



**INDONESIA**  
**2018**  
ASIAN PARA GAMES



MANUAL  
HANDBOOK  
**ARRIVAL AND  
DEPARTURE GUIDE**





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# OUTLINE



## 1. Designation of Airports for Athlete, Official and Games Family

INAPGOC (Indonesia Asian para games organizing committee) has selected the Soekarno-Hatta International Airport (Terminal 2 and 3) as a designated airport to provide airport service to the Indonesia 2018 Asian Para Games participants. Meanwhile, for participants using plane charter, will be arranged and directed to Halim Perdana Kusuma International Airport\*.

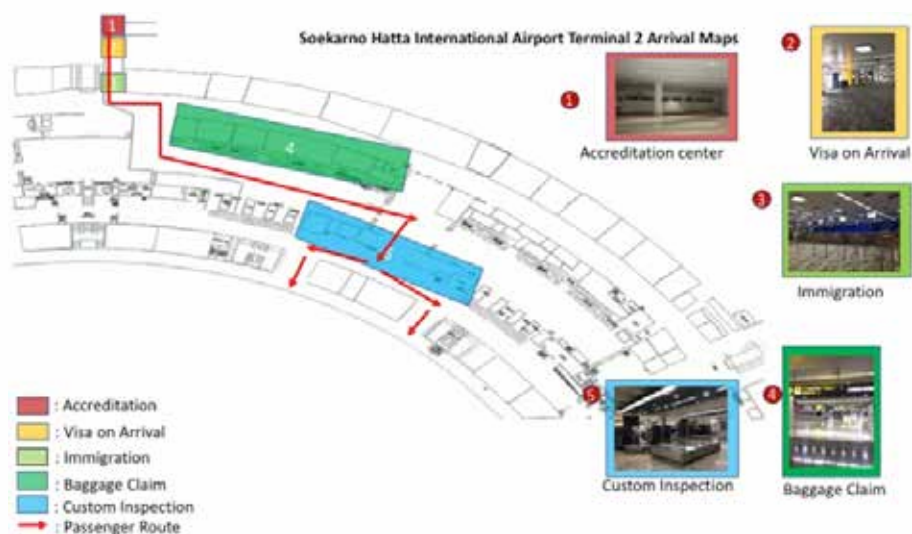
INAPGOC will fully assist the arrival and departure process, including assistance in immigration, Customs Clearance, Quarantine and etc in Soekarno Hatta International Airport and Halim Perdana Kusuma International Airport. This service will be for all accredited delegation members and VIPs attending the games. For VIPs, INAPGOC will also provide airport protocol services.

INAPGOC strongly recommends participants to use Soekarno Hatta International Airport and Halim Perdana Kusuma International Airport (for charter flight) for the games.

### a. Soekarno Hatta International Airport (<http://www.soekarnohatta.airport.co.id>)

Soekarno-Hatta International Airport (IATA code: CGK) is the main airport serving the greater Jakarta area on the island of Java, Indonesia. It's located at Kota Tangerang, Banten 19120, 40 kilometers from the Athletes' Village.

