



## **Import Customs Guide Azerbaijan**

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# Import Customs guide AZERBAIJAN



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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<p><b>Household Goods &amp; Personal Effects – Diplomats</b></p> <ul style="list-style-type: none"> <li>Goods should be USED. New bought items and items in new original packages are not allowed to ship.</li> </ul>	<ul style="list-style-type: none"> <li>Waybill.</li> <li>Packing list in English.</li> <li>Electronic Profile with brand name, model and serial number of each electrical appliances.</li> <li>Exact number of pieces and photocopies of each photograph for all cultural items (carpets, paintings, statues, souvenirs etc...)</li> <li>Exact gross weight in KG, as per Final Waybill (AWB/CMR/BOL).</li> <li>Pro-forma invoice.</li> <li>Copy of the passport.</li> <li>Copy of valid visa.</li> <li>Copy of diplomatic card.</li> <li>Letter for customs on Embassy's letterhead.</li> <li>Diplomatic Note.</li> <li>MFA Permit Letter with date and reference number for the Diplomatic Note</li> </ul>	<ul style="list-style-type: none"> <li>All diplomatic shipments are exempted of import duties and taxes provided confirmation of the diplomatic status, confirmed by the corresponding diplomatic missions (by providing copies of diplomatic cards and supporting letters).</li> <li>The allowance limit for the import of alcohol: 3 litres (please check with your local agent before shipping if the volume is more than 3 litres).</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the shipments falling under the category of household goods and personal effects as per the regulations must exactly correspond to the category of used personal effects and household goods both in contents and as per the documents of the shipment. The documents include packing list, pro-forma Invoice and all related transportation documents, which must be issued in English language and properly readable.</li> <li>Shipments are processed through Azerbaijan customs by filling import customs declarations as per the Azerbaijan customs regulation and processes.</li> <li>Customs declarations are framed based on the contents of the shipment documented as per packing list, pro-forma invoice and corresponding transportation documents AWB, CMR, BOL. It is important to mention here that the contents of the shipment must correspond to the accompanying documents and tally in numbers, value and contents hence details of the shipments must match in packing list, pro-forma invoice and transportation documents.</li> <li>Customs declaration is framed as per contents and their corresponding tariff codes (HS codes) for Individual Items or</li> </ul>

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			<p>grouped Items as per the customs regulations and processes.</p> <ul style="list-style-type: none"> <li>The shipments exempted of import duties &amp; taxes are subject to Customs procedure fees, which are officially payable towards the customs authorities at the time of filing of import customs declarations.</li> </ul>
<p><b>Household Goods &amp; Personal Effects – Returning Citizens of Azerbaijan</b></p>	<ul style="list-style-type: none"> <li>Packing list in English.</li> <li>Electronic Profile with brand name, model and serial number of each electrical appliances.</li> <li>Exact number of pieces and photocopies of each photograph for all cultural items (carpets, paintings, statues, souvenirs etc...)</li> <li>Exact gross weight in KG, as per Final Waybill (AWB/CMR/BOL).</li> <li>Pro-forma invoice.</li> <li>Copy of the passport..</li> <li>Notarized Power of Attorney.</li> </ul>	<ul style="list-style-type: none"> <li>Returning Azerbaijan citizens are not allowed to import their household goods on temporary import basis and therefore are liable for payment of full customs duties at 36% of CIF value, but are exempted of duties and taxes with valid exemption certificates issued by authorities.</li> </ul>	<ul style="list-style-type: none"> <li>Same as above.</li> </ul>
<p><b>Household Goods &amp; Personal Effects – Foreigner</b></p>	<ul style="list-style-type: none"> <li>Waybill.</li> <li>Packing list in English.</li> <li>Electronic Profile with brand name, model and serial number of each electrical appliances.</li> <li>Two copies of each photograph for all cultural Items (photographs should not be combined).</li> <li>Electrical appliances should be marked on packing lists with serial numbers.</li> <li>Pro-forma invoice for customs purposes.</li> <li>Copy of the Passport.</li> <li>Copy of valid Visa/TRP/ Work Permit.</li> <li>Valued inventory in English.</li> <li>Power of attorney or Letter for customs purposes with confirmation of employment</li> </ul>	<ul style="list-style-type: none"> <li>Expats working with foreign or local entities registered in Azerbaijan are liable to pay for import duties/taxes for import of household goods and personal effects @ 36 % of CIF value, but are exempted of duties and taxes with valid exemption certificates issued by authorities, copies of the same must be provided. Without documental proof of Tax exemption, shipments are subject to duties &amp; taxes.</li> </ul>	<ul style="list-style-type: none"> <li>Mark the waybills very clearly “Used Household goods and personal effects”.</li> <li>Packing list should be in English.</li> <li>Valued inventory list for consumable items should contain very clear description of each individual item, e.g. cotton sanitary napkins, men cotton shirt, tooth paste ...</li> <li>Such descriptions are very important because it helps the local customs authorities to determine the import duty that differs from item to item.</li> <li>Home electrical and electronic appliances should be very clearly mentioned along with their serial numbers.</li> </ul>

GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
	from employer in Azerbaijan.		
<b>Prohibited Items</b>		<ul style="list-style-type: none"> <li>▪ Weapons of all kinds (including knives, daggers even if souvenirs).</li> <li>▪ Illegal drugs, narcotics.</li> <li>▪ Guns, explosives and ammunition.</li> <li>▪ Radioactive &amp; toxic materials.</li> <li>▪ Plant and plant products.</li> <li>▪ Relict vegetation listed under the Red Book of the Azerbaijan Republic; deer and gazelle horns.</li> <li>▪ Materials advertising low morale, violence and terrorism.</li> <li>▪ Pornographic material.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Precious jewellery, stones and currency can be imported only as accompanied baggage and must be declared with the customs authorities at the airport at the time of arrival. The declaration should be kept in the safe custody because the same will be required for presentation to the customs authorities at the time of departure.</li> </ul>
<b>Pets</b>	<ul style="list-style-type: none"> <li>▪ Vaccination certificate.</li> <li>▪ Passport of the pet.</li> <li>▪ Pet Veterinary Certificate (should be obtained 2-3 days prior to arrival)</li> <li>▪ Owners Passport Copy.</li> <li>▪ Owners Visa/TRP.</li> <li>▪ Notarized POA from client to GLK for import customs purposes.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Importation of pets is allowed.</li> <li>▪ The Veterinary certificate should not be older than 3 days of departure from the Origin Country.</li> </ul>
<b>Motor vehicles</b>	<ul style="list-style-type: none"> <li>▪ Diplomats: <ul style="list-style-type: none"> <li>▪ Waybill.</li> <li>▪ Original technical passport or title of the car (should contain the information – brand name, model, type, country of origin, weight in KG, engine volume in sm<sup>3</sup>, value in USD, color, year, VIN number, HS Code).</li> <li>▪ Copy of the passport.</li> <li>▪ Copy of valid visa.</li> <li>▪ Copy of diplomatic card.</li> <li>▪ Vehicle registration documents.</li> <li>▪ Letter for customs on Embassy's</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Only diplomats can import vehicles without any deposit on duty free basis.</li> <li>▪ Foreigners: <ul style="list-style-type: none"> <li>▪ Personal owned vehicles can be imported duty and tax free under the temporary import regime on condition that consignee owns Azerbaijan based documents like, VISA and TRP and will be allowed only for the period of validity of the permits and his authorized stay in Azerbaijan.</li> <li>▪ Temporary import is subject to</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Right hand drive cars and cars with tinted (tanned) glasses are not allowed for import into Azerbaijan.</li> <li>▪ Foreigners: <ul style="list-style-type: none"> <li>▪ Temporary imported cars and motor cycles must be exported out of Azerbaijan at the end of the expatriate's tenure and cannot be in the country longer than 2 years.</li> <li>▪ Sale of the temporary imported cars and motor cycles is not permitted until full customs duty and VAT have been paid.</li> </ul> </li> </ul>

