

(Translation)

**Diplomatic Note on Simplifying Procedures for
Purchasing Duty-Free Tobacco and Alcohol by
Staff of Diplomatic Missions and
Offices of International Organizations in China**

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The Protocol Department of the Ministry of Foreign Affairs of the People's Republic of China presents its compliments to all diplomatic missions and offices of international organizations in China (hereinafter referred to as "the missions"), and has the honor to inform the missions of the following matters:

I. To facilitate the purchase of duty-free tobacco and alcohol by the staff of the missions for personal use at the Beijing Duty Free Shop for Diplomatic Missions (hereinafter referred to as "the Duty Free Shop"), the Chinese side will simplify the relevant purchase procedures as of June 1, 2016.

II. As of June 1, 2016, if the administrative/technical staff (who have assumed office for no more than six months) and diplomatic agents have valid identity certificates and have completed registration and filing procedures at the Beijing Customs District, they may purchase duty-free tobacco and alcohol at the Duty Free Shop with the identity certificates issued by the Protocol Department, and they do not need to complete review and approval procedures at the Beijing Customs District in advance.

III. Diplomatic agents who have completed registration and filing procedures at the Beijing Customs District but have not yet filed for extension after the re-issuance of their identity certificates need to bring the originals and photocopies of their identity certificates to the Beijing Customs District to complete the procedures for extension. After that,

they may purchase duty-free tobacco and alcohol at the Duty Free Shop.

IV. If the administrative/technical staff (who have assumed office for no more than six months) and diplomatic agents have not completed the registration and filing procedures at the Beijing Customs District, they shall bring the Information Form of Embassy Staff in China and the originals and photocopies of their identity certificates to the Beijing Customs District to complete the relevant procedures. After that, they may purchase duty-free tobacco and alcohol at the Duty Free Shop.

V. The duty-free tobacco and alcohol purchased by the aforementioned personnel at the Duty Free Shop will be included in their annual quota, along with the duty-free tobacco and alcohol purchased and brought from overseas to the Chinese mainland.

VI. The duty-free tobacco and alcohol for personal use that have already been declared in the Declaration Form of Articles for Official or Private Use Imported or Exported by Diplomatic Missions (hereinafter referred to as “the Declaration Form”) and approved by the Beijing Customs District but have yet to be purchased at the Duty Free Shop can still be purchased within the validity period of the Declaration Form.

The Protocol Department of the Ministry of Foreign Affairs of the People’s Republic of China avails itself of this opportunity to renew to the diplomatic missions and offices of international organizations in China the assurances of its highest consideration.

(Seal) The Protocol Department of
The Ministry of Foreign Affairs of
The People’s Republic of China

Beijing, May 16, 2016

Diplomatic Missions and Offices of International Organizations in China,
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