



Customs Guide **AZERBAIJAN**

Information from ADA Europe

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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<p>Household Goods & Personal Effects - Diplomat</p>	<ul style="list-style-type: none"> ▪ Waybill. ▪ Packing list. ▪ Pro-forma invoice. ▪ Copy of the passport. ▪ Copy of valid visa. ▪ Copy of diplomatic card. ▪ Power of attorney on Embassy's letterhead. ▪ Diplomatic nota. ▪ Employment confirmation on Embassy's letterhead. ▪ 2 photocopies of each photograph for all cultural items. 	<ul style="list-style-type: none"> ▪ Import duties and taxes as per the AZ customs regulations: <ul style="list-style-type: none"> ▪ @ 36% on the CIF value of the shipment. ▪ Mentioned on the body of import customs declarations. ▪ Paid officially under proper receipt. ▪ 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 support letters). ▪ The allowance limit for the import of alcohol: 3 litres. 	<ul style="list-style-type: none"> ▪ 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. ▪ Shipments are processed through Azerbaijan customs by filing import customs declarations as per the Azerbaijan customs regulation and processes. ▪ 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. ▪ Customs declaration is framed as per contents and their corresponding tariff codes (HS codes) for Individual Items or grouped Items as per the customs

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			regulations and processes.
Household Goods & Personal Effects - Foreigner	<ul style="list-style-type: none"> ▪ Waybill. ▪ Packing list. ▪ Pro-forma invoice. ▪ Copy of the passport. ▪ Copy of valid visa. ▪ Power of attorney or employment confirmation letter. ▪ 2 photocopies of each photograph for all cultural items. 	<ul style="list-style-type: none"> ▪ 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 & taxes. 	<ul style="list-style-type: none"> ▪ The shipments exempted of import duties & taxes are subject to Customs procedure fees, which are officially payable towards the customs authorities at the time of filing of import customs declarations. ▪ Same as above.
Household Goods & Personal Effects – Returning Citizens of Azerbaijan	<ul style="list-style-type: none"> ▪ Waybill. ▪ Packing list. ▪ Copy of the passport. ▪ Power of attorney. ▪ Two copies of each photograph for all cultural Items (photographs should not be combined). ▪ Electrical appliances should be marked on packing lists with serial numbers. 	<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ Same as above.
Household Goods & Personal Effects	<ul style="list-style-type: none"> ▪ Waybill. ▪ Packing list. ▪ Pro-forma invoice for customs purposes. ▪ Copy of the passport. ▪ Copy of valid visa/TRP. ▪ Valued inventory in English. ▪ Power of attorney or Letter for customs purposes with confirmation of employment from employer in Azerbaijan. ▪ Two copies of each photograph for all cultural Items (photographs should not be combined). 		<ul style="list-style-type: none"> ▪ Mark the waybills very clearly “Used Household goods and personal effects”. ▪ Packing list should be in English. ▪ 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 ... ▪ Such descriptions are very important because it helps the local customs authorities to determine the import duty that differs from item to item. ▪ Valued inventory list for items intended for temporary import should also be descriptive, e.g. double bed set, wardrobe, dining table with six chairs Home electrical and

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			<p>electronic appliances should be very clearly mentioned along with their serial numbers. It is suggested to declare the value for items for temporary import.</p> <ul style="list-style-type: none"> ▪ Valued inventory is strictly required for customs clearance. Separate valid inventory lists should be issued for consumables items and household goods intended for temporary import.
Prohibited Items		<ul style="list-style-type: none"> ▪ Weapons of all kinds (including knives, daggers even if souvenirs). ▪ Illegal drugs, narcotics. ▪ Guns, explosives and ammunition. ▪ Radioactive & toxic materials. ▪ Plant and plant products. ▪ Relict vegetation listed under the Red Book of the Azerbaijan Republic; dear and gazelle horns. ▪ Materials advertising low morale, violence and terrorism. ▪ Pornographic material. 	<ul style="list-style-type: none"> ▪ 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.
Pets	<ul style="list-style-type: none"> ▪ Vaccination certificate. ▪ Passport of the pet. ▪ Veterinary certificate. ▪ Owners Passport Copy. ▪ Owners Visa/TRP. 		<ul style="list-style-type: none"> ▪ Importation of pets is allowed. ▪ The documents should be provided for at least 10 working days in advance prior to the pet's arrival.
Motor vehicles	<ul style="list-style-type: none"> ▪ Diplomats: <ul style="list-style-type: none"> ▪ Waybill. ▪ Original technical passport or title of the car. ▪ Copy of the passport. ▪ Copy of valid visa. ▪ Copy of diplomatic card. ▪ Vehicle registration documents. ▪ Power of attorney. 	<ul style="list-style-type: none"> ▪ Only diplomats can import vehicles without any deposit on duty free basis. ▪ Foreigners: <ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ Right hand drive cars and cars with tinted (tanned) glasses are not allowed for import into Azerbaijan. ▪ Foreigners: <ul style="list-style-type: none"> ▪ 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.

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	<ul style="list-style-type: none"> ▪ Foreigners: <ul style="list-style-type: none"> ▪ Waybill. ▪ Original title of the vehicle / technical passport of the vehicle. ▪ Copy of the passport. ▪ Copy of valid visa. ▪ Vehicle registration documents. ▪ Power of attorney. ▪ Employment confirmation. ▪ Invoice indicating value of the Vehicle. ▪ Ownership documents. 	<p>the permits and his authorized stay in Azerbaijan.</p> <ul style="list-style-type: none"> ▪ Temporary import is subject to refundable deposit at Customs department, the exact amount for deposit to be decided by Customs after inspection of the vehicle. ▪ Customs declaration has to be issued for permanent or temporary import of the vehicle. 	<ul style="list-style-type: none"> ▪ Sale of the temporary imported cars and motor cycles is not permitted until full customs duty and VAT have been paid.
Alcohol & Consumable Goods		<ul style="list-style-type: none"> ▪ Allowance limit for the import of wine/spirits/cigarettes for personal consumption: <ul style="list-style-type: none"> ▪ 3 litres per head. ▪ 2 blocks of cigarettes (400 cigarettes). ▪ Import of all consumables goods (like clothing, cosmetics, foodstuff, beverages): <ul style="list-style-type: none"> ▪ Subject to the payment of customs duties and customs VAT. ▪ All import duties are charged based on CIF value of the shipment. ▪ Do not send insurance or any other documents showing true value of the goods along with the shipment to avoid payment of heavy customs duties. 	
Import of artefacts (Such as carpets, rugs, paintings, musical instruments, metal pots)	<ul style="list-style-type: none"> ▪ Packing list. ▪ Pro-forma invoice (customs purposes only). ▪ 2 photos of each and every item should arrive along with the shipment. 	<ul style="list-style-type: none"> ▪ These procedures and documentation requirement apply to diplomatic and non-diplomatic shipments! 	<ul style="list-style-type: none"> ▪ For Import and customs clearance of artefacts, shipper/consignor should provide with these documents in advance prior to the shipment's arrival in Azerbaijan. ▪ 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.

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			<ul style="list-style-type: none"> ▪ As a result, the customer whom these items belong to might face problems during re-exportation of these items from Azerbaijan. ▪ All items have to be listed in the packing list and the pro-format invoice with exact quantity of each. ▪ 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.



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