



Import Customs Guide **GUATEMALA**

Information from FIDI Latin America

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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<p>Removal Goods</p>	<p>AIR AND SEA SHIPMENTS:</p> <ul style="list-style-type: none"> ▪ Copy of owner's passport with entry stamp including all blank pages in PDF format, 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. <ul style="list-style-type: none"> ▪ This process is omitted if the customer has a passport from the country of origin of the move. ▪ Guatemala entry stamp must be valid for at least 6 months. ▪ Copy of NIT/ RTU number. <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 (Custom Office). ▪ Air Waybill or two originals of Bill of Lading mentioned the cost of freight. <ul style="list-style-type: none"> ▪ OBL to be printed at destination: ▪ All devices must have serial number, model and brand detailed in the packing list. ▪ Copy of detailed Inventory / packing list in Spanish or English in Excel/word format, mandatory. ▪ For Air and LCL mentioned quantity of 	<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. ▪ Subject to physical inspection. ▪ Used items are: <ul style="list-style-type: none"> ▪ Assessed by Customs considering depreciate values listed in the packing list. ▪ Subject to physical inspection. ▪ Recommendation: insured values not to appear on the inventory or shipping manifest to avoid higher charges. ▪ Recommended POE: Santo Tomas de Castilla. <ul style="list-style-type: none"> ▪ The NIT/RTU is a personal identification number; It is a requirement that applies to Guatemala citizens and foreign nationals –Diplomat or private ▪ Every consignee must obtain it from the Agency of the Tax Administration (SAT) ▪ Documents needed to process NIT/RTU (this information is referential; we recommend to verify requirements with the SAT office). 	<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 are 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. It requires making an additional Customs Clearance. ▪ Land shipments selected for a customs inspection, are transported to a bonded warehouse to be cleared, this process could take from 3 to 7 working days. ▪ 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

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	<p>pieces (4 t-shirts, 5 pair of shoes, 15 spoons, etc.).</p> <ul style="list-style-type: none"> ▪ For air shipments, it is mandatory to have a detailed packing list, indicating the quantities of goods packed in each box. ▪ Cooling gas permit (if any). <ul style="list-style-type: none"> ▪ It applies for cooling appliances or any kind of article that uses gas refrigerant ▪ 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, this is mandatory otherwise we cannot obtain the permit. ▪ The client must sign the necessary documents prior to the arrival of the ship. ▪ The process to obtain the license is 3-5 business days approx. and it is valid for 30 days after issued. ▪ Container/cargo arriving without the corresponding ozone permit: If this happens, a container pre-opening at port must be done with an additional cost of approximately US\$1,000.00. Likewise, customs clearance may not begin until the corresponding permit is obtained, which will delay the process and generate additional costs not contemplated. The destination agent will need prepayment of these charges. ▪ Guatemala does not allow the entry of 	<ul style="list-style-type: none"> ▪ Original passport. ▪ Fully photocopy of passport. ▪ Water, electricity or phone bill of place of 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. ▪ The original DPI (identification card) is needed if the shipper is Guatemalan, if foreigner, they need the original passport. ▪ NIT/RTU application process: <ul style="list-style-type: none"> ▪ Complete the form for entering and updating taxpayer information on the unified tax register. ▪ Present the above-mentioned documents 	<p>POE.</p> <ul style="list-style-type: none"> ▪ SEA shipments: <ul style="list-style-type: none"> ▪ BEST POE: Santo Tomas de Castilla, is the most recommended port for entry for household goods to Guatemala, the customs process is from 10 to 15 business days. ▪ POE: Puerto Barrios and Puerto Quetzal, are not recommended for the entry of household goods to Guatemala, the customs process can take from 15 to 20 business days. ▪ Shipping Line: it is recommended not to utilize Hamburg Sud, Maersk, Sealand and CGM, because their release process creates issues that will translate to delays and additional charges.

