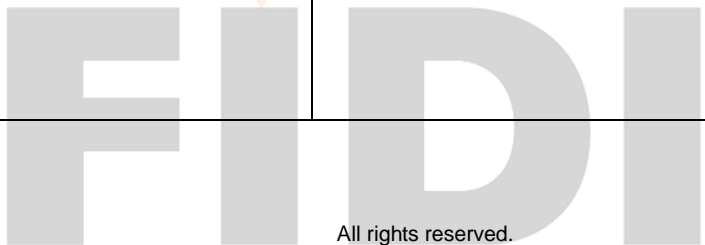


Goods	Documents required	Customs Prescriptions	Remarks
<p>Removal Goods</p>	<p>AIR AND SEA SHIPMENTS</p> <ul style="list-style-type: none"> • Copy of owner's passport with entry stamp. • NIT number (must be updated to current year, if not, it will be refused by customs authorities). • Original Air Waybill or two originals of Bill of Lading. • Copy of Inventory / packing list in Spanish or English. All devices must have serial number, model and style (file in excel or editable file). • Delivery and billing instruction including insurance information. • NIT number. • Cooling gas permit (if any). It applies only for cooling appliances. In order to get this especial permit the following information is mandatory: type of refrigerant, brand, model and serial number. <p>LAND SHIPMENTS</p> <ul style="list-style-type: none"> • Original Waybill and Cargo Manifest • Original packing list in English or Spanish. All devices must have serial number, model and style. • Copy of owner's passport with entry stamp. • Original of International Transit Guide. • Delivery and billing instruction including insurance information. 	<p>Subject of payment of duties and taxes:</p> <ul style="list-style-type: none"> • New items will be considered as commercial entry and therefore 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. • Used items will be assessed by customs considering prices listed in the packing list and subject to physical inspection. <p>It is advised that insured values DO NOT APPEAR on the inventory or shipping manifest to enable maximum allowances for used factors.</p>	<p>Customs Inspection:</p> <p><i>Air, Sea and Land freights:</i></p> <p>Shipments are cleared directly at POE, AOE, border of entry, providing the original documents for clearing the shipments and they are all subject to physical inspection from custom authorities. This could be between 4 to 8 working days depending on the transportation mode and size of the shipment.</p> <p>For shipments moved from POE to a Fiscal Warehouse, it is necessary to unload the containers and trailer trucks prior to custom clearance because they cannot remain closed at the warehouse.</p> <p>Land shipments are transport to a bonded warehouse to be cleared and are subjected to a physical inspection from Customs Authorities, which could takes from 3 to 7 working days.</p> <p><i>Door to Door:</i></p> <p>Containers or trailer trucks could be cleared at bonded warehouse in Guatemala city, if custom authorities grant release and approve temporary entry. If an inspection takes place at POE additional charges will be invoiced.</p> <p>Customs may require completing entry and paying taxes / duties directly at POE.</p>

Goods	Documents required	Customs Prescriptions	Remarks
	<ul style="list-style-type: none"> • NIT number and Copy of owner's passport with entry stamp. • Cooling gas permit (if any). It applies only for cooling appliances. In order to get this especial permit the following information is mandatory: Type of refrigerant, brand, model and serial number. 	<p>The NIT is a personal identification number every shipper must obtain from Finance Ministry in Guatemala City. Must be updated to current year, if not, it will be refused by customs authorities</p> <p>Documents needed to process NIT</p> <ol style="list-style-type: none"> 1. Original passport 2. Fully copy of passport 3. Water, electricity or phone bill of place of residence in Guatemala <p>The original DPI (identification card) is needed if the shipper is Guatemalan, if foreigner, they need the original passport.</p> <p>NIT application process *</p> <ol style="list-style-type: none"> 1. Present original passport and full photocopy 2. Complete the "form for entering and updating taxpayer information on the unified tax register", and present original passport and full photocopy. 3. Present water or electricity bill bearing the address of the residence in Guatemala. 4. If the client does not have an address in Guatemala, a water or electricity bill from the client's employer can be used. 	
<p>Diplomats Removals</p>	<p>Same as Removal Goods.</p>	<p>Diplomats of accredited foreign Embassies and Officers of International Organizations are not excluded from customs inspection.</p>	<p>All shipments are subject to physical custom inspection.</p> <p>Diplomats have to submit a diplomatic franchise that should be processed by the Embassy or</p>

