



## IMPORTING PERSONAL EFFECTS IN BELGIUM

### HOUSEHOLD GOODS AND PERSONAL EFFECTS:

Used household goods and personal effects are duty free provided goods have been owned and used by the customer for a minimum of six months and customer has lived outside of Belgium and the European Community for at least one year. Used household goods may be imported in several separate shipments; however, the declaration of duty-free entry must be completed for all shipments at the time of the first importation. The goods must be imported within twelve months of arrival.

- For private moves, a certificate issued by the Belgian Consulate at origin confirming the transfer is required.
- For company moves a signed and stamped declaration from the employer confirming the transfer is required.
- For foreigners not in possession of a Certificate of Residence at the time of importation of household goods must pay a guaranty (bond) of 10% of Customs duties and 21% VAT.

A disciplinary penalty may also be imposed for missing documents of approximately 500.00 BFRS. The total guaranty amount is refunded in six months on presentation of the original Certificate of Residence, or any other missing documents.

Duty-free entry of household goods for a secondary residence in Belgium is no longer possible.

Items can not be sold, lent or otherwise disposed of during stay.

### **Diplomatic Status:**

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

Note: signatures and stamp shown on the declaration 136 F must be on file at the Customs Authority House where the importation is scheduled to take place.

### DOCUMENTS REQUIRED:

#### Documents required for Household goods/personal effects Customs Clearance:

- ✓ Passport (copy including the page with customer's signature)
- ✓ Work Permit
- ✓ Certificate of Residence (original) obtained from the local Belgian town hall (aankomstattest /attestation d'arrive'e)
- ✓ Change of Residence Certificate (for Belgian nationality)
- ✓ Proof of cancellation of residence abroad
- ✓ Lease Contract or Renting Voucher
- ✓ Indemnity/insurance documents
- ✓ Inventory in English, French, Dutch or German
  - Must be accompanied by an official statement for the Customs Administration (copy available from the destination agent upon request)
  - Must be original and five copies, valued, signed and dated by customer
  - If auto imported, must be listed on the inventory with the manufacturer's name, body and engine number, type, color, etc.
  - Weapons must also be listed on the inventory with the manufacturer's name, type of weapon, serial number and caliber (customer should be able to produce permit issued in country of shipment)



- All electrical appliances must be noted, with serial numbers
- ✓ For shipments originating from a non-European Community country, a certificate is required stating that the customer has resided outside the European Community for at least twelve months prior to arrival in Belgium (certificate issued by the Belgium Consulate at the place of origin) or employer in country of origin or branch office in Belgium.
- ✓ For company moves, a signed and stamped declaration from the employer confirming that the transfer is required
- ✓ Belgians who canceled their registration in Belgium and who are returning to Belgium within two years must prove that their stay abroad was a result of their settlement abroad. The customs documents issued at the time of exportation of their household goods and or motor vehicle must be produced to the Customs authorities at the time of re-importation. In the absence of such documents, a warrant must be made.
- ✓ Contact address and telephone number of customer must be listed on documents
- ✓ If all documents are not available, a Bank Guarantee must be paid. (Refund of Guarantee will be issued upon presentation of required paperwork within the next 6 months)

#### Documents required for Diplomatic Shipment:

- ✓ Diplomatic Franchise
- ✓ Passport (diplomatic) - copy
- ✓ Declaration 136 F - signed by diplomat, countersigned and stamped by Embassy at origin
- ✓ Comprehensive inventory - dated & signed by owner
- ✓ Power of Attorney - giving authority for Destination Agent to arrange customs clearance

#### RESTRICTED/DUTIABLE ITEMS:

- ✓ Appliances/Electronics - must have invoices/receipts
- ✓ Prescription medications - require a health certificate
- ✓ Firearms & ammunition- must state name, serial number & caliber on the inventory; proof of registration, shooting license; must be loaded near the container door; some firearms must be registered with the Belgian police; DO NOT ship without prior approval from Belgian Authorities
- ✓ New items - (less than 6 months) must have invoices/receipts; subject to duty and VAT
- ✓ Tobacco - 200 cigarettes or 250 grams of loose tobacco, in excess of these amounts incurs duty
- ✓ Alcohol - subject to authorization from territorial administration
- ✓ Antiques - require invoices signed by supplier & a Certificate of Age showing items are 100 years old or more; duty-free, subject to 6% VAT

#### PROHIBITED ITEMS:

- ✓ Ivory and other animal products; complete list must be obtained by customer from Belgian Consulate in advance of packing of shipment
- ✓ Drugs and narcotics
- ✓ Pornography and subversive material
- ✓ Explosives, ammunitions and any other weapons unless otherwise approved



### IMPORTING VEHICLES:

Duty-free entry if owner had possession of the vehicle for at least six months prior to entry into Belgium and if sales and value added tax were paid in country of origin. Vehicle must meet Belgium specifications and all safety requirements

#### **Required Documents:**

- ✓ Original Registration or Title (specifying make, model, year, type, chassis, engine and license plate numbers)
- ✓ Original Purchase Invoice
- ✓ Original license plate from previous country
- ✓ Proof of payment of sales tax
- ✓ Valid European Green Liability Card
- ✓ Proof of insurance abroad valid for at least six months prior to arrival in Belgium
- ✓ Proof of European/Belgian insurance
- ✓ Copy of passport with signature page
- ✓ Proof of residence abroad for twelve months prior to arrival in Belgium
- ✓ Statement from owner that he will not sell or trade the vehicle for at least six months after final clearance

### IMPORTING PETS:

For importing pet birds; only 2 are allowed. Birds must be accompanied with a signed statement from a veterinarian, no more than 2 months old attesting bird (s) is free from fowl plaque, Newcastle disease, cholera, psittacosis, pullorum disease and Pacheco's disease.

#### **Required Documents:**

- ✓ Certificate of Vaccination – including rabies, vaccines must be administered 30 days but less than 12 months prior to importation
- ✓ Health Certificate - by a Veterinarian at origin

***NOTE: Fumigation of Wood Packing Materials: As a member of the European Union, Belgium has requirements and regulations in effect regarding ISPM15 for wood packaging material (WPM).***

\*\*Customs requirements are established by the country of import and not by Servile Relocations Pvt. Ltd. The regulations, however, are subject to change without notice by the Belgium Customs. Servile Relocations Pvt. Ltd. assumes no liability for the changes in the law.

#