UKRAINE IMPORT GUIDE
IMPORT SERVICES

When you set up an Import Express account with DHL Express, you can receive shipments from more than 200 countries around the world and have complete control over the costs and process. Door to door. An Import Express account offers:

**One Account**
Handle all your inbound shipments through a single account number, simplifying tracking and supplier control.

**One Company**
Trust the world’s leading express company to take care of all your import shipments whenever your business needs them.

**One Phone Call**
Your suppliers phone our Customer Service Advisors in the usual way and we’ll handle the rest, giving you more time to manage your business.

**One Network**
Your shipments travel through DHL Express’ integrated delivery network, giving you the confidence in reliability that your business demands.

**One Price**
Whatever the origin country of your import shipments, you know the charges before anything is sent, avoiding any later surprises.

**One Invoice**
If you have one supplier or multiple suppliers from several countries, all your Import Express shipments will be shown on just one single invoice.

**One Speed**
The same DHL EXPRESS WORLDWIDE delivery standard is promised for your inbound shipments as with your out-bound shipments. Your supplier only needs to have the shipment and relevant paperwork ready for our courier to make a pickup. We also offer a DHL IMPORT EXPRESS 12:00 delivery to many destinations.
# GENERAL REQUIREMENTS

## TYPES OF CLEARANCE

### IMPORT

<table>
<thead>
<tr>
<th>Entry type</th>
<th>Clearance Parameters</th>
<th>Customs Clearance Process</th>
<th>Required documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informal</td>
<td>Values up to 300 EUR (total value of goods per one consignee per day). Restrictions may apply to excisable goods (Alcohol &amp; Tobacco etc.)</td>
<td>- No Duty and no VAT for non-commercial shipments if no additional paperwork required, otherwise formal clearance with no duty and no VAT.</td>
<td>AWB, Invoice&lt;br&gt;Proof of value (cheque, label etc.)</td>
</tr>
<tr>
<td>Formal</td>
<td>Values above 300 EUR (total value of goods per one consignee per day). Restrictions may apply to excisable goods (Alcohol &amp; Tobacco etc.)</td>
<td>- Formal entry process (Cargo Customs Declaration )&lt;br&gt;• Duty (depends on HS code)&lt;br&gt;• VAT - 20%&lt;br&gt;• Brokerage fee min 110 EUR</td>
<td>AWB, Invoice, contract with the shipper, permissions according to HS code, registration card with local UA customs, certificate of value assets, Brokerage services agreement in case clearance is not done by consignee</td>
</tr>
<tr>
<td>Informal</td>
<td>Values up to 300 EUR (total value of goods per one consignee per day). Restrictions may apply to excisable goods.</td>
<td>- No Duty and no VAT if no additional paperwork required, otherwise formal clearance with no duty and no VAT but Brokerage fee min 55 USD.</td>
<td>AWB, Invoice&lt;br&gt;Proof of value (cheque, label etc.)</td>
</tr>
<tr>
<td>Formal</td>
<td>Cultural treasures with total value up to 300 EUR (total value of goods per one consignee per day).</td>
<td>- Customs Declaration&lt;br&gt;• Duty - NO&lt;br&gt;• VAT - NO&lt;br&gt;• Brokerage fee min 40 EUR</td>
<td>AWB, Invoice, copy of passport, permissions of Non-Tariff regulations according to HS code, Brokerage services agreement in case clearance is not done by consignee</td>
</tr>
<tr>
<td>Formal</td>
<td>300 EUR to 10 000 EUR (total value of goods per one consignee per day). Restrictions may apply to excisable goods.</td>
<td>- Customs Declaration&lt;br&gt;• Duty - 10% of good’s value&lt;br&gt;• VAT - 20%&lt;br&gt;• Brokerage fee min 40 EUR</td>
<td>AWB, Invoice, copy of passport, agreement for declare process, Brokerage services agreement in case clearance is not done by consignee</td>
</tr>
<tr>
<td>Formal</td>
<td>Values above 10 000 EUR (total value of goods that came to one receiver during the day). Restrictions may apply to excisable goods.</td>
<td>- Formal entry process (Cargo Customs Declaration )&lt;br&gt;• Duty - full rate according to HS code&lt;br&gt;• VAT - 20%&lt;br&gt;• Duty - full rate according to HS code&lt;br&gt;• Brokerage fee min 110 EUR</td>
<td>AWB, Invoice, copy of passport, permissions of Non-Tariff regulations according to HS code, Brokerage services agreement in case clearance is not done by consignee</td>
</tr>
</tbody>
</table>
CUSTOMS CLEARANCE PROCESS

Shipment arrival in Ukraine:
Formal customs clearance is required

Arrival notice to consignee (by telephone, fax, email or telegram), information regarding storage and customs clearance procedure.

Bonded Transit
Consignee’s approval
Transit documents preparation
DHL Express delivers the shipment to the destination city
Preliminary documents to consignee/consignee’s broker
Customs clearance process
Customs release

Who organizes customs clearance of shipment?

