



# *Importing Personal Property Into Azerbaijan*

## **HOUSEHOLD GOODS AND PERSONAL EFFECTS**

### **CUSTOMS REGULATIONS AND REQUIRED DOCUMENTS**

#### **Customs Regulations:**

The client should be in Azerbaijan with a valid visa when the shipment arrives. Client should be employed by a registered company in Azerbaijan. To be eligible to import items duty free, the client's employer must hold a Customs Duty Exemption Certificate or the organization must have an inter-government agreement issued by a Cabinet of Ministers. All shipments are subject to inspection.

Import duties for used household goods are based on costs, insurance and freight (CIF). Household goods must not be sold and must be re-exported after tenure is complete.

**Temporary Import Status** is obtained by the State Revenue Committee after a letter is provided by the client's employer and accepted by the Customs Authority. The temporary import is valid for one year. All items must be unpacked, examined and identified by Customs prior to release of the shipment.

**Returning Azerbaijani Citizens** are not permitted to import their household goods and personal effects duty free; therefore are liable to pay tax and duties equal to 36% of CIF value. Payment in full is due upon arrival, otherwise incur daily storage fees.

**Customs Declarations:** Each group of goods requires its own Customs Declaration and must be issued to the Customs Department. Cost for each Declaration is currently \$120.00USD for the 1<sup>st</sup> page and \$90.00USD for the 2<sup>nd</sup> page. Example: Kitchen ware is a group, wooden furniture is a group, plastic furniture is a group, clothing is a group etc.

**The final number of declarations and coinciding amounts is determined once the clearance process is completed. These charges are not included in destination rates. Cost of Declarations is subject to change without prior notice. Consult with your service agent for more details.**

**Special Instructions:** Valued Inventory is required for Customs clearance. The descriptions must include quantity, gross weight, net weight & price of each item. To minimize duty on consumable items it is recommended to undervalue the items for Customs purposes only. Documents showing true value for insurance purposes should not be sent with the shipment.

**Document preparations:** Way bills must clearly be labeled "Used household goods and personal effects" DO NOT attach the inventory list used for insurance purposes with the documents enclosed with the shipment. Two separate valued inventory lists, one for consumables items the other for items intended for temporary import should be attached to the documents enclosed with the shipping documents.

Pre-Alert along with the copies of the waybill, packing list, valued inventory and sailing schedule should be faxed to the origin agent in advance. Consign the shipment directly to the consignee c/o his organizations name, full address and phone numbers. These procedures will aid in the avoidance of potential delays and heavy storage charges.

#### **Required Documents:**

- ✓ Passport - copy, include photo page and current Visa page
- ✓ Residency Permit – obtained from the State Migration Office
- ✓ Work Authorization Card – obtained from the State Migration Office
- ✓ Bill of Lading/Air Waybill - original, clearly marked "Used Household Goods
- ✓ Valued Inventory & Pack List - in English, Azeri or Russian
- ✓ Proof of Employment - from a registered company in Azerbaijan

- ✓ Power of Attorney – entitles destination agent to clear shipment
- ✓ Pro Forma invoice – original for Customs purposes
- ✓ Official Letter from the client to the head of the Customs Department

### **Diplomat Status:**

Foreign diplomats, members of government or international organizations are granted tax and duty free entry of their personal effects and household items either new or used.

### **Required Documents:**

- ✓ Diplomatic Franchise - copy
- ✓ Passport & Visa page – copy
- ✓ Official Letter from the Embassy to the head of the Customs Department
- ✓ Valued Inventory & Pack List - in English, Azeri or Russian
- ✓ AWB/BL – original, house bills are not accepted
- ✓ Pro Forma invoice-original

### **RESTRICTED/DUTIABLE ITEMS**

- ✓ Alcohol and other spirits such as wine – 2L per shipment, subject to tax and duties; in excess will be seized and consignee will be fined
- ✓ Precious jewelry, stones, currency - imported as accompanied baggage, must be declared to Customs Authority upon arrival. The same declaration will need to be presented upon departure
- ✓ Art/paintings, antiques, carpets/rugs - allowed duty free entry on a temporary basis only; provide a list detailing description, quantity, country of origin, date of manufacture & value. Photograph these items; send digital copies to the destination agent in advance. Upon arrival these item must be registered with the Customs Authority; The client must also keep copies for their records This will deter complications upon departure/ exportation
- ✓ Large appliances - allowed one of each only
- ✓ Electronics and electrical appliances - separate packing list from other goods, state serial numbers
- ✓ New items - subject to very high taxes and require original receipts
- ✓ Books, CD's, DVD's – author/artist, year of publication & topic listed on for each on the inventory
- ✓ Cosmetics, hygienic & cleaning products – only a small amount (1-2 small boxes) allowed
- ✓ Plants – require a certificate from Ministry of Agriculture

\* Export of locally purchased rugs and paintings is allowed unless the items are considered antique or of cultural value. Permission from the Azerbaijan Carpet and Art Museum is required to export locally purchased rugs, paintings and other effects.

\* Items difficult to export are Samovars, copper pots, religious icons, antique (or antique looking clocks), musical instruments and Azeri carpets made prior to 1961, rugs made in Afghanistan, Turkmenistan & Iran, etc.