## Terminal 2 Arrival Floor

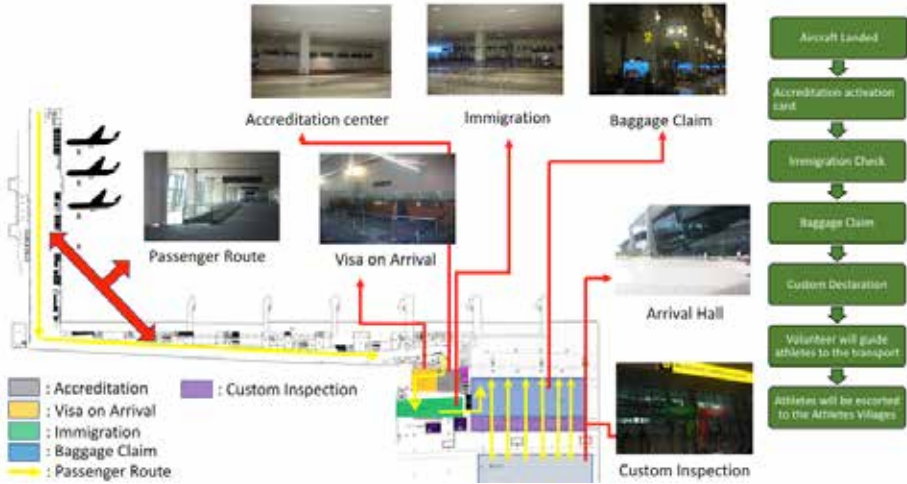


## Terminal 2 Departure Flow



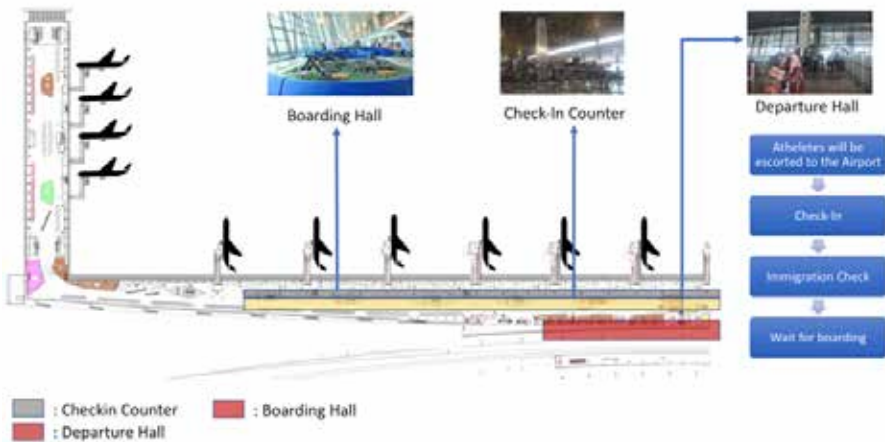
## Terminal 3 Arrival Floor

Soekarno Hatta International Airport Terminal 3 Arrival Maps



## Terminal 3 Departure Floor

Soekarno Hatta International Airport Terminal 3 Departure Maps



**a. Halim Perdanakusuma International Airport (<http://www.halimperdanakusuma-airport.co.id/>)**

Halim Perdanakusuma International Airport (IATA code: HLP) is used for commercial domestic scheduled traffic, military, private, governmental, and presidential purposes using the aircraft both domestically and internationally. It's located at Jalan Halim Perdana Kusuma, Kota Jakarta Timur, Daerah Khusus Ibukota Jakarta 13610, 20 kilometers from the Athletes' Village.

## **2. Submitting A/D Information Through Online ADS**

Each responsible organization should give specific and accurate Arrival/Departure information to INAPGOC for effective airport services during the Games time. Arrival/Departure information will be gathered through online Arrival and Departures System ADS. The ADS is designed to allow each responsible organization to submit Arrival/Departure information and changing schedules easily and conveniently. ADS can be used after Online Accreditation System is Closed. By entering Accreditation System Address, each responsible organization can submit their flight information, Date, Time and Flight Number.

INAPGOC Recommends all the relevant organizations should submit A/D information through ADS. If it is not possible to offer the information through the ADS, organizations should request the specific form of the spreadsheet, Excel form, to the INAPGOC and submit the form to the INAPGOC through e-mail instruction for ADS is placed.

INAPGOC will inform procedure of online ADS as soon as it has officially launched.



### 3. Guideline for submitting A/D Information

It is required to enter Online ADS for two months from TBD to TBD. all the responsible organizations are to submit their participants A/D information as soon as possible.

Submitted information can be used as basic material for planning essential services which will be provided by each relevant department. These department include Airport protocol, Transportation, Customs, Accommodation and Protocol and etc.

For minimal issues during the games and at the airport, responsible organization should provide their A/D information rightly after the plan of Arrival and Departure is confirmed. If A/D schedule as soon as possible.

#### Contact Information

**Address** : Menara Bidakara 2, 1st Floor, Unit 3 Indonesia Asian Para Games Organizing Committee Secretariat, Jalan Jendral Gatot Subroto Kav. 71-73, Pancoran, Jakarta 12870, Indonesia

