

DOCUMENTS NEEDED FOR IMPORT AND EXPORT OF HOUSEHOLD EFFECTS

- A. Non- Diplomats; documents to be provided by local company by whom client is employed and to be provided by client him self

Import		Export
Foreigners who will work in Ukraine	Citizens returning from Business Trip	
- Copy of job permit	- Copy of Business trip order	
<p>- Notarized Power of Attorney;</p> <p>- Passenger entry declaration upon arrival in Ukraine <i>(In declaration should be marked that client will have unaccompanied baggage, article 2.2)</i></p> <p>- Copy of client's Ukrainian tax code, originally stamped;</p> <p>- Statement from Company to Regional Customs House, originally stamped and signed;</p> <p>- Copy of Company's registration certificate in Ukraine, originally stamped;</p> <p>- Stamped copy of company's accreditation card at the customs house, originally stamped;</p> <p>- Copy of client's passport (first page, visa and registration), originally stamped;</p> <p>- Inventory list (<i>we will translate this into a perelik</i>);</p> <p>- Statement/obligation regarding the re-export of goods (native language), originally signed;</p> <p>- List and photos of items, which need permission for further exports (pictures, musical instruments, antique items, books, etc.)</p> <p>List and photos of items with cultural value (pictures, musical instruments, antique items, books, etc.) should be available during import in order to avoid problems with farther re-export. Non-registration during importation may result in not being able to export them.</p> <p>Taxes and duties, if applicable will be based upon value of the goods, cost of transportation and insurance. <u>Failure of a good descriptive packing list will result in delays of customs clearance and wrongly calculated taxes and duties.</u> Import customs fee of 0.2% of pro forma value is charged.</p>		<p>- Notarized Power of Attorney from client</p> <p>- Copy of client's passport (first page, visa and registration)</p> <p>- Copy of client's Ukrainian tax code, originally stamped;</p> <p>- Statement from Company to Regional Customs House, originally stamped and signed;</p> <p>- Copy of Company's registration certificate in Ukraine, originally stamped;</p> <p>- Stamped copy of company's accreditation card at the customs house, originally stamped;</p> <p>- Original import documents (in case of export after temporary importation)</p> <p>- Copy of job permit</p> <p>- List and photos of items, which need permission for further exports (pictures, musical instruments, antique items, books, etc.)</p> <p>Checking of video-audio tapes, CD's, DVD's, Zip and floppy disks.</p> <p>Taxes and duties:</p> <p>- Re-export after temporary import; taxes and duties for items left behind.</p> <p>- Export customs fee of 0.2% of pro forma value is charged.</p>
<p>Items prohibited for sending in unaccompanied baggage to/from Ukraine (for non-diplomatic shipment): Alcohol, alive plants, food, tobacco, skin of animals, feathers, weapon, drugs, narcotics, firewood, money, bank notes, items of precious/semiprecious stones, items of precious/semiprecious metal (like silver, gold etc), jewelries, flammables, items under pressure, chemicals, undeclared-in-Inventory items. If you do not inform us about the presence of these items and if they are found by the customs in course of physical customs examination, the huge fines will be applied.</p> <p>CD's, DVD's: no more than 20 (twenty) CD's or/and DVD's is allowed to be shipped to/from Ukraine in unaccompanied luggage; excessive quantities will be confiscated by the Ukrainian customs.</p> <p>Personal Owned Vehicles cannot be shipped to/from Ukraine in unaccompanied luggage for people who do not have a diplomatic status in Ukraine</p> <p>Packing instructions in terms of making Packing Lists (for non-diplomatic shipment): Note please that Packing Lists should describe per each box all categories of goods that are packed and put into the boxes. Please do not make a generalized Packing List. While making Packing List do not use such words as "PBO", "mixed", "different", "other" etc. We use Packing Lists in the customs and declare the content of the shipment on basis of Packing Lists while making customs clearance. For almost all imports (except diplomatic shipments) there is physical customs examination during which the customs can compare the content of boxes with the declared description of the boxes in the Packing Lists. If the content of boxes differs from their description, it is considered by the customs as smuggling. The found undeclared items will be confiscated and the customs will impose huge customs fines. So, please instruct your packers accordingly in order to avoid any problems in Kiev.</p>		

B. Diplomats; documents to be provided by the local Embassy or governmental organization by which client is employed. Full diplomats will receive a blue card and technical staff / special projects will receive a pink card.

