



Import Customs Guide **GUATEMALA**

Information from FIDI Latin America

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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<p>Removal Goods</p>	<p>AIR AND SEA SHIPMENTS:</p> <ul style="list-style-type: none"> ▪ Copy of owner's passport with entry stamp including all blank pages in PDF format, please do not send photos. ▪ In the passport the client must have proof of entry stamp to the origin country for at least 2 years and Guatemala entry stamp must be valid for at least 6 months, this process is omitted if the customer has a passport from the country of origin of the move. ▪ Copy of NIT/ RTU number. <ul style="list-style-type: none"> ▪ Must be updated to current year, if not, it will be refused by customs authorities. ▪ Must include the fiscal address the customer used to register the NIT number at SAT (Custom Office). ▪ Air Waybill or two originals of Bill of Lading mentioned the cost of freight. <ul style="list-style-type: none"> ▪ All devices must have serial number, model and brand detailed in the packing list. ▪ Copy of detailed Inventory / packing list in Spanish or English in Excel/word format, mandatory. 	<ul style="list-style-type: none"> ▪ Subject to payment of duties and taxes: <ul style="list-style-type: none"> ▪ New items are considered as commercial entry: <ul style="list-style-type: none"> ▪ Subject to normal customs duty, paying full taxes/duties. ▪ A commercial invoice is necessary and must cover duties / taxes from 5% to 40% CIF value, adding 12% tax. ▪ Subject to physical inspection. ▪ Used items are: <ul style="list-style-type: none"> ▪ Assessed by Customs considering prices listed in the packing list ▪ Subject to physical inspection. ▪ Recommendation: insured values not to appear on the inventory or shipping manifest to avoid higher charges ▪ Recommended POE: Santo Tomas de Castilla. <ul style="list-style-type: none"> ▪ The NIT/RTU is a personal identification number; It is a requirement that applies to Guatemala citizens and foreign nationals –Diplomat or private ▪ Every consignee must obtain it from the Agency of the Tax Administration (SAT) ▪ Must be updated to current year, if not, it will be refused by Customs authorities. ▪ Documents needed to process NIT/RTU (this information is referential; we recommend to verify requirements with the SAT office). 	<ul style="list-style-type: none"> ▪ Customs Inspection: <ul style="list-style-type: none"> ▪ Air, Sea and Land freights: <ul style="list-style-type: none"> ▪ Shipments are cleared directly at POE, AOE, border of entry providing the original documents for clearing the shipments. ▪ All are subject to physical inspection from custom authorities. ▪ This could be between 7 to 10 working days depending on the transportation mode and size of the shipment. ▪ For shipments moved from POE to a Fiscal Warehouse, it is necessary to unload the containers and trailer trucks prior to custom clearance. It requires making an additional Customs Clearance. ▪ Land shipments selected for a customs inspection, are transported to a bonded warehouse to be cleared, this process could take from 3 to 7 working days. ▪ If an inspection takes place at POE or bonded warehouse, additional charges will be invoiced. ▪ Customs may require completing entry and paying taxes / duties directly at

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	<ul style="list-style-type: none"> ▪ For air shipments, it is mandatory to have a detailed packing list, indicating the quantities of goods packed in each box. ▪ Cooling gas permit (if any). <ul style="list-style-type: none"> ▪ It applies for cooling appliances. or any kind of article that uses gas refrigerant ▪ In order to get this special permit, the following information is mandatory: type of refrigerant, brand, model, serial number and a photo of the label that shows the specifications of the refrigerator, this is mandatory otherwise we cannot obtain the permit. ▪ Guatemala does not allow the entry of any appliance containing Prohibited Gas: R11- R113- R-114 -R115 -R12 -R13 - R400 -R500 -R502 -R503. ▪ Appliances with gas manufactured before the year 2000 is prohibited. <p>LAND SHIPMENTS:</p> <ul style="list-style-type: none"> ▪ Original Waybill and Cargo Manifest. ▪ Copy of detailed Inventory / packing list in Spanish in Excel/word format, mandatory ▪ All devices must have serial number, model and brand detailed in the packing list. ▪ Copy of owner's passport with entry stamp including all blank pages in PDF format, please do not send photos ▪ In the passport the client must have proof 	<ul style="list-style-type: none"> ▪ Original passport. ▪ Fully photocopy of passport. ▪ Water, electricity or phone bill of place of residence in Guatemala. If the client does not have an address in Guatemala, a water or electricity bill from the client's employer can be used. ▪ The original DPI (identification card) is needed if the shipper is Guatemalan, if foreigner, they need the original passport. ▪ NIT/RTU application process: <ul style="list-style-type: none"> ▪ Complete the form for entering and updating taxpayer information on the unified tax register. ▪ Present the above-mentioned documents. 	<p>POE.</p> <ul style="list-style-type: none"> ▪ SEA shipments: <ul style="list-style-type: none"> ▪ BEST POE; Santo Tomas de Castilla, is the most recommended port for entry for household goods to Guatemala, the customs process is from 10 to 15 business days. ▪ POE; Puerto Barrios and Puerto Quetzal, are not recommended for the entry of household goods to Guatemala, the customs process can take from 15 to 20 business days. ▪ Shipping Line: It is strongly recommended not to utilize Hamburg Sid, MSC and CGM, because the consignment method they request, create issues at the Guatemalan customs office. These issues will translate to delays and additional charges.