**Phone** : +62 21 2982 0050, +62 21 29820051

**Email** : info@inapgoc.id | www.ina2018apg.id

**Arrival & Departure Team** : adhinapgoc@gmail.com, adh@inapgoc.id

## 4. Main Schedule

DATE	MAIN SCHEDULE	ORGANIZATION
July 2018	Send Arrival/Departure Customs Guide  Instruction about ADS attached	<b>INAPGOC Responsible Organizations</b>
10-12th Agustus	Attend Pre-DRM - Build A/D information - Demonstrate how to use ADS	<b>NPC</b>
12th July 2018	Start ADS operation	<b>Responsible Organizations</b>
7th September 2018	End ADS operation  After end of operations, if changes occurred notify INAPGOC frequently (through E-mail)	<b>Responsible Organizations</b>
1st - 15th October 2018	Operate Athlete, Official and Games Family Arrival/ Departure situation room  Operate Arrival/Departure Desk (Soekarno Hatta International Airport, Athletes' Villages)	<b>Responsible Organizations</b>

## 5. Contact Information

RESPONSIBLE TEAM	CONTACT INFORMATION
Airport Protocol Team	TEL: +6281318010113 irpinapgoc@gmail.com
INAPGOC Logistics Management Team	TEL: +6287824143504 adhinapgoc@gmai.com
Official Logistic Services Supplier	TBA
INAPGOC Arrival & Departure Team	TEL: +628129419779 adhinapgoc@gmai.com

# ARRIVAL AND DEPARTURE SERVICES



## 1. Receiving Athlete, Official and Games Family

Every NPC (National Paralympic Committee) must provide accurate Arrival and Departure to the INAPGOC before specific date to minimize unnecessary delay during arrival and departure. Arrival and Departure services will be available from 1st until 15th October 2018 at Soekarno - Hatta International Airport (Terminal 1, 2, and 3) and Halim Perdana Kusuma International Airport. The representative of NPCs must bear all related cost during Asian Para Games 2018 participant arriving before or leaving later the date mentioned above. During this period, A&D Team from INAPGOC will be placed on Quarantine, Immigration, and Baggage Claim section to assist in the Arrival Procedure. Also, a team also will escort Games Family to transportation access points to reach their athlete village.

## 2. Athlete, Official and Games Family Transportation

Athlete, Official and Games Family including VIP, Delegation, Dignitaries and Media, etc will be allocated designated vehicles which can take them to major facilities such as Headquarters Hotel, Athletes' Village and Media center.

Transportations will be allocated to the VIPs based on Arrival/Departure schedule submitted from each responsible organization. Arrival/Departure schedule should be submitted and if any changes occur, INAPGOC must be informed immediately. If information isn't submitted until arrival, the time for allocating transportation may take longer than expected. Please refer to Transportation Manual Book for detail Information regarding transportation services.

### 3. Cargo Transportation

INAPGOC will have official cargo and logistic provider for Indonesia 2018 Asian Para Games. If a baggage size or athletes' personal belongings are too large, you can contact our official logistic partner in origin country to help on this matters. All participant will be charged for this service. INAPGOC will announce the logistic partner and the procedures for it services soon.



# 1. Arrival Procedure



## Airport

Participant will be landing at the Soekarno Hatta International Airport Terminal 1/2/3. In Jakarta the are distant and isolated from each other, between them has to be used for connections and transfers. Then the passenger will go through Quarantine, Immigration Check and Customs Inspection.

## PVC/APGIAC\*

There will be places to activate PVC for the holder PVC/APGIAC.

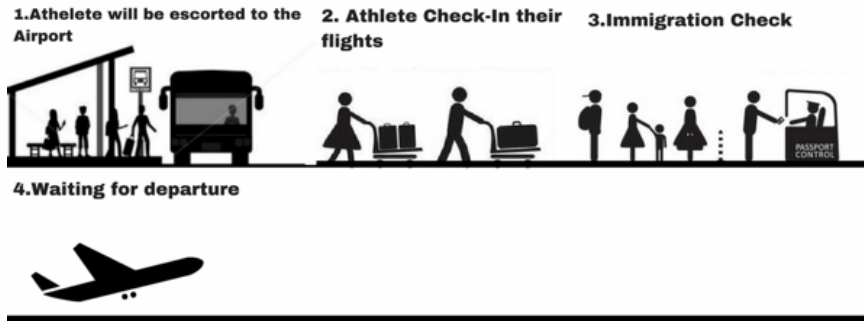
## Transportation

Transportation will be prepared for participant and accompanied with volunteer. The cargo and sports equipment will be help by arrival, departure & hospitality workforce with special vehicle.



Volunteer will be standby In the Soekarno - Hatta International Airport to help participant.

