
CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION

FOR IMPORTS

HOUSEHOLD GOODS REMOVAL

A. Documents Required

- Passport copy
- Copy of airway bill / bill of lading / CMR
- Owner's declaration of personal household goods (Customs form 18.44)
 - Two originals must be submitted to Swiss customs.
 - Photocopies are not acceptable.
 - Each original must be signed by the consignee.
- Packing list in German, French, or Italian
- Apartment or house lease agreement/contract

Returning Swiss nationals:

- *Schriftenempfangsschein*: A receipt for depositing papers at the town hall.
- Origin employer confirmation verifying shipper's duration of employment in country of origin.

Diplomats:

- Inventory verifying the number of packages and weight stated on the transit documents provided by the agent at origin.

Residents of EU countries:

- Registration from local town hall
- Valid work contract

Non-EU residents:

- Residence Permit
- Registration from local town hall

B. Specific Regulations

- Used household goods may be imported into Switzerland provided they have been in the owner's possession and used abroad in excess of six 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 as household goods.
- If all paperwork is not available at the time of customs clearance, the shipment may be cleared on a provisional basis through a bonded customs clearance procedure. This, however, will incur additional charges.
- Returning Swiss citizens qualify for duty free entry if the duration of employment abroad exceeds 12 months.

Switzerland

- 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 the second shipment, customs will extend a delay for clearance up to eighteen months from the date of the first clearance.
- Unaccompanied hand baggage may be imported into Switzerland duty free, provided it consists only of used personal effects and / or books. The shipment should be accompanied by an inventory and is liable to customs inspection.

MOTOR VEHICLES / MOTORBOATS / PRIVATE AIRPLANES

A. Documents Required

- All paperwork required for import of household goods shipment
- Official foreign driver's license
- Original title of vehicle
- Original bill of sale / invoice

B. Specific Regulations

- Items may be imported into Switzerland duty free provided they have been in the owner's possession and used abroad for at least six months and will be used in Switzerland for a minimum period of one year.
- It is necessary for the owner to provide the official foreign license showing the date of issue.
- Motor vehicles must be owned for a minimum of six months prior to export from 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 the exclusive use of the shipper since a given date. It must also state that the shipper is relocating to Switzerland.
- This letter should be written and sent to Swiss customs authorities six months prior to shipment.

ART EFFECTS AND PAINTINGS

A. Documents Required

- Written letter of confirmation

B. Specific Regulations

- For any pictures and paintings, the shipper must submit a letter to customs certifying that none of their imported items are original artwork.

PETS

A. Documents Required

- Special veterinarian certificate in German, French, Italian, or English. It must contain 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

Note: For countries with urban rabies, there is in addition a blood analysis necessary. The import of the pet can only be done 4 months after the vaccination.

B. Specific Regulations

- The import of pets is allowed with some restrictions.
- Potential shippers should contact a Swiss customs authorities or a local agent in Switzerland no less than 6 months prior to import if they are not sure if their pet will be permitted for import.
- A special veterinarian's certificate is required. It must state that the pet to be imported has been vaccinated against rabies.
- The vaccination must have been administered no less than 30 days prior but no more than 12 months after crossing the Swiss border.

RESTRICTED/DUTIABLE ITEMS

- Food stuffs
- Tobacco
- New articles and consumer goods which do not correspond to normal household requirements

Alcoholic Beverages

- 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 correspond with the size of the move.
- The maximum duty-free allowance is 200 litres.
- Alcohol exceeding 12.5%, the duty-free limit is set at 12 litres.

Firearms

- A permit is required for all weapons and firearms.

CONSIGNMENT INSTRUCTIONS

Consignee:

Consignee's full name in passport
C/o local agent in Switzerland
Full address of local agent

Notify:

Name of local agent in Switzerland
Full address of local agent
Contact information of agent

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 client 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, French, German, or Italian.
- 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, and shipping schedule should be sent well in advance.

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.)

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