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	<p>of entry stamp to the origin country for at least 2 years and Guatemala entry stamp must be valid for at least 6 months, this process is omitted if the customer has a passport from the country of origin of the move.</p> <ul style="list-style-type: none"> ▪ Delivery and billing instruction including insurance information. ▪ Copy of NIT/ RTU number. <ul style="list-style-type: none"> ▪ Must be updated to current year, if not, it will be refused by customs authorities. ▪ Must include the fiscal address the customer used to register the NIT number at SAT (Custom Office). ▪ Cooling gas permit (if any). <ul style="list-style-type: none"> ▪ It applies for cooling appliances. or any kind of article that uses gas refrigerant ▪ In order to get this special permit, the following information is mandatory: type of refrigerant, brand, model, serial number and a photo of the label that shows the specifications of the refrigerator, this is mandatory otherwise we cannot obtain the permit. ▪ Guatemala does not allow the entry of any appliance containing Prohibited Gas: R11- R113- R-114 -R115 -R12 - R13 -R400 -R500 -R502 -R503 ▪ Appliances with gas manufactured before the year 2000 is prohibited. 		

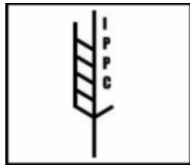
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Diplomats Removals	<ul style="list-style-type: none"> ▪ Same as Removal Goods. 	<ul style="list-style-type: none"> ▪ Diplomats of accredited foreign Embassies and Officers of International Organizations are not excluded from customs inspection. 	<ul style="list-style-type: none"> ▪ All shipments are subject to custom inspection. ▪ Diplomats have to submit a diplomatic franchise that should be processed by the Embassy or International Entity in Guatemala before to start with the Customs Clearance process. ▪ If the diplomatic franchise is not ready before the arrival of the shipment, it is recommended to move the shipment to a Fiscal Warehouse and wait for the document in order to avoid higher extra costs at port. This transfer will generate additional costs ▪ It is recommended that before the shipment departs from origin, the client must have their valid accreditation in Guatemala, to avoid additional surcharges and expensive extra cost.
Wedding trousseaux & inheritance	<ul style="list-style-type: none"> ▪ Same as above. 	<ul style="list-style-type: none"> ▪ Same as Removal Goods. 	
New furniture & Household Goods	<ul style="list-style-type: none"> ▪ Same as above. 	<ul style="list-style-type: none"> ▪ Same as Removal Goods. ▪ Purchase invoices to determine cost of duties and taxes 	
Works of Art & Antiques	<ul style="list-style-type: none"> ▪ Same as above. 	<ul style="list-style-type: none"> ▪ Same as Removal Goods. ▪ The import of Pre Colombian Archaeological or Colonial Antiques are prohibited. ▪ Permit of the Ministry of Culture ▪ It applies if the shipment includes work of art, paintings, sculptures, religious images and others articles related with Art. It is requested during custom clearance with an extras cost of US\$300.00 	

