

驻外使领馆工作人员 离任回国进境自用车辆进境办事指南

一、事项名称：驻外使领馆工作人员离任回国进境自用车辆进境（事项编码： 000629014005）

二、事项类型：行政检查。

三、设定依据：

（一）《海关总署关于我驻外使领馆工作人员离任回国进境自用车辆有关问题的公告》（海关总署 2005 年第 41 号公告）

总署网站链接：

http://www.customs.gov.cn/customs/2005-10/10/article_2025121221032368006.html

（二）《海关总署关于驻外使领馆人员离任回国进境自用车辆有关事宜的公告》（海关总署 2006 年第 68 号公告）

总署网站链接：

http://www.customs.gov.cn/customs/2006-11/22/article_2025121221005863899.html

四、实施机构：中华人民共和国高崎海关。

五、法定办结时限：无。

六、承诺办结时限：即到即办。

七、结果名称：无。

八、结果样本：无。

九、收费标准：不收费。

十、收费依据：无。

十一、申请条件：参加车辆管理制度改革试点驻外使领馆中享受常驻人员待遇的工作人员，不包括驻港澳地区内派机构的工作人员和其他我常驻境外机构的工作人员。

十二、申请材料：

（一）护照、居民身份证，原件及复印件纸质各 1 份；

（二）我驻外使领馆出具的《驻外使领馆人员身份证明》，原件第一联及复印件纸质各 1 份；

（三）国内外派主管部门出具的《我国驻外使领馆人员离任回国证明书》，原件第一联及复印件纸质各 1 份；

（四）提（运）单、购车发票、装箱单等单证，原件及复印件纸质各 1 份；

（五）中华人民共和国进出境自用物品申请表，原件纸质 1 份（附件 4）。

十三、办理流程：

（一）馆员应当自本人入境后 1 年内向其国内居住地的直属海关或者经直属海关授权的隶属海关（以下简称主管海关）提交书面申请，通过“海关政务服务平台”或中国国际

贸易单一窗口“公自用物品”模块录入电子数据并向海关发送数据，同时提交下列单证：

- 1.护照、居民身份证；
- 2.我驻外使领馆出具的《驻外使领馆人员身份证明》；
- 3.国内外派主管部门出具的《我国驻外使领馆人员离任回国证明书》；
- 4.提（运）单、购车发票、装箱单等相关单证；
- 5.《中华人民共和国海关进出境自用物品申请表》。

主管海关自接受申请之日起5个工作日内审核批准。

（二）主管海关审核批准后，进境地海关凭主管海关的审批单证和其他相关单证办理验放手续，并将车辆放行结果批注于《申请表》回执联后，退主管海关备核。

（三）馆员应当自进境地海关放行车辆之日起20个工作日内，向主管海关申领《中华人民共和国海关监管车辆进/出境领/销牌照通知书》（以下简称《领/销牌照通知书》），依法在公安机关交通管理部门办理机动车注册登记手续，公安机关交通管理部门核发小型汽车号牌。

（四）如馆员需转让、出售或者处置其进境的海关监管车辆，应报经主管海关批准，并持本人身份证和《机动车行驶证》向主管海关提交书面申请。主管海关审核并对有关车辆依法补征税款后，开具《中华人民共和国海关监管车辆解除监管证明书》（以下简称《解除监管证明书》），馆员凭此依法在公安机关交通管理部门办理有关手续。

(五) 馆员进境自用车辆的海关监管期限届满的, 应持《中华人民共和国海关公/自用车辆解除监管申请表》、本人身份证件和《机动车行驶证》向主管海关提出解除监管的申请。主管海关核准后, 开具《解除监管证明书》, 馆员凭此依法在公安机关交通管理部门办理有关手续。

十四、办理形式: 申请人或其委托的报关企业通过中国国际贸易单一窗口 (<http://www.singlewindow.cn>) 或海关政务服务平台 (<http://online.customs.gov.cn>) 发送电子数据, 窗口递交随附材料。

