



# CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION FOR IMPORTS



## Czech Republic

### HOUSEHOLD GOODS REMOVAL

#### A. Documents Required

- Copy of airway bill / bill of lading / CMR
- Personal declaration
- Copy of packing list
- Copy of passport

##### Non-diplomat

- Company declaration or a copy of business license
- Copy of work permit
- Copy of long-term visa or a receipt that one has been applied for
- Packing list of all goods in Czech and in English with the value
- Copy of lease contract for at least 1 year in consignee's name

##### Diplomat

- Copy of diplomatic identification card
- Embassy import declaration

##### Returning Citizen

- Proof that the individual spent at least 12 months abroad
- Company declaration from Czech employer
- Copy of Czech ID
  - A double-sided copy is necessary.
  - The address provided in the personal import declaration must match the one on the ID.

#### B. Specific Regulations

- The personal declaration for non-diplomats and returning Czech citizens should state that the household goods in their shipment have been used and owned for more than 6 months.
- A customs officer may ask for a bank guarantee or a guarantee in cash even if all import documents are in perfect order.
- Personal effects must be imported within 6 months of the consignee's arrival date in the Czech Republic in order to qualify for duty free status.
- A lease contract for a minimum of one year is necessary for non-diplomatic shippers.
- A lease contract determines a long-term stay from a temporary stay.
- Customs clearance may only be completed during the period of the work contract.

##### Import from a EU Member Country

- There is no customs clearance duty for non-commercial movement within the EU.
- Occasional customs inspections at the border may occur.

### Returning Citizen

- Must have been away for at least 12 months to import goods duty free.
  - This can be demonstrated by provided the following documentation:
    - » Letter from previous employer showing dates of employment
    - » Pay stubs
    - » Tax details
    - » Bank statements dated over 1 year old
    - » Utility bills dated over 1 year old
    - » Residence rental agreement etc.
- All goods purchased less than 6 months ago cannot be imported duty free.

**Important:** Valued inventory list for items intended for temporary import should be descriptive, e.g., double-bed set, wardrobe, dining table with six chairs, etc. Home electrical and electronic appliances should be very clearly mentioned along with their serial numbers. It is strongly recommended that all shipping documents be carefully prepared according to the instructions. This will help to avoid unnecessary delays and/or costly storage charges at destination.

## **MOTOR VEHICLES**

### **A. Documents Required**

- Original invoice or purchase contract
- Certificate of title and technical book of the car
- All documentation needed for household good import

### **B. Specific Regulations**

- Import is duty free, subject to re-exportation.
- The vehicle must not be sold during the temporary import period.
- It should not be older than 8 years or younger than 6 months.
- Vehicles younger than 6 months old are cleared as new car imports (duties and VAT is paid).
- Vehicle will be inspected to ensure that it complies with environmental and safety standards.
- Importers without import paperwork must pay 16% duties and 19% VAT.
- Customs authorities can request the deposit of 50% of value of the vehicle even if consignee has all of the requested documents. The deposit is returned after reexportation of the vehicle.
- Bond will be held for two years or until the car is exported. If the car is not exported, the government will return duties and VAT at the end of the second year and the importer is then able to sell the car.

### Import from EU Member Country

- It is necessary to deregister a vehicle in the origin country prior to import.
- Consignee may use car with origin plates in/out of Czech Republic
- The consignee may start registration process once they have obtained a residence permit.

## **ANTIQUES, ART EFFECTS, CARPETS, AND PAINTINGS**

### **A. Documents Required**

- Individual inventory list with the name of the artist, year of production, and value of each piece
- Photographs (two copies for each item, front and side)

### **B. Specific Regulations**

- Antiques are defined as items over 50 years old.
- Antiques must be registered upon arrival in the Czech Republic.
- There is no limit on the items that can be brought into the Czech Republic as long as each item is registered.

## **PETS**

### **A. Documents Required**

- EU pet passport
- Veterinary certificate
- Copy of owner's passport
- Approval from international VAT officer

### **B. Specific Regulations**

- The pet must have an identifying tattoo or embedded microchip.
- An approval from an international VAT officer in country of origin must be obtained.  
The embassy or consulate of the Czech Republic can recommend an international VAT officer.

## **RESTRICTED / DUTIABLE ITEMS**

### **Furniture**

- Customs usually completes an inspection if the shipments are declared as HHG and contains only furniture (not clothes, shoes, etc.).
- Smooth customs clearance cannot be guaranteed if brand new furniture is declared as used.
- Consignee must present an invoice or any other declaration of value for customs purposes if importing dutiable furniture.
- Declaration of origin should be on the invoice.
- Duties on furniture:
  - » 4.8% on tropical wood furniture
  - » 9.6% on office furniture and wooden beds
  - » 7% on furniture constructed of metal
- Tax: 19%

### **Rifles**

#### Temporary Import:

- Consignee must obtain a weapon transit sheet. A weapon transit sheet can be obtained from the Czech Embassy in country of origin.
- A temporary import is only for a maximum period of 90 days. The weapon must be exported after this period.