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Precious metal objects (jewellery, coins)		<ul style="list-style-type: none"> ▪ Prohibited 	
Household & Electrical Appliances	<ul style="list-style-type: none"> ▪ For HHGS inbound shipments containing coolers, refrigerators and/or air conditioning appliances: <ul style="list-style-type: none"> ▪ A special license of entry must be issued for entry ▪ To obtain this license the agent must submit the following information: <ul style="list-style-type: none"> ▪ Model of the machine ▪ Make of the machine ▪ Type of refrigerant used. ▪ Year of manufacture. ▪ NIT/RTU (explanatory notes under Removal Goods). ▪ Photo of the label that shows the specifications of the refrigerator or any kind of article that uses gas refrigerant (usually on the back, next to or inside the door). 	<ul style="list-style-type: none"> ▪ Guatemala does not allow the entry of any appliance containing Prohibited Gas: R11- R113- R-114 -R115 -R12 -R13 -R400 -R500 -R502 -R503 ▪ Appliances with gas manufactured before the year 2000 is prohibited. 	<ul style="list-style-type: none"> ▪ Without license, we cannot proceed with customs clearance ▪ The process to obtaining the license is 2-3 business days approximately and is valid for 30 days after issued.
Presents, Souvenirs, Carpets	Same as above.	<ul style="list-style-type: none"> ▪ Same as Removal Goods. 	
Motor Vehicles	<ul style="list-style-type: none"> ▪ Two original Bill of lading ▪ Original commercial invoice ▪ Original car title as proof of ownership ▪ Copy of owner passport with entry stamp ▪ Delivery and billing instructions including insurance information. ▪ Copy of registration card (it needs to include the Engine Number) ▪ Report of mechanical conditions. ▪ Copy of NIT/RTU number Card (see notes under Removal Goods). ▪ Shipper must be register as an importer with the SAT (custom office) before the arrival of 	<ul style="list-style-type: none"> ▪ Diplomats: <ul style="list-style-type: none"> ▪ Duty-free - A franchise must be obtained. ▪ Non-Citizen & Returning Citizens (private shipments): <ul style="list-style-type: none"> ▪ Must pay duties according to the model year and specifications of the vehicle. ▪ Right-hand drive vehicles are not allowed to be imported per Guatemalan transit laws. 	<ul style="list-style-type: none"> ▪ Customs will verify vehicle information such as year, model, brand, serial number, etc. For Guatemala, it is very important to submit the Engine Number, which is a different number to the VIN. ▪ Duties will be estimated on CIF value as determined by customs. Clearance of automobiles require a minimum of two weeks. ▪ The following information needs to be sent to destination agent in pre-advice prior to shipment dispatch: <ul style="list-style-type: none"> ▪ Chassis number.

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	<p>the shipment, it is a process that must be carried out directly by the client, this is a personal <i>procedure</i>.</p>		<ul style="list-style-type: none"> ▪ Engine number and photo (without this information the customs clearance process cannot start). ▪ Number of doors of the vehicle. ▪ Brand. ▪ Year of manufacture. ▪ Style. ▪ Number of cylinders. ▪ Serial number. ▪ Type of fuel. ▪ Colour. ▪ Cubic centimetres. ▪ Number of seats. ▪ If the local agent does not receive the above information before arrival of the vehicle or if this information is incorrect, the shipment must be moved to a Fiscal Warehouse. This transfer will generate additional costs for transport and second customs clearance. ▪ Cost for inspection USD150.00 ▪ Agents cannot declare household goods + auto on the same OBL, even if both are coming in the same container. Each one has to present a different OBL.
<p>Other vehicles (bicycle, water vehicle)</p>	<ul style="list-style-type: none"> ▪ same as Removal Goods. ▪ Boats, yachts and other vehicles: same as Motor Vehicles. 	<ul style="list-style-type: none"> ▪ Duties will be estimated on CIF value as determined by customs. Clearance of automobiles require a minimum of two weeks. 	
<p>Machines, Appliances & Spare parts</p>		<ul style="list-style-type: none"> ▪ Prohibited as part of removal goods. 	

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Alcohol, Wine	<ul style="list-style-type: none"> ▪ Authorization from the Ministry of Health (Phytosanitary Certificate). ▪ Original invoices. 	<ul style="list-style-type: none"> ▪ Alcohol and wine are considered as commercial entry and subject to normal customs duty. ▪ The packing list has to show the details of each bottle. ▪ It is allowed to include only up to a maximum of 4 bottles per shipment. This applies for both diplomatic and individual shipments. 	<ul style="list-style-type: none"> ▪ The process to obtain a permission to import the bottles must be done by the owner. ▪ It is recommended not to include them, if they are detected by customs, they will be confiscated, there will be fines and additional expenses not estimated.
Tins & Food	<ul style="list-style-type: none"> ▪ Authorization from the Ministry of Health (Phytosanitary Certificate) and the Ministry of Agriculture. 	<ul style="list-style-type: none"> ▪ Tins and food are considered as commercial entry and subject to normal customs duty. ▪ The packing list has to show the details of each unit. ▪ It is allowed to include only up to a maximum of 4 units per shipment. This applies for both diplomatic and individual shipments. ▪ The packing list has to specify the amount of food. 	<ul style="list-style-type: none"> ▪ The process to obtain a permission to import must be done by the owner. ▪ It is recommended not to include them, if they are detected by customs, they will be confiscated, there will be fines and additional expenses not estimated.
Arms, Ammunition & Dangerous items		<ul style="list-style-type: none"> ▪ Prohibited as part of removal goods. 	<ul style="list-style-type: none"> ▪ Do not include these items in household goods shipments.
Medicines, Narcotics & Drugs		<ul style="list-style-type: none"> ▪ Medicines are sold duty free without prescription in Guatemala. ▪ Narcotics and drugs are not permitted. 	<ul style="list-style-type: none"> ▪ It is recommended not to include them, if they are detected by customs, they will be confiscated, there will be fines and additional expenses not estimated.
Plants		<ul style="list-style-type: none"> ▪ Prohibited as part of removal goods. 	<ul style="list-style-type: none"> ▪ Do not include plants in household goods shipments.