### **PROHIBITED ITEMS**

- ✓ Narcotics/illegal drugs of any kind
- ✓ Medication – unless approved by the Ministry of Health
- ✓ Food products – only a small amount (1-2 small boxes) of canned and dry food allowed
- ✓ Pornography and subversive material
- ✓ Firearms, explosives, ammunitions and weapons of all kinds, including those decorative in nature
- ✓ Radioactive and otherwise toxic materials
- ✓ Wildlife objects: horns, tusks, skins, furs & taxidermy

## IMPORTATION OF PETS

Quarantine is not required. Upon arrival into Baku, Azerbaijan pets and accompanying documents will be examined by a veterinarian at the airport. Consult your service agent prior to importation for current regulations and document requirements. Pigeons are prohibited.

### Required Documents:

- ✓ Pet Passport – must include microchip number and date of insertion
- ✓ Certificate of Vaccination – including rabies, dated less than 30 days prior to arrival
- ✓ International Health Certificate – issued within 10 days of arrival, stating pet is fit for travel
- ✓ Client's Passport – copy of biographical page,
- ✓ Contact details and delivery address

## IMPORTATION OF VEHICLES

**Diplomats** can import a vehicle duty free and without a deposit.

**Temporary import** of vehicle/motorcycle must be consigned to the company not the individual.

Consignee must make a guaranty payment the equivalent to a Permanent import. The payment is refunded once the individual exports the vehicle. Temporary import is valid for 1 year. Prolongation of vehicle requires a letter from client's employer, or be re-declared for permanent import.

**Permanent import** of a vehicle incurs Customs levies, duties and VAT. Amount is based on make, model, year, country of origin, CC, number of seats and value.

Vehicles must meet Euro-4 ecological standards to be allowed importation. Right hand drive vehicles are prohibited. Tinted windows are prohibited. Sale of vehicles are prohibited unless under permanent status and full duty and VAT has been paid.

- Customs Authority reserves the right for an independent evaluation/re-evaluation of the vehicle.

### Required Documents:

- ✓ Passport & Visa or Diplomatic Card – copy of biographical page, and visa page for Azerbaijan
- ✓ Employment/Mission Confirmation – Diplomats only
- ✓ Letter from Employer
- ✓ Certificate of Title and Registration - must be original
- ✓ Commercial/Purchase Invoice – must be original
- ✓ Pro Forma Invoice – separate one for a vehicle
- ✓ AWB/BL - original

### NOTES:

**Entry & Exit Requirements:** US citizens must register with the nearest Azerbaijani police department within 3 days of arrival. All the requests for any type of visa (except diplomatic and service) should be supported by an invitation from the receiving party in Azerbaijan, and confirmed by the Consular Department of the Ministry of Foreign Affairs of the Republic of Azerbaijan. When applying for a Residency Permit part of the application process is the submission of translated copies and originals of state-issued civil documents like birth certificates and marriage certificates, and university diplomas. In order to translate such documents, local notaries require an apostille with these documents. Each state has its own procedures for providing an apostille. Please note that the U.S. Embassy is unable to provide an apostille or certify university transcripts.

It is recommended to carry a photocopy of your current passport and valid visa with you at all times.

An exit permit is required to depart Azerbaijan. Permits are secured through the State Migration Service.

**American Armenian Citizens:** American citizens of Armenian ancestry should be aware their visa applications may be denied by the Government of Azerbaijan on the grounds that their safety cannot be

guaranteed.

**Health:** Medical tests, performed at designated clinics in Azerbaijan, are required for those applying for temporary or permanent residence permits. Applications by people with health issues, including HIV/AIDS, are reviewed by the State Migration Service and approved on a case-by-case basis. There is one medical clinic in Baku, comparable to Western standards. There is a private hospital and clinic where some of the physicians speak English providing basic care and a 24/7 emergency room. Cash only in Azerbaijani Manats. If one requires daily medications it is advised to bring enough for the duration of the stay along with the physician's prescriptions.

**Safety & Security:** US citizens are encouraged to enroll in the Smart Traveler Enrollment Program, to stay current with the latest safety and security announcements dispersed by the Embassy in your area. Your enrollment can also help the Department of State reach your family and friends in case of emergency. Avoid travel to the region of Nagorno-Karabakh and the surrounding occupied areas, as well as regions along the border of Azerbaijan and Armenia. Due to the existing state of hostilities, consular services to U.S. citizens in Nagorno-Karabakh can not be offered.

**Currency:** Azerbaijan is predominately a "cash only" economy, with credit cards being accepted in only a few hotels, restaurants and supermarkets.

**Travel:** The metro system is an inexpensive and good option for transportation, with three new stations planned to open by 2015. There are security cameras and police units at each metro station and bag checks may be carried out at the entrance to each station. Most taxis are not metered. Negotiate the fare before entering the cab. The 189 telephone taxi service provides the fare in advance and specifies the license number of the taxi to be dispatched. Metered London style taxis are being introduced in Baku. Avoid unmarked "gypsy cabs".

**Fumigation of Wood Packing Materials:** At this time Azerbaijan does not require ISPM15 for wood packaging material (WPM).

## **ACKNOWLEDGMENTS:**

Embassy of Azerbaijan: <http://www.azembassy.us/>

State Customs Committee of Azerbaijan Republic: <http://az-customs.net>

Department of State: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_978.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_978.html)

Smart Traveler Enrollment Program (STEP) <https://travelregistration.state.gov/ibrs/ui/>

Ace Forwarding – Baku, Azerbaijan

International Association of Movers

The information presented herein is based on customs data available at the time of printing and is frequently subject to change without notice. It is the responsibility of the owner or importer of the household goods to comply with the current customs restrictions, regulations, and duties of the country to which the goods are imported. We strongly advise clients to contact the consulate or embassy of the destination country for the most current information on customs regulations, restrictions and duties for importing household goods, personal effects and vehicles.