

# Import Information Form



Goods	Documents required	Customs Prescriptions	Remarks
Removal Goods, Private persons, coming from Non-EEC countries only	<p>" Certificado de Bagagem " issued by Portuguese Consulate at origin together with a comprehensive inventory list in Portuguese, stating that all items are used and have been in his possession for more than 6 months. ( Do not show values) Original Passport of Owner (In force and stating place of residence abroad).</p> <p>Certificate stating that Owner lived abroad for more than 1 year.</p> <p>Declaration as per EEC regulation to be supplied by the agent and signed at agent's office.</p> <p>Domicile certificate (Atestado de residencia) to be obtained by the client, issued by the "Junta de Freguesia" in which client's residence in Portugal is situated and stating he has been residing there for less than 1 year. Exact date of client's arrival in Portugal should be mentioned.</p> <p>Photocopy of work contract (If applicable).</p> <p>Proof of application for residence permit no matter client's nationality (Portuguese are the only exception)</p>	<p>Importation Customs Clearance Charges:</p> <p>Although normal removal goods are duty free, there is always customs broker's fees to be considered which are based on ad-valorem. Port handling charges and warehouse fees are included in these charges, which are rather expensive and quotations should be requested.</p>	<p>Normally, household removals should be imported in 1 single shipment, from 1 place of origin. In special circumstances and on submission of proofs and explanation to the General Customs Board, prior to the removal, it is possible to obtain the necessary permission to import household goods in 2 or more shipments. A full inventory must be produced with the first consignment showing clearly which goods are being imported in the first consignment and which belong to the second shipment. All documents must be with the Agent before the goods arrive. Otherwise, it will be impossible to organise Customs clearance in time.</p> <p>'Certificado' must state that client has lived in the same address for more than 12 consecutive months.</p>
Removals goods for secondary residence coming from non EEC countries	<p>" Certificado de Bagagem " issued by Portuguese Consulate at origin together with an inventory list in Portuguese ( with values ) where client must state that all items have been in his possession for more than 6 months and that he will keep his residence in the foreign country.</p> <p>EEC declaration as above with signature of owner legalised by a notary public.</p> <p>Photocopy of Predial Register of new house or rental contract duly legalised by a notary public.</p> <p>Photocopy of air ticket, or declaration (available from agent) where date of arrival and other details are shown.</p>	<p>As per " Removals goods " above, plus 21% VAT on the value shown in the " Certificado de Bagagem ".</p>	<p>If client is cancelling a second residence at origin, the list must also state that items have been in his possession for more than 12 months</p>

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Diplomatic removals	Diplomats, other consular officials, diplomatic and international mission accredited in Portugal: Diplomatic franchise must be obtained by Embassy through the Portuguese Ministry of Foreign Affairs with a minimum of 15 days before shipment arrives. Owner must be in Portugal at least 1 week prior to removal arrival for diplomatic or non diplomatic shipments. Without above documents, customs clearance cannot be performed and shipment will have to be kept under customs supervision, paying heavy storage charges.	Duty free entry	Diplomatic franchise must be obtained from local Embassy. In order to allow the issue of this document, details of shipment and list must be given in advance in order to give time to apply for it.  Diplomatic moves from EEC countries require only an inventory list of goods.
Antiques - part of removal	No documents as long as included in a removal	Duty free entry	It is convenient to declare them to Customs at the time of entry in Portugal in order to avoid problems at the time of eventual exportation.
Antiques - Imported separately	Import licence and invoice	Subject to payment of duties.	If imported alone:  Only commercial companies can apply for import licences.
Fine arts, Exhibition goods	Document issued by the Gallery / Museum that owns the goods stating that article is being shipped to ... to show on a given exhibition, to be held at ... for a "x" period of time.  Museum / Gallery that is receiving works must apply for a special temporary import licence to Customs Main Office, for a maximum period of 6 months, stating the reason for the importation.  Commercial invoice. EUR 1 certificate. Title of ownership. Identification / catalogue or ATA carnet.	If imported under ATA carnet, no duties or taxes or deposits are necessary.  If no ATA carnet available, Customs Duties must be guaranteed by a deposit or bank guarantee.	Import duties depend on nature of goods. All this regulation may be changed without notice.
Inheritance	Luggage Certificate ( Certificado de bagagem ) issued by nearest Portuguese Consulate, stating that the items of the attached list belong to Mr / Mrs... and were inherited by Mr / Mrs....  Testament and respective authenticated translation into Portuguese.  Declaration confirming death of testator.  Passport of consignee.	Duty free entry	Consignee must be in Portugal by the time of goods arrival.

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Motorcars and Motorcycles	<p>Full documentation of vehicle such as registration certificate and title of property.</p> <p>International driving licence. Insurance document.</p> <p>Declaration from the Portuguese Embassy stating that client lived for more then 12 months abroad</p>	<p>Duty free entry for temporary import of 6 months, during which definitive importation of the car must be effected.</p> <p>Costs of duties and taxes depend on the value of motorcar in Portugal</p> <p>If no definitive importation is performed, motorcar must leave the country.</p>	<p>Vehicle must belong to owner 6 months prior to arrival of owner in Portugal.</p> <p>Details of vehicle such as make and registration number must be supplied in advance.</p> <p>Obtain Portuguese plate number and payment of duties and taxes to be dealt by client directly with a customs broker or with the A.C.P.</p>
Caravans	<p>Invoice, showing lowest possible price.</p> <p>Registration certificate.</p> <p>Title of property.</p>	<p>Subject to payment of duties as for motorcars.</p>	<p>Same as previous.</p>
Boats – Definitive import	<p>Registration certificate.</p> <p>Import licence.</p>	<p>Subject to payment of duties.</p>	<p>Definitive importation is very difficult. Usually not allowed unless very special circumstances occur.</p>
Boats - Temporary Import	<p>Registration certificate.</p> <p>When boats are imported for exhibition or contest / race purposes special permission from Customs Main Office is necessary, stating that the boat is temporarily imported for a period of ... to show in a given exhibition or race.</p>	<p>Duty free entry.</p>	
Bicycles		<p>Duty free entry.</p>	<p>As long as mentioned on inventory.</p>
Electrical appliances	<p>Same as removal goods</p>		
Presents, gifts, souvenirs			<p>As accompanied luggage there will be no duties.</p> <p>If unaccompanied luggage, value cannot exceed the amount of Portuguese Escudos 15.000\$00 nor 20 Kgs weight, per shipment.</p>
Pets	<p>Certificate of vaccination.</p>	<p>Duty free entry.</p>	<p>All pets must be subject to medical examination before being cleared from Customs.</p>
Horses	<p>Certificate of Foal registration. Veterinary certificate. Import licence.</p>	<p>Subject to Customs approval</p>	<p>No horses should be sent without prior Customs approval.</p>
Plants	<p>No documents.</p>	<p>Duty free entry.</p>	<p>As long as coming together with removal goods.</p>
<p>Pornographic objects, systems for copying Portuguese mail stamps, essences for regional wine counterfeit, drugs, firearms, cut and thrust weapons, any war instrument without specific application, roulette or any other game of hazard, gold in bars, apes and monkeys, anything that might be object of negotiation. - Are subject to restriction.</p>			
<p>Alcoholic beverages, narcotics, drugs, foodstuff - Prohibited</p>			