## 2. Departure Procedure



### Transportation

Transport will be prepared for participant and accompanied with volunteer. The cargo and sports equipment will be help by arrival, departure & hospitality workforce with special vehicle.

### Check In

The participants are recommended to arrive at the airport 5 hours prior to flight schedule to anticipate large baggage volume during check in. INAPGOC will assist participant in check in process.

### VAT Refund

Those who have purchased goods at shops with logos of 'VAT Refund' or 'Tax Free Shopping' may reclaim VAT at the airport. With the policy: Goods purchased worth more than IDR 500,000 (about USD 40) and purchased within 1 months before the departure date with the receipt is being kept. The documents that must be presented upon re-requesting VAT and PPnBM already paid, in accordance with the

provisions of Article 16E paragraph (4) of the VAT Law are: passport, boarding pass of departure flight and completed tax receipt (but in the NPWP column and the buyer's address is filled with the passport number and full address of the country issuing the passport)

### **Immigration Check**

The participant must submit their passports and boarding pass to Immigration staff. After immigration check, passengers will proceed to the gate.

# CUSTOMS PROCEDURE



## 1. Customs Clearance for Personal Belongings

All activities related with the control of traffic of goods entering or leaving the customs territory and the collection of import and export duties.

### Description:

- Passenger's personal belongings are some particular goods which carried by anyone across a national border using a carriage, except crew members and border crosser.
- Passenger's personal belongings arrived after or before the owner arrival, can be claimed by showing a personal passport and boarding pass.
- Crew member belongings are items carried (due to the nature and his occupation) into any means of transport and come together with the owner.
- Custom declaration (CD) is a custom statement of an imported good carried by the passenger or the crew members.

Exemptions of import duties, import related taxes and Excise on imports are subjected to:

- Passenger's personal goods with customs value exceeding FOB USD 250.00 for each person or FOB USD 1,000.00 for a family.
- Excisable goods of adult passenger's personal goods with amount exceeding 200 pieces of cigarettes, 25 pieces of cigars or 100 grams of minced tobacco and 1 liter of alcoholic beverages.
- Goods of crew of means of transport with customs value exceeding FOB USD 50.00 for each arrival.
- Excisable goods of crew of means of transport with amount exceeding 40 pieces of cigarettes, 10 pieces of cigars or 40 grams of minced tobacco and 350 milliliters of alcoholic beverages.
- Goods unloading procedures for passenger, crew and carriage.

- For passenger personal belonging arrives along with the owner must be declared to customs and excises officials using a customs declaration form (CD)
- (CD) /Custom Declaration Form must be filled completely and correctly, a verbal declaration can be conducted in a particular place based on Director General of Customs and Excises approval.
- Passenger or crew member may choose on which channels their imported goods go through:
  - a. Red channel, in case of passenger brought an imported good:
    - With custom value exceeds the limit of import duty regulation or goods subject to excise taxes exceeded the exemption provisions.
    - Carry goods such as animals, fish, and plants, including their derivative products.
    - Narcotics, psychotropic, drugs, firearms, air guns, sharp weapons, ammunition, explosive material, pornographic goods/publication;
    - Cinematographic movie, recorded video tape, video laser disc, or phonograph record.
    - Bank notes, in rupiah or other currency with value of Rp. 100,000,000.00 (one hundred million rupiah) or more.
    - If there is a suspicion, Custom and Excises Officials may conduct an inspection toward other goods that are not mention above.
  - b. Green channel, in case of arriving passengers or crew members are forbidden to carry imported goods as mentioned on article (A), after receiving the declaration, Custom and Excise Officials:
    - Issuance of approval letter for release of goods if passenger is going through Green Channel, however physical inspection will be conducted if passenger is going through Red Channel.

- If there is a suspicion, Custom and Excises Officials may conduct an inspection.
- A document verification will be conducted for every passenger and crew belongings which are going through the Green Channel.

## **2. Custom Clearance for Unaccompanied Goods\***

### **a. Definition of Unaccompanied Goods**

Unaccompanied goods refer to the goods brought into Indonesia by a different transportation other than those carried by travellers.

### **b. Custom Declaration for Unaccompanied Goods**

Those who have unaccompanied goods must complete two customs declaration form distributed in flight and report to custom officer.

