



UKRAINE IMPORT GUIDE



Updated August 2012

IMPORT SERVICES



When you set up an Import Express account with DHL Express, you can receive shipments from more than 200 countries around the world and have complete control over the costs and process. Door to door. An Import Express account offers:

One Account

Handle all your inbound shipments through a single account number, simplifying tracking and supplier control.

One Company

Trust the world's leading express company to take care of all your import shipments whenever your business needs them.

One Phone Call

Your suppliers phone our Customer Service Advisors in the usual way and we'll handle the rest, giving you more time to manage your business.

One Network

Your shipments travel through DHL Express' integrated delivery network, giving you the confidence in reliability that your business demands.

One Price

Whatever the origin country of your import shipments, you know the charges before anything is sent, avoiding any later surprises.

One Invoice

If you have one supplier or multiple suppliers from several countries, all your Import Express shipments will be shown on just one single invoice.

One Speed

The same DHL EXPRESS WORLDWIDE delivery standard is promised for your inbound shipments as with your outbound shipments. Your supplier only needs to have the shipment and relevant paperwork ready for our courier to make a pickup. We also offer a DHL IMPORT EXPRESS 12:00 delivery to many destinations.

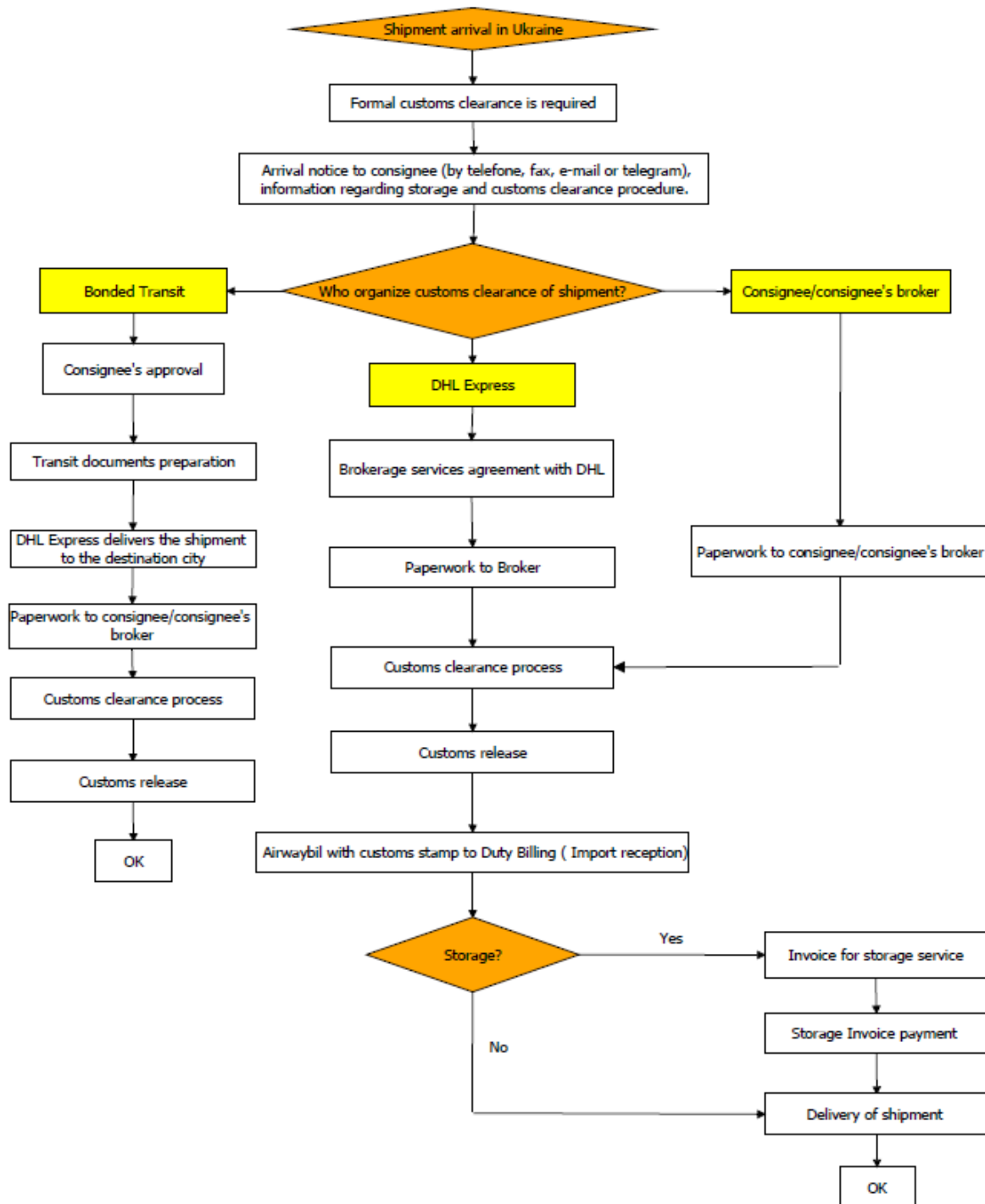
GENERAL REQUIREMENTS

TYPES OF CLEARANCE

IMPORT

Entry type	Clearance Parameters	Customs Clearance Process	Required documents
For companies			
Informal	Values up to 300 EUR (total value of goods per one consignee per day). Restrictions may apply to excisable goods (Alcohol & Tobacco etc.)	<ul style="list-style-type: none"> • No Duty and no VAT for non-commercial shipments if no additional paperwork required, otherwise formal clearance with no duty and no VAT. 	AWB, Invoice Proof of value (cheque, label etc.)
Formal	Values above 300 EUR (total value of goods per one consignee per day). Restrictions may apply to excisable goods (Alcohol & Tobacco etc.)	<ul style="list-style-type: none"> • Formal entry process (Cargo Customs Declaration) • Duty (depends on HS code) • VAT - 20% • Brokerage fee min 110 EUR 	AWB, Invoice, contract with the shipper, permissions according to HS code, registration card with local UA customs, certificate of value assets, Brokerage services agreement in case clearance is not done by consignee
For private individuals			
Informal	Values up to 300 EUR (total value of goods per one consignee per day). Restrictions may apply to excisable goods.	<ul style="list-style-type: none"> • No Duty and no VAT if no additional paperwork required, otherwise formal clearance with no duty and no VAT but Brokerage fee min 55 USD. 	AWB, Invoice Proof of value (cheque, label etc.)
