



# ACE MOVING

AIR-SEA-TRUCK-RAIL TO DOOR DELIVERY SHIPMENTS

PACKING-CUSTOMS-WAREHOUSING

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## SWITZERLAND

### CUSTOMS REGULATIONS AND INFORMATION FOR IMPORTS

#### HOUSEHOLD GOODS AND PERSONAL EFFECTS

- Copy of Passport with clear photo
- Copy of Bill of Lading (OBL) / CMR / Air Waybill (AWB)
- Original Customs Form 18.44 (Owner's Declaration of Household Goods) signed by the shipper
- Lease Agreement / Purchase Contract
- Packing list in German, French, Italian or English
- Attestation of Arrival delivered by the Contrôle de l'Habitant of city of residence (returning citizens)
- Proof of stay more than 1 year outside of Switzerland (military booklet, attestation from Swiss Consulate, etc.) (returning citizens)
- Copy of Work Permit / Swiss Pink Form / Demande d'Autorisation de Séjour delivered by the Citizens Control (Contrôle de l'Habitant) from the city of residence (foreigners)
- Inventory verifying the number of packages and weight stated on the transit documents provided by the agent at origin (Diplomats)
- Original Swiss Customs Form 14.60 provided by employer, duly signed and stamped
- Copy of "Carte de Légitimation" (Diplomats)
- Detailed inventory (Diplomats)
- Registration from local town hall (residents of EU countries)
- Letter of Employment (Residents of European Union (EU) countries)
- Residence Permit (non-EU residents, foreigners)
- Registration from local town hall (non-EU residents, foreigners)

#### Specific Regulations

- The "Carte de Légitimation" takes approximately 2 months to obtain (Diplomats).
- Used household goods may be imported if in the owner's possession and used abroad for at least 6 months, are for the continued use of the owner, and correspond to the normal requirements of an intended resident after importation.
- Personal office goods and papers belonging to the owner are considered household goods.
- If all paperwork is not available at Customs clearance, the shipment may be cleared on a provisional basis through a bonded Customs clearance procedure. However, additional charges may apply.
- Returning Swiss citizens qualify for duty-free entry if the duration of employment abroad exceeded 12 months.
- If possible, all goods should be imported in one consignment.
- Later consignments should be listed on the inventory of the first consignment.
- If a later shipment is to follow, it should be noted on the Owner's Declaration of Personal Household Goods under the appropriate section.
- If the owner can prove that he is unable to proceed with the clearance of a second shipment, Customs will extend a delay for clearance up to 24 months from the date of the first clearance.
- Unaccompanied hand baggage may be imported duty free, provided it consists only of used personal effects and/or books. The shipment should be accompanied by an inventory and is subject to Customs inspection.

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## MOTOR VEHICLES

### Documents Required

- Official foreign Driver's License
- Original Title
- Original Bill of Sale / Purchase Invoice

### Specific Regulations

- Items may be imported into Switzerland duty free if in the owner's possession and used abroad for at least 6 months before the legal date of entry date shown on the Work Permit and will be used in Switzerland for a minimum period of 1 year.
- It is necessary for the owner to provide an official foreign license showing the date of issue.
- Motor vehicles must be owned for a minimum of 6 months prior to export from the origin country and registration in Switzerland.
- Company cars may be imported duty free. In order to do so, the company will need to provide a written confirmation that the automobile has been for exclusive use of the shipper since a given date and state that the shipper is relocating to Switzerland.
- This letter should be written and sent to Swiss Customs authorities 6 months prior to shipment.

## PETS

### Documents Required

- Vaccination Record
- Veterinarian Health Certificate in German, French, Italian, or English
- Blood analysis, if applicable

### Specific Regulations

- For countries with urban rabies, a blood analysis is required. The import of the pet can only be done 4 months after the vaccination.
- The Veterinary Health Certificate must include the following information:
  - Name and address of owner
  - Description of animal (breed, sex, age, color)
  - An attestation that the animal was clinically examined by a veterinarian prior to vaccination and found to be healthy.
  - Date of the preventive vaccination against rabies, type of vaccine, name of vaccine producer, and serial number of vaccine  
Stamp and signature of the veterinarian
- The import of pets is allowed with some restrictions; check with the destination agent for details.
- Potential shippers should contact a Swiss Customs authorities or a local agent in Switzerland no less than 6 months prior to import if it has not been determined the pet will be permitted for import.
- The vaccination must have been administered no less than 30 days prior but no more than 12 months after entering Switzerland.

## ART EFFECTS / PAINTINGS

### Documents Required

- Written letter of confirmation
- List of paintings with artist names and values

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## Specific Regulations

- For all pictures and paintings, the shipper must submit a letter to Customs attesting that none of the imported items are original artwork.

## RESTRICTED / DUTIABLE ITEMS

- Food products
- Tobacco
- New articles and consumer goods which do not correspond to normal household requirements
- Weapons, including firearms (a permit is required)
- The following conditions apply to the import of alcohol:
  - The duty-free allowance for alcohol under 12.5% depends upon the size of the move. ○ Swiss Customs authorities will personally assess whether the quantity of alcoholic beverages imported corresponds with the size of the shipment. ○ The maximum duty-free allowance is 200 liters (wine).
  - The maximum duty-free allowance for alcohol exceeding 12.5% is 12 liters alcohol by volume.

## PROHIBITED ITEMS

- Drugs and narcotics
- Weapons (other than sporting and hunting guns)
- Ammunition
- Anti-radar equipment
- Animal products from protected / endangered species (ivory, skins etc.)

## CONSIGNMENT INSTRUCTIONS

**Recommended:** Contact the destination agent to ensure all requirements have been met prior to import, especially for differences regarding air / sea shipments.

**AIM Note:** Customs regulations can change at any time with or without notice. This document is provided as a guide and for information only. While AIM has exercised reasonable care in publishing this document, AIM makes no representation, either expressed or implied, as to its accuracy or applicability.

### Helpful Website(s):

<http://www.state.gov/p/eur/ci/sz>

<http://bern.usembassy.gov>

Ace International Moving (Moscow)  
Member of **IAM**, **AMSA**, **RBCC**, **BBC** and **CCIFR**