Import - temporary	Export – after temporary import
<ul style="list-style-type: none"> - Power of Attorney from Embassy (2 in case of air shipment) - Notarized Power of Attorney from client (for accreditation card holders) - Embassy's statement to Kiev Regional Customs House (and Borispol in case of air); - Copy of valid clients diplomatic card (2 copies) stamped by Embassy; - Copy of accreditation card of Embassy (2 copies) stamped by Embassy; - Inventory list (valued and translated, 4 copies) Stamped by Embassy. - Contract with Embassy or POA- contract (2 copies) - List and photos of items, which need permission for further exports (pictures, musical instruments, antique items, books etc.) (3 copies) stamped by Embassy <p>In case of air shipment – green power of attorney for receiving goods form Borispol WH</p> <p>List and photos of items with cultural value (pictures, musical instruments, antique items, books, etc.) should be available during import in order to avoid problems with farther re-export. Non-registration during importation may result in not being able to export them.</p> <p>Food, alcohol, consumables are prohibited for import to Ukraine in unaccompanied luggage.</p>	<ul style="list-style-type: none"> - Power of Attorney from embassy (2 in case of Air shipment) - Notarized Power of Attorney from client (for accreditation card holders) - Embassy's Statement to Kiev Regional Customs House (and Borispol in case of air) - Copy of valid diplomatic card (4 copies) stamped by Embassy - Inventory list (valued and translated, 4 copies) Stamped by Embassy - List and photos of temporary imported culture objects + copy stamped by Embassy - List and photos of items, which need permission for further exports (pictures, musical instruments, antique items, books etc.) copy stamped by Embassy - Copy of accreditation card of Embassy (2 copies) stamped by Embassy - Contract with Embassy or POA-Contract (2 copies) <p>Food, alcohol, consumables are prohibited for export from Ukraine in unaccompanied luggage.</p>

C. Representative offices. (Accredited by the Min. of Economic of Ukraine and having a service card)

Import - temporary	Export – after temporary import
<ul style="list-style-type: none"> - Notarized Power of Attorney from client - Passenger entry declaration upon arrival in Ukraine (In declaration should be marked that client will have unaccompanied baggage, article 2.2) - Rep. Office' statement to Kiev Regional Customs House (and Borispol in case of air); - Copy of valid service card (4 copies stamped); - Copy of accreditation card of Rep. Office at the customs (2 copies stamped) - Copy of registration at the Min. of Economic (stamped) - Copy of client's passport (first page, visa and registration), originally stamped; - Inventory list (valued, translated and stamped, 4 copies) and signed by owner - Contract with Rep. Office or POA- contract (2 copies) - List and photos of items, which need permission for further exports (pictures, musical instruments, antique items, books, etc.) <p>In case of air shipment – green power of attorney for receiving goods form Borispol WH</p> <p>List and photos of items with cultural value (pictures, musical instruments, antique items, books, etc.) should be available in order to avoid problems during re export. Non-registration during importation may result in not being able to export them.</p> <p>Validation period of temporary import is linked to service card/ visa. Failure to prolong will result in full duties and taxes.</p>	<ul style="list-style-type: none"> - Notarized Power of Attorney from client - Rep Office' statement to Kiev Regional Customs House (and Borispol in case of air) stamped and signed - Copy of valid service card (4 copies stamped) - Copy of accreditation card at the customs (2 copies stamped) - Copy of registration at the Min. Economic (stamped) - Copy of client's passport (first page, visa and registration), originally stamped; - Inventory list (valued and translated, 4 copies, stamped and signed) - Contract with Rep. Office or POA-Contract (2 copies) - Original import documents stamped by customs - List and photos of temporary imported culture objects - List and photos of items, which need permission for further exports (pictures, musical instruments, antique items, books etc.) <p>Checking of video-audio tapes, CD's, DVD's, Zip and floppy disks. Items left behind; taxes and duties applicable.</p>

Items prohibited for sending in unaccompanied baggage to/from Ukraine (for non-diplomatic shipment):

Alcohol, alive plants, food, tobacco, skin of animals, feathers, weapon, drugs, narcotics, firewood, money, bank notes, items of precious/semiprecious stones, items of precious/semiprecious metal (like silver, gold etc), jewelries, flammables, items under pressure, chemicals, undeclared-in-Inventory items.

If you do not inform us about the presence of these items and if they are found by the customs in course of physical customs examination, the huge fines will be applied.

