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# IMPORT REGULATIONS

## GERMANY

Only for removals originating outside the EU. There is no customs clearance within the EU.

### Documents for NON-EU citizens

- Copy of passport
- Confirmation letter from employer that transferee will be working/ living in Germany for a minimum of 12 months (Henk International can provide a draft letter)
  - A confirmation letter for a short term assignment (3 to 11 months) is acceptable for air shipments only
- Official confirmation of German residence/ address (“Meldebestaetigung”) not older than 3 months
- Packing list in English (agent will issue it during packing)

### Documents for all EU citizens (including Germans)

- Copy of passport
- Confirmation letter from employer that transferee lived at least 12 consecutive months abroad/ outside the EU (Henk International can provide a draft letter)
  - If the transferee lived less than 12 consecutive months abroad, he needs to provide a list of any items purchased during the stay abroad and included in the shipment (these items are subject to duties and taxes)
- Official confirmation of German residence/ address (“Meldebestaetigung”) not older than 3 months
  - Returning Germans who did not de-register in Germany during their stay abroad need a personal statement why they did not de-register (Henk International can provide a draft letter)
- Packing list in English (agent will issue it during packing)

### Import restrictions and special requirements

- **Alcohol** must be separately listed so that duties and VAT can be calculated. The list must provide the following information a) description/ type of alcohol, b) size of bottle, c) percentage of alcohol d) price per bottle in EUR, e) number of bottles. Duty and VAT will be charged based on this information. Shipments with alcohol are likely to be inspected by customs and additional costs would apply
- **Firearms** and ammunition require gun license or hunting permit, import permit. An export permit from the country of origin is recommended
- **Food** - only canned food in normal household quantities and spices in small amounts are allowed for sea shipments. We recommend to **not include any** food items at all
- **Pharmaceutical products** (e.g. vitamin supplements, medicine) can be imported in normal household quantities and for personal consumption only. We recommend carrying any medication in personal hand luggage
- **Tobacco** is subject to payment of duties and taxes and must be declared (detailed list needed)
- **NEW items** are subject to duties and taxes

### Prohibited items

- Perishable or dairy products (e.g. meat, eggs & egg products, fresh milk & milk powder, animal derived food)
- Drugs and narcotics
- Explosives
- Plants
- Any protected animal or species (ivory, snakeskin, leopard fur, etc.)

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# IMPORT REGULATIONS IMPORT SHIPMENTS TO GERMANY

## Time required for customs clearance

Ocean shipments arriving in Bremerhaven with all documents available will be cleared in the port directly. Generally, the clearance process incl. on carriage to residence takes approx. 3-7 working days after arrival.

Air shipments will be cleared inland at the airport or local customs office. The clearance process takes approx. 1-3 working days after arrival.

## Cars and motor vehicles

For duty-free importation, motor vehicles must be owned and used by the transferee for more than 6 full months prior to shipping. Customs will want to see a proof of the above.

The following documents are required additionally (besides the docs needed for the regular customs clearance of hhgds):

- Copy of title
- Copy of registration/ proof of insurance
- Proof of ownership (e.g. sales contract)
- Copy of de-registration – if not available, then copy of insurance cancellation

Car-tax (KfZ-Steuer) will need to be paid in advance at the time clearance takes place. These charges will be billed back to you by receipt.

## Pets and Animals

Please contact our International Move Management.