



## **Import Customs Guide Albania**

Information from FIDI Mediterranean

# Import Customs guide Albania



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| GOODS                                  | DOCUMENTS REQUIRED   | CUSTOMS PRESCRIPTIONS   | REMARKS   |
|--|--|---|---|
| <p><b>Diplomatic shipments</b></p>     | <ul style="list-style-type: none"> <li>▪ Inventory list in Albanian, valued, dated and signed by the shipper stamped by the Embassy.                             <ul style="list-style-type: none"> <li>▪ List the items per categories such furniture's, clothes, books, ...</li> </ul> </li> <li>▪ Copy of Diplomatic passport.</li> <li>▪ Copy of diplomatic ID.</li> <li>▪ Diplomatic note from Embassy in Tirana stamped by the Embassy directed to Tirana Customs for sea shipment or directed to Rinas Customs for air shipment.                             <ul style="list-style-type: none"> <li>▪ On this note should be included details of shipment such no. of collies, weight, AWB or BL number.</li> </ul> </li> <li>▪ Copy of VAT Certificate (NIPT - Identification Number of Taxable Person).</li> <li>▪ Copy of packing list.</li> <li>▪ Original Bill of Lading or Copy of Bill of Lading and Telex / Express Release for sea shipments.</li> <li>▪ Copy Air Way Bill for air shipments.</li> </ul> |   | <ul style="list-style-type: none"> <li>▪ All these documents need to be provided both for air and sea shipment.</li> <li>▪ Completion of customs clearance formalities might take up to 3-4 working days in case of all proper documents' availability (provided by agents &amp; customers).</li> </ul>   |
| <p><b>Non diplomatic shipments</b></p> | <ul style="list-style-type: none"> <li>▪ Copy of packing list.</li> <li>▪ Copy of passport notarized.</li> <li>▪ Work certificate from shipper's employer in original with letterhead and with stamp of his company stating date of employment (more than 12 months).</li> <li>▪ Copy of job contract with the Headquarter.                             <ul style="list-style-type: none"> <li>▪ All confidential information can be</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>▪ For non-diplomatic shipment and if foreign passport holder, they are exempted from the duty custom taxes only for one shipment. That is why it is recommended to consolidate all shipments (Air &amp; Sea) in one shipment.</li> </ul> | <ul style="list-style-type: none"> <li>▪ If the client would like to bring more than one shipment, they will have to pay from the duty of taxes. In this case shipper must pay taxes and VAT on import which is approx. 38% of value declared + freight cost.</li> <li>▪ All documents need to be provided both for air and sea shipment.</li> <li>▪ Completion of customs clearance formalities</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>cleaned on it.</li> <li>▪ Copy of VAT Certificate (NIPT - Identification Number of Taxable Person) of shipper employer.</li> <li>▪ Residence permit (photocopy notarized).</li> <li>▪ Lease contract of shipper's apartment/house (photocopy notarized)</li> <li>▪ Letter of authorization for Destination Agent to handle import customs formalities.</li> <li>▪ Original Bill of Lading or Copy of Bill of Lading and Telex / Express Release for sea shipments and copy Air Way Bill for air shipments.</li> </ul>   |   | <ul style="list-style-type: none"> <li>might take up to 3-4 working days in case of all proper documents availability (provided by agents &amp; customers).</li> </ul>   |
| <p><b>Non diplomatic shipments – excluded from duties, taxes by Agreement</b></p> | <ul style="list-style-type: none"> <li>▪ The documents needed for the exemption authorizations are: <ul style="list-style-type: none"> <li>▪ Request signed from client directed to Tirana Customs asking for duty free import of PE (in Albanian).</li> <li>▪ Copy of residence permit in Albania (notarized).</li> <li>▪ Copy of job contract with the headquarter (all confidential information can be cleaned on it).</li> <li>▪ Copy of shipper's lease contract of the house/apartment in Tirana (notarized).</li> <li>▪ Copy of passport (notarized).</li> <li>▪ Letter in original from shipper's organization in Tirana stating the employment (period should be specified, + 12 months).</li> <li>▪ Packing list.</li> </ul> </li> </ul> |   | <ul style="list-style-type: none"> <li>▪ There is a category of non-diplomatic shipments which are excluded from Taxes and Duties by Agreement between Albanian Government and their Organization.</li> <li>▪ In this case, the shipper is applying for duty free customs for his personal effects; he/she must provide an authorization from General Directory of Customs.</li> <li>▪ All above documents need to be provided both for air and sea shipment.</li> <li>▪ Completion of customs clearance formalities might take up to 3-4 working days in case of all proper documents availability (provided by agents &amp; customers).</li> </ul> |
| <p><b>Returning Albanian Citizens</b></p>   | <ul style="list-style-type: none"> <li>▪ Photocopy of Albanian passport notarized.</li> <li>▪ Family certificate original.</li> <li>▪ Certification of address in Tirana in original.</li> <li>▪ Request directed to Customs of Tirana for exclusions from duties. Original signed by</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Returning Albanian citizens are excluded from import taxes if they stayed abroad for more than 12 months. If this case they have to provide the documents listed.</li> </ul> | <ul style="list-style-type: none"> <li>▪ All documents need to be provided both for air and sea shipment.</li> <li>▪ Customs has the right to ask supporting documents if they are not convinced.</li> <li>▪ We highly recommend for the shipper to</li> </ul>   |

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|   | <p>the shipper.</p> <ul style="list-style-type: none"> <li>▪ He/she has to prove that has stayed abroad for more than 12 months, following documents needed: <ul style="list-style-type: none"> <li>▪ Job contract abroad (translated and notarized).</li> <li>▪ Letter from employer abroad certifying the period of employment abroad (translated and notarized).</li> <li>▪ Copy of residence permit, translated, and notarized when the date of termination staying abroad must be clear. If this document is already consigned to authorities, a letter certifying this consignment in original translated and notarized may be used.</li> <li>▪ Letter from shipper's company in Tirana stating the new employment here, or contract job copy translated.</li> </ul> </li> </ul> |   | <p>provide these papers in advance and make sure all will be in order before shipment arrives.</p> |
| <p><b>Restricted / prohibited items</b></p> |  | <ul style="list-style-type: none"> <li>▪ Prohibited: <ul style="list-style-type: none"> <li>▪ Drugs.</li> <li>▪ Radioactive items.</li> <li>▪ Used car tires.</li> <li>▪ Refrigerators.</li> <li>▪ Air conditioners.</li> </ul> </li> <li>▪ Restricted items: <ul style="list-style-type: none"> <li>▪ Guns, ammunition and explosives need police permit.</li> <li>▪ Limited quantity of alcohols and Tobacconist's goods. <ul style="list-style-type: none"> <li>▪ Items should not reach commercial quantity.</li> </ul> </li> </ul> </li> </ul> |  |

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| <b>Vehicles</b> | <ul style="list-style-type: none"> <li>▪ All Original Vehicle documents.</li> <li>▪ Copy of driving license.</li> <li>▪ Original copy of EURO 1.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Car must meet the European Technical Standard Requirements.</li> </ul> |                |



## The FIDI Global Alliance

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