

**Azerbaijan** *Customs Information for Diplomats*

**Documents Required**

- ✓ Way bill
- ✓ Packing List
- ✓ Photos and detailed list of artwork (see below information on import of artwork)
- ✓ Shipping invoice / valued inventory.
- ✓ Copy of the passport
- ✓ Copy of the valid visa
- ✓ Valued inventory in English or Russian
- ✓ Power of attorney

**Important:** Customs / shipping invoice is strictly required for customs clearance. Customs / shipping invoice must show main items contained in the shipment, quantity, weight per piece and value for the customs purposes. Such descriptions are very important because it helps the local customs authorities to determine the import duty which differs from item to item. customs / shipping invoice is purely for customs purposes and therefore the value does not have to be the same as used for insurance purposes. However, it is strictly advised not to enclose the list used for insurance purposes along with the shipping documents in order to avoid heavy customs duties and taxes upon the shipment's arrival.

- The customs duties are charged on CIF value, therefore total CIF value should be clearly marked on the valued inventory.
- We can assist you with the customs / shipping invoice if you provide us with the packing list and weight certificate prior to sending the shipment. We will prepare the invoice and send the same back to you as an attachment by e-mail, so you can print it out on you letter blank, sign, stamp and attach HHE IMP 001/24.02.06 Rev. 0

**Customs Regulations**

- The consignee should be present at the destination and should have a valid Azeri visa.
- The consignee should be employed by a registered company in Azerbaijan.
- Import of household goods and personal effects to Azerbaijan is subject to payment of import customs levies, duties, fee, & VAT.
- Expatriates are allowed to import household effects on a temporary import basis in case if they have one year multiple entry visa. Temporary import declaration is valid till the time when visa expires and has to be renewed with/when obtained new visa. Extension or renewal of temporary import only allowed once. When temporary import has been extended once the owner has the following options:
  - Export the shipment out.
  - Customs clear the shipment on permanent import and pay full amount of customs duty, fee and vat.
  - Extend the temporary import for another year & pay periodical duty @ 3% of total amount of duty, fee & vat per each month.
- All import duties, levies, fees, etc are charged on C. I. F> (cost, insurance, and freight) value.
- Azeri citizens are not allowed to import personal effects on temporary import, thus are liable to pay full tax and duties.
- The additional list of customs declarations should be issued for each separate group of goods, and the quantity of the declarations depends on the variety of the goods contained in the shipment.

**Import of Artwork, Carpets, Paintings, Musical Instruments and Antiques**

- If shipment contains **any** ornaments, souvenirs, musical instruments, paintings, carpets, vases, statues, antiques and artifacts; any items of **any** artistic, cultural and historical value, shipper must register the same with customs at the time of import to Azerbaijan in order to be able to take the good out when leaving the country. Please note that if goods are not properly registered with customs coming into the country, shipper will have serious problems shipping them back out. We can assist in registering the goods with customs and will need the following information before shipment arrives Baku.

**a. Detailed list of items as shown below providing description, quantity, country of origin, date of manufacture and value.**

Description	Qty	Country of origin	Date of manufacture	Value
Painting by Michelle Burke	1	Germany	1995	USD 300
Statue of Buddha	1	Indonesia	2002	USD 150
Guitar	1	UK	2005	USD 200
Silver Vase	1	UK	2005	USD 50
Carpet	1	Turkmenistan	1925	USD 1000
Copper Trey	1	Pakistan	1930	USD 300
Ceramic Vase	1	China	2001	USD 100

**b. Digital Photo**

- Please take a clear photo of each item separately and sent to your ACE contact by email. Customs will compare the photo with the actual item during inspection and stamp the back of the photo registering its import to Azerbaijan.
- Having received detailed description and digital photo for each item prior to shipments departure for Baku / arrival to Baku we will ensure to list these items in customs declaration and have customs stamp photos of the items at the time of clearance. Stamped declaration and photo of the items will serve as proof that goods were imported to Azerbaijan and shipper will not have to obtain expert permissions from local museum when leaving Azerbaijan.
- Please note that it is very important for us to receive detailed list and photos of the goods prior to shipment's arrival to Baku. If goods are already in Baku and cleared through customs it is too late to provide us with photos as customs can not change description of goods in customs declaration and therefore register import of additional items to Azerbaijan.

**Azerbaijan** *Customs Information for Diplomats (cont)*

**Import of Food, Cosmetics & Hygienic Cleaning Products, Wines and Spirits**

- Only limited amount (mas 1-2 small boxes) of dry and tinned food, cosmetics and hygienic / cleaning products are allowed for import as part of personal effects shipment. Small amount is assumed to be for personal use / consumption. Large quantities, however, will be classed as commercial cargo or import of goods for sale, which requires special import license and subject to payment of customs duties, fee, and vat. If large quantities of food, cosmetics, or cleaning products are found in the shipment during customs inspection consignee will be fined and excess items will be confiscated.
- The allowance limit for the import of wine and spirits for personal consumption is two liters per head. All in excess is subject to duties and taxes as following:

➤ US \$1.00/ - per liter	Excise duty
➤ up to 30% of value	Customs duty (depending on % of alcohol)
➤ 20% of value	VAT
➤ 0.2% of value	Customs procedures duty.