DHL Express
Brokerage services agreement with DHL
Preliminary documents to broker
Customs clearance process
Customs release

Consignee/consignee’s broker
Preliminary documents to consignee/consignee’s broker

Airwaybill with customs stamp to Duty Billing (Import reception)

Storage?

Yes
Invoice for storage service

No
Storage Invoice payment

Delivery of shipment

OK
### CUSTOMS CLEARANCE OFFERING

#### LICENSED CUSTOMS BROKERS

- To import shipments into Ukraine, a “Licensed Customs Broker” must be appointed to facilitate the process between Customs and the consignee.

- Unlike other companies, DHL Express Ukraine staffed Licensed Customs Brokers and can organize customs clearance of shipment for customer. This means that the Customs process is controlled “in-house” and ensures faster turn-around and better control of the process.

#### Customs clearance offering

<table>
<thead>
<tr>
<th>Values*</th>
<th>=&gt;</th>
<th>For Companies</th>
<th>For Private Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 300 EUR</td>
<td>Parcels can be sent to all serviced cities of Ukraine. Consolidated Manifest Clearance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; 15 kg</td>
<td></td>
<td>Kiev</td>
<td>Kiev</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Odessa</td>
<td>Odessa</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kharkiv</td>
<td>Kharkiv</td>
</tr>
<tr>
<td>&gt; 300 EUR</td>
<td>Formal customs clearance is required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt; 15 kg</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt; additional paperwork required</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Bonded transit. Customs clearance must be provided by consignee.

<table>
<thead>
<tr>
<th>Bonded transit. Customs clearance must be provided by consignee.</th>
<th>For Companies</th>
<th>For Private Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All serviced cities</td>
<td>Kiev</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Odessa</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kharkiv</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dnipropetrovsk</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Simferopol</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mariupol</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Donetsk</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lviv</td>
</tr>
</tbody>
</table>
UA PROHIBITED COMMODITIES

STANDARD DHL PROHIBITED COMMODITIES PLUS:

- Passport and other identification documents
- Military certificates
- Permissions for gun carriage
- Commodities requiring special temperature regimes
- Commodities addressed to foreign ships
- Hidden audio/video recording devices
- Soil samples

COMMODITIES PROHIBITED FOR PRIVATE INDIVIDUALS:

- Animal products and plant products except for foodstuffs in manufacturer packaging with total weight no more than 10 kg per shipment
- Alcohol and other beverages
- Tobacco, cigarettes, cigars
- All kind of products for medical purposes (toothpaste, devices, etc.)

If the shipment addressed to private individual contains above mentioned goods it will be returned to origin automatically.
COMMODITIES REQUIRE PERMISSIONS OR MAY BE RESTRICTED

- Artwork inc.drawings/proofs/layouts, drawings, technical/architect/eng
- Alcoholic beverages (prohibited for private individuals)
- Animal products (prohibited for private individuals, except for foodstuffs in manufacturer packaging with total weight no more than 10 kg per shipment)
- Chemicals, liquids, non-hazardous
- Coal & firewood
- Coffee and coffee samples (except for coffee in manufacturer packaging with total weight no more than 10 kg per shipment.)
- Communications equipment
- Compact disks (no more than 20 disks for private individuals)
- Computer components & parts
- Cosmetics
- Drugs: non-prescription & prescription
- Electronic equipment
- Foodstuffs (except for foodstuffs in manufacturer packaging with total weight no more than 10 kg per shipment)
- Measuring apparatus
- Medical, dental samples, supplies & equipment
- Mobile phones, accessories & components

- Parts, machine & electronic
- Personal belongings
- Phones/modems
- Plants & plant products (prohibited for private individuals, except for plant foodstuffs in manufacturer packaging with total weight no more than 10 kg per shipment)
- Plastic made products
- Radar equipment, transmitters/receivers
- Radios, radio equipment or parts
- Rubber made products
- Seeds [(prohibited for private individuals)
- Ship spare parts (prohibited to foreign ships)
- Stone/mineral samples for analysis
- Tapes: audio and video cassettes
- Tea and tea samples (prohibited for private individuals except for tea in manufacturer packaging with total weight no more than 10 kg per shipment)
- Telecommunication equipment
- Television equipment
- Tobacco, cigarettes, cigars (prohibited for private individuals)
The Air Waybill (AWB)

The Air Waybill accompanies the shipment and forms part of the paperwork set. It may also include valuable information not mentioned on the invoice.

