance Champaign - Export purpose - Alcohol - not more than 1 Beer - Invoice / AWB **Excise Department** 4. Cards litre/1Kq. - Company registration (valid for 3 months) / Excise Alcohol. Cards - Tobacco - dry leaf – not Personal ID with signature 5. Luxury goods https://www.excise.go.th more than 0.5 kg. - Authorization for FedEx or your brokerage 6. Crystal firm to clear the shipment 7. Batteries - Catalog (If any) 8. Tobacco - dry leaf - Price (evidence) - Kimberly certificate - Formal clearance - Export purpose - Invoice / AWB Department of Foreign Kimberly - Company registration (valid for 3 months) / Trade Certificate 1. Rough diamonds Personal ID with signature **Rough Diamonds** - Authorization for FedEx or your brokerage https://www.dft.go.th firm to clear the shipment - Catalog (If any) - Price (evidence) Continue Click >>





Group

Department of Agriculture (DOA)

Plant product related

Central Bureau of Weights and Measures (CBWM)

Measurement

Equipment

Department of

Livestock

Development

(DLD) **Livestock Product**

Commodity list

1. Leaves, flowers, seeds, buds, branches, roots or any part of the rubber tree, rubber tree, rubber sheet

- 2. Fertilizers
- 3. Commercial-controlled seeds
- 1. Load cell
- 2. Flow meter
- 3. weight machine
- 4. ruler not over 12 inches.
- 1. Livestock
- 2. Livestock product related.
- Animal feed
- 4. Animal medicine
- Animal-derived products, such as maize Soybean meal

Exemption

For international express shipments

- Prohibited

Plants and plant material. including cut flowers

For international express

- Animal Feed not over 10

kg. able to request

shipments

- Prohibited

Live animals

exemption.

What we recommend you prepare

- DOA license
- Formal clearance
- Export purpose
- Invoice /air waybill (AWB)
- Company registration (valid for 3 months) / Personal ID with signature
- Authorization for FedEx or your brokerage firm to clear the shipment
- Catalog (If any)
- Price (evidence)

- CBWM license

- Formal clearance
- Export purpose
- Invoice / AWB
- Company registration (valid for 3 months) / Personal ID with signature
- Authorization for FedEx or your brokerage firm to clear the shipment
- Catalog (If any)
- Price (evidence)

- DLD license

- Formal clearance
- Export purpose
- Invoice / AWB
- Company registration (valid for 3 months) / Personal ID with signature
- Authorization for FedEx or your brokerage firm to clear the shipment
- Catalog (If any)
- Price (evidence)

Where to obtain a license

Department of Agriculture

http://www.doa.go.th/

Central Bureau of Weights and Measures

http://www.cbwmthai.org

Department of Livestock Development

http://www.dld.go.th

Continue Click >>





| Group | Commodity list | Exemption | What we recommend you prepare | Where to obtain a license |
|--|--|----------------|--|--|
| Defense Defense Industry Product | Black powder Barium nitrate Chemical Gas for military industry use Military equipment Accept some projects such as Project Cobra Gold, Balance Torch | | - Defense Industry license - Formal clearance - Export purpose - Invoice / air waybill (AWB) - Company registration (valid for 3 months) / Personal ID with signature - Authorization for FedEx or your brokerage firm to clear the shipment - Catalog (If any) - Price (evidence) | Defense Industry Department 0-2241-0430 |
| The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) Wildlife and Plant conservation | Wood use as a raw material Products made from wood / furniture Export insects and butterflies Dead wild animals Parts; tiger, snake, crocodile, elephant | | - CITES license - Formal clearance - Export purpose - Invoice / AWB - Company registration (valid for 3 months) / Personal ID with signature - Authorization for FedEx or your brokerage firm to clear the shipment - Catalog (If any) - Price (evidence) | National Park, Wildlife and Plant Conservation Department, Ministry of Natural Resources and Environment. http://cites.dnp.go.th/ |
| Gold | 1. Gold | - Not over 18K | - Formal clearance - Export purpose - Invoice / AWB - Company registration (valid for 3 months) / Personal ID with signature - Authorization for FedEx or your brokerage firm to clear the shipment - Catalog (If any) - Price (evidence) | |
| | | | | Continue Click >> |