十五、到办理现场次数: 1 次。

十六、审查标准: 材料齐全、符合法定形式。

十七、通办范围: 厦门高崎海关负责厦门海关辖区业务办理。

十八、预约办理: 无。

十九、网上支付: 无。

二十、物流快递: 无。

二十一、办理地点:

1. 网上办理: 国国际贸易单一窗口

<http://www.singlewindow.cn>

或海关政务服务平台 (<http://online.customs.gov.cn>)

2.现场办理：厦门市湖里区云顶北路842号厦门市政务服务中心三楼A厅6号窗口。

二十二、办理时间：

（一）网上办理：

1.企业申请时间：24小时；

2.海关受理、审核时间：

星期一至星期五上午9:00-12:00，下午13:00-17:00，法定节假日除外。

（二）现场办理：星期一至星期五上午9:00-12:00，下午13:00-17:00，法定节假日除外。

二十三、咨询电话：海关 12360 服务热线或 0592-7703385。

二十四、监督电话：海关 12360 服务热线。

二十五、表单样本：

附件

海关编号

Customs Serial No. _____

中 华 人 民 共 和 国 海 关

CUSTOMS OF THE PEOPLE'S REPUBLIC OF CHINA

进 出 境 自 用 物 品 申 请 表

APPLICATION FORM FOR IMPORT/EXPORT OF ARTICLES FOR PERSONAL USE

申请人姓名（中英文） 性别 国籍 出生年月 ____年
月 ____日

Applicant's Name (Chinese and/or English) _____ Sex ____ Nationality ____ Date of Birth Year
Month ____ Date ____

所在机构名称及海关代码 住址
Organization and Customs Code _____ Address _____

护照或通行证号码 居留证件号码 身份证件号码 物品批文号
 Passport/Pass No. _____ Residence Permit No. _____ ID No. _____ Permit No. of Articles _____
 联系电话 进/出境 进出境口岸
 Telephone _____ Entry/Exit _____ Entry/Exit Port _____
 起运/运抵国（地区） 装货/指运港
 Departure/Destination Country (Region) _____ Port of Loading/Delivery _____
 运输方式(水路 铁路 汽车 航空 邮政 其它) 运输工具名称
 Means of Transport: (water rail road air mail other) _____ Carrier's Name _____
 航次(班)号 提运单号 件数 毛重(千克)
 Voyage/Flight No. _____ Bill of Lading No. _____ Number of Piece(s) _____ Gross Weight (kg) _____
 备注
 Remarks _____

以下内容可委托代理公司（人）填写

The following may be completed by the Agency (Agent) entrusted.

申请人身份类别 Status of Applicant _____	进/出境日期 Entry/Exit Date Year _____ Month _____ Date _____	包装种类 Type of Package _____	体积 Volume _____	标 Number of TEU _____
内包装件数 Quantity of Inside Packages _____		受托方名称及海关代码（身份证件号码） Agency/Agent and Customs Code/ID No. _____		

本人申报进/出境下列行李物品，并保证所有申报属实。

I, the undersigned, hereby apply for the importation /exportation of the following luggage items and guarantee that all my declaration is true.

项号 Item No.	物品税号 Tariff Code	物品名称 Descriptions	规格/型号 Speci./Model	数量 Quantity	单位 Unit	币制 Currency	总价 Total Value	备注 Remarks

申请人签名 Applicant's Signature _____ 机构签章 Seal of Organization _____ 申报日期 ____年__月__日 Date of Application Year ____Month ____Date ____ 附 ____ 页 ____ Pages Attached	海关批注 Customs Remarks _____ 海关签章 Customs Seal _____
--	---

填表说明：（带*项目必须填）

- *1. 申请人姓名（中英文）：按进出境有效证件填写。
- *2. 性别：按进出境有效证件填写。
- *3. 国籍：按进出境有效证件填写（中国驻外使领馆馆员不填写国籍，填写原驻在国及驻在城市）。

