

CUSTOMS REGULATIONS FOR IMPORTS

1- SHIPMENTS FROM THE EUROPEAN UNION (EU):

- **Road Shipments:** inventory list + CMR
- **Air Shipments:** inventory list + copy of passport + AWB
- **Sea Shipments:** inventory list + copy of passport + BL or T2L

If there are vehicles in the shipment: original vehicle registration certificate and title.

For road shipments, the original documents must be handed over to the vehicle carrier to be delivered to Wiquel Moving upon arrival.

For sea shipments, the original documents must be sent to our office via mail/DHL/FEDEX or another courier service.

2- SHIPMENTS FROM THIRD COUNTRIES OR OUTSIDE THE EUROPEAN UNION (EU):

To be exempt from VAT and duties in Portugal, the owner of the shipment must meet certain requirements:

- 1- Have resided for more than 12 months in a third country;
- 2- Transfer their main residence to Portugal;
- 3- Import their goods in a maximum period of 12 months after arriving in Portugal;
- 4- The goods must have been in the customer's possession for at least 6 months;
- 5- The goods must be for personal use and cannot be for commercial use;

Once the customer meets these requirements, they must provide the following documentation:

DOCUMENTS OBTAINED IN THE COUNTRY OF ORIGIN:

1- Baggage Certificate (Original): This document is issued by the nearest Portuguese Consulate or Embassy to your residence in the country of origin. This document should mention the date since you have been residing in the country of origin (should be more than 12 months). This document should also state that the goods to be transferred have been in your possession for more than 6 months. Additionally, it should indicate the date of your relocation to Portugal. It should also attach a list of the goods to be transferred. This list should not contain monetary values.

2- Consular Residence Certificate (Original): This document is also issued by the Portuguese Consulate or Embassy in the origin. In some locations, it comes with the baggage certificate, but in others, it does not. If it does not, you should request it. This document should mention the date since the customer has been residing in the country of origin, the address in the origin, the date of relocation to Portugal, and the address at the destination (Portugal).

DOCUMENTS OBTAINED IN PORTUGAL:

- 1- Residence Certificate (original):** This document is obtained from the Parish Council of your residence area. It should mention the date you started residing in Portugal (it cannot be a date prior to the transfer date mentioned in the Baggage Certificate, i.e., it should be at least 1 day after the date mentioned in the certificate). The address mentioned here should be exactly the same as the one mentioned in the Tax Identification Number (NIF).
- 2- Tax Identification Number (NIF) - (Copy):** This document should be obtained from a tax office. This document should contain exactly the same address as mentioned in the residence certificate from the parish council. It cannot include a tax representative or an address abroad. The fiscal address should be in Portugal.
- 3- Passport (Copy):** For shipments that will be released at Lisbon customs, only a copy of the main information and photo will suffice. For shipments that will be released at Leixões/Porto customs, the original passport or certified copy of all pages may be required.
- 4- Customs Declarations (provided by Wiquel Moving):** At the appropriate time, we will send the necessary declarations to the client for customs clearance. These declarations will be attached to the other documents provided by the client. The client must fill in the personal information according to the provided instructions, sign, and send them back to the person in charge of their process at our company.
- 5- Residence Permit (Copy):** For non-Portuguese or non-EU citizens.
- 6- European Registration Certificate:** only applicable to non-Portuguese EU citizens.

Note: If you are bringing a vehicle with your shipment, you must also include the following documents:

DOCUMENTS OBTAINED IN THE COUNTRY OF ORIGIN:

- 1- Certificate for vehicle importation purposes (Original):** This document is issued by the nearest Portuguese Consulate or Embassy to your residence in the country of origin. This document should mention the date since you have been residing in the country of origin (should be more than 12 months). This document should also provide the vehicle's details. Additionally, it should indicate the date of your relocation to Portugal. It should not contain monetary values. The vehicle to be transferred must have been in your possession for at least 6 months before cancelling residence at the origin.
- 2- Vehicle ownership title and registration document (Original)**
- 3- Vehicle export certificate**

DIPLOMATIC SHIPMENTS:

Portuguese diplomats: same documentation as mentioned above.

Diplomats from other countries: the embassy of the country the diplomat represents must obtain a Diplomatic Franchise from the Ministry of Foreign Affairs in Portugal (MNE). This document must be sent to our company before the shipment arrives.

VERY IMPORTANT:

The lack of the mentioned documents for tax exemption may result in the impossibility of customs clearance in Portugal. This will result in high port/airport costs, as well as high fees charged by maritime/airline companies.

All documents must be provided and sent to our office/customs broker at least 2 weeks before the vessel/plane/truck arrival.

No shipment should be sent to Portugal without the green light from our coordination.

ADDITIONAL INFORMATION

Inheritances: certified copy of the death certificate and heirs' qualification/testament. Declaration signed by all heirs authorizing the shipment of goods (if applicable), copy of each heir's identification, certificate from the parish council (mentioned above) of the importer.

Firearms: ownership title, import certificate from the Portuguese consulate/embassy at the origin. Firearms must be declared in the baggage certificate (only firearms for hunting and civilian use are allowed). During transit, an entry permit must be requested from the local police station (PSP). To obtain this document, the client must have the original documents of the firearms along with the container number.

Alcoholic beverages and food items: our company does not recommend including these types of items in your shipment. The reason is that these articles are subject to paying duties and VAT, and the customs clearance process is slower, resulting in higher port/airport costs and also with maritime/airline companies.

New items: are allowed as long as they are for personal use and the quantity is in accordance with the rest of the items in the shipment. New items must have invoices/receipts and are always subject to taxation.

Medicines: generally permitted in small quantities and with a prescription.

Prohibited items: drugs, pornography, flammable items, firearms or white weapons (without the proper licenses), products of animal origin, cosmetics in large quantities, batteries, plants, untreated wood, jewelry, coins, notes, stamps, securities, precious stones and metals.

Sending shipments without exemption: if you cannot provide the mentioned documents but still want to bring your goods to Portugal, please contact our coordination for further information.