



Import Customs Guide **GUATEMALA**

Information from FIDI Latin America

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The global quality standard for international moving.

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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<p>Removal Goods</p>	<ul style="list-style-type: none"> ▪ AIR AND SEA SHIPMENTS: <ul style="list-style-type: none"> ▪ Copy of owner's passport with entry stamp including all blank pages in PDF format. <ul style="list-style-type: none"> ▪ Please do not send photos. ▪ In the passport the client must have proof of entry stamp to the origin country for at least 2 years and Guatemala entry stamp must be valid for at least 6 months. ▪ For ITGBL the passport needs to be in 'original'. ▪ Copy of NIT number Card and RTU. <ul style="list-style-type: none"> ▪ Must be updated to current year, if not, it will be refused by customs authorities. ▪ Must include the fiscal address the customer used to register the NIT number at SAT. ▪ Air Waybill or two originals of Bill of Lading Rated. ▪ Copy of detailed Inventory / packing list in Spanish or English. <ul style="list-style-type: none"> ▪ All devices must have serial number, model and style (file in excel or editable file). ▪ For air shipments, it is mandatory to have a detailed packing list, indicating 	<ul style="list-style-type: none"> ▪ Subject to payment of duties and taxes: <ul style="list-style-type: none"> ▪ New items are considered as commercial entry: <ul style="list-style-type: none"> ▪ Subject to normal customs duty, paying full taxes/duties. ▪ A commercial invoice is necessary and must cover duties / taxes from 5% to 40% CIF value adding 12% tax. ▪ Used items are: <ul style="list-style-type: none"> ▪ Assessed by Customs considering prices listed in the packing list ▪ Subject to physical inspection. ▪ Recommendation: insured values not to appear on the inventory or shipping manifest to enable maximum allowances for used factors. ▪ Recommended POE: Santo Tomas de Castilla. ▪ The NIT is a personal identification number. <ul style="list-style-type: none"> ▪ It is a requirement that applies to Guatemala citizens and foreign nationals alike. ▪ Every shipper must obtain it from Finance Ministry in Guatemala City or any agency of the Tax Administration Superintendence (SAT). ▪ Must be updated to current year, if not, it will be refused by Customs authorities. ▪ Documents needed to process NIT <ul style="list-style-type: none"> ▪ Original passport. 	<ul style="list-style-type: none"> ▪ Customs Inspection: <ul style="list-style-type: none"> ▪ Air, Sea and Land freights: <ul style="list-style-type: none"> ▪ Shipments are cleared directly at POE, AOE, border of entry providing the original documents for clearing the shipments. ▪ All subject to physical inspection from custom authorities. ▪ This could be between 7 to 10 working days depending on the transportation mode and size of the shipment. ▪ For shipments moved from POE to a Fiscal Warehouse, it is necessary to unload the containers and trailer trucks prior to custom clearance because they cannot remain closed at the warehouse. It requires making an additional Customs Clearance. ▪ Land shipments are transported to a bonded warehouse to be cleared and are subject to a physical inspection from Customs Authorities, this process could take from 3 to 7 working days.

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	<p>the quantities of goods packed in each box.</p> <ul style="list-style-type: none"> ▪ Delivery and billing instruction including insurance information. ▪ Cooling gas permit (if any). <ul style="list-style-type: none"> ▪ It applies only for cooling appliances. ▪ In order to get this special permit, the following information is mandatory: type of refrigerant, brand, model, serial number and a photo of the label that shows the specifications of the refrigerator or any kind of article that uses gas refrigerant (usually on the back, next to or inside the door). <ul style="list-style-type: none"> ▪ LAND SHIPMENTS: <ul style="list-style-type: none"> ▪ Original Waybill and Cargo Manifest. ▪ Original packing list in English or Spanish. All devices must have serial number, model and style. ▪ Copy of owner's passport with entry stamp including all blank pages in PDF format. <ul style="list-style-type: none"> ▪ Do not send photos. ▪ In the passport the client must have proof of entry stamp to the origin country for at least 2 years and Guatemala entry stamp must be valid for at least 6 months. ▪ For ITGBL the passport needs to be in 'original'. ▪ Original of International Transit Guide. ▪ Delivery and billing instruction including insurance information. ▪ Copy of NIT number Card and RTU <ul style="list-style-type: none"> ▪ Must be updated to current year, if 	<ul style="list-style-type: none"> ▪ Fully copy of passport. ▪ Water, electricity or phone bill of place of residence in Guatemala. ▪ The original DPI (identification card) is needed if the shipper is Guatemalan, if foreigner, they need the original passport. ▪ NIT application process: <ul style="list-style-type: none"> ▪ Present original passport and full photocopy. ▪ Complete the form for entering and updating taxpayer information on the unified tax register, and present original passport and full photocopy. ▪ Present water or electricity bill bearing the address of the residence in Guatemala. ▪ If the client does not have an address in Guatemala, a water or electricity bill from the client's employer can be used. 	<ul style="list-style-type: none"> ▪ Door to Door: <ul style="list-style-type: none"> ▪ Containers or trailer trucks could be cleared at bonded warehouse in Guatemala City if custom authorities grant release and approve temporary entry. ▪ If an inspection takes place at POE or bonded warehouse, additional charges will be invoiced. ▪ Customs may require completing entry and paying taxes / duties directly at POE.