| Group | Commodity list | Exemption | What we recommend you prepare | Where to obtain a license |
|--|---|--|---|--|
| World Trade Organization (WTO) WTO Product List | Export coffee & tea Rice samples | - Not more than 1 kg - Rice sample not more than 5 kg. | WTO certificate Formal Clearance Export purpose Invoice / air waybill (AWB) Company registration (valid for 3 months) / Personal ID with signature Authorization for FedEx or your brokerage firm to clear Catalog (If any) Price (evidence) | Department of Foreign Trade <u>www.dft.go.th/</u> |
| Fine Art Department Fine Art | Buddha image Artifacts Antiques | | - Fine Art certificate - Formality clearance - Export purpose - Invoice / AWB - Company registration (valid for 3 months) / Personal ID with signature - Authorization for FedEx or your brokerage firm to clear the shipment - Catalog (If any) - Price (evidence) | Fine Arts Department http://nsw.finearts.go.th |
| Department Of Provincial Administration (DOPA) Gun Product | Guns Bullets Explosives Equivalents to guns Accept some projects such as Project Cobra Gold, Balance Torch | | - DOPA certificate - Formal clearance - Export purpose - Invoice / AWB - Company registration (valid for 3 months) / Personal ID with signature - Authorization for FedEx or your brokerage firm to clear the shipment - Catalog (If any) - Price (evidence) | Department Of Provincial Administration https://dopa.go.th/ |
| | | | | Continue Click >> |





| Group | Commodity list | Exemption | What we recommend you prepare | Where to obtain a license |
|--|--|-----------|---|---|
| Department of Medical Science (DMSC) Biological | Pathogens Blood samples Lymph Animal toxins Remark: Blood able to ship express but in special handling service. | | - DMSC certificate - Formal clearance - Export purpose - Invoice / air waybill (AWB) - Company registration (valid for 3 months) / Personal ID with signature - Authorization for FedEx or your brokerage firm to clear the shipment - Catalog (If any) - Price (evidence) | Biological Institute Department of Medical Science Ministry of Public Health www.dmsc.moph.go.th/ |
| Fisheries Marine Product | Marine products Remark: For international express shipment Prohibited - Live animals | | - CITES certificate - Formal clearance - Export purpose - Invoice / AWB - Company registration (valid for 3 months) / Personal ID with signature - Authorization for FedEx or your brokerage firm to clear the shipment - Catalog (If any) - Price (evidence) | Department of Fisheries www.fisheries.go.th |
| Department of Industrial Works (DIW) Chemical Hazardous for industrial use | Chemicals Hazardous substances for industrial use | | - DIW certificate - Formality clearance - Export purpose - Invoice / AWB - Company registration (valid for 3 months) / Personal ID with signature - Authorization for FedEx or your brokerage firm to clear the shipment - Catalog (If any) - Price (evidence) - Material Safety Data Sheet :MSDS | Department of Industrial Works www.diw.go.th/ |
| | | | | <u>Continue Click >></u> |





| Group | Commodity list | Exemption | What we recommended to prepare | Where to issue License |
|--|--|--------------------------------------|--|-------------------------|
| Department of International Trade Promotion. (DITP) Product with Thai Flag/Thai Mark | 1. Product with Thai flag/Thai mark | - Cloth with small Thai flag/mark | Formal clearance Export purpose Invoice / air waybill (AWB) Company registration (valid for 3 months) / Personal ID with signature Authorization for FedEx or your brokerage firm to clear the shipment Catalog (If any) Price (evidence) | https://www.ditp.go.th/ |
| Movie | 1. Movie with copyright | | Formal clearance Export purpose Invoice / AWB Company registration (valid for 3 months) / Personal ID with signature Authorization for FedEx or your brokerage firm to clear the shipment Catalog (If any) Price (evidence) Copyright | |





Special Handling Products – Cold and dangerous goods



Tips: If your have products that require special handling such as temperature control, bulk, dangerous goods. Contact **FedEx** to prepare your documentation.

Temperature controlled (cold)



- □ Room temperature 15 to 25 Celsius□ Chilled 2 to 8 Celsius
- ☐ Chilled 2 to 8 Celsius ☐ Frozen -20 to 0 Celsius
- Cold shipping packaging keeps your temperature between 2°C and 8°C (35°F and 46°F) for up to 96 hours

Remark: To ship chilled and frozen products, we recommend contacting FedEx to discuss solutions in advance. In Thailand only temperature-controlled packaging is available. No room temperature-controlled is available.