Goods	Documents required	Customs Prescriptions	Remarks
			International Entity in Guatemala before its release.
Wedding trousseaux, inheritance	Same as above.	Same as Removal Goods.	
New furniture and household goods	Same as above.	Same as Removal Goods, only new goods will be estimated by customs to determine taxes.	
Works of Art, antiques	Same as above.	Same as Removal Goods. The export of Pre Colombian Archaeological or Colonial Antiques is prohibited.	
Precious metal objects (jewellery, coins)	Same as above.	Same as Removal Goods. The export of Pre Colombian Archaeological or Colonial Antiques is prohibited.	
Household appliances & electrical appliances	<p>For HHGS inbound shipments containing coolers, refrigerators and/or air conditioning appliances, a special license of entry must be issued.</p> <p>To obtain this license the agent must submit this information:</p> <ul style="list-style-type: none"> • Model. • Type of refrigerant used. • Year of manufacture. • NIT (Guatemalan identification for taxes). Must be updated to current year, if not, it will be refused by customs authorities. 	<p>Guatemala does not allow the entry of any appliance containing R11 and R12 gases.</p> <p>Any appliance manufactured before the year 2000 is subject to be declined.</p>	<p>Without license, the articles will be held by customs.</p> <p>The process to obtaining the license is 5 business days approximately and is valid for 15 days after issued.</p>

Goods	Documents required	Customs Prescriptions	Remarks
Carpet	Same as above.	Same as Removal Goods.	
Motor vehicles	<ul style="list-style-type: none"> • Two original BL. • Original commercial invoice. • Original car title as proof of ownership. • Copy of owner passport with entry stamp. • Delivery and billing instructions including insurance information. • Copy of registration card. • Report of mechanical conditions. • NIT (tax card) number (must be updated to current year, if not, it will be refused by customs authorities). • Proof of purchase and payment of the vehicle. 	<p>Diplomats: duty free / A franchise must be obtained.</p> <p>Non-Citizen& Returning Citizens must pay duties according to the model of the vehicle.</p>	<p>Customs will verify vehicle information such as model, brand, serial number, etc.</p> <p>Duties will be estimated on CIF value as determined by customs. Clearance of automobiles require a minimum of two weeks.</p> <p>The following information needs to be sent to destination agent in pre-advice package prior to shipment dispatch.</p> <ul style="list-style-type: none"> • Chassis number, • Motor number, • Number of doors of the vehicle, • Brand, • Year of manufacture, • Style, • Number of cylinders, • Serial number, • Type of fuel, • Color, • Cubic centimeters, • Number of seats. <p>If the agent does not receive the above information before arrival of the vehicle or if this information is incorrect, the customer will have to pay a fee of USD 100.00 for inspection.</p>



Goods	Documents required	Customs Prescriptions	Remarks
Other vehicles (bicycle, water vehicle)	Bicycles same as Removal goods. Large boats, yachts and other vehicles are the same as Motor Vehicles.		
Machines, appliances, spare parts	Commercial invoice, specifying gross, legal and net weights and CIF value, in triplicate format, in triplicate copy legalised by Consulate, with declaration of origin.	Same as Removal Goods.	
Alcohol, wine	Same as Removal Goods. Authorization from the Ministry of Health (Phytosanitary Certificate). Original invoices.	Alcohol and wine will be considered as commercial entry and subject to normal customs duty. The packing list has to show detail of each bottle. It is allowed to include only up to a maximum of 10 bottles per shipment. It applies for both Diplomatic and Individual shipments.	
Tins and Food	Same as above. Authorization from the Ministry of Health (Phytosanitary Certificate) and the Ministry of Agriculture.	The packing list has to specify the amount of food.	
Arms, ammunition dangerous objects	Sport weapons require special permit from Ministry of Defence prior to arrival of shipment.	Firearms, ammunition, explosives are not permitted.	Do not include these items in HHGS shipments
Medicines, narcotics and drugs		Medicines are sold duty free without prescription in Guatemala. Narcotics and drugs are not permitted.	It is recommended not to include these items in HHGS shipments.