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	<p>not, it will be refused by customs authorities).</p> <ul style="list-style-type: none"> ▪ Must include the fiscal address the customer used to register the NIT number to SAT. ▪ Cooling gas permit (if any). <ul style="list-style-type: none"> ▪ It applies only for cooling appliances. ▪ In order to get this especial permit, the following information is mandatory: Type of refrigerant, brand, model and serial number and a photo of the label that shows the specifications of the refrigerator or any kind of article that uses gas refrigerant (usually on the back, next to or inside the door). 		
Diplomats Removals	<ul style="list-style-type: none"> ▪ Same as Removal Goods. 	<ul style="list-style-type: none"> ▪ Diplomats of accredited foreign Embassies and Officers of International Organizations are not excluded from customs inspection. 	<ul style="list-style-type: none"> ▪ All shipments are subject to custom inspection. ▪ Diplomats have to submit a diplomatic franchise that should be processed by the Embassy or International Entity in Guatemala before its release to start with the Customs Clearance process. ▪ If the diplomatic franchise is not ready before the arrival of the shipment, it is recommended to move the shipment to a Fiscal Warehouse and wait for the document in order to avoid higher extra costs at port.
Wedding trousseaux & inheritance	<ul style="list-style-type: none"> ▪ Same as above. 	<ul style="list-style-type: none"> ▪ Same as Removal Goods. 	
New furniture & Household Goods	<ul style="list-style-type: none"> ▪ Same as above. 	<ul style="list-style-type: none"> ▪ Same as Removal Goods. ▪ Only new goods will be estimated by customs to determine taxes. 	

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Works of Art & Antiques	<ul style="list-style-type: none"> ▪ Same as above. 	<ul style="list-style-type: none"> ▪ Same as Removal Goods. ▪ The export of Pre Colombian Archaeological or Colonial Antiques is prohibited. 	
Precious metal objects (jewellery, coins)	<ul style="list-style-type: none"> ▪ Same as above. 	<ul style="list-style-type: none"> ▪ Same as Removal Goods. 	
Household & Electrical Appliances	<ul style="list-style-type: none"> ▪ For HHGS inbound shipments containing coolers, refrigerators and/or air conditioning appliances: <ul style="list-style-type: none"> ▪ A special license of entry must be issued for entry or departure. ▪ To obtain this license the agent must submit the following information: <ul style="list-style-type: none"> ▪ Model of the machine ▪ Make of the machine ▪ Type of refrigerant used. ▪ Year of manufacture. ▪ NIT (see NIT explanatory notes under Removal Goods). ▪ Photo of the label that shows the specifications of the refrigerator or any kind of article that uses gas refrigerant (usually on the back, next to or inside the door). 	<ul style="list-style-type: none"> ▪ Guatemala does not allow the entry of any appliance containing R11 and R12 gases. ▪ Any appliance manufactured before the year 2000 is subject to be declined. 	<ul style="list-style-type: none"> ▪ Without license, the articles will be held by customs. ▪ The process to obtaining the license is 2 business days approximately and is valid for 45 days after issued.
Presents, Souvenirs, Carpets	<ul style="list-style-type: none"> ▪ Same as above. 	<ul style="list-style-type: none"> ▪ Same as Removal Goods. 	
Motor Vehicles	<ul style="list-style-type: none"> ▪ Two original Bill of lading. ▪ Original commercial invoice. ▪ Original car title as proof of ownership. ▪ Copy of owner passport with entry stamp. ▪ Delivery and billing instructions including insurance information. ▪ Copy of registration card (it needs to include the Engine Number) ▪ Report of mechanical conditions. 	<ul style="list-style-type: none"> ▪ Diplomats: <ul style="list-style-type: none"> ▪ Duty-free. ▪ A franchise must be obtained. ▪ Non-Citizen & Returning Citizens: <ul style="list-style-type: none"> ▪ Must pay duties according to the model and make of the vehicle. 	<ul style="list-style-type: none"> ▪ Customs will verify vehicle information such as model, brand, serial number, etc. For Guatemala, it is very important to submit the Engine Number, which is a different number to the VIN. ▪ Duties will be estimated on CIF value as determined by customs. Clearance of automobiles require a minimum of two weeks.