The most common errors when completing paperwork

<table>
<thead>
<tr>
<th>Error</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content description is vague</td>
<td>The description must be detailed and accurate. For example, ‘computer parts’ would require the words ‘computer parts’ AND brand name, model, serial number of the computer, list of all parts and serial numbers, easily understood descriptions (no technical terms)</td>
</tr>
<tr>
<td>Incorrect product code</td>
<td>Incorrect product code on the Air Waybill</td>
</tr>
<tr>
<td>Not in English</td>
<td>Invoice or description is not in English</td>
</tr>
<tr>
<td>Improper value or quantity</td>
<td>Goods are deliberately under-valued to avoid duties or taxes</td>
</tr>
</tbody>
</table>
DOCUMENTS NEEDED FROM IMPORTER FOR CUSTOMS CLEARANCE

- Consignee’s Registration card at Ukrainian customs
- Note of absence of value assets abroad
- Contract with the shipper
- Contract with broker in case clearance is not done by consignee
- Translation of the invoice
- Certificates, licenses and other permissions that should be presented during customs clearance according to the HS code
- Documents that prove commodity value: copy of export declaration (if available), price lists, catalogs, proofs of money transfer
- Other document requested by customs
The Invoice

A "Pro Forma Invoice" may be used for certain transactions such as goods not intended for further sale, returned merchandise and goods intended only for temporary import among other purposes. The "Commercial Invoice" is issued if the goods are sending for sale.

<table>
<thead>
<tr>
<th>In</th>
<th>Description</th>
<th>Country of origin</th>
<th>Net weight/kg</th>
<th>HS Code</th>
<th>Unit price, USD</th>
<th>Total price, USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Suit, mod. Coat, mod. Man Business, art. 132/41.387, trade mark Lepas; wool (25%), cotton (5%), Lining viscose (100%)</td>
<td>Italy, Lignano</td>
<td>15 kg</td>
<td>6101902000</td>
<td>10</td>
<td>125.00</td>
</tr>
<tr>
<td>2</td>
<td>Suit, mod. Coat, mod. Woman Business, art. 132/41.341, trade mark Lepas; wool (85%), cotton (15%), Lining viscose (100%)</td>
<td>Italy, Lignano</td>
<td>8.8kg</td>
<td>6102901000</td>
<td>10</td>
<td>105.00</td>
</tr>
<tr>
<td>3</td>
<td>T-shirts, mod. Grey, trade mark Piramid; cotton (100%)</td>
<td>China, Tajiljan Trod, Ltd.</td>
<td>5.5kg</td>
<td>6207101000</td>
<td>10</td>
<td>450.00</td>
</tr>
<tr>
<td>4</td>
<td>Catalogues Loops</td>
<td>China, Calexptat Bijing Ltd.</td>
<td>6.8kg</td>
<td>6911100000</td>
<td>8</td>
<td>3.45</td>
</tr>
</tbody>
</table>

Total price, USD: **2507.00**

FREE OF CHARGE DELIVERY
NO COMMERCIAL VALUE: VALUE FOR CUSTOMS PURPOSES ONLY

Reason for export should prove non-commercial purpose.

Don't forget to add this phrase. It's very important for pro-forma invoice.

Signed by: ___________________________ Signature, stamp of consignor

REASON FOR EXPORT: Samples for marketing

Value should be realistic. Be ready that additional paperwork may be needed to prove value like price lists, catalogs, bills, etc.

Reason for export should prove non-commercial purpose.

Please ask your shipper to use same currency throughout invoice. Do not use currency for which National Bank of Ukraine doesn't provide exchange rates.

Please note that it's preferable to indicate contract for the free of charge delivery in the invoice.

You may not indicate terms of delivery. Please note that DHL Express does not offer DDP. Shipping charge and insurance are indicated according to your wishes.

Please note that DHL Express does not offer DDP.

The name and address should match the consignee's registration documents.

Description needs to be as detailed as possible - commodity name, intended use, part/serial numbers, materials, components, sizes etc

Don't forget to add this phrase. It's very important for pro-forma invoice

Original signed and stamped invoice is needed for customs clearance.

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A COMMERSIAL OR PRO FORMA INVOICE MUST CONTAIN:

- Complete name and address of the:
  - Consignee
  - Seller or Manufacturer
  - Importer, if different from Consignee

- Detailed description of the merchandise

- Number of pieces (quantities)

- Value per Item

- Total Value

- Country of Origin

- Reason for Export (e.g. resale or inter company transfer)

- Importer register code

INVOICE REQUIREMENTS

- Description of goods should be sufficient for correct identification of HS code and correct declaration of the goods.

- Invoice should contain correct values itemized by no of units with 3-L code currency – USD, EUR preferably.

- Reason of export and terms of delivery should be indicated: CIP or DAP (preferable).

- Invoices must be competed in English, originally stamped and signed by consignor.

- Generic names and abbreviated descriptions must not be written in invoice & HAWB.

WEIGHT NOTE

- Max weight per shpt: 300.0 KG (660.0 LB), Max weight per piece: 30.0 KG (66.0 LB)

- For cities marked IMPEX* WPX service is available for legal entities & under conditions: weight limit 5kg, customs value less 100 EUR per shpt. If exceeds should be sent under local UA import express account or additional charges will be billed to origin

- For cities marked 20kg shpt* service is available for shipments under condition - max weight 20kg per shipment, max dim 60x60x55