Formal	Cultural treasures with total value up to 300 EUR (total value of goods per one consignee per day).	<ul style="list-style-type: none"> • Customs Declaration • Duty - NO • VAT - NO • Brokerage fee min 40 EUR 	AWB, Invoice, copy of passport, permissions of Non-Tariff regulations according to HS code, Brokerage services agreement in case clearance is not done by consignee
Formal	300 EUR to 10 000 EUR (total value of goods per one consignee per day). Restrictions may apply to excisable goods.	<ul style="list-style-type: none"> • Customs Declaration • Duty - 10% of good's value • VAT - 20% • Brokerage fee min 40 EUR 	AWB, Invoice, copy of passport, agreement for declare process, Brokerage services agreement in case clearance is not done by consignee
Formal	Values above 10 000 EUR (total value of goods that came to one receiver during the day). Restrictions may apply to excisable goods.	<ul style="list-style-type: none"> • Formal entry process (Cargo Customs Declaration) • Duty - full rate according to HS code • VAT - 20% • Duty - full rate according to HS code • Brokerage fee min 110 EUR 	AWB, Invoice, copy of passport, permissions of Non-Tariff regulations according to HS code, Brokerage services agreement in case clearance is not done by consignee

CUSTOMS CLEARANCE PROCESS





CUSTOMS CLEARANCE OFFERING

LICENSED CUSTOMS BROKERS

- To import shipments into Ukraine, a “Licensed Customs Broker” must be appointed to facilitate the process between Customs and the consignee
- Unlike other companies, DHL Express Ukraine staffed Licensed Customs Brokers and can organize customs clearance of shipment for customer. This means that the Customs process is controlled “in-house” and ensures faster turn-around and better control of the process.

Customs clearance offering

<p>Values*</p> <p>< 300 EUR < 15 kg</p> <p><small>*not requiring additional permissions</small></p>	=>	<p>Parcels can be sent to all serviced cities of Ukraine. Consolidated Manifest Clearance.</p>
<p>Values</p> <p>> 300 EUR > 15 kg > additional paperwork required</p>	=>	<p>Formal customs clearance is required</p>
	For Companies	For Private individuals
<p>Customs clearance can be provided by DHL Express</p>	<p>Kiev Odessa Kharkiv</p>	<p>Kiev Odessa Kharkiv</p>
<p>Bonded transit. Customs clearance must be provided by consignee.</p>	<p>All serviced cities</p>	<p>Kiev Odessa Kharkiv Dnipropetrovsk Simferopol Mariupol Donetsk Lviv</p>

UA PROHIBITED COMMODITIES

STANDARD DHL PROHIBITED COMMODITIES PLUS:

- ✓ Passport and other identification documents
- ✓ Military certificates
- ✓ Permissions for gun carriage
- ✓ Commodities requiring special temperature regimes
- ✓ Commodities addressed to foreign ships
- ✓ Hidden audio/video recording devices
- ✓ Soil samples

COMMODITIES PROHIBITED FOR PRIVATE INDIVIDUALS:

- ✓ Animal products and plant products except for foodstuffs in manufacturer packaging with total weight no more than 10 kg per shipment
- ✓ Alcohol and other beverages
- ✓ Tobacco, cigarettes, cigars
- ✓ All kind of products for medical purposes (toothpaste, devices, etc.)