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	<ul style="list-style-type: none"> ▪ Copy of NIT number Card (see notes under Removal Goods). ▪ Proof of purchase and payment of the vehicle. 		<ul style="list-style-type: none"> ▪ The following information needs to be sent to destination agent in pre-advice package prior to shipment dispatch: <ul style="list-style-type: none"> ▪ Chassis number. ▪ Engine number (without this information the customs clearance process cannot start). ▪ Number of doors of the vehicle. ▪ Brand. ▪ Year of manufacture. ▪ Style. ▪ Number of cylinders. ▪ Serial number. ▪ Type of fuel. ▪ Colour. ▪ Cubic centimetres. ▪ Number of seats. ▪ If the agent does not receive the above information before arrival of the vehicle or if this information is incorrect, the customer will have to pay a fee of USD 100.00 for inspection.
Other vehicles (bicycle, water vehicle)	<ul style="list-style-type: none"> ▪ Bicycles: same as Removal Goods. ▪ Large boats, yachts and other vehicles: same as Motor Vehicles. 		
Machines, Appliances & Spare parts	<ul style="list-style-type: none"> ▪ Commercial invoice: <ul style="list-style-type: none"> ▪ Specifying gross, legal and net weights and CIF value. ▪ In triplicate format. ▪ In triplicate copy legalised by Consulate, with declaration of origin. 	<ul style="list-style-type: none"> ▪ Same as Removal Goods. 	

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Alcohol, Wine	<ul style="list-style-type: none"> ▪ Authorization from the Ministry of Health (Phytosanitary Certificate). ▪ Original invoices. 	<ul style="list-style-type: none"> ▪ Alcohol and wine are considered as commercial entry and subject to normal customs duty. ▪ The packing list has to show the details of each bottle. ▪ It is allowed to include only up to a maximum of 4 bottles per shipment. This applies for both diplomatic and individual shipments. 	<ul style="list-style-type: none"> ▪ The process to obtain a permission to import the bottles must be done by the owner. ▪ It is recommended not to ship these kind of articles since they are subject to the Custom's criterion.
Tins & Food	<ul style="list-style-type: none"> ▪ Authorization from the Ministry of Health (Phytosanitary Certificate) and the Ministry of Agriculture. 	<ul style="list-style-type: none"> ▪ Tins and food are considered as commercial entry and subject to normal customs duty. ▪ The packing list has to show the details of each unit. ▪ It is allowed to include only up to a maximum of 4 units per shipment. This applies for both diplomatic and individual shipments. ▪ The packing list has to specify the amount of food. 	<ul style="list-style-type: none"> ▪ The process to obtain a permission to import the bottles must be done by the owner. ▪ It is recommended not to ship these kind of articles since they are subject to Custom's criterion.
Arms, Ammunition & Dangerous items	<ul style="list-style-type: none"> ▪ Sport weapons require a special permit from Ministry of Defence prior to arrival of the shipment. 	<ul style="list-style-type: none"> ▪ Firearms, ammunition, explosives are not permitted. 	<ul style="list-style-type: none"> ▪ Do not include these items in household goods shipments.
Medicines, Narcotics & Drugs		<ul style="list-style-type: none"> ▪ Medicines are sold duty free without prescription in Guatemala. ▪ Narcotics and drugs are not permitted. 	<ul style="list-style-type: none"> ▪ It is recommended not to include these items in household goods shipments.
Plants	<ul style="list-style-type: none"> ▪ Same as Removal Goods but requires a Phytosanitary Certificate legalised by Consulate. ▪ Foodstuffs: Certificate of Purity legalised by Consulate. 	<ul style="list-style-type: none"> ▪ Same as Removal Goods. 	<ul style="list-style-type: none"> ▪ Do not include plants in household goods shipments.

