



## Colombia

### CUSTOMS REGULATIONS Household Goods of Foreign and Colombian Citizens

#### (Not Diplomats)

#### Documents Required

· Original AWB or two original B/Ls. · A typewritten inventory in Spanish without values. · Original passport with Visa valid for minimum one year for each family member. · The Colombian returning citizens must prove that they have lived abroad for a minimum of 2 years. In case the importer has come to Columbia during these two years for vacations, not having stayed per year more than 15 calendar days in whatever of the arrivals. It means that if the person has come to Columbia several times, the person could not have stayed more than 15 calendar days in each stay. · Now for Colombian citizens is required a proof of previous residence outside Columbia and this certificate must be issued by Colombian Consulate at origin.

#### Customs Prescriptions

· All these shipments pay customs duties and taxes. · 15% of the customs duties and taxes must be paid on the CIF value. · The customs inspector decides the value of each item of household goods. · Partial customs clearance is not permitted and it must be done at airport or port of arrival. · Shipper must be here in Columbia in the moment of customs clearance, because it's required original of passport. **There is not any exception.** · Time limit for arrival of HHGDS is 30 calendar days before or 120 calendar days after arrival of owners shipment. · As soon as the shipment be here in Columbia, the customs gives a time limit to clear the shipment of 30 calendar days since the day of its arrival at airport of port. · Only one shipment of household goods can be imported per family each five (5) years. · Only one bedroom per family member. · It is only authorized to import one unit per each electrical domestic appliance, but there is an exception for TVs only, shipper can bring two (2) TVs no more. It is very important that the inventory list must indicate mark and serial number of each electrical appliance.

#### Remarks

People under 18 years old are not allowed to import household goods. · Once the physical customs inspection is done, the customs officer will calculate the value of the goods on which the duties and taxes are charged. · The customs officer will proceed immediately to apply the customs penal code (confiscation of goods in the following cases: o Excess of the allowance authorized (more than one electrical appliance) o Destined for different purposes to those for which goods were imported. o Arrival outside the established period of time (120 days after or 30 days before) · Never send a vehicle or a motorcycle along with HHGDS before consulting the agent in Columbia. · No commercial quantities are allowed. · Firearms, collected weapons, import prohibited unless an approved authorization from Colombian Ministry of Defence is given before shipping. · Liquor and foodstuffs

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are prohibited to import into the shipment. Customs do not consider them as part of the shipment. This kind of thing are defiantly prohibited to import into the shipment. Customs will confiscate them, besides there will be big fines and the rest of the shipment will be delayed to clear.

## Unaccompanied Baggage's of Foreign and Colombian Citizens (Not Diplomats)

### Documents Required

- Original AWB or two original B/Ls. · A typewritten inventory in Spanish without values. · Original passport with Visa valid for minimum six months. · Foreign and Colombian citizens must prove that they were out of Columbia for a minimum of seven (7) calendar days. · It is required a customs format called "DECLARATION DE VIAJEROS O DE EQUIPAJES NO ACOMPAÑADOS". Shipper will have to complete this form upon his arrival at the airport and stamp the same by the customs authorities at that moment, it is not possible to do it the next day of his arrival. Customs requires original of this format along with original passport to clear the shipment. · The cost of this shipment can not exceed the amount of US\$ 2.500,- when the importer has been out of the country until seven (7) calendar days exactly and US\$ 4.000.- when the importer has been out of country more than seven (7) calendar days.

### Customs Prescriptions

- All these shipments pay customs duties and taxes. · 15% of the customs duties and taxes must be paid on the CIF value.
- The customs inspector decides the value of each item of the unaccompanied baggage. · Partial customs clearance is not permitted and it must be done at airport or port of arrival. · Shipper must be here in Colombia at moment of customs clearance, because it's required original of passport. **There is not any exception.** · Time limit for arrival of unaccompanied baggage is 30 calendar days before or 30 calendar days after arrival of owners shipment. · As soon as the shipment be here in Columbia, the customs gives a time limit to clear the shipment of 30 calendar days since the day of its arrival at airport of port. · Only one shipment of unaccompanied baggage can be imported per family each one (1) year. · **It is allowed to include into this personal shipment personal effects like clothes, books, electric appliances, etc. But nothing of furniture, chinaware, glassware, small rugs, carpets and paintings.** · It is only authorized to import one unit per each electric domestic appliance. It is very important that the inventory list must indicate mark and serial number of each electrical appliance.

### Remarks

- All points mentioned for HHGDS shipments are the same for this kind except the following points:
  - o First (1) point, which depends on the special student permission that importer has. (Please consult us before shipping).
  - o Third (3) point part c: that for this case applies: "Arrival outside the established period of time



(30 calendar days before or after arrival of owner's shipment)

## **Household Goods and Unaccompanied Baggage's of Colombian Citizens and Diplomats**

### **Documents Required**

· Original AWB or two original B/Ls. · A typewritten inventory in Spanish without values · Original passport The diplomatic shipments for Foreign citizens are cleared by customs with a diplomatic permit, which must be obtained by the embassy, consulate, diplomatic mission etc. at the Ministry of Foreign Affairs. It is required that the shipment be here in Colombia before getting the diplomatic permit. That means when the shipment arrives, it will be transferred to our bonded warehouse by the airline, if it comes by sea; while we will prepare all customs forms for the Embassy, consulate, etc. Those forms will be signed by the Ambassador and the embassy, consulate, etc. will submit them to the Ministry of Foreign Affairs. The permit will take 18 or 20 working days approx. to be approved by the Ministry. Just with this permit in our hands, we would begin with all customs clearance formalities.