If the shipment addressed to private individual contains above mentioned goods it will be returned to origin automatically.

COMMODITIES REQUIRE PERMISSIONS OR MAY BE RESTRICTED

- Artwork inc. drawings/proofs/layouts, drawings, technical/architect/eng
- Alcoholic beverages (prohibited for private individuals)
- Animal products (prohibited for private individuals, except for foodstuffs in manufacturer packaging with total weight no more than 10 kg per shipment)
- Chemicals, liquids, non-hazardous
- Coal & firewood
- Coffee and coffee samples (except for coffee in manufacturer packaging with total weight no more than 10 kg per shipment.)
- Communications equipment
- Compact disks (no more than 20 disks for private individuals)
- Computer components & parts
- Cosmetics
- Drugs: non-prescription & prescription
- Electronic equipment
- Foodstuffs (except for foodstuffs in manufacturer packaging with total weight no more than 10 kg per shipment)
- Measuring apparatus
- Medical, dental samples, supplies & equipment
- Mobile phones, accessories & components

- Parts, machine & electronic
- Personal belongings
- Phones/modems
- Plants & plant products (prohibited for private individuals, except for plant foodstuffs in manufacturer packaging with total weight no more than 10 kg per shipment)
- Plastic made products
- Radar equipment, transmitters/receivers
- Radios, radio equipment or parts
- Rubber made products
- Seeds ((prohibited for private individuals)
- Ship spare parts (prohibited to foreign ships)
- Stone/mineral samples for analysis
- Tapes: audio and video cassettes
- Tea and tea samples (prohibited for private individuals except for tea in manufacturer packaging with total weight no more than 10 kg per shipment)
- Telecommunication equipment
- Television equipment
- Tobacco, cigarettes, cigars (prohibited for private individuals)

REQUIRED PAPERWORK (1/3)

The Air Waybill (AWB)

The Air Waybill accompanies the shipment and forms part of the paperwork set. It may also include valuable information not mentioned on the invoice.

The form is titled 'DHL Shipment Waybill' and includes a URL 'Track this shipment http://www.dhl.com'. It features a barcode and a tracking number '00 0000 0000'. The form is divided into several sections:

- 1 Payer account number and Shipment Value Protection details:** Includes fields for 'Change to' (Shipper, Receiver, 3rd party), 'Payer Account No.', 'Shipment Value Protection' (Insured, Not Insured), and 'Credit Card'.
- 2 From (Shipper):** Includes 'Shipper's account number', 'Contact name', 'Shipper's reference (up to 32 characters)', 'Company name', and 'Address'.
- 3 To (Receiver):** Includes 'Company name', 'Delivery address (DHL cannot deliver to a PO Box)', 'Postcode/Zip Code (required)', 'Country', and 'Contact person'.
- 4 Shipment details:** Includes 'Total number of packages', 'Total Weight', and 'Dimensions in inches' (Pieces, Length, Width, Height).
- 5 Full description of contents:** 'Give content and quantity'.
- 6 Non-Document Shipments Only (Customs Requirement):** Includes 'Shipper's VAS/GST number', 'Receiver's VAS/GST or Shipper's EIN/SSN', 'Declared Value for Customs', 'Harmonized Commodity Code', 'AES Transaction Number', and 'TYPE OF EXPORT' (Permanent, Request/Return, Temporary).
- 7 Shipper's agreement (Signature Required):** Includes 'Signature' and 'Date'.
- Grey sections for DHL use only:** Includes 'ORIGIN', 'DESTINATION CODE', 'Products & Services', 'SHIPPING/CHARGEABLE WEIGHT', 'CHARGES', 'CURRENCY TOTAL', and 'PAYMENT DETAILS (Check, Card, Bill)'. It also has a 'DHL agent' stamp on the right side.