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	<p>any appliance containing Prohibited Gas: R11- R113- R-114 -R115 -R12 -R13 - R400 -R500 -R502 -R503.</p> <ul style="list-style-type: none"> ▪ Appliances with gas manufactured before the year 2000 are prohibited. <p>LAND SHIPMENTS:</p> <ul style="list-style-type: none"> ▪ Original Waybill and Cargo Manifest. ▪ Copy of detailed Inventory / packing list in Spanish in Excel/word format, mandatory ▪ All devices must have serial number, model and brand detailed in the packing list. ▪ Copy of owner's passport with entry stamp including all blank pages in PDF format, 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, this process is omitted if the customer has a passport from the country of origin of the move. ▪ Delivery and billing instruction including insurance information. ▪ Copy of NIT/ RTU number. <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 (Custom Office). ▪ Cooling gas permit (if any). <ul style="list-style-type: none"> ▪ It applies for cooling appliances. or 		

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	<p>any kind of article that uses gas refrigerant</p> <ul style="list-style-type: none"> ▪ 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, this is mandatory otherwise we cannot obtain the permit. ▪ Do not send the shipment to the border if the Permit is not available, in order to avoid transport stay, demurrages and additional charges. ▪ Guatemala does not allow the entry of any appliance containing Prohibited Gas: R11- R113- R-114 -R115 -R12 - R13 -R400 -R500 -R502 -R503 ▪ Appliances with gas manufactured before the year 2000 is prohibited. 		
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 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.

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			<p>This transfer will generate additional costs</p> <ul style="list-style-type: none"> It is recommended that before the shipment departs from origin, the client must have their valid accreditation in Guatemala, to avoid additional surcharges and expensive extra cost.
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. Purchase invoices to determine cost of duties and taxes Consignee has to be register as an Importer with the Guatemalan Custom office, personal procedure 	
Works of Art & Antiques	<ul style="list-style-type: none"> Same as above. 	<ul style="list-style-type: none"> Same as Removal Goods The import of Pre-Colombian Archaeological or Colonial Antiques are prohibited. Permit of the Ministry of Culture It applies if the shipment includes work of art, paintings, sculptures, religious images and other articles related with Art. It is requested during custom clearance with an extra cost of US\$300.00. 	
Precious metal objects (jewellery, coins)		<ul style="list-style-type: none"> Prohibited 	
Household & Electrical Appliances	<ul style="list-style-type: none"> For HHGS inbound shipments containing coolers, refrigerators, air conditioning or any item withy Gas: <ul style="list-style-type: none"> It applies for cooling appliances. or 	<ul style="list-style-type: none"> Guatemala does not allow the entry of any appliance containing Prohibited Gas: R11- R113- R-114 -R115 -R12 -R13 -R400 -R500 -R502 -R503 	<ul style="list-style-type: none"> The process to obtain the license is 3-5 business days approximately and it is valid for 30 days after issued.

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	<p>any kind of article that uses gas refrigerant</p> <ul style="list-style-type: none"> ▪ 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, this is mandatory otherwise we cannot obtain the permit. ▪ The client must sign the necessary documents prior to the arrival of the ship. ▪ Container/cargo arriving without the corresponding ozone permit: if this happens, a container pre-opening at port must be done with an additional cost of approximately US\$1,000.00. Likewise, customs clearance may not begin until the corresponding permit is obtained, which will delay the process and generate additional costs not contemplated. The destination agent will need prepayment of these charges. 	<ul style="list-style-type: none"> ▪ Appliances with gas manufactured before the year 2000 is prohibited. 	
Carpets	<ul style="list-style-type: none"> ▪ Same as above. 	<ul style="list-style-type: none"> ▪ Same as Removal Goods. 	<ul style="list-style-type: none"> ▪ Consignee has to be registered as an Importer with the Guatemalan Custom office, personal procedure.
Motor Vehicles	<ul style="list-style-type: none"> ▪ Two original Bill of lading with cost of freight, printed at destination ▪ Original commercial invoice ▪ Original car title as proof of ownership ▪ Copy of owner's passport with entry stamp 	<ul style="list-style-type: none"> ▪ Diplomats: Duty-free - A franchise must be obtained. ▪ Non-Citizen & Returning Citizens (private shipments: Must pay duties/taxes ▪ Right-hand drive vehicles are not allowed 	<ul style="list-style-type: none"> ▪ Customs will verify vehicle information such as year, model, brand, serial number, etc. For Guatemala, it is very important to submit the Engine Number, which is a different number to the VIN.


