



Importing Personal Property Into **BELGIUM**

HOUSEHOLD GOODS AND PERSONAL EFFECTS

DUTY-FREE ENTRY IS PERMITTED IF THE FOLLOWING REQUIREMENTS ARE MET:

- Quantity of personal effects, furniture, and household goods must be in accordance to that of a normal household.
- Household goods shipments must clear Customs within 12 months from change of residence—date shipper registers as a resident in Belgium.
- Shipper is transferring normal residence to Belgium.
- Household goods must have been in the shipper's possession and use for at least 6 months.
- Shipper must have had normal residence outside Belgium for at least 12 consecutive months.
- Items must have been purchased in country of origin or elsewhere with payment of local duties and/or taxes, without refund of duties/taxes at a later date.
- Items must not be disposed of within 12 months of importation unless the Belgian Customs has been informed. In most instances, duties and/or taxes will be applicable.

Notes:

- Duty-free entry may be refused if removal goods are not in relation to the social standing of the shipper.
- Computers are not considered household goods or personal effects
- Foreigners without Certificates of Residence in Belgium must pay warranty of 10% Customs duties, 21% VAT, and possible fines.
- Several shipments may be made during the 12-month period, but the declaration of duty-free entry must be presented to Customs for all the shipments during Customs clearance of the first shipment.

Required Documents:

- ✓ The following documents—in French, Dutch, or German (depending on the area)—must be submitted to the head of local Customs:
 - ✓ Declaration IM/EU 4 (Regime 40), if goods originate outside the European Union (EU); document is to be signed by the shipper. (A separate, provisional declaration is required for private vehicles.)
 - ✓ Original and 5 copies of a signed, dated, valued inventory, including an “introductory statement” and a “concluding statement.” Household goods and personal vehicles, if applicable, are to be listed, along with the number of shipments. All electrical items must be listed with serial numbers.
 - ✓ Documentation proving to Customs that shipper's normal residence has been abroad for at least 12 months, and shipper has received, or is in the process of receiving, resident status in Belgium.
 - ✓ Customs may require proof of the shipper's residence abroad and the shipper's identity. Custom's may also require proof of the authenticity of the shipper's signature; therefore, it is advisable for the shipper's signature to be legalized in the country of origin by a local notary public or by a Belgian diplomatic mission.
- ✓ Copy of passport
- ✓ Original Bill of Lading/ Air Waybill
- ✓ Request for free entry form
- ✓ Work Permit
- ✓ Certificate of Residence “Model 2” (or its application)—aankomsttest/attestation d'arrivée—less than 12 months old, from the local Belgian town hall; or copy of Belgian identity card
- ✓ Lease contract
- ✓ Indemnity/insurance documents

Required Documents for Household Goods/Personal Effects (continued):

- ✓ Returning Belgian residents require a Change of Residence Certificate "Model 8" from the time they left Belgium.
- ✓ Shippers originating from non-EU countries require a certificate stating that the shipper has resided outside of the EU for at least 12 months. This certificate can be issued by the Belgian Consulate at origin, or by the shipper's employer at origin or branch office in Belgium.
- ✓ Shippers making company moves require a declaration (stamped and signed) from the employer stating that the transfer is necessary and required, and that the employee has resided outside the EU for at least 12 months.

DIPLOMATIC REMOVALS

- Diplomats are defined as foreign official based in Belgium, including European Commission officials and staff of International Organizations, but excluding returning Belgian embassy diplomats.
- Foreign diplomats are allowed to import their goods tax-free.

Required Documents:

- ✓ Customs Form 136-F, delivered by local embassy in Brussels. The shipper must personally sign this document; therefore the shipper must arrive in Belgium at least 1 or 2 weeks prior to the arrival of the shipment.
- ✓ Packing list
- ✓ Total value to be declared to Customs
- ✓ Copy of diplomatic passport

PROHIBITED ITEMS

- Animal products from endangered species, including ivory
- Drugs and narcotics

RESTRICTED ITEMS

- Tobacco products and foodstuffs
- Telephone and fax machines require approval from Customs
- Items newer than 6-months old are subject to duties.
- Presents and souvenirs will incur duties.
- Electronic/electrical appliances and equipment may require modifications
- Firearms and ammunition require a shooting license and must be listed on inventory showing manufacturer, type of weapon, serial number, and caliber of firearm.
- Alcohol must be accompanied with the statement "fond de cave" (less than 30 bottles) for duty-free importation.
- Plants and vegetables must be accompanied by a phytosanitary certificate issued by the Ministry of Agriculture from the country of origin.

