



**COMPAS**  
GLOBAL MOVING EXPERTS

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## Customs Information Germany

**Dear Importer – please thoroughly study this Document (6 pages in total)**

**Please contact us directly for any Questions you may have.**

**Thank you for completing and signing the last page.**

**Please make sure that shipping takes place only after our confirmation to your Mover at Origin.**

### Introduction:

**Important: Please note that it yours as the Importer´s obligation to fulfill all requirements for customs clearance, etc. Following details are provided based on the best of our knowledge,without any legal obligation. Changes of requirements are possible without prior notice**

**Before having your household goods (and especially Automobiles) shipped to Germany:Any questions or uncertainties must be addressed to the German Embassies or Consulates abroad or with German Customs directly (websites below). We also gladly assist.**

**Shipping Lines allow only very limited free time at port of entry. This is normally not enough time to customs clear and deliver your shipment . So called demurrage and detention charges from the Shipping Line and port will occur. Customs ordered X-Ray exams (very likely) or thorough inspections can further lead to delays and extra charges.**

**It usually takes at least 3 to 5 working days for customs clearance, and another 3 to 5 working days to organize delivery after final release from Customs for Container Shipments, always depending on of trucking, and crew- capacity / availability.**

**Any additional charges in the connection with the import of your shipment to be advanced by us are subject to an Administrative Charge of 10 % with a minimum of EUR 75,00, plus any Bankor COD charges.Further there is a processing / administration fee of EUR 45,00 per billing to you.All charges are payable prior to release of shipment.**

**Please confirm the above with your signature on page 5 of this document.**





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## Customs Information Germany

### **Household goods can be imported into Germany tax/duty free under the following conditions:**

- ✓ Shipper has resided outside the EU for at least 12 months before shipping
- ✓ The imported goods were owned by the shipper for at least 6 months before shipping
- ✓ The goods are imported within 1 year of shipper taking up residence in Germany
- ✓ Shipper can provide all documents required for Customs clearance (see next page)
- ✓ The imported goods will not be sold for a minimum of 1 year after importation

**Non qualifying items are subject to import tax of 19% plus duty of apx. 10% apply on the goods current value.**

Advance of any taxes, duties, etc. are subject to a fee of 2.5 % with a minimum charge of EUR 75.00, and Processing fee/ administration charge for each bill of EUR 50,00.  
Additional efforts for customs clearance, inspections, etc. will be billed at cost. .

### **Dutiable / Restricted Items:**

- Items less than 6 months old (copy of invoice or value and date of purchase required)
- Alcohol (a detailed inventory is required with number and size of bottles, alc.%, and value of each bottle (a blank form is available from COMPAS))
- Other highly-taxes items (tobacco, tea, coffee, toilet waters, perfumes, etc.)
- Foodstuffs in large quantities

It is not recommended to ship these items. Inspections/delays/extra charges are likely.  
Advance of duties will be subject to an extra charge of EUR 50.00.

### **Prohibited Items**

Guns, paintball guns, rifles, etc.; Explosives; Ammunition; Drugs and narcotics; Live plants; any protected animal or species, dried plant or items of historical significance (ivory, snakeskin, leopard fur, pre-Colombian items, etc.); Pornographic material; Absinthe, methyl alcohol and pure alcohol; Radioactive material; large quantities of wine, grape juice and other various foodstuffs and consumer goods





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## Customs Information Germany

### Required documentation for Customs clearance:

Please send PDF scans of the following documents to our office **5 days** prior to shipment's arrival at port:

- Passport (the page showing photo and personal information is sufficient)
- Registration form ("Anmeldebestaetigung")
  - This form must be obtained at the local registration office ("Einwohnermeldeamt") in the city hall of the city you are moving to after your arrival in Germany. If you already have a registration and if it is older than 6 months, you need to obtain an "aktuelle Meldebescheinigung".
  - If the permanent address is not yet know, the registration form can be issued on a temporary address or e.g. hotel address.
  - German nationals who did not de-register before they left Germany need to obtain an "aktuelle Meldebescheinigung" (not older than 6 months). Please note, that in this case tax and duty free importation cannot be guaranteed !
- **EU citizens** need a proof of residence overseas for the last 12 months before shipping.
  - German Nationals can obtain a confirmation letter ("Umzugsbescheinigung") from the German Consulate/Embassy abroad.
  - A letter from the shipper's employer abroad confirming that shipper was an employee for the company abroad from MM/DD/YYYY to MM/DD/YYYY
  - Credit card settlements showing permanent transactions within the last 12 months
  - Purchase/vending of a residence or lease contract over the last 12 months
  - Tax returns of the last 2 years.  
Customs does not accept foreign green cards, visas, driver's licences etc.
- **Non-EU citizens** need a letter from their employer in Germany confirming employment.
- Inventory in German or English (usually provided to us by the origin agent)
- Declaration form (see last page)

### Detailed information can be found here:

[http://www.zoll.de/DE/Fachthemen/Zoelle/Zollbefreiungen/Aussertarifliche-Zollbefreiung/Uebersiedlungsgut/Voraussetzungen/voraussetzungen\\_node.html](http://www.zoll.de/DE/Fachthemen/Zoelle/Zollbefreiungen/Aussertarifliche-Zollbefreiung/Uebersiedlungsgut/Voraussetzungen/voraussetzungen_node.html),  
[http://www.zoll.de/SharedDocs/Boxen/DE/Fragen/0001\\_gewoehnlicher\\_wohnsitz.html?nn=150490](http://www.zoll.de/SharedDocs/Boxen/DE/Fragen/0001_gewoehnlicher_wohnsitz.html?nn=150490) and  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:324:0023:0057:DE:PDF>).





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## Customs Information Germany

### **Motor Vehicles can be imported into Germany tax/duty free under the following conditions:**

- ✓ Shipper has resided abroad for at least 12 months before shipping
- ✓ Shipper has owned, titled, registered and used the vehicle for at least 6 months prior to vehicle's departure from overseas and can provide the necessary proof (see below)
- ✓ The vehicle is imported within 1 year of shipper taking up residence in Germany
- ✓ The vehicle is brought in for personal use
- ✓ Shipper can provide all documents required for Customs clearance (see below)
- ✓ The imported vehicle will not be sold for a minimum of 1 year after importation

**Otherwise import tax of 19 % plus duty of apx. 10 % apply on the sum of the vehicle's current value + shipping cost + insurance cost.**

Advance of taxes and duties will be subject to an extra charge of EUR 50,00.

### **Additional required documentation for Customs clearance of motor vehicles:**

*Please send scans/copies of the following documents to our office prior to shipment's arrival at port:*

- Title
- Vehicle registration/s for a period of minimum 6 months prior to vehicle's departure from overseas
- Official vehicle de-registration form which clearly confirms de-registration of the vehicle in the origin country before its arrival in Germany. Only in case the vehicle registration expires exactly at the time of importing the vehicle into Germany, there is no need of a de-registration confirmation.
  - The reason for this new mandatory process is that several clients have used the vehicle with valid registration and valid license plates for months in Germany without paying the German annual vehicle tax [same as property tax in the U.S.; the annual vehicle tax is based on individual technical data (emission value (CO2) and engine displacement (cubic capacity)] of the vehicle.
  - In case the de-registration cannot be provided to German Customs, the annual vehicle tax will apply for one year. The amount of the annual vehicle tax depends on the vehicle's cubic capacity and emission value (CO2). If these values cannot be provided, the highest tax will apply.
    - To outlay the annual vehicle tax and to issue a vehicle tax card we bill an extra charge of EUR 75.00.
    - This time consuming process will most likely cause demurrage and detention and if applicable will be billed at cost.
- Recommended is also insurance confirmation for a period of minimum 6 months





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## Customs Information Germany

Additional Vehicle information required by Customs

- Current Value i- In EUROS
- Fuel type: Gasoline/Diesel/other
- CO VALUE / Emissions
- Engine Cubic Content in ccm
- Date of first registration
- Type of COOLANT in A/C

Please note in case of de-registration form and plate surrender confirmation is not provided , German Customs will assess vehicle road tax for one year. The amount of the annual vehicle tax depends on the vehicle's fuel system, cubic capacity, and emission value (CO2).