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	<p>including all blank pages in PDF format, please do not send photos.</p> <ul style="list-style-type: none"> ▪ In the passport the client must have proof of entry stamp to the origin country for at least 2 years. <ul style="list-style-type: none"> ▪ This process is omitted if the customer has a passport from the country of origin of the move. ▪ Guatemala entry stamp must be valid for at least 6 months. ▪ Copy of NIT/ RTU number. <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 (Custom Office). ▪ Copy of registration card, if any mentioned the Engine Number) ▪ Report of mechanical conditions ▪ For private shipments, shipper must be register as an importer with the SAT (custom office) before the arrival of the shipment, it is a process that must be carried out directly by the client, this is a personal procedure. 	<p>to be imported per Guatemalan transit laws.</p> <ul style="list-style-type: none"> ▪ If one of the vehicles details (as color, vin, etc.) does not match with the information provided: <ul style="list-style-type: none"> ▪ The destination agent will need to request Letter of correction for the BL ▪ The import permit will need to be amended ▪ Vehicle's proforma invoice must be amended ▪ With the corrected documents, the destination agent must present to Customs office a written document with authenticated photographs of the car showing the correct information so that they can authorize the rectification of the DA (import permit) and payment of the fine. ▪ It has an extra cost of around US\$1,000.00. ▪ The process takes around 3 weeks. 	<ul style="list-style-type: none"> ▪ Duties will be estimated on CIF value as determined by customs. Clearance of automobiles require a minimum of two/three weeks. ▪ The following information needs to be sent to destination agent in pre-advise prior to shipment dispatch: <ul style="list-style-type: none"> ▪ Chassis number. ▪ Engine number and photo (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. ▪ Color. ▪ Cubic centimetres. ▪ Number of seats. ▪ Engine # and photo ▪ If the destination agent does not receive the above information at time of packing or if the information is incomplete, the shipment must be moved to a Fiscal Warehouse. This transfer will generate additional costs for transport and second customs clearance. ▪ Cost for inspection USD150.00 ▪ Agents 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. ▪ Spare parts /tires are prohibited. ▪ For shipments where household items and a

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			<p>car are included in the same container, 2 BLs will be required (one per household goods and one per car). In the event that it is inconvenient at origin country and only one (1) BL is issued, it will be necessary to generate an additional document in Guatemala for customs processing, this has an additional cost of \$250.00.</p>
<p>Other vehicles (bicycle, water vehicle)</p>	<ul style="list-style-type: none"> ▪ Same as Removal Goods. ▪ Boats, yachts and other vehicles: same as Motor Vehicles 	<ul style="list-style-type: none"> ▪ Agents cannot declare household goods and auto on the same OBL, even if both are coming in the same container. Each one has to present a different OBL. ▪ Spare parts / tires are prohibited. ▪ If one of the vehicles details as color, vin, etc does not match with the information provided: <ul style="list-style-type: none"> ▪ The destination agent needs to request Letter of correction for the BL. ▪ Need to amend import permit. ▪ Vehicle's proforma invoice must be amended. ▪ With the corrected documents, the destination agent has to present to Customs office a written document with authenticated photographs of the car showing the correct information so that they can authorize the rectification of the DA (import permit) and payment of the fine. ▪ It has an extra cost of around US\$1,000.00. ▪ The process takes around 3 weeks. 	<ul style="list-style-type: none"> ▪ For Electric Vehicles: <ul style="list-style-type: none"> ▪ Import taxes: the vehicle could be exonerated if it complies with the requirements of decree 40-2022. ▪ The following information needs to be sent to destination agent in pre-advice prior to shipment dispatch: <ul style="list-style-type: none"> ▪ Chassis number ▪ Engine number and photo (without this information the customs clearance process cannot start) ▪ Number of doors of the vehicle ▪ Brand ▪ Year of manufacture ▪ Style ▪ Serial number ▪ Color ▪ Number of seats ▪ Report Watts or Kilowatts ▪ Date of manufacture ▪ If the battery is charged ▪ If the destination agent does not receive the above information at time of packing or if the information is incomplete, the shipment must be moved to a Fiscal Warehouse.