Dangerous Goods (DG)

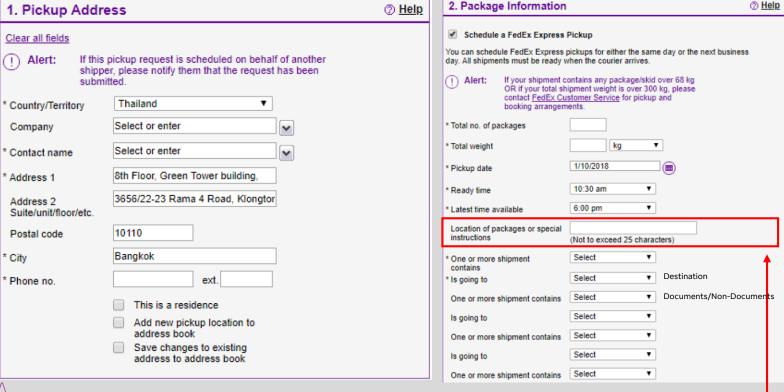


- The customer is responsible for identifying, classifying, packaging, marking, labeling and documentation. More information please click here. Class 1 and 7 cannot ship with FedEx MSDS (Material Safety Data Sheet) must be provided.
- A DG import certificate is required; for more information visit www.diw.go.th/



How to schedule a pickup online

- Step 1: Click <u>here</u> to connect to the FedEx website, then login or go to fedex.com >Shipping > Schedule & Manage Pickups
- Step 2: Find the "Pickup Address" and "Package Information" sections
- Step 3: Fill out the information.



Schedule a Package Pickup Enter pickup information View pickup confirmatio FedEx Pickup Confirmation—FedEx Express BAOA14 Country/Territory FedEx Express Confirmation no. BAOA14 Company Contact name Mr.Testing Total no. of packages 8th Floor, Green Tower Address 1 Total weight buildin Pickup time 12:00pm - 6:00pm Address 2 3656/22-23 Rama 4 Road Postal code Ho Chi Minh Phone no. 08444454654 Your confirmation number will be stored in your pickup history for up to 30 days. Any changes or cancellations you make to this pickup will be updated in your pickup history. However, please record your confirmation number and any changes for your records. Please have all required shipment information completed prior to pickup. You may contact You will receive a booking number for tracking ☐ You can edit /cancel /get rate or click ship to create an air waybill (AWB). ☐ The consignee's /shipper's name in the AWB /invoice /packing list /export registration must

☐ To avoid amendment, personal titles (Mr., Ms.,

Mrs. or Miss) must be stated in the name field

Tips

If your shipment requires temperature control, clearance for dangerous goods, formal clearance, has privilege or any specific instructions, the details must be included.



all align.

on the AWB.

What do I need to prepare to register with Customs and how can I do it paperless?



Tips: To avoid clearance delays, we recommend you <u>Register</u> in advance of exporting cargo.

Registration must be completed prior to clearance with Customs. To register may take 3-7 days depending on the readiness of the documents you submitted. **Contact FedEx 1782** for more information or contact <u>ppless@corp.ds.fedex.com</u> to prepare registration in advance.

You need to register with Customs for formal clearance of an export shipment if

- ☐ The Freight On Board (FOB) value > = THB 500,000
- ☐ You have restricted items or licensing is required
- ☐ You have privileges ex. free trade zone, export processing zone, bonded warehouse, etc.

What you are required to do

Register (yourself /your company- shipper) as the exporter

Authorize your customs broker to process the shipment with Customs

Note: If you use FedEx for your clearance process, contact FedEx for registration support.

What documents do I need to prepare (personal)

- Original ID or passport to register with Customs
- □ 5 signed copies of your ID or passport
- ☐ Your export registration form

- ☐ Set of documents required to authorize your broker
 - Authorization letter
 - □ ID of attorney

What documents do I need to prepare (company)

- Original ID or passport of the authorized person in the company registration
- ☐ A signed copy of the ID or passport
- → 5 copies of the company registration with the company stamp /authorized signature. (valid for 3 months)
- Copy of PP20 (VAT license)
- Export registration form
- ☐ Set of document required to authorize your broker
 - Authorization letter
 - Copy of company registration with company stamp /authorized signature (valid for 3 months)



1) To avoid amendments that will impact the processing time and lead to extra costs, in the air waybill (AWB) be sure the consignee name is the same as the name on the export registration.

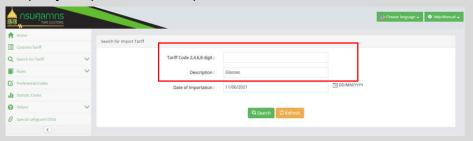
For personal consignees, the title (Mr., Ms., Mrs. or Miss) must be stated in the name field on AWB.

2) If you haven't had an export shipment with Thai Customs within six months for personal shipments and two years for company shipments, you will need to register again.



Check our CUSTOMS website

- **Step 1:** Go to page click <u>HERE</u> or Contact FedEx 1782
- **Step 2:** Input your product description or tariff code.



Step 3: Select the tariff code (H.S Code) that matches your product description, materials and proposed usage.





