

Staff have the privilege of importation of their furniture, household and personal effects in one or more shipments, free of duty

*Staff are advised NOT to ship any items to the country until they have been fully accredited.*

*Any local purchases made before full accreditation are not eligible for VAT reimbursement.*

# Duty-Free Guidelines



Internationally recruited UN staff are eligible to import for personal use, free of duty one automobile every 3 years.



If accompanied by their dependent spouse, two automobiles every three years.



Applications for importation of the two 2 (two) duty-free motor vehicles will be in the name of the Principal UN staff and not the spouse.

# Information Sources and Contact

Share point

01



[UNON-CSS-Host-Country  
SharePoint Site](#)

Helpdesk



02

Email: [unon-hostcountry-  
helpdesk@un.org](mailto:unon-hostcountry-helpdesk@un.org)

Clients Portal



03

Client's Portal: [HCSU  
Client Portal](#)

Service Hub



04

[https://servicehub.unon.  
org/request/forms/7](https://servicehub.unon.org/request/forms/7)

Weekly Friday  
Briefings

05



[unon-hostcountry-  
helpdesk@un.org](mailto:unon-hostcountry-helpdesk@un.org)