**Motor Vehicles**

- Auto cars and motorcycles can be imported on temporary import basis, however temporary levies in the same amount as if for regular import are payable. Temporary imported auto cars and motor cycles must be exported out of Azerbaijan at the expiry of visa or be declared to the regime of free circulation
- Sale of the temporary imported auto cars and motor cycles are not permitted until full custom duty and and VAT has been paid.
- Permanent import of auto cars and motorcycles are subject to the tax and duties as per customs tariff.

**Pets**

The importation of pets is allowed. The following documents are required:  
 ✓ Vaccination certificate ,Veterinary certificate and Passport of the pet

**Prohibited Items**

- Weapons of all kinds, Pornography, Narcotics ,Toxic material ,Radioactive material
- Export of antiques, such as carpets, paintings, books, icons, or any other items which are considered to be of Azeri cultural and historic value

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

**Helpful Tips**

- Mark the waybills very clearly "Used Household goods and personal effects".
- Packing list should be in English or Russian.
- Make a detailed list of artwork and send to ACE together with digital photo of each item.
- 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 inventories and shipping schedule should be sent to our office by fax well in advance.
- Please ask for the consignment instructions before sending the shipment in order to avoid any extra storage / demurrage charges.

Note: As experienced in the past, the customs regulations can change at any time with or without notice. We'll do our best to update our valued customers and agents with such changes. We also strongly recommend to issue all the shipping documents very carefully according to the above mentioned instructions, which we understand can be time consuming but it will definitely help you to avoid unnecessary delays and heavy storage charges at this end.

**Shipper's Future Reference**

- Shipper decided to purchase some ornaments and souvenirs during their stay in Azerbaijan, they must know that carpets, paintings, musical instruments, ornaments, antiques and other items of cultural, historic, or artistic value will require special permissions / certificates for export issued by Art and Carpet Museums.

Please note that the following items are likely to cause problems with getting permissions:

- |   |  |
|---|--|
| ➤ Icons and religious images  | ➤ Saddle bags (hurjuns)                |
| ➤ Samovars  | ➤ Azeri carpets made before 1961       |
| ➤ Copper pots and jugs  | ➤ Musical instruments made before 1961 |
| ➤ Carpets of non-Azeri origin,<br>i.e. made Afghanistan, Iran, Turkmenistan, Sumakh, etc. | ➤ Antique (or antique looking) clocks  |

Note: ACE Forwarding Caspian will assist in taking the items to museum for certification. However, those items which will not be granted with export permissions by the ministry will not be included for shipping and be returned to the shipper.

Please be advised that it could take 10-14 days to obtain export certificates, we therefore recommend taking the items for certification at least one-two weeks prior to packing.

**Azerbaijan** *Customs Information for Foreign Citizens*

**Documents Required**

- ✓ Way bill.
- ✓ Packing List.
- ✓ Photos and detailed list of artwork (see below information on import of artwork.)
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- ✓ Copy of the passport.
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- ✓ Power of attorney

**Important:** Customs / shipping invoice is strictly required for customs clearance. Customs / shipping invoice must show main items contained in the shipment, quantity, weight per piece and value for the customs purposes. Such descriptions are very important because it helps the local customs authorities to determine the import duty which differs from item to item. customs / shipping invoice is purely for customs purposes and therefore the value does not have to be the same as used for insurance purposes. However, it is strictly advised not to enclose the list used for insurance purposes along with the shipping documents in order to avoid heavy customs duties and taxes upon the shipment's arrival.

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- Azeri citizens are not allowed to import personal effects on temporary import, thus are liable to pay full tax and duties.
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**Import of Artwork, Carpets, Paintings, Musical Instruments and Antiques**

▪ If shipment contains **any** ornaments, souvenirs, musical instruments, paintings, carpets, vases, statues, antiques and artifacts; any items of **any** artistic, cultural and historical value, shipper must register the same with customs at the time of import to Azerbaijan in order to be able to take the good out when leaving the country. Please note that if goods are not properly registered with customs coming into the country, shipper will have serious problems shipping them back out. We can assist in registering the goods with customs and will need the following information before shipment arrives Baku.

**a. Detailed list of items as shown below providing description, quantity, country of origin, date of manufacture and value.**

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**b. Digital Photo**

- Please take a clear photo of each item separately and sent to your ACE contact by email. Customs will compare the photo with the actual item during inspection and stamp the back of the photo registering its import to Azerbaijan.
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**Azerbaijan** *Customs Information for Foreign Citizens (cont.)*

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- The allowance limit for the import of wine and spirits for personal consumption is two liters per head. All in excess is subject to duties and taxes as following:

➢ US \$1.00/ - per litter	Excise duty
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**Helpful Tips**

- Mark the waybills very clearly "Used Household goods and personal effects".
- Packing list should be in English or Russian.
- Make a detailed list of artwork and send to ACE together with digital photo of each item.
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Please be advised that it could take 10-14 days to obtain export certificates, we therefore recommend taking the items for certification at least one-two weeks prior to packing.

**Azerbaijan** *Customs Information for Returning Citizens*

**Documents Required**

- ✓ Way bill.
- ✓ Packing List.
- ✓ Photos and detailed list of artwork (see below information on import of artwork.)
- ✓ Shipping invoice / valued inventory.
- ✓ Copy of the passport.
- ✓ Copy of the valid visa.
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