



**GOSSELIN CAUCASUS & CENTRAL ASIA**  
AZERBAIJAN - MEMBER GOSSELIN GROUP

# Gosselin Caucasus and Central Asia

International Removals and Transportation

Country info sheet for: AZERBAIJAN

Version: 12/03/2010

## 1/ IMPORT REGULATIONS OF HOUSEHOLD GOODS

### A/ Required documents

#### For Diplomats

- Packing list
- Copy of valid passport, visa page
- Copy of diplomatic card
- Master AWB/Bill of lading (house bill is not accepted)
- Original pro forma invoice
- Official letter from the Embassy to the head of Customs Department

#### For non-Diplomats

- Packing list
- Copy of valid passport, visa page
- Master AWB/Bill of lading (house bill is not accepted)
- Original pro forma invoice
- Official letter from the Client to the head of Customs Department

### B/ Customs procedures for diplomats / non-diplomats / returning citizens

#### Customs procedures

Customs clearance procedure for diplomats takes 1 working day.

Customs clearance procedure for non-diplomats takes 1 working day if local certification is not requested for the exact kind of items.

#### Taxes and duties / or exemptions

Import duties for the Used Household goods is % 36 from the total value of the goods and payable directly to the customs by transfer for all imports except diplomats or persons received exemption of Ministry of Finance.

The only way to avoid the import customs tax is to provide a copy of the tax free certificate which can be obtained from the Ministry. In this case customs will charge only a customs procedure tax.

Note that returning citizen, even Azeri diplomats; do not have any tax exemption unless they receive an official letter from the Ministry of Foreign Affairs of Azerbaijan addressed to the head of customs department.

---

**Head Quarter Office** in Antwerp, BE

Local offices in **Caucasus**: Baku, AZ / Tbilisi, GE / Yerevan, AM

Local offices in **Central Asia** : Ashgabat, TM / Astana, KZ / Bishkek, KG / Dushanbe, TJ / Tashkent, UZ

---



**GOSSELIN CAUCASUS & CENTRAL ASIA**  
AZERBAIJAN - MEMBER GOSSELIN GROUP

# Gosselin Caucasus and Central Asia

International Removals and Transportation

Country info sheet for: AZERBAIJAN

Version: 12/03/2010

## Temporary import clearance

Temporary import permission is provided by the State Revenue Committee on base of the consignee's/ employer written request. It will be up to the customs committee if this is accepted or not and might take up to 15 days.

The temporary import is available only for one year and all items must be unpacked, examined and identified by customs for temporary release.

## C/ Prohibited items

- Firearms and ammunition
- Medicines without approval of Ministry of health
- Alcohol and other spirits
- Food products

## 2/ IMPORT OF CARS

### A/ Required documents

- 1) Separate pro forma invoice
- 2) Car title copy
- 3) Copy of valid passport, visa page
- 4) Copy of diplomatic card (if applicable)
- 5) Master AWB/Bill of lading (house bill is not accepted)
- 6) Original pro forma invoice
- 7) Official letter from the Embassy or the Client to the head of Customs Department

### B/ Customs procedures for diplomats / non-diplomats / returning citizens

#### Customs procedures

Customs clearance procedure for diplomats takes 1 working day.

#### Taxes and duties / or exemptions

Import duties for the Used Household goods is % 36 from the total value of the goods and payable directly to the customs by transfer for all imports except diplomats or persons received exemption of Ministry of Finance.

The only way to avoid the import customs tax is to provide a copy of the tax free certificate which can be obtained from the Ministry. In this case customs will charge only a customs procedure tax.

**Head Quarter Office** in Antwerp, BE

Local offices in **Caucasus**: Baku, AZ / Tbilisi, GE / Yerevan, AM

Local offices in **Central Asia** : Ashgabat, TM / Astana, KZ / Bishkek, KG / Dushanbe, TJ / Tashkent, UZ



**GOSSELIN CAUCASUS & CENTRAL ASIA**  
AZERBAIJAN - MEMBER GOSSELIN GROUP

# Gosselin Caucasus and Central Asia

International Removals and Transportation

Country info sheet for: AZERBAIJAN

Version: 12/03/2010

---

Note that returning citizen, even Azeri diplomats; do not have any tax exemption unless they receive an official letter from the Ministry of Foreign Affairs of Azerbaijan addressed to the head of customs department.

