



**ZAMBIA  
REVENUE  
AUTHORITY** | *My Tax  
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# INTEGRATED BORDER DECLARATION FORM

The Integrated Border Declaration Form (IBDF) is a declaration meant to facilitate clearance of motor vehicles by private persons under the following broad categories:

1. Those visiting the country for a defined number of days subject to approval by Immigration and may make exit through the same or different border; and
2. Those transiting the country using private vehicles. These are expected to make exit through another border.

## **COMPONENTS OF AN IBDF**

### **1. Personal information**

This contains the personal information of the traveller such as Name, Passport number, Nationality, Mobile number and Email address of the traveller

### **2. Particulars of motor vehicle**

This is where the motor vehicle details are captured such as the vehicle registration number, engine number, chassis number, vehicle make and type, colour, etc.

### **3. Travelling details**

This is where the purpose of the visit is given, i.e. whether "visitor" or in "transit"

### **4. Currency declaration details**

This section of the form is used for currency declaration by travellers carrying more than USD 5,000. Any amount exceeding USD 5,000 must be declared to Customs at the point of entry or exit

## **CRITERIA / CONDITIONS GOVERNING ISSUANCE OF AN IBDF**

- ✓ Be a foreigner with a foreign identity card
- ✓ If Zambian, be in possession of a valid work permit or residence documentation from country of export
- ✓ The vehicle should be for the personal use by the visitor
- ✓ Have foreign motor vehicle registration book in his/ her name
- ✓ Have a valid power of attorney or authorisation to operate the vehicle from the owner, in case the visitor is not the owner
- ✓ The motor vehicle should be temporarily exported from the country of export

- ✓ For Diplomats, one must prove that they have ongoing diplomatic status.
- ✓ In addition, they must prove that they work in a diplomatic capacity with a valid diplomatic identity card.
- ✓ The visitor should undertake to remove the vehicle from Zambia by the expiry of the IBDF or at the time they leave Zambia, whichever occurs first
- ✓ No visitor shall sell, offer, or display for sale, lease, hire, lend, pledge or dispose of the vehicle in any manner to any resident of Zambia .
- ✓ In case of a breakdown, theft or an accident, the holder of the IBDF should report to the nearest Customs office immediately.
- ✓ Visitors with a valid Carnet are exempted from obtaining an IBDF

## DOCUMENTS REQUIRED

- ✓ Insurance certificate
- ✓ Passport
- ✓ Registration book of the vehicle
- ✓ Temporary Exportation Permit
- ✓ If the motor vehicle in question is not for traveller/visitor; written authority from the owner of motor vehicle
- ✓ Police clearance certificate

## APPLICABLE FEE AND TAXES PAYABLE

### ► Customs taxes

No taxes or duty is payable on a Motor Vehicle under IBDF. However, the Customs value or estimated value should be indicated on the declaration. Taxes for personal effects or goods that may be in the possession of the traveller in excess of the travellers' allowable threshold of USD1,000 are computed on a separate declaration.

Other Government / Regulatory fees

- Carbon Emission Surtax
- Council Levy
- Dam Toll fee, where applicable
- Road Toll fee

## VALIDITY PERIOD OF AN IBDF

### ► Visit

The validity period for an IBDF for a person visiting is limited to the period of stay granted and endorsed by the Immigration Department, up to **30 days** and can be extended twice at the nearest Customs office. Extension shall not be allowed unless the Customs officer physically verifies the vehicle and is satisfied

that a justified reason for the extension has been given. For visitors whose stay extends beyond **90 days**, requests for further extension maybe made for an additional period not longer than 9 months at Customs Headquarters at Revenue House in Lusaka.

## **Transit**

Validity period for an IBDF for a person in transit is **5 days**.

## **PENALTY FOR LATE EXIT OF AN IBDF**

- ▶ Late exit of the IBDF will attract a penalty of **K900** per day .
- ▶ Any vehicle that remains in Zambia beyond ten days after the authorized period shall be liable to seizure as provided for under Regulation 83(7) of The Customs and Excise (General) Regulations, 2000 (CAP 322 of the Laws of Zambia)

## **BENEFITS OF IBDF**

### **1. Allows for Advance Application**

The form has been designed to incorporate the ability for advance application through the web portal on TaxOnApp

### **2. Enhances trade facilitation**

### **3. Reduced dwell time at the border**

### **4. It provides for a single payment point of all**

Regulatory fees for other Government Agencies, when the person involved is driving a private foreign registered vehicle that is a subject for temporary importation.

## **NOTE\*\***

**ALL visitors, with foreign vehicles, who do not meet the above outlined criteria/conditions governing issuance of an IBDF, shall not be granted an IBDF.**

**For more information contact:**

**Call Centre: 4111**

**Email: [advice@zra.org.zm](mailto:advice@zra.org.zm)**

**Website: [www.zra.org.zm](http://www.zra.org.zm)**