### **Customs Prescriptions**

· All these shipments do not pay customs duties and taxes. · The customs clearance will be done without any physical inspection, and must be done at airport or port of arrival. The diplomatic shipments for Colombian Returning Citizens. The importer has to obtain directly by himself a permit issued by Ministry of Foreign Affairs. For these cases it is necessary that the importer begins to get this diplomatic permit before the shipment arrives, because it is very delay to get this permit. It can take 15 working days to get its approval. Besides, Colombian Returning Diplomats have less of six (6) months from the date of finishing the work contract with the embassy, consulate, intnal. Organization etc. at origin country to use the diplomatic permit and bring the shipment without paying customs duties / taxes.

### **Remarks**

· This category is applicable to Consular personnel. Persons protected by special regulations due to the contracts established between the Colombian Government and Foreign Countries or Entities. All members of technical missions and International Organizations. (Please consult us in advance).

· Time limit for arrival of these shipments, depends on each case. So, please consult us first. · As soon as the shipment, be here in Colombia, the customs gives a time limit to clear the shipment of 30 calendar days since the day of its arrival at airport or port.

## **Motor Vehicles, Motorcycles or Foreign and Colombian Citizens (Not Diplomats)**



## Documents Required

· It is required an import license approved by customs. Before departure at origin. · Original invoice detailed and preferably in US\$ dollar. · A list of contents with all characteristics and specifications. (Please find enclosed the format required) · Original AWB or two original B/Ls. · It is required for all autos a special certificate called "Anti pollution Control". The owner of the auto must get this certificate from the Assembler Company directly at origin country. This certificate must certify that all its parts and accessories are okay And the most important is that DO NOT AFFECT THE ENVIRONMENT. This certificate must be legalized by Colombian Consulate at origin. · It is very important that you send originals of commercial invoice, list with all its specifications and the certificate of Antipollution Control to get the import license approved by this "Incomex Institute" and when it be approved to go to the department of Environment here in Colombia to get its approval and they will give us a quality certificate to import the auto or motorcycle.

· To get the approval from "Incomex" takes 15 working days approx. And to get the quality certificate from Department of Environment takes 5 working days approx.

## Customs Prescriptions

· Customs duties and taxes for cars are between 15% to 85% on the CIF value, it depends on each auto. · In the case that the importer wants to bring the car along with household goods shipment please consult the agent in Colombia before shipping.

· Time limit for arrival of cars and motorcycles into Colombia for foreign and Colombian citizens not diplomats is as soon as the import license is approved by the special institute called "Incomex". When it is approved, we send a fax to the agent authorizing or giving green light to dispatch the auto to Colombia before the agent can not dispatch it.

· As soon as the auto be here in Colombia the customs gives a time limit to clear the auto of 60 calendar days since the day of its arrival at airport or port. · It is important that you send all documents by fax first to see if they are OK or not. Then when we check them, we send a fax advising that you can send all originals to begin to get the import license, etc.

## Remarks

· It is possible to import into Colombia only, NEW CARS OR MOTORCYCLES ( 0 KMTS ONLY), for foreign and Colombian citizens (not diplomats), but for them it is not allowed to import used cars and used motorcycles. · Never send a vehicle or motorcycle without consulting us before.

## Motor Vehicles, Motorcycles of Foreign and Colombian Citizens Diplomats



## Documents Required

- The diplomatic autos for Foreign Diplomats are cleared by customs with a diplomatic permit, which must be obtained by the embassy, consulate, diplomatic mission etc. at the Ministry of Foreign Affairs. It is required that the auto or motor be here in Colombia before getting the diplomatic permit. That means when the auto arrives, it will be transferred to our bonded warehouse by the airline, if it comes by air, or it stays at port of arrival, if it comes by sea; while we will prepare all customs forms for the embassy, consulate, etc. Those forms will be signed by the ambassador and the embassy, consulate, etc. will submit them to the Ministry of Foreign Affairs. The permit will take 18 or 20 working days approx. to be approved by the Ministry. Just with this permit in our hands, we would begin with all customs clearance formalities.
- Foreign Diplomats do not require import license approved before shipping. · Foreign Diplomats do not pay customs duties and taxes.
- Foreign Diplomats do not require the Antipollution control.