The most common errors when completing paperwork

Content description is vague	The description must be detailed and accurate. For example, 'computer parts' would require the words 'computer parts' AND brand name, model, serial number of the computer, list of all parts and serial numbers, easily understood descriptions (no technical terms)
Incorrect product code	Incorrect product code on the Air Waybill
Not in English	Invoice or description is not in English
Improper value or quantity	Goods are deliberately under-valued to avoid duties or taxes



REQUIRED PAPERWORK (2/3)

DOCUMENTS NEEDED FROM IMPORTER FOR CUSTOMS CLEARANCE

- **Consignee's Registration card at Ukrainian customs**
- **Note of absence of value assets abroad**
- **Contract with the shipper**
- **Contract with broker in case clearance is not done by consignee**
- **Translation of the invoice**
- **Certificates, licenses and other permissions that should be presented during customs clearance according to the HS code**
- **Documents that prove commodity value: copy of export declaration (if available), price lists, catalogs, proofs of money transfer**
- **Other document requested by customs**

REQUIRED PAPERWORK (3/3)

The Invoice

A "Pro Forma Invoice" may be used for certain transactions such as goods not intended for further sale, returned merchandise and goods intended only for temporary import among other purposes. The "Commercial Invoice" is issued if the goods are sending for sale.

FOR DELIVERY OF NON COMMERCIAL GOODS FOR COMPANIES (NOT FOR FOR SALE)
PRINTED ON CONSIGNOR'S LETTERHEAD SHOWING LAGAL ADDRESS

PROFORMA INVOICE

Invoice №: 16/4
Date: 02.12.2010

Invoice Address (no private individuals): Ukraine Kiev Velyka str. 15/5 PAT ABCD	Delivery terms (incoterms): DAP
Ship to (no private individuals): Ukraine Kiev Mala str. 10/3 of. 410 PAT ABCD	Delivery under: Contract #1101 dd 13.05.2010
Contact person: Petrov Ivan Phone: 044 125 22 33	

№	Description	Country of origin	Net weight/kg	HS Code	Qty (pieces)	Unit price, USD	Total price, USD
1	Suit, mod.Coat, mod. Man Business. art. 13741-387, trade mark Loops; wool (75%), cotton (25%). Lining viscose (100%)	Italy, Ligan spa	15 kg	6101902000	10	125,00	
2	Suit, mod.Coat, mod. Woman Business. art. 13741-341, trade mark Loops; wool (85%), cotton (15%). Lining viscose (100%)	Italy, Ligan spa	8,8kg	6102101000	10	105,00	1050,00
3	T-shirts, mod. Grey, trade mark Pyramid; cotton (100%)	China, Tajjiyan Trad. Ltd	5,5kg	6207910000	40	4,50	180,00
4	Catalogues Loops	China, Colorprint Bijjing Ltd	6,8kg	4911101000	8	3,45	27,6
Total price, USD:							2507,60

FREE OF CHARGE DELIVERY
NO COMMERCIAL VALUE/ VALUE FOR CUSTOMS PURPOSES ONLY

REASON FOR EXPORT:	Samples for marketing
Gross weight (total):	4,0
Signed by:	Signature, stamp of consignor

The name and address should match the consignee's registration documents.

You may not indicate terms of delivery. Please note that DHL Express does not offer DDP. Shipping charge and insurance are indicated according to your wishes.

Please note that it's preferable to indicate contract for the free of charge delivery in the invoice

Description needs to be as detailed as possible - commodity name, intended use, part/serial numbers, materials, components, sizes etc

Value should be realistic. Be ready that additional paperwork may be needed to prove value like price lists, catalogs, bills, etc.

Please state each item separately with value, weight, quantity and HS code for each item.

Please ask your shipper to use same currency throughout invoice. Do not use currency for which National Bank of Ukraine doesn't provide exchange rates.

Reason for export should prove non-commercial purpose.

Don't forget to add this phrase. It's very important for pro-forma invoice

Original signed and stamped invoice is needed for customs clearance.



INVOICE REQUIREMENTS & WEIGHT NOTES

A COMMERCIAL OR PRO FORMA INVOICE MUST CONTAIN:

- Complete name and address of the:
 - Consignee
 - Seller or Manufacturer
 - Importer, if different from Consignee
- Detailed description of the merchandise
- Number of pieces (quantities)
- Value per Item
- Total Value
- Country of Origin
- Reason for Export (e.g. resale or inter company transfer)
- Importer register code

INVOICE REQUIREMENTS

- Description of goods should be sufficient for correct identification of HS code and correct declaration of the goods.
- Invoice should contain correct values itemized by no of units with 3-L code currency – USD, EUR preferably.
- Reason of export and terms of delivery should be indicated: CIP or DAP (preferable).
- Invoices must be completed in English, originally stamped and signed by consignor.
- Generic names and abbreviated descriptions must not be written in invoice & HAWB.

WEIGHT NOTE

- Max weight per shpt: 300.0 KG (660.0 LB), Max weight per piece: 30.0 KG (66.0 LB)
- For cities marked IMPEX* WPX service is available for legal entities & under conditions: weight limit 5kg, customs value less 100 EUR per shpt. If exceeds should be sent under local UA import express account or additional charges will be billed to origin
- For cities marked 20kg shpt* service is available for shipments under condition - max weight 20kg per shipment, max dim 60x60x55