**CUSTOMS** allows the Russian government to protect its interests at the border, enable and monitor trade, and collect duties, fees and taxes.

**IMPORT** allows you to bring shipments to Russia to build your business.

**DHL** is here to make that relationship win-win.

**This Guide to Customs Clearance in Russia** has been designed to help shippers and importers understand the basic documentation required for smooth, easy clearance of their goods at the Russian border.
THE IDEAL COMMERCIAL INVOICE

HERE ARE THE DOCUMENTS THAT THE SHIPPER SHOULD SEND WITH THE SHIPMENT:

- One of the following documents for value confirmation:
  - Price list verified by seller (catalogue page, print-out from internet etc.); Receipt; Copy of export declaration (where permitted by law in your country of export)
  - Permissions where required by your HS Tariff coding (e.g. for plant products quarantine permission is required from consignor)
- Copy of insurance certificate with insurance amount (for incoterms: CIP, CIF), where insurance is part of contract/shipping requirements
- Company registration documents
- Import/export contract
- Signed Brokerage contract if Customs Broker Service is used
- Number of passport of Import Deal (a special document of currency control issued by the importer’s bank if customs value more than 50 000 USD)
- Official letter to customs
- Permissions issued by Russian Authorities (e.g. import permits etc.) where required by HS (tariff) code

Most Russian companies will have the designation of an OOO, OAO, ZAO (the equivalent of “Ltd.”, “LLC”, “GmbH” etc.), showing the type of company structure, while most government entities will be an FGUP or NPO. We advise checking this with the consignee. The name and address should match the consignee’s registration documents.

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

For incoterms CIP

For incoterms CIP, CIF, DAP

Price needs to be defensible, and supported by a price list (from a catalogue or website etc.). Please avoid 1 digit values per item/kilo.

Try to stick to the same currency throughout the invoice

Don’t forget to include a reference to the contract and payment terms in your commercial invoice!

Your incoterms will also influence whether you include insurance and transport costs separately in the invoice. DHL Express does not offer DDP.

Attention! Extra requirements:

a) When sending registered medicine a registration certificate is required. When sending unregistered medicine Ministry of Health permission is required.
b) When sending equipment with enciphering functions e.g. mobile phones, or any such devices with computer engineering software, official notifications are required. Such registered notifications are available at www.tsouz.ru, the official website of the Customs Union Committee.
c) When sending goods which are subject to the phytosanitary or to veterinary control, international Phytosanitary Inspection Certificate or Veterinary Certificate are required from shipper to supplied units.

INTER-COMPANY SHIPMENTS HAVE THE SAME REQUIREMENTS (YOU WILL ALSO NEED TO PROVIDE A PRICE-LIST SHOWING THE PRICE ON THE OPEN MARKET)
THE IDEAL PRO-FORMA INVOICE

HERE ARE THE DOCUMENTS THAT THE SHIPPER SHOULD SEND WITH THE SHIPMENT:

- One of the following documents for value confirmation:
  - Price list verified by seller (catalogue page, print-out from internet etc.); Receipt; Copy of export declaration (where permitted by law in your country of export) if customs value more than 1000 EUR
  - Permissions where required by your HS Tariff coding (e.g. for plant products quarantine permission is required from consignee)
  - Company registration documents if customs value more than 1000 EUR
  - Signed Brokerage contract if Customs Broker Service is used
  - Official letter to customs
  - Permissions issued by Russian Authorities (e.g. import permits etc.) where required by HS (tariff) code

- Extra requirements:
  a) When sending registered medicine a registration certificate is required. When sending unregistered medicine Ministry of Health permission is required.
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  c) When sending goods which are subject to the phytosanitary or to veterinary control, international Phytosanitary Inspection Certificate or Veterinary Certificate are required from shipper to supplied units.

YOU CAN ALSO CREATE YOUR OWN INVOICE STEP-BY-STEP AT WWW.DHL.COM
DHL EXPRESS FIVE GOLDEN RULES FOR CUSTOMS CLEARANCE IN RUSSIA

1. THE DECLARED VALUE NEEDS TO BE TRUE AND SUPPORTED BY DOCUMENTATION (ON REQUEST).
2. ALL COMMODITY DESCRIPTIONS SHOULD BE AS DETAILED AS POSSIBLE.
3. ALL DOCUMENTS NEED TO BE CONSISTENT, WITH NO DISCREPANCIES (E.G., IN CURRENCY, SENDER NAME, etc.).
4. DUTIES & FEES MUST TO BE PAID AT DESTINATION BY THE RECEIVER (WHO WILL ALSO NEED TO CLEAR THE SHIPMENT IN THEIR OWN NAME). DDP IS NOT AVAILABLE.
5. ACCURATE PREPARATION OF DOCUMENTATION BEFORE SHIPPING DECREASES TRANSIT TIME.

CHECKLIST BEFORE DISPATCHING YOUR SHIPMENT

☐ The consignee in Russia a company (with a legal entity) and not a private individual.
☐ The company’s name been placed as the consignee on the waybill.
☐ The company’s name also the consignee written on the invoice?
☐ The consignee’s 10 digit VAT number (INN) stated in the commercial invoice for the shipment.
☐ These imported goods are for sale. If so, the details in the invoice must comply with the “Commercial Invoice sample”.
☐ These shipments goods are sent for purposes other than sale (on a free of charge basis)? If so, the details in the invoice need to comply with the “Pro-Forma Invoice sample”.

IF YOU HAVE ANY QUESTIONS ABOUT CUSTOMS CLEARANCE IN RUSSIA, PLEASE CONTACT YOUR LOCAL SALES EXECUTIVE OR THE CUSTOMS GROUP AT YOUR DHL COUNTRY OFFICE FOR MORE INFORMATION. Alternatively, feel free to contact us by email at ruccg@dhl.com WE’LL BE HAPPY TO HELP!

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