Advance of any taxes, duties, etc. are subject to a fee of 2.5 % with a minimum charge of EUR 75.00, and Processing fee/ administration charge for each bill of EUR 50,00.

Additional efforts for customs clearance, inspections, etc. will be billed at cost. .

### **Before shipping of motor vehicles:**

The fuel tank must be empty, the A/C coolant must conform to European Requirements – otherwise the vehicle cannot be accepted for transportation

Please avoid the fluids having to be drained at considerable cost.

**Do not ship your vehicle before clarifying that all requirements are met.**

### **For vehicles exported from the USA:**

*You have to surrender your original title for the vehicle to U.S. Customs for export formalities, which will be returned to you after export clearance. However, you should obtain notarised copies of the title in your own interest. If the original title is not made available, exportation of your vehicle and household good shipment (if both are loaded together in same container) from the U.S. will be impossible. All charges arising in failure to provide original title along with the vehicle, and/or all charges due to orders by U.S. authorities (U.S. Customs inspection and related charges such as physical inspection, extra labour/efforts, port storage charges etc.) are payable prior to release of vehicle.*

### **After importation of motor vehicles:**

Vehicles have to be brought to European conformity. Cars require modifications and must be inspected before licensing and must comply with German technical/environmental regulations. Make sure the tires are street legal in Germany and in line with current speed rating requirements.

On request we can recommend a car conversion company to handle the complete conversion including all necessary paperwork, TÜV-inspection, issue German title, etc.





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### Customs Declaration Form

#### Origin Address:

Street, City, ZIP, Country

I have lived abroad from \_\_\_\_\_ to \_\_\_\_\_  
MM/YYYY MM/YYYY

O with / O without family.

#### Temporary Address:

Stay from (MM/DD/YYYY) - to (MM/DD/YYYY)

c/o (hotel, family, etc.), Street, City, ZIP, Country

Phone number/s, Email

#### Temporary Address:

Stay from (MM/DD/YYYY) - to (MM/DD/YYYY)

c/o (hotel, family, etc.), Street, City, ZIP, Country

Phone number/s, Email

#### Delivery Address:

Arriving on (MM/DD/YYYY) Requested Delivery Date

Street, City, ZIP, Country

Phone number/s, Email

O Single family home  
O Apartment on \_\_\_\_ floor O with / O without elevator

Truck access/parking \_\_\_\_\_

#### I am importing the following goods:

- |  |                             |                              |
|--|-----------------------------|------------------------------|
| Highly- taxed items (e.g. alcohol, tobacco, perfume, coffee, tea, medicine incl. vitamins)             | <input type="checkbox"/> no | <input type="checkbox"/> yes |
| Firearms/ammunition, hunting trophies subject to the Agreement of Washington for protection of species | <input type="checkbox"/> no | <input type="checkbox"/> yes |
| Items which I have not used for a minimum of 6 months  | <input type="checkbox"/> no | <input type="checkbox"/> yes |
| Foodstuffs   | <input type="checkbox"/> no | <input type="checkbox"/> yes |
| Other unusual items  | <input type="checkbox"/> no | <input type="checkbox"/> yes |
| Motorized vehicles   | <input type="checkbox"/> no | <input type="checkbox"/> yes |

*We recommend to check with us and the German Embassy/Consulate at origin before sending any of these items. If any of the above is answered "yes", please send itemized listings with details, quantity, value, documentation.*

The goods are my personal belongings. They have been in my possession and use for more than 6 months. I will not sell Or dispose of these items for 12 months. In case I am changing registered residence within 12 months, I will inform German Customs of my new address beforehand.

By signing this form I agree to having read and understood its content and will comply to all requirements. Further I agree to pay all charges in connection with my shipment prior to its release.

Place / Date

Signature

