

# DOCUMENTS NECESSARY FOR THE IMPORT-EXPORT CUSTOMS FORMALITIES FOR COMPANIES

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**DHL**



## DEFINITIVE IMPORT

### BASIC DOCUMENTS

- The original/copy of the invoice, which must contain all the specific elements:
  - ✓ Currency;
  - ✓ Value of products;
  - ✓ Quantity;
  - ✓ Incoterms delivery condition;
  - ✓ Name and address of the supplier – this may differ from that of the sender listed on the AWB. It is essential that the invoice contain the full name and the full address of the supplier trading the goods;
  - ✓ Name and address of the importer – the name of the company must be the correct one, specified in the tax certificate, as well as the address. Unless the file contains a modification of the recipient or unless otherwise specified on the invoice, the name of the importer must be the same as that of the recipient displayed on the transport document;
  - ✓ Date and number;
  - ✓ Measurement unit – if the products come in a set, is required to give information on the type of products in the set and of the quantity;
  - ✓ Unit price;
  - ✓ Item value ;
  - ✓ Total invoice value;
  - ✓ Transport value, insurance and other expenses, depending on the delivery condition;



- The correct translation of the invoice (paid to the supplier) signed and stamped specifying the requested customs procedure, the trade name of the products in Romanian, the mark, directions of use and, where appropriate, the material the products are made of;
- Company documents (TIN, EORI, VAT deferral certificate, if applicable, Work point certificate if the invoice address does not coincide with the one of the registered office)
  - ✓ The data presented on any of the above documents must coincide with that in the EORI code, otherwise a resubmission of the application for EORI, with the updated data shall be required.
- Packing List;
- Evidence of the bank transfer to the supplier;



## ADDITIONAL DOCUMENTS

The import of certain product requires additional documents attesting, inter alia, the right to introduce such products into the Community or their compliance with the legislation in force:

- Phytosanitary certificate for products of the vegetable realm;
- Animal health certificate for animal products;
- Certified copy of the ANPC Authorisation accompanied by the Declaration of Liability that the ANPC Authorisation has not been cancelled, withdrawn or suspended for the import of precious metals and stones;
- License to import military products;
- License to carry out foreign trade operations for military products;
- CITES certificate – for those goods covered by CITES;
- Certificate/declaration of conformity for medical devices, with the indication of Directive 93/42/EEC for medical devices, Directive 98/79/EC for in vitro diagnostic medical devices and Directive 90/385/EEC for implantable active medical devices;
- Analysis report containing the CAS code – for chemicals or pharmaceutical substances;
- Import authorisation issued by the Ministry of Agriculture for the import of seeds;
- Empowerment certificate – for the import of fertilisers;
- Import authorisation for restricted goods and technologies;
- Conformity statement;
- PIC Statement;
- Authorisation for the import of medicines for human use;
- Radiological Safety Authorisation (CNCAN) for goods containing radioactive substances;
- Standard certification: “Registration number in the National Register of Manufacturers and Importers of Batteries and Accumulators” - this category includes all types and all directions of use for batteries and accumulators, which are sold separately from equipment, appliances, etc.;



## DEFINITIVE EXPORT

### BASIC DOCUMENTS:

- The AWB (correctly filled in with the identification data of the person who facilitates the dispatch);
- The invoice must contain all the specific elements :
  - ✓ Seller;
  - ✓ Buyer;
  - ✓ Tax code of the dispatching company;
  - ✓ Date and Number;
  - ✓ Incoterms delivery condition ;
  - ✓ Currency;
  - ✓ Tariff position of the products;
  - ✓ Value of products;
  - ✓ Quantity;
  - ✓ Unit Price ;
  - ✓ Item value ;
  - ✓ Total value of the invoice ;
  - ✓ The mark of the products (where applicable);
  - ✓ Measurement unit – if the products come in a set, is required to give information on the type of products in the set and of the quantity;
- Annexed specification stating the gross weight, the net weight for each and every product as well as the type of material;
- Packing list for each parcel, if there are multiple parcels;
- Application to Customs, stating the reason for export;
- Tax certificate;

### ADDITIONAL DOCUMENTS:

For the export of certain products, additional documents attesting, inter alia, the right to remove such products from the Community or the compliance with the legislation in force shall be required.

- Export licence for “Cultural goods” in accordance with the EEC Regulation 116/2009 or DPR

(Declaration of Liability), if the author of the works of art is alive, for the export of cultural goods;

- The original “CITES” Certificate ;
- Declaration of Liability stating that the goods are not made of animal hides or furs of protected or endangered animal species for the export of goods made from animal hides or furs of protected or endangered animal species;
- Export authorisation for dual-use items in accordance with Regulation 428/2009 or self-assessment form for the export of dual-use items;
- DAI - Accompanying Administrative Document or Purchase Tax Document (e.g. invoice/ receipt) for the export of cigarettes and beverages subject to tax stamping;
- Certified copy of the ANPC Authorisation (original) accompanied by the Declaration of Liability that the ANPC Authorisation has not been cancelled, withdrawn or suspended;
- Certificate of conformity for personal protective equipment PPE according to Directive 2016/425, the certificate of conformity with the EC Directive shall be made available at the time of the trader carries out the export;
- In addition, other documents may be requested depending on the exported products.

## CONTACT DETAILS

**Export department at Otopeni :** ro.export@dhl.com

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