- *4. 出生年月：按进出境有效证件填写。
5. 所在机构名称及海关代码：境内所在机构的规范中文全称及海关十位数代码。
6. 住址：境内住址。
- *7. 护照或通行证号码：进出境有效证件的号码。
- *8. 居留证件号码：有效期一年以上居留许可证号码或华侨、港澳同胞暂住证号码或台湾居民居留签注号码等。
9. 身份证件号码：外国（地区）企业常驻代表机构工作证、外国人就业证、外国专家证等证件的号码（中国驻外使领馆馆员填写驻外使领馆人员身份证明号码）。
10. 物品批文号：填写相关部门批准进出境禁限物品的批准文号，无禁限物品的免填。
- *11. 电话：境内联系电话。
- 以下内容按提货单填写（进口物品带*项目必须填写，出口物品如已取得场站收据等货运单据必须填写，如尚未取得相关货运单据可暂缓填写）**
- *12. 进出境：进境、出境、其他（写明原因，如报废等）。
- *13. 进出境口岸：物品实际进出我国关境口岸海关的名称。
- *14. 起运/运抵国（地区）：起运国（地区）指进口货物直接运抵我国的起始发出的国家（地区）；运抵国（地区）指出口货物离开我国关境直接运抵的国家。无实际进出境的，本栏目填报中国。请按海关规定的《国别（地区）代码表》选择填报相应的起运/运抵国（地区）的中文名称。
- *15. 装货/指运港：装货港指进口物品在运抵我国关境前的最后一个境外装运港；指运港指出口物品运往境外的最终目的港。无实际进出境的，本栏目填报“中国境内”。请按海关规定的《港口航线代码表》选择填报相应的港口中文名称。
- *16. 运输方式：水路运输；铁路运输；汽车运输；航空运输；邮政运输；其它运输（须注明具体方式）。
注：非邮政方式进出口的快递物品，按实际运输方式填报，如航空运输；进出境旅客随身携带的自用物品，应填报其它运输。
- *17. 运输工具名称：水路运输填报船舶编号或船舶英文名称；铁路运输填报车厢编号或交接单号；汽车运输填报该跨境运输车辆的国内行驶车牌号；航空运输免于填报；邮政运输填报邮政包裹单号；其它运输填报具体运输方式名称。
- *18. 航次(班)号：水路运输填报船舶的航次号；铁路运输填报进出境日期；汽车运输填报该跨境运输车辆的进出境日期（8位）；航空运输免于填报；邮政运输填报进出境日期；其他各类运输方式免于填报。
- *19. 提运单号：水路运输填报进出口提运单号，如有分提运单的，填报进出口提运单号+“*”+分提运单号；铁路运输填报运单号；汽车运输免于填报；航空运输填报总运单号+“_”（下划线）+分运单号，无分运单的填报总运单号；邮政运输填报邮运包裹单号；其他各类运输方式免于填报。
- *20. 件数：按提货单或场站收据填写。
- *21. 毛重(千克)：按提货单或场站收据填写。计量单位为千克，不足1千克的填报为“1”。
22. 备注：需向海关说明的其它情况。（中国驻外使领馆馆员在此栏填报离任回国证明书号、境外购车日期、发票号码）
- *23. 申请人身份类别：选择以下一种身份填写。
常驻人员；非居民长期旅客；来华定居旅客；中国驻外使领馆馆员；其他人员。
24. 进/出境日期：运输工具进/出境的日期，无实际进出境的填申报日期。
25. 包装种类：选择以下一种内包装填报。木箱；纸箱；桶装；散装；托盘；包；其它。
26. 体积：按提货单或场站收据填写，计量单位为立方米。
27. 标箱数：标准集装箱数量（散货填报为“0”，1个20呎集装箱填报为“1”，1个40呎集装箱填报为“2”，以此类推）。
28. 内包装件数：内包装箱（如纸板箱）件数。
29. 受托方名称及海关代码（身份证件号码）：委托代理公司申请的，填报代理公司名称及海关代码；委托他人申请的，填报受托人姓名和身份证件号码。
- 以下内容按装箱清单、发票填写（带*项目必须填写）：**
30. 项号：物品序列号。
31. 物品税号：按《入境旅客行李物品和个人邮递物品进口税则归类表》归类填写。
32. 物品名称：物品规范的中文商品名称。汽车申报为：车辆牌名（如捷达、佳美等）+排气量（以“CC”为单位）+车型（如越野车、小轿车等）+车驾号，旧车应在车辆牌名前加“旧”字，新车不加。
33. 规格/型号：如普通电视机应申报荧幕尺寸，冰箱应申报容积数，汽车申报型号，如E320、750I等。
- *34. 数量：按申请物品的实际数量填写。如电脑主机1台、CD片20片、家具5件。
- *35. 单位：按法定计量单位填写。
- *36. 币制：按发票币制填写。
- *37. 总价：该项物品的总价。
- *38. 申请人签名：由申请人本人按进出境有效证件签字样式签名。
- *39. 机构签章：申请人所在机构公章。
- *40. 申请日期：向海关呈交申请表的日期。
41. 附页数：附页总页数（无附页的填“0”）。