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			<ul style="list-style-type: none"> ▪ This transfer will generate additional costs for transport and second customs clearance. ▪ Cost for inspection USD150.00. ▪ Agents 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 ▪ For shipments where household items and a car are included in the same container, 2 BLS will be required (one per household goods and one per car). In the event that it is inconvenient at origin country and only one (1) BL is issued, it will be necessary to generate an additional document in Guatemala for customs processing, this has an additional cost of \$250.00 ▪ Others same as Motor Vehicles.
Machines, Appliances & Spare parts		<ul style="list-style-type: none"> ▪ Prohibited as part of removal goods. 	
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 include them, if they are detected by customs, they will be confiscated, there will be fines and additional expenses not estimated.

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Tins & Food	<ul style="list-style-type: none"> ▪ Authorization from the Ministry of Health (Phytosanitary Certificate) and the Ministry of Agriculture. ▪ The process to obtain a permission to import must be done by the owner. 	<ul style="list-style-type: none"> ▪ It is allowed to include only up to a maximum of 4 units per shipment into one small box. This applies for both diplomatic and individual shipments. ▪ 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. ▪ The packing list has to specify the amount of food. ▪ Consignee has to be register as an Importer with the Guatemalan Custom office, personal procedure. 	<ul style="list-style-type: none"> ▪ It is recommended not to include them, if they are detected by customs, they will be confiscated, there will be fines and additional expenses not estimated.
Arms, Ammunition & Dangerous items		<ul style="list-style-type: none"> ▪ Prohibited as part of removal goods. 	<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 them, if they are detected by customs, they will be confiscated, there will be fines and additional expenses not estimated.
Plants		<ul style="list-style-type: none"> ▪ Prohibited as part of removal goods. 	<ul style="list-style-type: none"> ▪ Do not include plants in household goods shipments.
Pets	<ul style="list-style-type: none"> ▪ Original of the Airway Bill. ▪ Vaccination/Health Certificate from origin dated within 30 days prior to arrival. ▪ Copy of owner's passport with entry stamp including all blank pages in PDF format, please do not send photos. ▪ Copy of NIT/ RTU number. <ul style="list-style-type: none"> ▪ Must be updated to current year, if not, 	<ul style="list-style-type: none"> ▪ Pets are subject to payment of duties. 	<ul style="list-style-type: none"> ▪ Requirements may vary according to country of origin. ▪ Some breeds of dogs are prohibited, please consult with the removal agent. ▪ It is not recommended to send pets arriving on weekends or holidays.

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	<p>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 at SAT (Custom Office). ▪ Owner's letter indicating general specifications of the pet such as value (it cannot be over \$100.00) and breed. ▪ Animal health permits. 		
Prohibited Articles		<ul style="list-style-type: none"> ▪ Narcotics ▪ Drugs ▪ Pornographic material. ▪ Arms ▪ Seeds ▪ Food ▪ Alcohol ▪ Wine ▪ Car tires /Spare parts ▪ Batteries ▪ Others 	<ul style="list-style-type: none"> ▪ Archaeological legitimate and colonial items.
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="1146 719 1574 879" style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: center;"> <p>XX - 000 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 subject to treatment that will cause additional expenses and it will delay the custom process for 3-4 days. 	
<p>Remarks</p>		<ul style="list-style-type: none"> ▪ If one of the vehicles details (as color, vin, etc.) does not match with the information provided: <ul style="list-style-type: none"> ▪ The destination agent needs to request Letter of correction for the BL. 	<ul style="list-style-type: none"> ▪ Agents 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. ▪ Agents must obtain exact and correct

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		<ul style="list-style-type: none"> ▪ There is a need to amend import permit. ▪ Vehicle's proforma invoice must be amended. ▪ The destination agent has to present a written document with authenticated photographs of the car showing the correct information so that they can authorize the rectification of the DA (import permit) and payment of the fine. ▪ It has an extra cost of around US\$1,000.00. ▪ The process takes around 3 weeks. 	<p>consignment instructions before sending any shipment. Do not send shipments without the destination agent green light.</p> <ul style="list-style-type: none"> ▪ The address of the consignee must appear exactly the same as Guatemalan NIT/RTU card (tax ID card) ▪ 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 office 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 this will cause extra costs.



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

www.fidi.org