



IMPORTING PERSONAL EFFECTS IN GERMANY

HOUSEHOLD GOODS AND PERSONAL EFFECTS:

Customer must be present for customs clearance (if all documents are not in order)

Shipper has resided outside the EU for at least 12 months before shipping. The imported goods were owned by the shipper for at least 6 months before shipping. The goods are imported within 1 year of shipper taking up residence in Germany. Shipper can provide all documents required for Customs clearance. The imported goods will not be sold for a minimum of 1 year after importation

NOTE: Effective 1 January 2011, the export of all shipments of household goods and vehicles are subject to a Security Filling. After filling, Customs in Germany will issue and MRN number to your Destination Agent and corresponding inland Customs Authority to arrange for possible security inspection. The MRN number is mandatory for exportation.

Required information:

- Destination address of client or Destination Agents address
- Estimated value of the HHG shipment including vehicles

NOTE: As of 19 August 2010 an EORI (Economic Operators Registration and Identification) number is required for all imports and exports to clear Customs in the European Union.

The requirement was introduced by the European Commission in July 2009 to enhance security. The EORI number must be used in all electronic communications with Customs Offices and other government agencies and departments. This number is valid in all EU member states and replaces ALL Customs identification numbers including the TIN (Traders Identification Number). All business operators and private individuals not established in the EU must obtain the EORI number from the authorities in the respective EU member state wherein the client intends to operate or reside. Please consult with your Destination Agent for further details and assistance.

Diplomatic Status:

Is not subject to special restrictions. Duty and tax free entry is possible against diplomatic entry form 0349 which will be provided by diplomatic missions in Germany. Customs form is needed in original. - no faxcopy -

DOCUMENTS REQUIRED:

Documents required for Household goods/personal effects Customs Clearance:

- ✓ Copy of Passport (picture page)
- ✓ German Resident Registration Confirmation Certificate (ANMELDEBESTÄTIGUNG) issued by the local authorities.
- ✓ Brief statement declaring no firearms, drugs or alcohol is contained in the shipment
- ✓ Comprehensive inventory list in German
- ✓ German Citizens only- Proof of absence for more than 1 year

Documents required for Diplomatic Shipment:

- ✓ Certificate from the Embassy or the Consulate.
- ✓ Form 0349



RESTRICTED/DUTIABLE ITEMS:

- ✓ New items (less than six months old) invoice required
- ✓ Alcohol
- ✓ Inventory must detail exact number and size of bottles, exact alcoholic strength in percent, and value of each bottle.
- ✓ Tobacco, tea, coffee, toilet waters, perfumes, etc.
- ✓ Foodstuffs in large quantities (do not recommend shipping with household goods)
- ✓ Electronic items such as computers, videos, stereos, etc. (must show serial number and have purchase invoice)
- ✓ Duplicate appliances or electrical equipment may be assessed high duties
- ✓ Large amounts of handicrafts

PROHIBITED ITEMS:

- ✓ Guns require a Certificate of Registration, valid passport of owner, proof of ownership, and a gun license for importation
 - Duty-free if firearm has been owned for at least six months prior to importing
 - Guns must be easily accessible
 - Must apply for a German Ownership Permit
 - List as last items on inventory, indicate model, caliber and serial number
- ✓ Explosives
- ✓ Ammunition
- ✓ Drugs and narcotics
- ✓ Live plants (need special Import Permit)
- ✓ Any protected animal or species, dried plant or items of historical significance (ivory, snakeskin, leopard fur, pre-Colombian items, etc.)
- ✓ Pornographic material
- ✓ Certain types of meat
- ✓ Absinthe, methyl alcohol and pure alcohol
- ✓ Radioactive material
- ✓ Wine, grape juice and other various foodstuffs and consumer goods in large quantity

IMPORTATION VEHICLES:

Admitted duty-free if Customer has lived abroad for over one year, has owned and used the auto for a minimum of six months, if brought in for personal use with household goods and will not be sold for one year
Cars must be inspected before licensing, comply with German technical and environmental regulations and require modifications

Required Documents:

- ✓ Proof of ownership
- ✓ Car documents
- ✓ German driver's license



- ✓ Owner's passport
- ✓ Owner's police registration in Germany (Polizeiliche Anmeldebestätigung)
- ✓ Insurance record from country of origin
- ✓ Third-party liability insurance that begins with Customs clearance
- ✓ Declaration of Customer that no high value goods are in car
- ✓ Origin Registration and copy of title
- ✓ Commercial invoice, if new vehicle
- ✓ It is highly recommended that the Customer informs the Destination Agent of all auto details prior to importing.

IMPORTING PETS:

Dogs and cats must be free of disease and may be imported without a permit if the following conditions are met: Not more than 3 animals are being imported. The animals are not to be handed over to a third person after importation occurs. There is documented proof that the animal has been vaccinated against rabies at least 30 days, but not more than 12 months prior to entering the Federal Republic of Germany, or has been renewed within 12 months prior to entry. The vaccination must be certified by a veterinarian.

- A valid International Certificate of Vaccination, in the German language or a certified translation must accompany the dog/cat. The certificate must be signed and sealed, and the seal must clearly bear the state, agency and address of the veterinary surgeon
- A Health Certificate must accompany the animal stating the dates of examination, and that the animal is free from epidemic diseases and rabies. It must also state that no case of rabies has been recorded within a 21-km (13 miles) radius of the animals' point of origin during the previous 90 days. This certificate is valid for 20 days for animals imported from non-European Union countries.
- Seeing-Eye dogs, military service dogs, dogs used by professional artists or animals in transit do not require a permit.

Required Documents:

- ✓ International Certificate of Vaccination, in German or with a certified translation.
- ✓ Certificate for International Transport, stating the animal's name, breed, sex, age and color.
- ✓ Health Certificate

Note: It is recommended that animals accompany the importer as "carry-on baggage." Animals shipped as "unaccompanied baggage or freight" requires a permit from the Federal Republic of Germany Health Department.

Note: EU applies the ISPM 15 standards related to the treatment of solid wood packaging and dunnage (wood used to wedge or support non-wood cargo). All arriving solid wood packaging must carry the ISPM15 mark indicating that all the timber has received appropriate treatment. The approved measures are heat treatment and fumigation.

**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 German Customs. Servile Relocations Pvt. Ltd. assumes no liability for the changes in the law.