MOTOR VEHICLES

- Duty-free entry is permitted for automobiles, provided that the vehicle has been registered for over 12 months and has been used by the shipper for at least 6 months.
- To be exempt from duties and taxes, the conditions for duty-free entry of household goods must be met.
- Trailers, motor homes, etc., are also permitted duty-free entry, provided they show visible signs of use.
- Vehicle must comply with Belgian safety and emission requirements, therefore modification may be necessary.
- Once the vehicle is Customs cleared, the following steps must be taken: a certificate of conformity must be obtained, a technical inspection must be performed, insurance against third-party liability must be obtained, and the vehicle must be registered.

Required Documents:

- ✓ Form IM/EU 4 – agreement not to dispose of the vehicle within 12 months of importation
- ✓ Vehicle must be listed in the inventory detailing the manufacturer, body and engine number, color, and type of vehicle.
- ✓ Original purchase invoice or other document showing that duties and/or taxes were paid and not subsequently refunded; the vehicle must not have been purchased “in transit” in the country of origin.
- ✓ Documents proving that the shipper owned and used the vehicle in the country of origin for at least 6 months prior to arrival in Belgium, including: insurance policy, certificate of title, tax receipts, maintenance invoices, etc.
- ✓ Certificate of insurance valid for at least 6 months prior to arrival in Belgium.
- ✓ Documents proving shipper has resided outside of Belgium for at least 12 months and that the shipper is transferring normal residence to Belgium.
- ✓ Original license plate from the country of origin
- ✓ Valid International Motor Insurance Card, or “green card” (obtained after Customs clearance)

Note:

- ✓ The local Customs office will issue a Provisional Release Document 139B and a stamped copy of the Declaration Form IM/EU 4. Both documents should be kept in the vehicle at all times.

DOGS AND CATS

- Importation of cats and dogs is granted without quarantine.
- Five pet animals per person are allowed to be imported into Belgium.
- Dogs and cats under the age of 7-weeks old are prohibited unless the kittens or puppies are not yet weaned and traveling with their mother.
- All pets must have an electronic identification microchip, ISO# 11784 & 11785.
- Only rabies vaccinations administered after the implantation of the microchip will be considered valid. A waiting period of 21 days after the rabies vaccination has been administered is required before an animal is permitted to enter Belgium. (No exceptions will be made for kittens or puppies.)
- Animals remaining in Belgium longer than 6 months must be registered with the ABIEC (Belgian Association for Identification and Registration of Dogs). A Belgian veterinarian can assist the owner with the registration.

IMPORTING CATS AND DOGS (continued):

- Import authorization is required and an application can be obtained from:
The Belgian Veterinary Services
Dhr. Moelans Joan
World Trade Center 3 – 24th Floor, Boulevard Simon Bolivar 30
B-1000 Brussels
Belgium
Telephone: 011.32.2.208.5040
Fax: 011.32.2.208.5172
E-mail: import.export@favv.be

REQUIRED DOCUMENTS:

- ✓ Import Authorization:
 - ✓ To obtain, complete an “Application for Import/Transportation of Live Animals” and submit to the Veterinary Services in Brussels (see contact information above). Cost of an import permit, as of January 2006, is €38.80.
 - ✓ Import Authorization is valid for 6 months; this form will accompany the pet.
 - ✓ On the line “Border Inspection Post,” (on the “Application for Import or Transit Authorization for Live Animals”) enter the first port-of-entry into the EU, even if final destination is Belgium.
- ✓ Veterinary Certificate:
 - ✓ Must be issued within 48 hours prior to departure and is valid for 10 days. The original certificate travels with the pet.
 - ✓ Must be completed or stamped by an APHIS-accredited veterinarian.
 - ✓ Complete up to part IV, since Belgium does not require the following 3 tests: rabies serological test, tick treatment, or Echinococcus treatment.

ART AND ANTIQUES

- Antiques can be imported duty-free but are subject to payment of VAT.

ACKNOWLEDGEMENTS

- Embassy of Belgium in Washington, DC, www.diplobel.us, 2008.
- Gosselin World Wide, 2008.
- Interdean, 2007.
- Household Goods Forwarders Association of America, Inc., “Commercial Shipper’s Guide,” 2005.

The information presented herein is based on customs data available at the time of printing and is frequently subject to change without notice. It is the responsibility of the owner or importer of the household goods to comply with the current customs restrictions, regulations, and duties of the country to which the goods are imported. We strongly advise customers to contact the consulate or embassy of the destination country for the most current information on customs regulations, restrictions and duties for importing household goods, personal effects and vehicles.