---

## 3/ IMPORT OF PARTICULAR ITEMS

### A/ Pets

The import of pets is allowed. Following documents are required:

- Vaccination certificate
- Veterinary certificate
- Passport of the pet

### B/ Plants

The import of plants is allowed if client has a certificate from the Ministry of Agriculture.

### C/ Cultural items

The import of cultural items is allowed if the client can provide photos of the imported items to the customs department.

### D/ Alcoholic beverages

The import of alcoholic beverages is not allowed without permission of the Ministry.

### E/ Food

The import of food is not allowed without permission of the Ministry.

### F/ Electronics

The import of electronics is allowed, but please issue a separate list with the serial numbers.

---

## 4/ CONSIGNMENT INSTRUCTIONS

### Consignee Diplomat

Shipper's name (as in passport)

Shipper's Embassy

Full address of Embassy

C/O Gosselin Azerbaijan

---

**Head Quarter Office** in Antwerp, BE

Local offices in **Caucasus**: Baku, AZ / Tbilisi, GE / Yerevan, AM

Local offices in **Central Asia** : Ashgabat, TM / Astana, KZ / Bishkek, KG / Dushanbe, TJ / Tashkent, UZ

---



**GCCA**

**GOSSELIN CAUCASUS & CENTRAL ASIA**  
AZERBAIJAN - MEMBER GOSSELIN GROUP

## Gosselin Caucasus and Central Asia

International Removals and Transportation

Country info sheet for: AZERBAIJAN

Version: 12/03/2010

---

### Consignee non-Diplomat

Shipper's name (as in passport)

Shipper's Company

Full address of Company

C/O Gosselin Azerbaijan

### Notify

Gosselin Azerbaijan

28 May str 20, AZ 1053 Baku (Azerbaijan)

Tel.: + 994 (12) 598 19 20

Fax: + 994 (12) 598 19 21

### Contact

Samir Hasanov

[info@azerbaijan.gosselinwmm.com](mailto:info@azerbaijan.gosselinwmm.com)

[gosselin@stream.az](mailto:gosselin@stream.az)

Mobile: +994 (0)50 57 36 766

---

## 5/ HELPFUL TIPS

- Once the shipment is booked please send the signed order for service to our **Antwerp HQ at [kriscc@gosselingroup.eu](mailto:kriscc@gosselingroup.eu)** (attn. Mr Kris Corten). Please send us also the copies of the waybill, packing list, valued inventories and shipping schedule well in advance so we can double check and make corrections prior to shipping. This will save you extra storage and demurrage charges at the destination. We strongly recommend you not to send anything before we checked the documents and contacted the client.
  - Mark the waybills very clearly "Used Household goods and personal effects".
  - The packing list should be in English and/or Russian.
  - Do not attach the inventory list used for the insurance purposes to the documents enclosed with the shipment. This in order to avoid heavy customs duties and taxes upon the shipment's arrival.
  - The under declared valued inventory for customs purposes should be attached to the documents accompanying the shipment.
- 

**Head Quarter Office** in Antwerp, BE

Local offices in **Caucasus**: Baku, AZ / Tbilisi, GE / Yerevan, AM

Local offices in **Central Asia** : Ashgabat, TM / Astana, KZ / Bishkek, KG / Dushanbe, TJ / Tashkent, UZ

---



**GOSSELIN CAUCASUS & CENTRAL ASIA**  
AZERBAIJAN - MEMBER GOSSELIN GROUP

## **Gosselin Caucasus and Central Asia**

International Removals and Transportation

Country info sheet for: AZERBAIJAN

Version: 12/03/2010

---

- Such items as books, CD's, audio and videotapes should not be mentioned separately on the packing list. However, if it is necessary to include these items on the packing list, make sure to list the name of the author, year of publication and the topic of each item separately.
- 

---

**Head Quarter Office** in Antwerp, BE

Local offices in **Caucasus**: Baku, AZ / Tbilisi, GE / Yerevan, AM

Local offices in **Central Asia** : Ashgabat, TM / Astana, KZ / Bishkek, KG / Dushanbe, TJ / Tashkent, UZ

---