

## DOCUMENTS NEEDED FOR DUTY FREE IMPORT AND EXPORT OF HOUSEHOLD EFFECTS

		Import	Export
Status	Non-Diplomat	<ul style="list-style-type: none"> <li>- Copy of passport (main page + visa page)</li> <li>- Residence permit</li> <li>- Apartment rent/lease/purchase agreement</li> <li>- Letter from company</li> <li>- Inventory list</li> <li>- Notarised Power of Attorney</li> <li>- Pro-forma invoice</li> </ul>	<ul style="list-style-type: none"> <li>- Inventory list (to be prepared by Corstjens)</li> <li>- Notarised Power of Attorney</li> <li>- Export permissions if applicable</li> <li>- Copy of passport (main page)</li> <li>- Letter from company verifying that stay has ended</li> <li>- Pro-forma invoice</li> </ul>
	Diplomat	<ul style="list-style-type: none"> <li>- Copy of Diplomatic passport (main page)</li> <li>- Copy of Diplomatic card (both sides)</li> <li>- Confirmation of Embassy</li> <li>- Inventory list</li> <li>- Authorisation from Embassy</li> <li>- Pro-forma invoice</li> </ul>	<ul style="list-style-type: none"> <li>- Copy of diplomatic passport (main page)</li> <li>- Copy of diplomatic card (both sides)</li> <li>- Letter from Embassy verifying that stay has ended</li> <li>- Authorization from Embassy</li> <li>- Export permissions if applicable</li> <li>- Pro-forma invoice</li> </ul>

### IMPORT - EXPORT

#### 1. Letter from company

The Letter from company verifying employment. At the customs clearance such a letter has to be shown to the customs. It has to state the duration of the stay (employment) of the migrant (Date: from [ ] till). It must be signed by the responsible person as well as stamped with an official company stamp. This letter can be written in Russian or English only.

#### 2. Inventory list of Household Effects (HHE)

Inventory of HHE has to be written in Russian or English only. (STAMPED BY EMBASSY OR OTHER APPROPRIATE INSTITUTE IF THE PERSON HAS A DIPLOMATIC STATUS)

#### 3. Notarised Power of Attorney (to be obtained in Belarus or at the Belarus Embassies / Consulates)

A formal authorization allowing employees of Corstjens to act on behalf of their customer during the customs clearance procedures. The Power of Attorney can be written in Russian only. The signature must be confirmed by a public notary in Belarus or at the Belarus Embassies / Consulates worldwide.

#### 4. Copy of passport

Copy of passport and diplomatic card must be stamped by Embassy or other appropriate institute in case the migrant has a Diplomatic status. Non-Diplomats have to present a simple copy of passport + visa.

#### 5. Authorisation from Embassy

The same formal authorization as above, however if the migrant has a Diplomatic status the authorisation is to be issued by the Embassy or other appropriate institution. Letter to be confirmed by the official stamp of the organisation and a signature of the responsible person. Letter to be written in Russian only. Please mention the position of the migrant within the organisation!!!

#### 6. Export permissions for antiques and art objects

Items of which the owner can prove to have imported them into Belarus can be freely exported. Otherwise an export permission has to be arranged at the Ministry of Culture. We suggest to present all the items which may fall under this category to the Ministry of Culture to be sure if any export permission is necessary before actual export customs clearance. Customs officials are not experts!!!

**7. Pornographic materials:**

The import and export of any material of pornographic nature is forbidden by law.

Alcohol and tobacco in HHE shipments are forbidden.

**9. Returning citizens**

Import of HHE is not duty and tax free in case the migrant has not obtained the temporary export documentation when leaving.

**CONDITIONS OF DUTY AND TAX FREE IMPORT OF HHE**

HHE belonging to non-residents must be imported temporary. After the stay all (even the item that was broken while the migrants stay in Belarus) the temporary imported HHE must be exported.

**Please note:**

The information on this page is intended as a guide and **NOT** as a complete or definitive resource.

The information on this page should not be used as an authoritative reference.

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THANK YOU TO:

**Corstjens Worldwide Movers Group**

For Providing the above Customs Information