

Guatemala Customs Information	
Prohibited and Restricted Goods	<p>IMPORT : Drugs, Firearms, or they need special permission from the Ministry of Defence. Pornography, Food (ONLY PERMITTED 2 KGS), Liquor (ONLY PERMITTED 6 BOTTLES)</p> <p>EXPORT : Legitimate archaeological or colonial articles</p>
Customs Regulations	<ul style="list-style-type: none"> ➤ Household goods (USED), personal effects (USED) and vehicles are subject to pay taxes/duties. ➤ HHGS + Automobiles CAN NOT be listed in the same OBL, even if they are arriving in the same container. Please list automobiles on a separate OBL from household goods. ➤ Agents must obtain correct and exact consignment instructions prior to sending any shipments. The destination address for the consignee must appear exactly the same as the Guatemalan NIT Card (taxes ID card) from the customer or company who is paying import and taxes for the shipment or whoever is importing the shipment with duties and taxes exemption. ➤ Once customs import policy is made and authorised by Guatemalan customs it can not be amended, therefore if any details are incorrect and refused by customs officers, the customs agent (broker) has to obtain a legal authorisation from customs authorities by a resolution that takes between 10 - 15 days, creating delays and demurrage on the shipment. ➤ According with the customs regulations in Guatemala, it is not necessary to have a work permit, a tourist visa is enough. There are no differences for Guatemalan citizens or foreign citizens. ➤ Diplomats of accredited foreign Embassies and Officials of International Organizations are exempted from customs taxes/duties. ➤ Their shipments are subject to customs inspections to proceed with customs. They have to submit a diplomatic franchise and it should be processed by the Embassy or International Mission in Guatemala before shipment can be released.
Customs Inspection	<p>AIR, SEA AND LAND FREIGHTS: Air and sea consolidated shipments are cleared directly in a bonded warehouse under informal entry, providing the original documents for customs clearance process and all shipments are subject to a physical inspection. This could take between 4 to 8 working days, depending if it arrives via air, sea or land and the size of the shipment.</p> <p>SEA SHIPMENTS – FCL – Shipments must be cleared at the port of entry, customers have to pay import duties and taxes before the container arrives and all containers passes physical inspection and fumigation or treatment process and customs official determines if the amount that was already paid is OK or not. If there is any adjustment it must be paid immediately in order to finish the clearance process. The port authorities will collect additional charges for unloading the container at the port and our crew will be present to supervise the inspection and to seal the boxes opened by the officials.</p> <p>List of Prohibited Articles</p> <ul style="list-style-type: none"> ➤ Imports: Firearms, Narcotics and pornography. ➤ Exports: Legitimate archaeological or colonial articles
Automobiles (POV)	<p>POV with foreign plates may circulate in the country with a temporal permit of 30 days, but the owner cannot leave the country unless his car has been re-exported or all import duties have been paid.</p> <p>All POV must be cleared at the POE. (Not in Guatemala City bonded warehouse). Customs authorities will perform an inspection of the POV and documents prior to place the value of the duties/taxes to be paid. Customs clearance takes two weeks.</p>
Documents (Effective January 2008)	<p>The following documents are required and should be provided to your OMNI agent:</p> <ul style="list-style-type: none"> ✓ Bill of Lading or AWB or Carta de Porte - which must show freight charges, this is a requirement in Guatemala ✓ Packing list in Spanish or English - typed not handwritten ✓ Packing list in Spanish with values for customs purposes only (Optional, this can be done for you by your OMNI agent) ✓ Complete instructions for the shipment <ul style="list-style-type: none"> ▪ Documents must be originals otherwise customs will not consider them. ▪ It is not necessary to have the documents stamped by the Guatemalan Consulate. ▪ Your OMNI agent will require copies of the related documents via fax in order to start with customs values, etc. You must also send original documents before the shipment arrives at the Port of Entry (POE) in order to avoid any additional charges not included in the agreed destination rate.