## Customs Prescriptions

- The diplomatic autos for Colombian returning diplomats. The importer has to obtain directly by himself a permit issued by the Ministry of Foreign Affairs. For these cases it is necessary that the importer begins to get this diplomatic permit before the auto or motor arrives to Colombia because: First, To get this diplomatic permit can take 15 working days and second, we need this permit to get the import license approved by the special institute called "Incomex" an until this import license is approved, you cannot dispatch the auto. It means when it be approved, we send you a fax giving a green light to dispatch the auto.
- For Colombia returning Diplomats is required for all autos a special certificate called "ANTIPOLLUTION CONTROL" IF THE AUTO OR MOTORCYCLE IS FROM THE YEAR 1997 HENCEFORTH. The owner must get this certificate from the Assembler Company directly at country origin. This certificate must certify that all its parts and accessories are OK and the most important is DO NOT AFFECT THE ENVIRONMENT. This certificate must be legalized by Colombian Consulate at origin.

## Remarks

- Foreign and Colombian returning diplomats can import new or used car or motorcycle. All depends on getting the diplomatic permit. · FOLLOWING THE CUSTOMS PRESCRIPTIONS FOR COLOMBIAN DIPLOMATS · For Colombian diplomats it is very important that we have our hands on the originals of commercial invoice, the list with all the specifications, the certificate of Antipollution control and the original of diplomatic permit to get the import license approved by the "Incomex" Institute and when they approved it to go to Department of Environment here in Colombia to get its approval and

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they will give us a quality certificate to import the motorcycle or auto.

· To get approval from "Incomex" takes 15 working days approx. And to get the quality certificate from Department of Environment takes 5 working days approx. · Besides Colombian returning diplomats have less of six (6) months from the date of finishing the work contract with the embassy, consulate, intnal. Organization etc. At origin country, to use the diplomatic permit and bring the auto without paying customs duties/taxes. Only would have to pay the tax called 'IVA', which can be between 15% and 45% on the CIF value depends on the cylinder capacity of the auto.

### **Pets (Dogs and Cats)**

#### **Documents Required**

- Original of Veterinary Health Certificate.
- Rabies certificate which must be up to date at least 30 days prior to arrival of the pet, not less than this. · Original of AWB, if the animal comes as an unaccompanied baggage. · Photocopy of the passport of the pet's owner.
- If the pet comes to Colombia as an unaccompanied baggage, it is required a letter of the owner's pet in which authorizes to our customs broker to make all customs import formalities (we will give to the owner's pet a model of this letter).

#### **Customs Prescriptions**

- A. If the pet comes as a accompanied baggage, it means along with the owner, the owner must do all customs import formalities upon his arrival at the airport by himself.
- B. If the pet comes as an unaccompanied baggage the AWB must read: "ALIVE ANIMAL" (ANIMAL VIVO) "DESCARGUE DIRECTO". For this case, it is required an import license, which is made by the agent in Colombia and the customs clearance can not be done until the next business day of arrival of the pet.

#### **Remarks**

- It is very important that when the pet comes as an unaccompanied baggage, the owner sends all documents along with AWB. · It is important to send a pre-alert two days before of its arrival at the airport to prepare everything and avoid problems with the customs when the pet arrives.
- To import dogs and cats into Colombia, the owner must pay directly at the airport of arrival for a special permit called "PERMISO ZOOSANITARIO" and it costs between US\$ 30 and US\$ 35.- approx. It must be paid in Colombian Pesos. · If the importer has other kinds of pets (it means not dogs not cats), please consult us the customs regulations and documents before shipping.



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## For Cars and Motorcycles

Please find as follows, the basic information required in Colombia in order to make the import license to import cars and motorcycles into Colombia: · Original commercial invoice with the exact value of the car. · General descriptions of the car:

MARCA MODELO COLOR CLASE NO. DE PUERTAS

BRAND MODEL COLOR CLASS NUMBER OF DOORS

ANO MODELO ANO DE FABRICACION

NUMERO DE PASAJEROS

TIPO DE DIRECCION

NUMERO DE MOTOR NUMERO DE CHASIS COMBUSTIBLE CILINDRAJE POTENCIA  
H.P NUMERO DE CILINDROS CAJA

TIPO DE CAJA

NUMERO DE VELOCIDADES TRACCION DOBLE O SENCILLA EQUIPO OPCIONAL

YEAR / MODEL YEAR OF MANUFACTURE NUMBER OF PASSENGERS CAPACITY KIND OF  
MECHANICAL DIRECTION ENGINE NUMBER CHASSIS NUMBER KIND OF FUEL CYLINDER  
CAPACITY POWER H.P NUMBER OF CYLINDERS GEAR BOX KIND OF GEAR BOX  
(MECHANICAL OR AUTOMATIC) NUMBER OF SPEEDS

DOUBLE OR SINGLE TRACTION OPTIONAL EQUIPMENT

Engine seals and marks as well as chassis seals and marks, will be taken physically to the car and a set of this information must be attached to the import licence, as per Ministry of Foreign Affairs regulations.

## PROHIBITED AND RESTRICTED GOODS

Articles which are not considered as personal effects and household goods, such as; firearms, motorcycles and motor vehicles and liquor may be imported once shipper has obtained an import license before shipping.

**Important: This information is intended for general guidance only. We cannot however take responsibility for any errors or omissions or for any loss or damage that may occur from its use. As such it is advisable to contact the nearest customs office for full and current information prior to importation.**

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