

Personal Effects Exports

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Document	Format, quantity	Comments
Notarized Power of attorney from the shipper to BTC LLC	Original	Power of attorney form
<p><u>For all citizens of the Russian Federation:</u></p> <ul style="list-style-type: none"> • General Passport of the Russian Federation • Foreign passport with a visa confirming the possibility of departure <p><u>For foreign citizens:</u></p> <ul style="list-style-type: none"> • Passport • Notarized translation of the passport into Russian • Certificate of temporary registration in the Russian Federation • Work permit in the Russian Federation 	<p>Scan</p> <p>Scan</p> <p>Original or notarized copy</p> <p>Scan</p> <p>Scan</p>	<p>Passport pages with photo and registration address.</p> <p>Main page + visa / immigration card / residence permit in the country of destination.</p> <p>Page with registration</p> <p>Examples: visa, migration card, temporary registration form or other document confirming the legality of being in the Russian Federation</p>

<p><u>If the shipper and the consignee are different persons:</u></p> <ul style="list-style-type: none"> • Consignee's passport in the destination country 	<p>Scan</p>	<p>The document which prove consignee identity in the country of destination, for example, Russian passport + visa / residence permit</p>
<p>Packing list:</p> <p>Packing list of books *</p> <p><i>* for air transportation please take a photo of each book individually</i></p>	<p>Excel or Word file</p>	<p>Inventory of used personal effects</p> <p><u>Packing list of books is always drawn up by a shipper</u></p>
<p>For new goods: (furniture, building materials, etc.)**</p> <ul style="list-style-type: none"> • Documents with the cargo value and the fact of acquisition by an individual shipper <p>** additional documents for customs clearance of a new building materials in large quantities</p>	<p>Excel or Word file</p> <p>Scan</p> <p>Scan</p>	<p>Packing list of new goods</p> <p>Invoices + cash voucher of payment or bank statement that confirm payment by the shipper (private person)</p> <p>contract of housing sale or land sale for the construction of new house;</p> <p>a copy of a document which confirm that the sender has a house in the destination country and construction materials are required for the improvement of it.</p>

<p>For art objects:</p> <ul style="list-style-type: none"> • Report of the Ministry of Culture expert 	<p>Original</p>	<p><u>The report must be issued in the name of shipper.</u></p>
<p>Photos of the cargo: during packaging</p>	<p>Link to cloud storage or archive</p>	<p>1) Photo of large items - in the interior</p> <p>2) Photo of boxes - opened, the contents and number of the box must be viewed in a general view</p> <p>3) Photo of books by the piece - a page indicating the name, author, year and circulation of the publication.</p> <p>Book export is not possible if:</p> <ul style="list-style-type: none"> - a book older than 50 years and its circulation is less than 5000 copies, - a book older than 100 years. <p>4) Take a general photo of the already packaged cargo before shipment or in the back of a car</p>
<p>For vehicle:</p> <ul style="list-style-type: none"> • Vehicle Registration Certificate • Vehicle passport • VIN or serial number • Photo of state numbers • Photo of the exterior and trunk in the open 	<p>Original or notarized copy</p> <p>Scan</p>	