N7 Instructions: (Items marked with “*” must be completed.)

- *1. Applicant's Name: (Chinese and/or English): The name as indicated on the valid certificate for entering or leaving China.
- *2. Sex: The sex as indicated on the valid certificate for entering or leaving China.
- *3. Nationality: The nationality as indicated on the valid certificate for entering or leaving China.
- *4. Date of Birth: The date of birth as indicated on the valid certificate for entering or leaving China.
- 5. Organization and Customs Code: Standard full Chinese name of the organization in China and its 10-digit Customs code.
- 6. Address: The address in China.
- *7. Passport/Pass No.: The number of the valid certificate for entering or leaving China.
- *8. Residence Permit No.: The number of the Residence Permit valid for over one year or the number of the Temporary Residence Permit for Overseas Chinese or Compatriots from Hong Kong and Macau or the registration number of residence for Taiwan residents.
- 9. ID No.: The number of the ID of Resident Representative Office of Foreign (Regional) Enterprises, Employment Permit for Foreigners and Foreign Expert Certificate, etc..
- 10. Permit No. of Article: Indicate the serial number of permit issued by competent authorities approving the importation/exportation of restricted and prohibited article(s). Leave this item blank if no such articles are involved.
- *11. Telephone: Telephone number in China.
Complete the following information with reference to the Bill of Lading. (As for the inward articles, the items marked with “*” must be completed. As for the outward articles, if such shipping documents as dock receipts are available, the marked items must also be completed; if not available yet, the completion may be made later.)
- *12. Entry/Exit: Indicate entry, exit and other. If “other” is selected, reasons such as “scrapped” shall be stated.
- *13. Entry/Exit Port: The name of the Customs port within China's Customs territory where the actual importation or exportation of relevant articles is effected
- *14. Departure/Destination Country/Region: Departure country/region refers to the original starting country/region from which the import goods are directly consigned to China's Customs Territory. Destination country/region refers to the country/region to which the export goods are directly consigned from China's Customs territory. In case there is no actual importation or exportation, fill in “China” in this item. Give the corresponding name in Chinese for the departure/destination country/region in conformity with 《Country/Region Code》 prescribed by China Customs.
- *15. Port of Loading/Delivery: The port of loading refers to the last overseas port where the import goods are loaded before their arrival in China's Customs Territory. The port of delivery refers to the final foreign destination port to which the export goods are consigned. In case there is no actual importation or exportation, fill in “within China's Customs territory” in this item. Give the corresponding name in Chinese for the port in conformity with “Port and Route Code” prescribed by China Customs.
- *16. Means of Transport: Transport via water; rail; road; air mail; or other (to be specified).

Note: For those inward or outward express parcels by non-mail, give the actual means of transport such as “air”. As for articles for official use carried by inward or outward passengers, indicate “other”.

