

IMPORT DOCUMENTATIONS

MORE THAN A YEAR ABROAD



Required Documentation for Customs Clearance

Return after more than 12 months abroad

In order for us to carry out the customs clearance of your move via sea freight, it is essential to provide the following documents:

1. Simple copy of the complete passport

- Copy of pages 1 to 49, including the blank pages.
- If the current passport was issued less than 1 year ago, it is necessary to send a simple copy of the previous passport (also including the blank pages).
- If the return to Brazil occurred with an expired passport, it will be necessary to provide:
 - A copy of the travel authorization issued by the consulate, or
 - A statement explaining the situation (template available upon request).

2. A simple copy of the ID card or Military ID;

3. A simple copy of the CPF (If the CPF number is already included on the submitted ID, a separate copy is not required);

4. A simple copy of the airline ticket for the return to Brazil

- The ticket must include the full date (day/month/year) and the e-ticket number.
- The origin of the airline ticket and the move must be the same country.
- If there are connecting flights, copies of all tickets up to the final destination in Brazil must be provided.
- If the return occurred via land transportation, it will be necessary to complete the Land Return Declaration (template available upon request).

5. Original Consular Certificate

- Issued by the Brazilian Embassy or Consulate in the country of origin.
- It must prove a stay abroad for more than 12 consecutive months, indicating the dates of arrival and departure from the country.





- This document is mandatory for exemption from import taxes in Brazil.

IMPORTANT

- This document must be issued while still in the country of origin. In some countries, embassy services require prior appointment. We recommend requesting it as soon as possible to avoid delays in the process.

6. Power of Attorney for Unaccompanied Baggage

- Please use the attached template.
- It must include an address in Brazil (which can be temporary or a family member's address).
- Signature must be notarized at a notary office or consulate, or a digital signature verified via Gov.br.

7. Authorization for the customs broker on the Siscomex Portal

- Please follow the instructions in the attached step-by-step guide.

8. Declaration of Residence Abroad *(Must be signed following the passport signature style);*

9. Declaration regarding the Inventory List *(DMust be signed following the passport signature style);*

10. Simplified Import Declaration – DSI

- It must be filled out electronically (not handwritten), based on the Packing List or inventory of goods provided by the agent abroad (after the move has been collected);
- **Please send the list in an editable format (Word or Excel);**
- Values must be declared in Brazilian Reais (R\$) → We recommend that the total value of the list does not exceed R\$ 70,000;
- Initial every page and sign the last page following the passport signature style or via Gov.br.
- Quantify by volume (box or package) and state the total value of the items contained in that volume;
- For electronic devices, include: brand, model, and serial number.



- For new items, indicate with the word "NEW," include the purchase price, and attach the invoice, receipt, or proof of payment — with a Portuguese translation alongside.
- *The DSI does not represent an insurance value; it is merely a bureaucratic document required by the Brazilian Customs. Therefore:*
 - The values listed therein are purely bureaucratic for the Brazilian Federal Revenue Service (RFB);
 - Some items in the shipment may not appear on it, as the agent's inventory often summarizes many items in just a few words.
 - Dito pelo ChatGPT:
 - The Insurance List does not replace the DSI Inventory List.

ADDITIONAL NOTES:

- If any document is in your maiden name, please send 1 notarized copy of the marriage certificate.
- The Brazilian Customs may request a visa in the passport or another document proving legal residence in the mission country, as well as other documents it deems necessary, which may not have been previously listed by Mundial;
- *The importation of alcoholic beverages has been taxed by the Customs at 50% of the declared value, with all costs entirely the responsibility of the service member who decides to bring them.*
 - In addition to this tax, for those importing more than 12 liters of beverages, the Federal Revenue will require approval from the competent authority, since the product is subject to specific controls by the Ministry of Agriculture and Livestock (MAPA). The approval request must be made through the SIPOV department (Plant-Origin Product Inspection Service) in São Paulo. Therefore, when the client brings more than 12 liters of beverages, the clearance process will take longer and will be subject to a fee charged by the customs broker for the additional beverage clearance services, with an approximate cost of R\$ 1,000.00.
- If the client imports consumable goods that do not qualify as new or used items according to IN 1059/10 — understood as consumables such as food, beverages, and hygiene products — import tax may be charged at 50% of the declared value of the product. These taxes are not the responsibility of Mundial.





- If the client insists on importing any items prohibited by the Brazilian Federal Revenue, such as drones, motor vehicles in general, car accessories and parts, motorcycles, mopeds, motorized bicycles, boat engines, jet skis and similar, motorhomes, aircraft (Application Rules related to the Baggage Regime in Mercosur, art. 7, item 1, approved by CMC Decision No. 18 of 1994 and internalized by Decree No. 1,765/95), any additional costs and administrative procedures the client may incur as a result of these regulations are not the responsibility of Mundial.
- The insurance list requested in the initial email is not related to the Brazilian Federal Revenue. The list in question will be sent to the insurance company to issue the international insurance certificate for your move.
- After the Covid-19 pandemic, the Brazilian Federal Revenue began accepting scanned, color, PDF documents. Therefore, we ask that you send us all the requested documents above in this format, BUT please keep the original copies in case of any procedural changes by the Brazilian Federal Revenue.