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Documents (Effective January 2008): Air and Sea Shipments	<ul style="list-style-type: none"> ✓ Air Waybill or two originals of Bill of Lading ✓ Original packing list in English or Spanish ✓ Original owner passport with entry stamp ✓ Delivery and billing instruction including insurance information ✓ NIT number (Tributary Identification Number). Your OMNI agent can process this document, they just need the original cedula (identification card) if the shipper is Guatemalan, if foreigner, your OMNI agent needs the original passport.
Documents (Effective January 2008): Land Shipments	<ul style="list-style-type: none"> ✓ Original of Cargo Manifest ✓ Original packing list in English or Spanish ✓ Original owner passport with entry stamp ✓ Original of International Transit Guide ✓ Delivery and billing instruction including insurance information ✓ NIT number (Tributary Identification Number). Your OMNI agent can process this document, they just need the original cedula (identification card) if the shipper is Guatemalan, if foreigner, they need the original passport.
Documents (Effective January 2008): Automobiles (POV)	<ul style="list-style-type: none"> ✓ Original of Bill of Lading or Carta de Porte ✓ Original of Car title as proof of ownership ✓ Original of commercial invoice ✓ Copy of registration Card ✓ Report of Auto Mechanical Conditions ✓ Your instructions <p>Documents MUST be ORIGINALS otherwise customs will not take them. It is not necessary to have the documents stamped by the Guatemalan consulate.</p>
Required Documents from Shipper	<ul style="list-style-type: none"> ✓ Copy of consignee's passport (only first page and the page with the last immigration entry stamp into Guatemala) ✓ Copy of NIT card (Tax Identification Number) given to shipper at no cost at Finance Ministry in Guatemala presenting valid original passport with entry stamp. <p>Shipper must pay the import duties and taxes in Guatemala.</p>
Customs Inspection	<ul style="list-style-type: none"> ➤ Customers must pay import duties and taxes for the autos before the container arrives to POE. Duties are 20% of CIF value + 12% IVA (tax) ➤ All autos must be inspected directly at POE, and the official in charge will determine if the amount already paid is OK or not, if he makes any adjustment it must be paid immediately in order to finish clearance. ➤ Clearance process at POE can take from 3 to 5 working days once the container arrives and import duties and taxes are paid or the diplomatic franchise is ready. ➤ Customer is responsible for all transit permits, Guatemalan plates and Guatemalan title. ➤ Customs authorities will keep the original title, so customer has to obtain a new one from Guatemala. <p>Note: If your OMNI agent does not receive the above information before arrival of the POV or if this Information is incorrect; customer will have to pay US\$ 100.00 for inspection.</p> <ul style="list-style-type: none"> ▪ The NIT (Tributary Identification Number) is a personal identification number which the shipper must obtain from the Finance Ministry in Guatemala City. The customer will obtain this application form and presenting his original passport. Vital document for shipment clearance. ▪ In general it is NOT necessary to have the documents legalized at the Guatemalan Consulate at origin.
Important Information	<ul style="list-style-type: none"> ➤ Ship container Door to Door ➤ Show as consignee on BL, AWB or CARTA DE PORTE: Customer Name c/o Company Name (as shown on Guatemalan NIT card) c/o your OMNI agent Address as on Guatemalan NIT Card Notify Party: Names from your OMNI Agent Telephone & Fax number of your OMNI Agent ➤ Please confirm, with your OMNI Agent, the exact consignment instructions before sending the shipment. ➤ All incoming shipments to Guatemala City with wooden packing material, must be fumigated and the crates must wear the seal. ➤ All devices of the packing list must have: NUMBER OF SERIES, MAKE AND STYLE. ➤ Please refer shipment to your OMNI agent's rate reference number on the consignment letter. The Bill of Lading or AWB must show freight charges this is a requirement of Guatemala.

Guatemala *Customs Information*

Important Information
 (Continuation)

- Please alert your OMNI member to shipments by email or fax
- Vehicles undergo a different customs process to household goods.
- All incoming shipments to Guatemala City will be inspected at port of entry, if customs requires (this applies to diplomatic shipments too). POV have a different customs procedure than household goods and personal effects.
- New items will be considered as a commercial entry and therefore subject to normal customs duty, paying full taxes/duties. A commercial invoice is necessary and must cover duties/taxes which range from 5% to 40% of CIF value plus 12% of valued added tax (IVA).
- Only used HHGDS are considered personal effects.
- All customers in Guatemala pay imports taxes/duties and these charges are based on CIF value of the complete shipment (Cost + Insurance + Freight). It is not important if customer is Guatemalan or not.
- Taxes/duties range from 1% to 15% of CIF value plus 12% of IVA (Value Added Tax).
- Used items will be assessed by customs taking into consideration the packing list and subject to physical inspection.
- Diplomats and member of international missions are exempt from duties/tax providing their extension obtaining a diplomatic franchise for shipment release.

Required Documents from Shipper:

- ✓ Copy of consignee's passport (only first page and the page with the last immigration entry stamp into Guatemala).
- ✓ Copy of NIT card (Tax Identification Number) given to Shipper at no cost at Finance Ministry in Guatemala presenting valid original passport with entry stamp, this applies to Guatemalan and foreign customers
- ✓ Shipper must pay import duties and taxes in Guatemala

Show as consignee on B/L or AWB:

PARTICULAR SHIPMENTS:

Full name of customer
 C/O (your OMNI agent)
 Full address of delivery of client in Guatemala City (THE SAME AS NIT CARD, IF HAVE)
 Guatemala City , Guatemala
 Phone and Fax number

DIPLOMATS OF ACCREDITED FOREIGN EMBASSIES AND OFFICIALS OF INTERNATIONAL ORGANIZATIONS:

Full name of customer – FULL NAME OF EMBASSY OR INTL. ORGANIZATION
 C/O (Your OMNI agent)
 Full address of Embassy or Intl. Organization
 Guatemala City , Guatemala
 Phone and Fax number

Pets

Pets require a health/vaccination certificated from origin dated within 30 days prior to arrival.

Restrictions

The following articles are restricted:

- Drugs
- Firearms, they need special permission from the Ministry of Defence.
- Food (ONLY PERMITTED 2 KGS.)
- Liquor (ONLY PERMITTED 6 BOTTLES)

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