One of the custom declaration forms must be confirmed by a customs officer on arrival and submitted to a customs officer at the port of entry of the unaccompanied goods. If customs clearance is to be executed by representative of the sender, a power of attorney and the sender's passport will be required.

### **c. Note and Shipping Address for Unaccompanied Goods**

Those who do not have a specific recipient address in Indonesia may ship unaccompanied goods to the address of the Indonesia 2018 Asian Para Games organizing committee, with his/her name as the final recipient. A complete cargo forwarding notice form must also be submitted to the INAPGOC, within sufficient time prior to arrival of cargo.

**INAPGOC Contact Information****Address** : TBA**Tel** : +62 878-2414-3504**E-Mail** : all-arrival@inapgoc.id**3. Custom Clearance for Consigned Cargo\*****a. Definition of Consigned Cargo**

Consigned Cargo refers to luggage or packages other than those accompanied and unaccompanied by the participants.

**b. The Official Logistic Services**

The Indonesia 2018 Asian Para Games Official Logistic Services Supplier is TBA.

The Indonesia 2018 Asian Para Games Official Logistic Services Supplier, will provide fast and smooth Logistics and Customs Clearance services for Consigned Cargo. If participants choose different Logistic Services Supplier, Custom Clearance procedure can be delayed or limitation of entering competition venues can be occurred. Please discuss the matter with INAPGOC or the Official Logistic Services Supplier prior to send Consigned Cargo.

**Official Logistic Service Supplier****Company**: TBA**Address**: TBA**Person in Charge**: TBA**Telephone**: TBA**Fax**: TBA

## Required Shipping Documents Include

TBA

### c. Note and Shipping Address for Consigned Cargo

Those who do not have a specific recipient address in Indonesia may ship Consigned Cargo to the address of the 'Indonesia 2018 Asian Para Games Organizing Committee', with his/her name as the final recipient. A completed 'Cargo Forwarding Notice Form' must also be submitted to the INAPGOC, within sufficient time prior to the arrival of cargo.

The INAPGOC-designated logistics agency will clear Consigned Cargo shipped to the INAPGOC through Customs and store them in warehouse. Fees will be charged for this service.

## 4. Customs Clearance for Temporary Importation

### a. Temporary Importation of Re-export Goods and their Custody

Those who import goods exempt from duties on the condition that they will be re-exported (e.g. cameras from photographer) must declare those goods in a 'Custom Declaration Form' and submit it to a Custom Officer. A please note that these declared goods must be carried when reporting to a Customs Officer on departure. The list of temporarily imported goods includes personal belongings, personal ornaments and professional goods that will be re-exported out of Indonesia later.

Any prohibited or restricted goods and dutiable goods found during customs inspection shall be placed under the custody of the Indonesia Customs Service until conditions required for import or re-export are satisfied. The period of custody should not exceed



one month. However, if time is more needed, time extending can be done for another 1 (one) month. (Contact number: TBA)

## **b. Temporary Importation of Consigned Goods**

Consigned Goods can be temporarily imported exempt from duties on condition that they will be re-exported. In this case, an amount worth 100% of the duties and taxes to be imposed on the goods must be deposited cash as collateral. All these goods must be re-exported within the authorized time frame.

Otherwise, duties, taxes, and surtax for re-export default would be levied on the goods.

### **1. ATA Carnet for Temporary Importation of Goods**

According to the Customs Convention on the ATA Carnet for the Temporary Admission of Goods, citizens of member countries of the Convention are allowed to temporarily import goods exempt of Customs duties after submitting the Carnets and necessary documents to the Customs Office, such as Bill of Lading and Packing List (such as broadcasting equipment). ATA Carnet allows travellers to temporarily import dutiable goods exempt from duties, import taxes and collateral. In addition, travellers with ATA Carnet do not need to fill in import and export Customs Documents when clearing the Customs. In this regard, the INAPGOC highly recommends the participant to use the ATA Carnet system for prompt Customs Clearance.