- *17. Carrier's name: For water transport, give the number or English name of the vessel. For rail transport, give the carriage number or the transit receipt number. For road transport, give the license plate number of the cross-border vehicle running in China. For air transport, no record is needed. For mail consignment, give the number of the mail parcel form. And, for “other”, give the specific means of transport.
- *18. Voyage/Flight No.: For water transport, give the voyage number of the vessel. For rail transport, give the date of entry or exit of the territory. For road transport, give the numeric eight-digit date of entry or exit of the cross-border vehicle. For air transport, no record is needed. For mail consignment, give the date of entry or exit of the territory. No entry of this item is needed for various other means of transport.
- *19. B/L No.: For water transport, give the B/L No.. If there is a house B/L, give the import or export B/L No. plus “*” plus house B/L No.. For rail transport, give the waybill No.. For road transport, no entry is needed. For air transport, give “MAWB No. plus “__” (underline) plus HAWB No.”. Give MAWB No. if HAWB is not available. For mail consignment, give the number of the mail parcel form. No entry of this item is needed for various other means of transport.
- *20. Number of pieces: Give the number of pieces as shown in the B/L or Dock/Station Receipt.
- *21. Gross Weight (kg): Give the number of pieces as shown in the B/L or Dock/Station Receipt. The unit of measurement is kilogram. Indicate “1” for the weight less than one kilogram.
- 22. Remarks: Other explanations necessary for the Customs.
- *23. Status of Applicant: Select one of the following:
Resident personnel; long-term non-resident; permanent settler to China; member of Chinese diplomatic missions and others
- 24. Date of Entry/Exit: Give the date of entry or exit of the territory of the carrier. In case there is no actual entry or exit, give the date of declaration.
- 25. Type of Package: Indicate one of the following packages: wooden case, carton, barrel, bulk, pallet, bag or other.
- 26. Volume: Give the number of pieces as shown in the B/L or Dock Receipt. The unit of measurement is cubic metre.
- 27. Number of TEU: The number of standard containers (“0” for bulk cargo; “1” for one twenty-foot container and “2” for one forty-foot container, and so on.)
- 28. Number of Inside Package: The number of inside packing cases such as cartons.
- 29. Name of the Party Entrusted and Customs Code (ID No.): The name and Customs code of the agency entrusted to make the declaration or the name and ID No. of the person entrusted to make the declaration.

Complete the following information with reference to the packing list and invoice.

Items marked with “*” must be completed.

- 30. Item No.: The Serial number of the article.
- 31. Tariff Code: Complete this item with the classification according to the 《Classification and Nomenclature of Import Customs Tariff on Inward Passenger's Luggage and Postal Items for Personal Use》.
- 32. Descriptions: The standard Chinese commercial name of the article. Automobiles are required to be declared as “brand (e. g. Jetta, Camry etc.) + exhaust capacity

(measured by "cc") + type (e.g. cross country vehicle, sedan car, etc.)_+ VIN. As for used automobiles, indicate "used" before the brand whereas for new ones, no indication is needed.

- 33. Specifications/Model: For the common TV set, the screen size shall be declared, for the refrigerator, its capacity measured by litre, and for the automobile, its model such as "E320" or "750I" etc..
- *34. Quantity: Declare the actual quantity of the article(s) being applied for. For example: "1 set" of computer mainframe, "20 discs" of CDs, "5 pieces" of furniture, etc..
- *35. Unit: Give the quantity of unit in accordance with the official measuring system.
- *36. Currency: Complete the item in conformity with the currency applied in the invoice.
- *37. Total Value: The total value of the article.
- *38. Applicant's Signature: Signed by the applicant in conformity with the signature as shown on the valid certificate for entering or leaving the territory.
- *39. The official seal of the applicant's organization.
- *40. Date of Application: The date of submission of this form to the Customs.
- 41. Page(s) Attached: The total pages of the attachment. If there is no attachment, indicate "0".