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Pets	<ul style="list-style-type: none"> ▪ Original of the Airway Bill. ▪ Vaccination/Health Certificate from origin dated within 30 days prior to arrival. ▪ Owner's legalized passport copy with entry stamp. ▪ Copy of NIT number Card (must be updated to current year, if not, it will be refused by customs authorities). ▪ Owner's letter indicating general specifications of the pet such as value (it cannot be over \$100.00) and breed. ▪ Animal health permits. 	<ul style="list-style-type: none"> ▪ Pets are subject to payment of duties. 	<ul style="list-style-type: none"> ▪ It is recommended that this Certificate be stamped by the Consulate at origin and dated no later than 1 month prior to arrival of the pet. ▪ It is not recommended to send pets arriving on weekends or holidays.
Prohibited Articles		<ul style="list-style-type: none"> ▪ Narcotics. ▪ Drugs. ▪ Pornographic material. ▪ Arms. ▪ Seeds. ▪ Food. ▪ Alcohol. ▪ Wine. ▪ Car tires. ▪ Batteries. 	<ul style="list-style-type: none"> ▪ Firearms need a special permit by Ministry of Defence. ▪ Export: articles archaeological legitimate and colonial.
Fumigation of imported wooden crates		<ul style="list-style-type: none"> ▪ Guatemalan government adopted ISPM-15 (International Standards for Phytosanitary Measures Publication 15) guidelines for regulating wood packaging material in International Trade (aka NIFM-15) to standard the treatment of wood packaging materials used for transporting of goods. ▪ Shipments in or out of Guatemala in wooden packaging need to have a seal certifying that the wood has received the required treatment (HT heated treatment, a minimum wood core temperature of 56°C for a minimum of 30 minutes, or fumigation with 	<ul style="list-style-type: none"> ▪ This regulation DOES NOT apply to wood packing materials manufactured of: <ul style="list-style-type: none"> ▪ Raw wood of 6mm thickness or less. ▪ Processed wood manufactured by glue, heat and pressure, or a combination thereof. ▪ Plywood sheets and agglomerated sawdust sheet. ▪ Oriented wooden fibre sheets. ▪ Sawdust and wooden fibre.

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		<p>methyl bromide (MT).</p> <ul style="list-style-type: none"> ▪ The minimum temperature should not be less than 10°C and the minimum exposure time should not be below sixteen hours. ▪ The treatments established in this regulation are intended to reduce introduction and or dissemination of quarantine plagues associated to wood packaging. ▪ The wood packing material must be marked in a visible location on each article, on at least two opposite sides of the article, with a legible and permanent mark in black ink. ▪ Labels and adhesives are not allowed. ▪ The approved format of the mark should be as follows: <div data-bbox="1178 719 1608 879" style="border: 1px solid black; padding: 5px; display: inline-block;">  <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> <p>XX - 000</p> <p>YY</p> </div> </div> <p>XX is the country code, 000 the producer number, YY the treatment type, and it has to include the inspection agency logo.</p> <ul style="list-style-type: none"> ▪ If a shipment arrives without this seal, it will be returned to country of origin at the expense of the client (shippers) or agent at origin. 	
<p>Remark</p>			<ul style="list-style-type: none"> ▪ Guatemalan Customs have changed import regulations on September 3, 2007 regarding the following items: <ul style="list-style-type: none"> ▪ Agents or customers cannot declare household goods + auto on the same OBL, even if both are coming in the same container. Each one has to present a different OBL.

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			<ul style="list-style-type: none"> ▪ If customer ship HHE + Auto, he/she must be register as importer before the arrival of the shipment. After the process is finished, the customer can cancel the status of the NIT number (this process is done directly by the customer). ▪ Agents must obtain exact and correct consignment instructions before sending any shipment. <ul style="list-style-type: none"> ▪ The destination address of the consignee must appear exactly the same as Guatemalan NIT card (tax ID card) from the customer who is paying import duties and taxes for the shipment or whoever imports the shipment with duties and taxes exemption. ▪ Once the customs import policy is made and authorized by Guatemalan customs, it cannot be corrected. <ul style="list-style-type: none"> ▪ If the information is incorrect and the custom agent refuses to clear it, the broker (customs agent) has to obtain a legal authorization from custom authorities by a resolution that takes from 10 to 15 working days, resulting in delays and demurrage on the shipments.



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Tel.: +32 2 426 51 60
Email: fidi@fidi.org

www.fidi.org