IMPORT CUSTOMS INFORMATION

COLOMBIAN CITIZENS RETURNING/FOREIGNERS

**HHG’s VIA SEA**

DOCUMENTS REQUIRED

1. Notarized passport (all pages, including blank pages).
2. Signed and notarized powers of attorney (formats supplied by Portan).
3. Entrance seal posted in passport.
4. Certificate of Residence issued at Colombian Consulate overseas. For Colombians returning
5. Certificate of “Movimientos migratorios”. For Colombians returning
6. Notarized Colombian ID. For Colombians returning.
7. Working visa valid for at least one year. For Foreigners

CUSTOMS REGULATIONSAND

* For Colombian citizens: Shipper must have lived abroad more than 2 years to be entitled to import a HHG’s shipment. If less than 2 years, shipper can only import the same items as exported. If shipper has lived more than 3 years the shipment can be imported duty free as long as shipper holds a “Certificado de Retorno” which can be obtained in following link: <https://tramitesmre.cancilleria.gov.co/tramites/enlinea/solicitarRetornado.xhtml>
* Shipment must arrive to Colombian port within 120 days from shipper’s last date of entry to Colombia.
* Shipper could not have imported HHG’s shipment in the last 5 years.
* Shipper can not exceed a 60 days period in Colombia in the last 2 years. For Colombians returning.
* Shipper must be in Colombia upon shipment’s arrival.
* Customs Clearance process takes 10-12 labor days + 2 days of national transit to residence under normal conditions.

FORBIDDEN ARTICLES:

* Liquor/spirits
* Food (canned)
* No more than one major appliance per reference and max: 3TV's
* Autos, motorcycles, boats, jet skis, golf carts.
* Construction material
* Jewelry
* Cash
* Weapons
* All articles must be used. Do not include articles in their original boxes even they are used or new.

VERY IMPORTANT

1. All household goods shipments are subject to duties and taxes of 15% CIF Value. **Please do not forward shipments until you receive our green light.**
2. All shipments are subject to physical inspection to verify electrical items and determine taxes to be paid.

EVERY shipment imported to Colombia causes the following port charges:

* + SIT at customs zone & THC at port during the customs process.
	+ Container’s demurrage
	+ Duties and Taxes.
	+ OBL release

All these charges need to be paid upfront in order to start customs clearance and they are backed up with original invoices.

PERSONAL EFFECTS VIA AIR

DOCUMENTS REQUIRED

1. Notarized passport (all pages, including blank pages).
2. Notarized Colombian ID. For Colombian citizens).
3. Entrance seal posted in passport.
4. Working visa valid for at least one year. For Foreginers
5. Signed and notarized power of attorney (formats supplied by Portan).
6. **Travelers -­‐ Form 530. This format is given on the airplane and shipper MUST FILL IT, ASK TO STAMP IT AND DEMAND THE ORIGINAL to the customs officer** at the airport before going through the exit. If shipper does not have this format an administrative process has to be done delaying customs clearance in 3-4 weeks aprox.

CUSTOMS REGULATIONS AND TIMING

* + Shipment must arrive to Colombian port within 90 days from shipper’s last date of entry to Colombia.
	+ Owner could not have imported a personal effects shipment in the last year (1).
	+ Owner must be in Colombia at the shipment’s arrival.
	+ Customs Clearance process takes 4 labor days aprox.

FORBIDDEN ARTICLES

* + Paintings
	+ Tool box
	+ Liquor
	+ Food
	+ Furniture
	+ Kitchen articles
	+ No more than one small electrical appliance per reference.
	+ Autos, motorcycles, boats, jet skis, golf carts.
	+ Material for Construction.
	+ Jewelry
	+ Cash
	+ Weapons

*Bear in mind the air shipment must not exceed total net weight 600 lbs.*

*The maximum small appliances allowed are 3 . For example: 1 TV, 1 laptop & 1 coffee maker.*

VERY IMPORTANT

1. During the inspection process with the customs inspector will determine if the shipment is subject to the payment of duties and taxes, those will be paid off after the physical inspection of the shipment.
2. All shipments are subject to physical inspection.
3. EVERY shipment arriving into Colombia causes the following port charges:
	* SIT at customs zone during the customs process.
	* THC/AWB release
	* Duties and Taxes.

**RETURNING COLOMBIAN DIPLOMATS**

DOCUMENTS REQUIRED

1. Original of “End of Mission” certificate issued by MOFA in Bogota. This process has to be done in person and MOFA takes 1 week aprox. to provide it. The certificate must be issued before shipment´s arrival at POE.
2. Notarized copy of Diplomatic Passport dully canceled by MOFA Colombia
3. Notarized Colombian ID Copy
4. Notarized letters (provided by Portan)

Notarized documents must be done at a Colombian notary.

CUSTOMS REGULATIONS AND TIMING

* Shipper must be in Colombia upon shipment’s arrival.
* Customs clearance takes 10 labor days under normal conditions.
* Shipment is duty free as long as all documents mentioned above are complete.

EVERY shipment imported to Colombia causes the following port charges:

* + SIT at customs zone & THC at port during the customs process.
	+ Container’s demurrage
	+ Duties and Taxes.
	+ OBL release

All these charges need to be paid upfront in order to start customs clearance and they are backed up with original invoices.