Personal Owned Vehicles: import in unaccompanied luggage possible only in case:

- Rep Office has valid official accreditation card at Ukrainian customs house / diplomatic department;
- Owner has valid service card from Ministry of Economic of Ukraine
- POV is not taken out of registration in Country of origin
- Original Certificate of Car Title issued on a name of owner is available

Important: All documents have to be written in Ukrainian or Russian or translated into Ukrainian and certified by a translation bureau.

The client should be present himself during the customs clearance in case it will be requested by the customs.

1 TEMPORARY IMPORT

1.1 Non-diplomats

Temporary import is possible only for non-residents of Ukraine who are going to work for a company registered in Ukraine and who have “employment visa” and job permit. The goods and other items may be imported temporary to the customs territory of Ukraine for a term that doesn't exceed one year from the day of transit across the customs border. The term may be extended by customs. Temporary importation of the goods and other items shall be carried out under commitment of return exportation / importation. The goods and other items during temporary importation to the customs territory of Ukraine before termination of the terms have to be:

1. Exported beyond this territory.
2. Or declared to the customs for the purpose of free use.
3. Or transferred to the customs for the purpose of transfer to the state property.
4. Or transfer to the customs for storage.
5. Or destroyed under the customs supervision if such goods or other items cannot be used as articles or materials.

1.1.1 Statement – obligation

This is an official statement from the client addressed to the customs office where he/she asks to make customs clearance and assures that his/her personal effects will be exported within one year unless officially prolonged. Also in this statement he/she informs customs about his/her address in Ukraine. The statement should be made in native language of the client and officially translated and certified by a translation bureau.

1.1.2 Passenger entry declaration

Upon arrival at Ukrainian territory each shipper should go through the “Red corridor” and receives a passenger declaration. On this document the shipper has to fill the number of items travelling separately (article 2.2).

1.1.3 Statement from the company the shipper will be employed

This is an official request from the company the shipper works for, addressed to the customs office to make customs clearance of his/her personal effects and guarantee that the personal effects will be exported within one year unless officially prolonged.

In this statement the company informs the customs about:

- the duration of the shipper's contract in Ukraine;
- position within the company;
- shipper's address in Ukraine and contact telephone number.

The statement has to be written on the company letterhead and should be signed and stamped.

1.1.4 Copies of registration certificate of the Company, of registration card at Custom office, copy of job permission, labour contract or job invitation

Registration certificate – it is a document proving the formal registration of the company in the Ukraine.

All copies should be certified by company authorities and sealed.

1.1.5 Copy of client's passport

It is necessary to make a copy of the first page, employment visa, and registration in Ukraine. Each person going to live in the Ukraine needs to have an "employment visa". A visa can be arranged in Ukraine at a visa office or outside Ukraine where a consulate or embassy is established. In general it will only take 1 or 2 days to obtain the visa.

1.1.6 Inventory list

Inventory list in Ukrainian / Russian language (or translated and certified by translation bureau) should contain information about quantity and value of household effects. Naturally Corstjens Worldwide Movers Kiev provides shippers with this service.

1.1.7 List and photos of items, which need permission for further exports (pictures, musical instruments, antique items, etc.)

It is strictly recommended to make detailed valued lists and photos for all antique items and other cultural values. During the customs clearance a customs inspector will stamp the lists and photos and it will be conformation for further exportation.

1.1.8 Plants, pets

Shipping plants is not allowed to ship in unaccompanied luggage. Pets can be shipped by air. Necessary documentation needs to be provided in time.

2 RE-EXPORT AFTER TEMPORARY IMPORT

2.1 Non-diplomats

2.1.1 Temporary import declaration

Declaration made by the client and certified by customs inspector during the temporary importation.

2.1.2 Temporary importation inventory list

Temporary importation inventory list certified by customs inspector during the temporary importation customs clearance.

2.1.3 List and photos of temporary imported Culture objects

List and photos of temporary imported culture objects made and certified by customs inspector during the temporary importation customs clearance.

2.1.4 List and photos of items, which need permission for exports (pictures, musical instruments, antique items, etc.)

2.2 Diplomats

All documents have to be written in Ukrainian or Russian or translated into the Ukrainian and certified by the embassy.

Please note:

The information on this page is intended as a guide and **NOT** as a complete or definitive resource.
The information on this page should not be used as an authoritative reference.

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THANK YOU TO:

Corstjens Worldwide Movers Group

For Providing the above Customs Information