

THE DOCUMENTS NECESSARY FOR THE IMPORT-EXPORT CUSTOMS FORMALITIES FOR PRIVATE PERSONS

mydhl.express.dhl/ro



DHL



DEFINITIVE IMPORT- COMMERCIAL NATURE

- 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;
 - ✓ 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) specifying the trade name of the products in Romanian, the mark, directions of use and, where appropriate, the material the products are made of;



- Identification documents (ID card, Passport or residence permit for foreign citizens);
- Packing List;
- Evidence of the bank transfer to the supplier;
- The declaration of liability completed in accordance with the documents (currency, value, description of the goods), the declaration must be dated and signed;
- The form „Power of attorney to customs” (is made available by DHL, by filling in this form you may choose to pay the customs duties);
- The EORI number (if applicable, the EORI No. is required when the importer, a natural person wishes to pay the customs duties directly to the Treasury account of the Customs Office);

DEFINITIVE IMPORT - NO COMMERCIAL NATURE

Goods dispatched in parcels by a natural person from a third country to another natural person on the Romanian territory shall be exempt from customs duties, subject to the following conditions:

- these are not commercial;
- the total value of the goods does not exceed EUR 45/dispatch, including tobacco products, alcoholic beverages and perfumes.

Packages which meet the following conditions cumulatively are not commercial packages:

- of an occasional nature,
- contain goods intended solely for the personal use of the recipient and their family;
- contain goods which by their nature or quantity are not intended for sale;
- are sent by the sender to the recipient without any obligation of payment.

If the value of the goods in the package exceeds EUR 45, the exemption shall be granted only up to that amount for those goods which, imported separately, could have benefited from the exemption, considering that the value of a sole good cannot be divided.

For the following goods the exemption from customs duty, VAT and excise is limited per package as follows:

a) produse din tutun:

- 50 cigarettes, or
- 25 cigarillos (cigars with a maximum weight of 3 grams each), or
- 10 cigars, or
- 50 grams of smoking tobacco, or
- proportional combination of these different products.

b) alcohol and alcoholic beverages:

- 1 litre - distilled beverages and spirit drinks with an alcoholic strength exceeding 22 % by volume; undistorted ethyl alcohol of 80% by volume and more or
- 1 litre - distilled beverages and spirit drinks, wine or alcohol based starters, tafia, saké or similar beverages, with an alcoholic strength of 22 % by volume or less, sparkling wines, liqueur wines and
- 2 litres - light wines.

c) 50 ml perfumes or 250 ml eau de toilette.



In relation to the above-mentioned, pursuant to art. 8 of the Rules approved by O.M.F.P. no.105/2016 for the approval of the Rules concerning the exemption from paying the value added tax and the excise duty for the definitive imports of certain goods stipulated under art. 293 para (1) letter d) and art. 395 para (7) of Law no. 227/2015 on the Tax Code, as well as the Procedure concerning the authorisation of certain bodies to import exempted goods, the following products benefit from VAT and excise exemption:

d) coffee – 500 grams; or coffee extracts and essences – 200 grams.

e) tea - 100 grams; or tea extracts and essences – 40 grams.

The goods circulating from one natural person to another may be released for free circulation upon paying the customs duty, the value added tax (19%) and the excise duty, as the case may be, except for tobacco products, alcoholic beverages and perfumes, calculated based on the customs value of the goods in question.

- The customs duty applicable to the import of goods circulating from one natural person to another shall be that contained in the Common Customs Tariff of the European Union, adopted by the Council Regulation (EEC) no.2658/87 on the tariff and statistics nomenclature and the Common Customs Tariff.
- For those goods circulating from one natural person to another, which are not of a commercial nature and whose overall value per dispatch does not exceed EUR 700, the flat-rate customs duty of 2,5 % shall apply.



DEFINITIVE EXPORT

- The AWB (correctly filled in with the identification data of the person who facilitates the dispatch);
- Packing list :
 - ✓ to be completed in a language of international circulation;
 - ✓ must include the correct data of both the sender and the recipient (this data must be identical to that on the AWB);
 - ✓ Description of all goods ;
 - ✓ Quantity and value for each product;
 - ✓ Total value;
- Inventory list – includes the description in Romanian of the goods in the package and is the counterpart of the packing list (description, quantity, value and currency);
- Copy of the ID card.

**The customer must ensure that in both completed documents appears the same currency and value

**Also, in case the natural person exports medicines, the following additional documents are required: procurement proof, medical referral letter (if applicable) and the attached declaration

**There are also exceptional cases when the customs officer may request the procurement proof for the export product (for products such as: telephones, watches, jewellery, laptops, medicines)



CONTACT DETAILS

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

Import department for natural persons at Otopeni :
ro.pfbuh@dhl.com

Import-Export department at Timisoara – Airport :
ro_tsr_export@dhl.com

Import - Export department at Cluj Napoca – Airport :
ro_cljgtw@dhl.com

Customer Service DHL Customs : 021/206.71.20



DHL International Romania
Central Headquarter
169A, Calea Floreasca, Corp A
sector 1 Bucharest - 014459
tel: 021/ 222 1 777 or *DHL (*345)
fax: 021/ 222 1 469

mydhl.express.dhl/ro

f facebook.com/dhlexpressromania

in linkedin.com/company/dhlexpressromania

@ instagram.com/dhlexpressromania

©DHL

©DHL Express

DHL* and DHL Express® are registered trade marks of
Deutsche Post AG / DHL Operations BV / DHL International GmbH