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	<p>letterhead.</p> <ul style="list-style-type: none"> <li>▪ Diplomatic Note.</li> <li>▪ MFA Permit Letter with date and reference number for the Diplomatic Note.</li> </ul> <ul style="list-style-type: none"> <li>▪ Foreigners: <ul style="list-style-type: none"> <li>▪ Waybill.</li> <li>▪ Original title of the vehicle / technical passport of the vehicle (should contain the information – brand name, model, type, country of origin, weight in KG, engine volume in sm<sup>3</sup>, value in USD, color, year, VIN number, HS Code).</li> <li>▪ Copy of the passport.</li> <li>▪ Copy of valid visa.</li> <li>▪ Vehicle registration documents.</li> <li>▪ Power of attorney.</li> <li>▪ Employment confirmation.</li> <li>▪ Invoice indicating value of the Vehicle.</li> <li>▪ Ownership documents.</li> <li>▪ Letter for Customs from the company on the letterhead of the company / Notarized POA.</li> </ul> </li> <li>▪ Returning Citizens <ul style="list-style-type: none"> <li>▪ Waybill.</li> <li>▪ Original title of the vehicle / technical passport of the vehicle (should contain the information – brand name, model, type, country of origin, weight in KG, engine volume in sm<sup>3</sup>, value in USD, color, year, VIN number, HS Code).</li> <li>▪ Copy of the passport.</li> <li>▪ Vehicle registration documents.</li> <li>▪ Power of Attorney.</li> <li>▪ Invoice indicating value of the Vehicle.</li> </ul> </li> </ul>	<p>refundable deposit at Customs department, the exact amount for deposit to be decided by Customs after inspection of the vehicle.</p> <ul style="list-style-type: none"> <li>▪ Customs declaration has to be issued for permanent or temporary import of the vehicle.</li> </ul> <ul style="list-style-type: none"> <li>▪ Returning citizens: <ul style="list-style-type: none"> <li>▪ Temporary import of the vehicle is not allowed for returning citizens, thus duties &amp; taxes will be applicable for the import of the vehicle.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Emission Standard of the Vehicle should not be less than Euro 4 standard, otherwise the vehicle will not be permitted to enter into the territory of Azerbaijan.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Ownership documents.</li> </ul>		
<b>Alcohol &amp; Consumable Goods</b>		<ul style="list-style-type: none"> <li>▪ Allowance limit for the import of wine/spirits/cigarettes for personal consumption: <ul style="list-style-type: none"> <li>▪ 1.5 litres per head.</li> <li>▪ 1 block of cigarettes (200 cigarettes).</li> </ul> </li> <li>▪ Import of all consumables goods (like cosmetics, foodstuff, beverages): <ul style="list-style-type: none"> <li>▪ Subject to the payment of customs duties and customs VAT.</li> <li>▪ All import duties are charged based on CIF value of the shipment. -</li> </ul> </li> </ul>	
<b>Import of artefacts (Such as carpets, rugs, paintings, musical instruments, metal pots)</b>	<ul style="list-style-type: none"> <li>▪ Packing list.</li> <li>▪ Pro-forma invoice (customs purposes only).</li> <li>▪ 2 photos of each and every item should arrive along with the shipment.</li> <li>▪ Exact number of pieces of each type of cultural items.</li> <li>▪ Photos, dimensions and country of origin of the carpets.</li> </ul>	<ul style="list-style-type: none"> <li>▪ These procedures and documentation requirement apply to diplomatic and non-diplomatic shipments!</li> </ul>	<ul style="list-style-type: none"> <li>▪ For Import and customs clearance of artefacts, shipper/consignor should provide with these documents in advance prior to the shipment's arrival in Azerbaijan.</li> <li>▪ If there is a discrepancy in the number of items mentioned on the documents and the actual number in the arrived shipment the customs will endorse only the pictures for the items listed in the documents.</li> <li>▪ As a result, the customer whom these items belong to might face problems during re-exportation of these items from Azerbaijan.</li> <li>▪ All items have to be listed in the packing list and the pro-format invoice with exact quantity of each.</li> <li>▪ The photos are required for official import of these items into Azerbaijan. Once the photos are endorsed with customs, they will be passed to the consignee who has to maintain them until the time of re-export since they will be requested by customs authorities.</li> </ul>



## The FIDI Global Alliance

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