- List of the 84 ATA Carnet Convention Members

Category	Members
EU	Greece, Netherlands, Denmark, Germany, Latvia, Romania, Luxembourg, Lithuania, Malta, Belgium, Bulgaria, Cyprus, Sweden, Spain, Slovenia, Slovakia, Ireland, United Kingdom, Estonia, Austria, Italy, Czech Republic, Portugal, Poland, France, Finland, Hungary, Croatia
Americas	USA, Chile, Canada, Mexico, Brazil, Curacao, French Guiana, Guadaeloupe (France), Miquelon (France), Puerto Rico, St Barthelemy (France), St. Martin/Sint Maarten.
Non-EU	Norway, Russia, Macedonia, Belarus, Serbia, Switzerland, Iceland, Andorra, Gibraltar, Ukraine, Montenegro, Moldova, Albania, Bosnia and Herzegovina, Aruba, Azores (Portugal), Balearic Islands (Spain), Canary Island, Ceuta, Corsica (France), Faroe Islands (Denmark), Greenland (Denmark), Guernsey (United Kingdom), Isle of Man (United Kingdom), Jersey (United Kingdom), Liechtenstein (Admin by Switz.), Madeira (Portugal), Martinique, Mayotte (France), Melilla (Spain), Monaco (Admin by France), Saint Pierre (France).
Asia Pacific	New Zealand, Taiwan, Malaysia, Mongolia, Sri Lanka, Singapore, India, Japan, China, Thailand, Australia, Hong Kong, Pakistan, South Korea, Macau, French Polynesia, Guam, Indonesia, New Caledonia (France), Saipan, Tahiti (France), Tasmania (Australia), Wallis & Futuna (France)

Category	Members
Africa and Middle East	South Africa, Lebanon, Morocco, Mauritius, Senegal, Algeria, Ivory Coast, Tunisia, Iran, Israel, Turkey, United Arab Emirates, Madagascar, Bahrain, Botswana, Kazakhstan, Lesotho, Mauritius, Namibia, Reunion Island (France), Swaziland.
Antarctics	Antarctica

- Countries in blue are linked to a Carnet Country Advisory. In a case where more than one advisory applies to a country, the country will be linked to the most current advisory.
- Countries which are part of the European Union (EU). If goods are properly imported into one EU carnet country and re-exported from a second EU carnet country, the Carnet holder is unlikely to encounter any claims fees.
- Iran is accepting carnets however US restrictions do not allow a US-issued carnet for Iran.
- Taiwan requires a separate carnet called a TECRO/AIT carnet.
- As always, an ATA Carnet may be used as a Certificate of Registration (CBP CF4455) departing and returning to the U.S. regardless of whether the carnet will be used in a carnet or non-carnet country.

## 2. Competition Firearms and Ammunitions\*

Competition Firearms and Ammunition should be informed to INAPGOC in advance. According to related regulations in Indonesia, the permission for temporary import and export needs to be obtained from a district police agency and then necessary procedure needs to be taken by separating from other cargo while importing related items into Indonesia.

In case of carrying competition firearms and ammunitions while entering Indonesia, those items should be reported to the Customs office. In leaving Indonesia, those items need to be reported as well.

## 3. Prohibition/Regulation While Importing and Exporting\*

New regulations regarding prohibition/regulation while importing and exporting is under development and pending decision from Indonesian Government.

## 4. Import Prohibited Areas Per Item\*

New regulations regarding import prohibited areas per item is under development and pending decision from Indonesian Government.

# DECLARATION FORM AND TYPE OF BAGGAGE TAGS



# 1. Declaration Form

All goods brought by any person passing the border of Indonesia using any means of transport, are subject to inspection by Indonesian Customs and Excise officer.

Every person passing the border of Indonesia using any means of transport must declare the goods they bring to Indonesia at the port of entry. Arriving passenger and crew must fill in the Customs Declaration Form and submit it to the Customs and Excise officer at the Customs Inspection Gate. Verbal declaration may be performed at certain ports designated by Director General of Customs and Excise of Indonesia.

Please note that all hand-carried items **MUST** be inspected through a scanner at the Customs Inspection Gate.

**CUSTOMS DECLARATION**  
(HS #1)

Each arriving Passenger/Crew must submit Customs Declaration (only one Customs Declaration per family is required).

