
**CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION
FOR IMPORTS**

HOUSEHOLD GOODS REMOVAL

A. Documents Required

- Packing list
- Copy of passport
- Copy of valid visa
- Airway bill/Bill of lading
- Pro forma invoice for customs purposes
- Valued inventory in English or Russian
- Power of attorney
- Employment confirmation
- Photographs of all cultural items (2)

B. Specific Regulations

- The consignee should be present at the destination.
- The consignee must be employed by a registered company in Azerbaijan.
- Expatriates are permitted to import HHG and personal effects duty and tax free on a temporary basis, which is valid until the time expatriate has finished their tenure and are ready to export their HHG out of Azerbaijan.
- Temporary importation can be made only for the period of customer's visa validity.
- Customs will levy procedure charges. These procedure fees are 0.3 % of the invoice value of the shipment (+ 18 % VAT)
- Photographs may only include one item per photograph.
- Expatriates are permitted to import household goods and electrical appliances tax and duty free on a temporary import basis.
- All electronic/electrical appliances must be clearly marked on the packing list with serial numbers; only customs procedure fees applicable in this case at 0.3% + (VAT of 18 % on this amount) of the invoice value of the shipment.
- Consumables goods such as clothing, cosmetics, foodstuffs, beverages, etc. are subject to customs duties and VAT.
- All import duties are charged based on the CIF (Cost, Insurance, Freight) value.
- Azerbaijan citizens are not permitted to import household goods and personal effects on a temporary import basis and must pay full taxes and duties in the amount equal to 36% of CIF value in case duty exempt certificate is not available.
- Shipment of household goods and personal effects is subject to payment of a customs levy, which varies from 0.18% to 0.30% depending on the nature of goods.
- The cost of each declaration is USD 120.00/per main page and USD 90.00/- per additional pages.*
- The number of groups and declarations depends on the variety of the goods inside the shipment. For example, clothes are one separate group, kitchenware is a second group, wooden furniture is third group, plastic furniture is a fourth group, etc.
- Customs declaration should be issued at the customs department for each group of goods.

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- The final number of declarations and cost is determined after completion of the customs clearance process; these charges are not included in general destination rates.

*The cost of declarations is subject to change with no prior notification as same is set by customs authorities.

Important: A valued inventory is strictly required for customs clearance. Separate valued inventory lists should be issued for consumable items and household goods intended for temporary import. Valued inventory list for consumable items should contain a very clear description of each individual item, e.g., cotton sanitary napkins, men's cotton shirt, toothpaste etc. as such descriptions are very important in assisting local authorities to determine the import duty which differs from item to item. In order to minimize the duty on consumable items, individuals should under-declare the values on the valued inventory given to the customs authorities.

Valued inventory lists are purely for customs purposes and value does not have to be the same as used for insurance purposes. However, it is strictly advised not to enclose the list used to insurance purposes along with the shipping documents. The customs duties for consumables items are charged based on CIF value; therefore, total CIF should be clearly marked on the valued inventory.

Note: Request a copy of consignment instructions before dispatch of the shipment to avoid extra storage charges at airport/terminal.

MOTOR VEHICLES

A. Documents Required

- Pro forma invoice
- Original vehicle title/ technical vehicle passport

B. Specific Regulations

- Motor vehicles and motorcycles can be imported duty and tax free on a temporary import basis.
- Temporary import is subject to a refundable deposit at customs.
- The exact amount for deposit will be determined only after inspection of the vehicle.
- Refundable amounts vary from approximately USD 3000 to USD 5000 depending on the condition/value of the vehicle.
- Only diplomats may import vehicles without deposits on a duty free basis.
- Temporarily imported vehicles and motorcycles must be exported out of Azerbaijan at the end of expatriate's tenure and cannot be in the country more than 2 years.
- Sale of the temporarily imported cars and motorcycles are not permitted until full customs duty and VAT have been paid.
- Permanent importation of motor vehicles and motorcycles is subject to full payment of customs duties and taxes as per fixed customs tariff.
- All import duties are charged in CIF value.
- In case of temporary or permanent importation of the vehicle, a customs levy of 0.18% to 0.30% of CIF value will apply.