Updated version **January 2017**.

This document is produced based on the information supplied at the mentioned date. Our thanks to FIDI Latin America for this update.

All rights reserved.

This publication may not be reproduced in any form without the permission of the FIDI Global Alliance.

The FIDI Global Alliance cannot take responsibility for the contents of this publication. It is recommended to verify this information with your local destination agent prior to shipping.

Goods	Documents required	Customs Prescriptions	Remarks
Plants	<ul style="list-style-type: none"> • Same as Removal Goods but requires a Phytosanitary Certificate legalised by Consulate. • Foodstuffs: Certificate of Purity legalised by Consulate. 	Same as Removal Goods.	Do not include plants in HHGS 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. • Owner's passport copy with entry stamp • NIT card (Must be updated to current year, if not, it will be refused by customs authorities) 	<ul style="list-style-type: none"> • It is recommended that this Certificate be stamped by the Consulate at Origin and dated no later than 1 month prior to arrival of the pet. • Pets are subject to payment of duties. 	It is not recommended to send pets arriving on weekends or holidays.
Prohibited Articles		<p>Import Narcotics, drugs, pornographic material. Firearms, need a special permit by Ministry of Defence.</p>	
Fumigation of imported wooden crates		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 methyl bromide (MT)).	<p>This regulation DOES NOT apply to wood packing materials manufactured of:</p> <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 fiber sheets. • Sawdust and wooden fiber.


Updated version **January 2017.**

This document is produced based on the information supplied at the mentioned date. Our thanks to FIDI Latin America for this update.

All rights reserved.

This publication may not be reproduced in any form without the permission of the FIDI Global Alliance.

The FIDI Global Alliance cannot take responsibility for the contents of this publication. It is recommended to verify this information with your local destination agent prior to shipping.

Goods	Documents required	Customs Prescriptions	Remarks
		<p>The minimum temperature should not be less than 10°C and the minimum exposure time should not be below sixteen hours).</p> <p>The treatments established in this regulation are intended to reduce introduction and or dissemination of quarantine plagues associated to wood packaging.</p> <p>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.</p> <p>The approved format of the mark should be as follows:</p> <div data-bbox="1016 839 1529 1037" style="border: 1px solid black; padding: 5px; display: inline-block;">  <div style="margin-left: 20px;"> <p>XX - 000</p> <p>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> <p>If a shipment arrives without this seal, it will be returned to country of origin at the expense of the client or agent at origin.</p>	

Goods	Documents required	Customs Prescriptions	Remarks
<p>Remarks</p>		<p>Guatemalan Customs have changed import regulations effective September 3rd 2007 on the following items:</p> <ol style="list-style-type: none"> 1. Agents or customers cannot declare HHGS + AUTO on the same OBL, even if both are coming in the same container, so each one has to present a different OBL. 2. Agents must obtain exact and correct consignment instructions before sending any shipment, destination address of the consignee must appear exactly the same as Guatemalan NIT card (tax ID card) from the customer who is paying import duties and taxes for the shipment or whoever imports the shipment with duties and taxes exemption. 3. Once the customs import policy is made and authorized by Guatemalan customs, it cannot be corrected, so if the information is incorrect and the custom agent refuse 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. 4. The Vehicles Fiscal Registry prohibits to import the following: 	

Goods	Documents required	Customs Prescriptions	Remarks
		Lightweight ground vehicles (automobiles, classic automobiles and motorcycles) more than ten (10) years old regarding to current year. It applies to Guatemalan citizens and foreign diplomats.	



Updated version **January 2017**.
 This document is produced based on the information supplied at the mentioned date. Our thanks to FIDI Latin America for this update.

All rights reserved.
 This publication may not be reproduced in any form without the permission of the FIDI Global Alliance.

The FIDI Global Alliance cannot take responsibility for the contents of this publication. It is recommended to verify this information with your local destination agent prior to shipping.