1. Full Name: \_\_\_\_\_

2. Date of Birth: Day [ ] Month [ ] Year [ ]

3. Occupation: \_\_\_\_\_

4. Nationality: \_\_\_\_\_

5. Passport Number: \_\_\_\_\_

6. Address in Indonesia (hotel name/residence address): \_\_\_\_\_

7. Flight or Voyage number: \_\_\_\_\_

8. Date of Arrival: Day [ ] Month [ ] Year [ ]

9. Number of family members traveling with you (only for Passengers):  (PWP)  (BWC)

10. a. Number of Unaccompanied baggage (if any and ask the relevant side of the form) \_\_\_\_\_  
 b. Number of Unaccompanied baggage (if any and ask the relevant side of the form) \_\_\_\_\_

11. I am/We are bringing:

a. Animals, fish and plants including their products (specify the items)  Yes  No

b. Narcotics, psychotropic substances, precursor drugs, fire arms, air guns, sharp object (excluding knives), ammunition, explosive pyrotechnic articles  Yes  No

c. Currency and/or other negotiable instrument in Rupiah or other currencies with equals to the amount of 100 million Rupiah or more  Yes  No

d. More than 200 cigarettes or 25 cigars or 100 grams of sliced tobacco and 1 liter drinks containing ethyl alcohol (for passenger/more than 40 cigarettes or 10 cigars or 80 grams of sliced tobacco and 200 milliliter drinks containing ethyl alcohol (for crew)  Yes  No

e. Commercial merchandise (articles for sale, sample used for printing, orams, materials or components used for industrial purposes and/or goods that are not considered as personal effect)  Yes  No

f. Goods purchased/obtained abroad and will remain in Indonesia with value exceeding USD 50.00 per person, 1 for crew, or USD 200.00 per person or USD 1,000.00 per family (for Passenger)  Yes  No

If you tick 'Yes' to any of the question number 11) above, please notify on the reverse side of the form and please go to RED CHANNEL. If you tick 'No' to all of the questions above please go to GREEN CHANNEL.

**I HAVE READ THE INFORMATION ON THE REVERSE SIDE OF THE FORM AND HAVE MADE A THOROUGH DECLARATION**

**Welcome to Indonesia**

Director General of Customs and Excise would like to thank you for your kind cooperation with Customs Officers during the inspection to identify restricted, illegal drugs, and articles which are related to terrorist activities, currency and/or larger negotiable instruments which are related to money laundering, and/or smuggling activities that violate some laws and regulations of Indonesia. Bringing those goods into Indonesia and doing smuggling activities, are considered as criminal and will lead to legal actions.

Passenger who bring certain goods for personal use that were purchased or obtained abroad and will remain in Indonesia will be granted exemption of import duties, excise, and taxes at the most:

- a goods of value USD 200.00 per person or USD 1,000.00 per family per arrival, and
- a 200 cigarettes or 25 cigars or 100 grams of sliced tobacco or other tobacco products, and 1 liter of alcoholic beverages for every adult.

Crew who bring certain goods for personal use that were purchased or obtained abroad and will remain in Indonesia will be granted exemption of import duties, excise, and taxes at the most:

- a goods of value USD 10 per person per arrival and
- a 40 cigarettes or 10 cigars or 80 grams of sliced tobacco or other tobacco products and 200 milliliter of alcoholic beverages.

However, in case you are bringing commercial merchandise into Indonesia, what has imported with import duty and other import taxes.

Please notify the Customs Officer, in case you are bringing currency and/or larger negotiable instrument (cheques, transfer cheque, negotiable notes, etc) in Rupiah or other currencies which exceed the amount 100 million Rupiah or more.

Should you have unaccompanied baggage, please indicate this Customs Declaration and request an supervisor to the Customs Officer for receiving the unaccompanied baggage.

To expedite the customs services, please notify the goods that you are bringing/bringing with complete and correct in the Customs Declaration, then submit to the Customs Officer.

False reporting may lead to punishment in accordance with laws and regulations.

**SIGN ON THE OPPOSITE SIDE OF THIS FORM AFTER YOU HAVE READ THE INFORMATION ABOVE AND MADE A THOROUGH DECLARATION.**

**Goods Declared**

Description of Articles	Qty	Value

HS #1

## 2. Type of Baggage Tags

Asian Para Games Participant are requested to complete the information and luggage tag will be distributed to the NPC including accreditation and ID card. All of the equipment and athlete needs must be tagged before check in to facilitate during baggage claim at the Soekarno - Hatta International Airport. The luggage tags will be classified by continent.



**Central Asia**



**East Asia**



**South East Asia**



**South Asia**



**West Asia**



**APC, VVIP and  
Guests**







