## Removal Goods – HHG/PE

- Clear copy of customer’s passport - all pages
- Copy of RTU - (Tax ID Card)
  - This information is referential; we recommend verifying requirements with the SAT office.
  - 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 (Custom Office).
  - The NIT/RTU is a personal identification number; it is a requirement that applies to Guatemala citizens and foreign nationals – diplomat or private.
  - Every shipper must obtain it from the Agency of the Tax Administration (SAT).

- For Air shipment the passport must be notarized by a lawyer.

- All shipments are subject to custom inspection.

## Vehicles - Diplomatic

- Legible and complete passport photocopy
- Copy of RTU - (Tax ID Card)
  - 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 (Custom Office).
  - Legible photocopy of property title of the car.
  - Photocopy of import policy (if applicable)
  - Legible photocopy of circulation card of the car.

- All photocopy documents must be notarized by a lawyer (if you will be shipped by Puerto Quetzal Port) or AUTHENTICATED by your Embassy (if cargo will be shipped by Santo Tomas or Puerto Barrios Port).

- The vehicle must have canceled the circulation tax (sticker) of current year.
- The vehicle must have at most 1/8 tank of gasoline filled and must be shipped with the battery disconnected; otherwise the shipping company will refuse to load it.
- All shipments are subject to custom inspection.
- Agent cannot declare household goods + auto on the same OBL, even if both are loaded in the same container. Each one has to present a different OBL.
### GOODS

<table>
<thead>
<tr>
<th>DOCUMENTS REQUIRED</th>
<th>CUSTOMS PRESCRIPTIONS</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Original documents of the return of plates to the Ministry of Foreign Affairs.</td>
<td>- All photocopy documents must be notarized by a lawyer.</td>
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<tr>
<td>- Photocopy of the form 'Notice of Return of Vehicle Circulation Plates' (signed and stamped received by SAT).</td>
<td>- The vehicle must have canceled the circulation tax (sticker) of the current year</td>
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<tr>
<td>- Original solvency of EMETRA Fines and penalties (current to the date of the delivery of the car).</td>
<td>- The vehicle must have at most 1/8 tank of gasoline filled and must be shipped with the battery disconnected; otherwise the shipping company will refuse to load it</td>
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<tr>
<td>- Original Solvency of the PNC (current as of the delivery date of the car).</td>
<td>- All shipments are subject to custom inspection.</td>
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</tbody>
</table>

#### Vehicles - Private

- Legible and complete passport photocopy
- Copy of RTU - (Tax ID Card):
  - 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 (Custom Office).
- Photocopy of import policy (if applicable).
- Legible photocopy of property title of the car.
- Legible photocopy of circulation card of the car.
- Photocopy of the form 'Notice of Return of Vehicle Circulation Plates' signed and stamped received by SAT.
- Original solvency of EMETRA Fines and penalties (current to the date of the delivery of the car).
- Original Solvency of the PNC (current as of the delivery date of the car).

#### Prohibited items

- For sea and air shipments:
  - Narcotics
  - Drugs
  - Pornographic material
  - Arms

- Corrosives, lithium batteries, hover boards
- Lithium batteries should be removed from the device in case of laptops, tables - we recommend to the client to take these articles with them.
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<td>Seeds</td>
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<td>Food</td>
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<td>Alcohol</td>
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<td>Wine</td>
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<tr>
<td>Restricted items – for Air Shipments</td>
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<td>Pictures, paintings of any kind, religious images, religious pictures:</td>
<td></td>
<td>It applies if the shipment includes work of art, paintings, sculptures, religious images and others articles related with Art.</td>
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<td>It is requested during custom clearance with an extra cost of US$300.00.</td>
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<td>The process can take 03 weeks, it has to be done before packing of the work of art is made.</td>
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<td>Wooden ornaments of any size and framed photographs</td>
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<td></td>
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</tbody>
</table>
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