#### Permanent Import:

- Consignee needs weapon transit sheet for permanent import. A weapon transit sheet can be obtained from the Czech Embassy in country of origin.
- Consignee must contact local police office within 5 days of clearance. Consignee must register the rifle with the local police station and request the issuance of a weapons pass for Czech Republic.
  - » A weapons pass costs approximately USD 250.

## Stuffed Heads, Skins for Permanent Stay or Over 30 Days

- If parts of animals have proven to be infectious, they may not be imported.
- The number of pieces must be relevant to the importation of non-commercial household goods.
- Consignee needs an import permit issued by relevant local veterinary authority.
- Consignee must apply for an approval of import abroad.

The following details must be provided:

- » Number of pieces
- » Description
- » Species
- » Country of origin
- » Date
- » Mode of transport
- » Name of border crossings

**Note:** For more information, regarding animals on the list of the endangered species (CITES agreement), see website regarding CITES at [www.cites.org](http://www.cites.org).

## Wine and Spirits

The allowance limit for the import of wine and spirits for personal consumption is:

- Wine: 2 liters
- Spirits: 1 liter
- Excess amounts for wine will be charged 30% customs duty and 19% VAT.
- Excess amounts for spirits will be charged 56% customs duty and 19% VAT plus a consumption tax of CZK 234 per liter of pure spirits.

### Import from EU Member Country

The allowance limit for the import of wine and spirits for personal consumption is:

- Wine: 90 liters
- Spirits: 10 liters
- Beers: 110 liters
- Cigarettes: 800 cigarettes
- Tobacco: 1 kilogram

## Tobacco

The allowance limit for the import of tobacco for personal consumption is:

- Cigarettes: 200 cigarettes
- Cigarillos: 100 cigarillos
- Excess amounts will be charged 55% customs duty and 19% VAT plus a consumption tax of CZK 0.36 per piece.

## CONSIGNMENT INSTRUCTIONS

Consignee:	Notify:
Consignee's full name in passport C/o local agent in Czech Republic Full address of local agent	Name of local agent in Czech Republic Full address of local agent Contact information of agent

## CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION FOR IMPORTS

### Czech Republic

**Recommended:** Once the shipment is booked, please fax your pre-alert to the agent office along with a copy of the airway bill / bill of lading, packing list, passport copy, and full contact details of the consignee. As consignment instructions change from time to time, it is prudent to reconfirm the advised consignment instructions prior to shipping particularly if the consignee will be importing as a diplomat.

#### Helpful Tips

- Mark the waybills very clearly "Used household goods and personal effects."
- Packing list should be in English and Czech.
- Do not attach the inventory list used for the insurance purposes with the documents enclosed with the shipment.
- Pre-alert along with the copies of the waybill, packing list, customs valued inventory, and shipping schedule should be sent well in advance.

## PROHIBITED ITEMS

- Weapons of all kinds (see exceptions below)
- Narcotics
- Toxic material
- Radioactive material

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## CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION FOR EXPORTS



### Czech Republic

## HOUSEHOLD GOODS REMOVAL

### A. Documents Required

- Packing list in Czech and in English
- Copy of passport

#### Non-diplomat

- Personal declaration
- Statement from employer verifying that the shipper was employed in the Czech Republic
- Copy of visa
- Copies of import documentation

#### Diplomat

- Copy of diplomatic card
- Embassy's confirmation that shipper's term of employment is over

#### Returning citizen

- Copy of citizen card (double-sided copy)
- Personal declaration
- Proof of employment abroad or statement from the company sending the employee abroad
- Address abroad

## B. Specific Regulations

- If shipper wishes to export a weapon, they must deregister it at the same police office where it has been registered.
- Any quantity of non-commercial goods can be taken out of the Czech Republic without an export permit except objects that form part of the national cultural heritage. Exportation of these objects is not possible without first obtaining an export permit.

## ANTIQUES, ART EFFECTS, CARPETS, AND PAINTINGS

### Specific Regulations

- When exporting such items from the Czech Republic, the shipper must prove that the goods were imported into the Czech Republic by presenting the original customs documents. Otherwise, an export approval from the Czech National Gallery or museum must be presented.
- It takes approximately 21 days to obtain an export permit.
- Items purchased in the Czech Republic with a manufacturing date before 1945 will also require export permits from the Czech National Gallery.
- When exporting antiques and other artifacts, it is necessary to have a certificate stating that they are not part of the national cultural heritage.

## PETS

### A. Documents Required

- EU pet passport
- Veterinary certificate
- Copy of owner's passport
- Approval from International VAT officer

### B. Specific Regulations

- The pet must have an identifying tattoo or embedded microchip.
- An approval from an international VAT officer in the Czech Republic must be obtained.
- Pet will be examined by an airport veterinarian.

## MOTOR VEHICLES

### A. Documents Required

- Vehicle registration sign-off
- Vehicle certificate
- Purchase contract or invoice
- Customs documents received when imported

### B. Specific Regulations

- Cars must be deregistered at the local police station prior to export.

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