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- Customs declaration has to be issued for permanent or temporary importation of the vehicle. The cost of declaration is US\$ 120.00 / - no additional pages.*
- Declarations charges are not included in normal destination rates.
- Parties responsible for payment of additional declarations charges should be identified to agent before shipment.
- Importation of vehicles with tinted windows is prohibited.
- Importation of right-hand drive vehicles is prohibited.

*The cost of declarations is subject to change with no prior notification and is set by customs authorities. If you have questions regarding this information, please contact your selected agent in Azerbaijan to gain further clarification.

ANTIQUES, ART EFFECTS, CARPETS, MUSICAL INSTRUMENTS, METAL POTS AND PAINTINGS

A. Documents Required

- Packing list
- Pro forma invoice
- Photographs of all items (2)

B. Specific Regulations

- Importation of any of these items is very complicated and it is important that all prospective importers research the regulations and processes thoroughly prior to exporting from country of origin. As always, it is highly recommended that the origin agent contact the local Azeri agent if there is any doubt about customs procedures.
- Documents and information must be received by Agent prior to shipment's arrival.
- Documents must list the exact quantity of each item.
- If there is a discrepancy in the number of items on documents and actual number in the shipment, customs will endorse only pictures for the items listed in the documents.
- Any discrepancy may result in delay or denial of items during re-exportation of these items from Azerbaijan.
- Photos are required for official importation of these items into Azerbaijan.
- Photographs should arrive with the shipment or be couriered or emailed prior to shipment arrival.
- Once photos are endorsed with customs, they will be passed to the consignee who must maintain them until re-export.
- Re-exportation may be denied if photographs are not presented.
- The pro forma invoice is for customs purposes only.
- All items listed in the detailed inventory also must be listed on the pro forma invoice with exact quantity of each item.

Note: *The above procedures apply to diplomatic and non-diplomatic shipments. All procedural and documentation requirements must be met.*

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PETS

A. Documents Required

- Vaccination certificate
- Veterinary certificate

B. Specific Regulations

- Receipt of documentation is required 10 days prior to pet's arrival.

RESTRICTED/DUTIABLE ITEMS

Jewelry

- Precious jewelry, stones and currency can be imported only as accompanied baggage and must be declared with customs authorities (at the airport) at the time of arrival.
- The declaration should be kept in safe custody because the same document will be required for presentation to authorities at time of departure.

Alcohol

- The allowance limit for import of wine and spirits for personal consumption is two liters per person.

Tobacco

- The allowance limit for tobacco for personal consumption is 400 cigarettes per person.

CONSIGNMENT INSTRUCTIONS

Important: Request a copy of consignment instructions before dispatch of the shipment to avoid extra storage charges at airport/terminal.

Recommended: Once the shipment is booked, please fax your pre-alert to the selected local agent in Azerbaijan along with a copy of the AWB/ BL / CMR, packing list, passport copy, and full contact details of the consignee.

Helpful Tips

- Mark the waybills very clearly "Used household goods and personal effects".
- Packing list should be in English or Russian.
- Do not attach the inventory list used for the insurance purposes with the documents enclosed with the shipment.
- Pre-Alert along with the copies of the waybill, packing list, valued inventory for customs, and shipping schedule should be sent well in advance.

It is strongly recommended that all shipping documents be carefully prepared according to the instructions. This will help to avoid unnecessary delays and/or costly storage charges at destination.

PROHIBITED ITEMS

- Weapons of all kinds
- Knives
- Daggers (includes souvenirs)
- Pornography
- Food items
- Narcotics
- Toxic material
- Radioactive material

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**CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION
FOR EXPORTS**

ANTIQUES, ART EFFECTS, CARPETS, AND PAINTINGS

- Permission from the Azerbaijan Carpet Museum and/or Art Museum is required for the export of locally purchased carpets, paintings, and other effects.
- If permission is denied by the Ministry, items must remain in Azerbaijan and cannot be exported under any circumstances.
- Endorsed photographs from import arrival will be requested by customs authorities at re-export.
- If the customer is not able to present endorsed photos at the time of re-export, customs may deny the re-export.

PROHIBITED ITEMS

- Antiques such as carpets, paintings, books, icons or any other items considered to be of cultural and historical value, which do not have evidence as endorsed by customs photos upon importation into Azerbaijan, **cannot** be exported.