

IMPORT CUSTOMS REQUIREMENTS FOR SPAIN

CONSIGNMENT INSTRUCTIONS

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| <p><u>MADRID:</u> Nombre del cliente como el pasaporte C/O Global Corporate Relocations Avda de la industria 72 Humanes de Madrid Madrid Tel: 0034 91 809 3758 E-mail: info@gcrelo.com</p> | <p><u>BARCELONA:</u> Nombre del cliente como el pasaporte C/O Global Corporate Relocations (BCN) C/ Ceramica 5, Nave A2 Esparreguera, Barcelona Tel: 0034 93 880 4620 E-mail: Barcelona@gcrelo.com</p> |
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DOCUMENTS NEEDED FOR IMPORT (FOR RETURNING SPANISH CITIZENS)

- Copy of Passport
- Copy of DNI (if shipper is Spanish copy of residency card will be needed)
- Valued Inventory list in Spanish (we will translate if necessary)
- BAJA CONSULAR (important client collects this document at origin consulate confirming he / she is terminating residency)
- Certificado de Empadronamiento (registration of residency at local town hall)
- Authorization form allowing us to present clearance on clients behalf (we will send this to the client once they are in Spain)
- Request for duty free entry document (we will send this to the client once they arrive to Spain).

*Being a returning resident by law and obligation all clients are required to present the official Baja Consular, however in the event they are unable to obtain it then we can present other documents such as letters from companies, tax receipts from origin country etc... however it is important to note that customs will have the last word on whether or not to allow a duty free entry.

DOCUMENTS NEEDED FOR IMPORT (FOR RETURNING EXPATS)

- Copy of Passport
- NIE card (ID given to all foreigners living in Spain, **IMPORTANT NUMBER IS ACTIVATED**)
- Valued Inventory list in Spanish (we will translate if necessary)
- Documentation accrediting having lived outside of Spain for at least one year and that they are doing a change of residence IE Letter from company, tax receipts, etc...
- Certificado de Empadronamiento (registration of residency at local town hall)
- Authorization form allowing us to o customs clearance on clients behalf (we will send this to the client once they are in Spain)
- Request for duty free entry document (we will send this to the client once they arrive to Spain).

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MOTOR VEHICLES AND MOTORBIKES (Change of residency)

- Original title
- Valid Registration documents from origin
- Purchase invoice (showing they have owned the vehicle for at least one year and paid taxes on it)
- Any other document related to the vehicle(s) in origin

***Please seek our greenlight prior to dispatching vehicles.**

TAXES AND DUTIES:

In the event that the documentation is not complete or for whatever reason shippers are unable to provide the documentation necessary to satisfy customs they will be forced to pay taxes and duties which are calculated at approximately 30% of the total amount declared on the valued inventory.

In the event of an air shipment, duties are also applicable to the air freight.

NOTE: Declared value is not the same as insured value, shippers are able to declare depreciated values to customs. Please contact our office for help on declaring amounts.

All the above documents are required by Spanish Customs authorities and not by Global.

Please send the above documents prior to the arrival of personal effects in order to avoid paying unexpected extra charges.

GLOBAL RELOCATIONS will not be responsible for any demurrage charges incurred.

If you require any further information on the above, please do not hesitate to contact our Import Department, we are here to help you.