**FOREIGNER DIPLOMATS**

CUSTOMS REGULATIONS

* Shipper must be registered at Ministry of Foreign Affairs to be entitled to import the shipment.
* Shipper must hold a Diplomatic Franchise issued by MOFA Colombia. As soon as shipment arrives Portan will provide with the corresponding filled Import Declaration Form in order to start the franchise process which is sole resopnsibility of the Embassy. This process could take 3-4 weeks. As soon as they get it, it takes 2 -5 days to clear the shipment.
* Diplomatic shipments are duty free as long as shipper holds a Diplomatic Franchise.

EVERY shipment imported to Colombia causes the following port charges:

* + SIT at customs zone & THC at port during the customs process.
	+ Container’s demurrage
	+ Duties and Taxes.
	+ OBL release

All these charges need to be paid upfront in order to start customs clearance and they are backed up with original invoice.

VEHICLES

IMPORT OF NEW CARS FOR NON-DIPLOMATIC: CAR MUST BE BRAND NEW, CERO KILOMETERS

**REQUIREMENTS**

* + Commercial Invoice with full vehicle description, including accessories
	+ Emission Certification made by the Manufacture or Assembling Company of vehicle. (This document must be processed directly by the auto’s owner). This document is requested by the Ministry of Industry and Trade as support to issue the import license.
	+ Passport copy of auto´s owner
	+ RUT’s copy of auto´s owner registered as importer.
	+ Visa valid for at least one year
	+ Import license approved by the Colombian Ministry of Industry and Trade. (this document must be obtained prior to ship the auto) (This process takes around 6 – 8 weeks)

**NOTE**: Portan has no control over the time that the Ministry of Industry and Trade takes to approve the import license.

DOCUMENTS NECESSARY FOR THE IMPORT LICENSE PROCESS

* + Powers to act on behalf of the importer before the Ministry of Commerce, Industry and Tourism (VUCE system, the formats will be provided by PORTAN)
	+ Commercial invoice with the complete description of the vehicle, including accessories
	+ Certification of emission of gases and characteristics of the vehicle issued by the vehicle manufacturer or assembler. (This document must be processed directly by the car owner). This document is requested by the Ministry of Industry and Commerce as support to issue the import license.
	+ Copy of Passport of the owner of the car
	+ Copy of the RUT of the owner of the vehicle registered as importer

VERY IMPORTANT

1. Vehicle shipment is subject to duties of 35% and taxes 19% CIF Value. Please do not forward shipments until you receive our green light.
2. All shipments are subject to physical inspection at port for pre-­‐inspection and customs inspection.
3. EVERY shipment arriving into Colombia causes the following port charges:
	* SIT at customs zone & THC at port during the customs process.
	* Container’s demurrage
	* Duties and Taxes.
	* OBL release

**EXPORT CUSTOMS INFORMATION**

**Household goods and Personal Effects**

The following documents/formats, must be provided in original copies to Portan at least 8 labor days before we start the export customs process.

 **AIR SHIPMENT**

* Power of attorney addressed to DIAN (signed and notarized)
* Signature recognition (signed and notarized)
* Responsibility letter addressed to the airline security department (signed and notarized)
* Responsibility letter addressed to antinarcotics police (signed and notarized)
* Letter of your travel purpose (signed and notarized)
* Copy of your passport (Notarized)
* Copy of your ID Colombian card (cédula colombiana o extranjería, notarized)
* Copy of your Colombian and / or destination visa
* Flight ticket or booking
* Emigration stamp no longer than 120 days (you will receive it from Colombian migration authorities as soon as you leave Colombia)

Please keep in mind that Export clearance for air shipment takes 5 labor days.

 **SEA SHIPMENT**

* 2 powers of attorney addressed to port authorities (signed and notarized)
* Power of attorney addressed to DIAN (signed and notarized)
* Responsibility letter addressed to antinarcotics police (please complete the information highlighted in red: name, destination phone and address, signed and notarized)
* Shipper authorization for container inspection (signed and notarized)
* 1 copy of your passport (notarized)
* 1 copy of Colombian ID (notarized)
* Travel Purpose letter (signed and notarized)
* Copy of Colombian visa and / or destination visa
* Employer’s certificate stating: Job position and reason of relocation, it must be printed in the company’s stationery with stamp
* Flight ticket or booking
* Emigration stamp no longer than 120 days (you will receive it from Colombian migration authorities as soon as you leave Colombia)

Please keep in mind that Export clearance for sea shipment takes 8 labor days.

* **PLEASE KEEP IN MIND**
* Please, verify your personal data (name and passport number) is correct
* All forms must be signed and notarized in a notary office in Colombia
* If you are out of Colombia, you must prepare this documentation in the nearest Colombian consulate and send the originals by courier
* Please, notarize the letters with your passport or ID
* Please DO NOT fill the blanks or fields with XXXX, we will complete this information once the packing is finished and we start export customs process
* At destination appears the arrival airport / port please do not modify this information
* The flight ticket and emigration stamp date must be the same
* Once you notarize the documents, please verify that your personal data is correct and legible
* We need the original letters
* Please, confirm your destination phone number and address
* Once, you complete the documents, please send them to Calle 18 # 32 – 42 in Bogota or please confirm where we can pick them up.

**IMPORTANT: If shipper is to take air + sea shipment, the air shipment must only include personal effects (furniture, electrical devices, bikes are not permitted)**