Air waybill (AWB) Invoice Packing list (If available) Shipping instructions Description of goods, material, proposed use, brand, model Type of clearance; Board of Investment (BOI), export processing zone (EPZ), bonded warehouse, free trade zone (FTZ), 19 BIS (Duty Drawback under section), short form, compensation, re-import Form (stated if required) License (stated if required) Additional documentation for re-import (stated if required) Photo of the goods with serial number Shipping mark



Tips

- 1) To avoid amendment, on the AWB, invoice and packing list, the consignee's name must be the same as the export registration name.
- 2) Indicate the given name, middle name and surname including the prefix in the recipient consignee and company name fields.
- 3) For personal consignees, the title (Mr., Ms., Mrs. or Miss) must be stated in the name field.

Example



Working Location:

ABCD Company Ltd. AB Building, 3 FL., Onnut Road. Suanluang, Bangkok, 10250 Thailand

MR. JONATHAN LEE OBDAM Managing Director

Register the export with Customs under the consignee name:

MR. JONATHAN LEE OBDAM

→ Consignee name should match the name on the AWB /invoice /packing list

| FROM: (+81) 666 9999 AMICO ANO ABC CO ,LTD. Shinjuku, Tokyo 1800023 MUSASHINO.SHI JAPAN | SHP DATE 18MAY2021 ACTIVIST: 3 KG CAD 11985566449WSG1166 BILL SENDER |
|---|---|
| TO MR.JONATHAN LEE OBDAM | +66882223333 |
| MR.JONATHAN LEE OBDAM AB Building, 3 FL., Onnut Road | |
| Suanluang | |
| 10250 BANGKOK | |
| THAILAND, TH | |
| REF. 753 | REF 753 |
| INV PO | DEPT |
| | Fedex |
| | (TH) |

| Online Purchase Form – ABC CO & LTD. | | |
|--------------------------------------|--|--|
| Full Name | | |
| MR. JONATHAN LEE OBDAM | | |
| Delivery Address: | | |
| AB Building, 3 FL., Onnut Road | | |
| Suanluang | | |
| Bangkok | | |
| 10250 | | |
| Thailand | | |
| | | |

| 1 | То | Residential Delivery | | |
|---|--|--------------------------|--|--|
| | Recipients MR. JONATHAN LEE | OBDAM Phone +66882223333 | | |
| | General MR. JONATHAN LEE OBDAM | | | |
| | Address AB Building, 3 FL., (| Onnut Road | | |
| | Address Suanluang | Days./foor | | |
| | _{Cay} Bangkok | State Province | | |
| | Country Thailand | Pental Code 10250 | | |
| | [rul JONATHAN_LEE@abcd.com | | | |
| | Recipient's Tax ID Number for Customs Purposes GST/RFC/VA | | | |



- Be sure to provide a color picture of the goods.

□ Air waybill (AWB)
 □ Invoice
 □ Packing list (If available)
 □ Shipping instructions
 □ Color picture of goods (show serial number)
 □ Copy of the invoice /packing list when the goods were imported the first time
 □ Copy of the import declaration entry
 □ Copy of the import customs receipt

Tips:

 - We recommend registering paperless and authorizing FedEx to handle the clearance process.
 - The clearance fee for re-import is THB 1,000 / AWB + 7% VAT.



Outbound Clearance: Semi (half process) and non-FedEx broker (NFBRK)

| No. | Process | Semi/Half | Non FedEx Broker (NFBRK) |
|-----|---|---|--|
| 1. | Please send us the air waybill (AWB), customs entry, goods control list or customs permit and license (If any) | Yes | Yes |
| 2. | Cut-off time for paperwork to be sent to FedEx | Asia, Europe Mon-Fri : 6 p.m. Americas Mon-Fri : 8 p.m. | Asia, Europe Mon-Fri : 6 p.m. Americas Mon-Fri : 8 p.m. |
| | | Sat and holidays : 5 p.m. | Sat and holidays : 6 p.m. |
| 3. | The email addresses to send all the above paperwork | exprelease@corp.ds.fedex.com thmanifest@corp.ds.fedex.com ediexport@fedex.com | thmanifest@corp.ds.fedex.com ediexport@fedex.com |
| 4. | If the shipment status does not change to 0409, the shipper must contact FedEx at the following email address within seven days of the shipping date | thmanifest@corp.ds.fedex.com | thmanifest@corp.ds.fedex.com |
| 5. | If the Form process is required, please send us the AWB, invoice and packing list to the following email by 3 p.m. Monday - Friday and by noon on Saturday | <u>ymessage@fedex.com</u> | <u>ymessage@fedex.com</u> |