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Pets	<ul style="list-style-type: none"> ▪ Original of the Airway Bill. ▪ Vaccination/Health Certificate from origin dated within 30 days prior to arrival. ▪ Owner's legalized passport copy with entry stamp. ▪ Copy of NIT/RTU number Card (must be updated to current year, if not, it will be refused by customs authorities). ▪ Owner's letter indicating general specifications of the pet such as value (it cannot be over \$100.00) and breed. ▪ Animal health permits. 	<ul style="list-style-type: none"> ▪ Pets are subject to payment of duties. 	<ul style="list-style-type: none"> ▪ It is recommended that this Certificate be stamped by the Consulate at origin and dated no later than 1 month prior to arrival of the pet. ▪ It is not recommended to send pets arriving on weekends or holidays.
Prohibited Articles		<ul style="list-style-type: none"> ▪ Narcotics ▪ Drugs ▪ Pornographic material. ▪ Arms ▪ Seeds ▪ Food ▪ Alcohol ▪ Wine ▪ Car tires ▪ Batteries ▪ Others 	<ul style="list-style-type: none"> ▪ Archaeological legitimate and colonial items.
Fumigation of imported wooden crates		<ul style="list-style-type: none"> ▪ Guatemalan government adopted ISPM-15 (International Standards for Phytosanitary Measures Publication 15) guidelines for regulating wood packaging material in International Trade (aka NIFM-15) to standard the treatment of wood packaging materials used for transporting of goods. ▪ Shipments in or out of Guatemala in wooden packaging need to have a seal certifying that the wood has received the required treatment (HT heated treatment, a minimum 	<ul style="list-style-type: none"> ▪ This regulation DOES NOT apply to wood packing materials manufactured of: <ul style="list-style-type: none"> ▪ Raw wood of 6mm thickness or less. ▪ Processed wood manufactured by glue, heat and pressure, or a combination thereof. ▪ Plywood sheets and agglomerated sawdust sheet. ▪ Oriented wooden fibre sheets. ▪ Sawdust and wooden fibre.

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		<p>wood core temperature of 56°C for a minimum of 30 minutes, or fumigation with methyl bromide (MT).</p> <ul style="list-style-type: none"> ▪ The minimum temperature should not be less than 10°C and the minimum exposure time should not be below sixteen hours. ▪ The treatments established in this regulation are intended to reduce introduction and or dissemination of quarantine plagues associated to wood packaging. ▪ The wood packing material must be marked in a visible location on each article, on at least two opposite sides of the article, with a legible and permanent mark in black ink. ▪ Labels and adhesives are not allowed. ▪ The approved format of the mark should be as follows: <div data-bbox="1144 778 1572 943" style="border: 1px solid black; padding: 5px; display: inline-block;">  <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> <p>XX - 000</p> <p>YY</p> </div> </div> <p>XX is the country code, 000 the producer number, YY the treatment type, and it has to include the inspection agency logo.</p> <ul style="list-style-type: none"> ▪ If a shipment arrives without this seal, it will be subject to treatment that will cause additional expenses and it will delay the custom process for 3-4 days. 	
<p>Remark</p>			<ul style="list-style-type: none"> ▪ Guatemalan Customs have changed import regulations on September 3, 2007 regarding the following items: <ul style="list-style-type: none"> ▪ Agents cannot declare household goods + auto on the same OBL, even if both are

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			<p>coming in the same container. Each one has to present a different OBL.</p> <ul style="list-style-type: none"> ▪ Agents must obtain exact and correct consignment instructions before sending any shipment. Do not send shipments without the local agent green light. <ul style="list-style-type: none"> ▪ The address of the consignee must appear exactly the same as Guatemalan NIT/RTU card (tax ID card) ▪ Once the customs import policy is made and authorized by Guatemalan customs, it cannot be corrected <ul style="list-style-type: none"> ▪ If the information is incorrect and the custom office refuses to clear it, the broker (customs agent) has to obtain a legal authorization from custom authorities by a resolution that takes from 10 to 15 working days, resulting in delays and demurrage on the shipments this will cause extra costs.



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