

Approved by the Decree No. 100/140

dated 23.10.2014 of

the State Customs Committee

## **Methodology of the rules of declaration of goods conveyed through the customs border of the Republic of Azerbaijan by physical persons**

### **1. General provisions**

1.1. This methodology determines the rules of declaration of goods conveyed through the customs border of the Republic of Azerbaijan by physical persons.

1.2. Physical persons convey the goods to be declared in written form through the customs border by submitting simplified declaration regarding them.

1.3. During the written or electronic declaration the simplified declaration (hereinafter declaration) is used (Form 1).

1.4. The declaration is filled out by declarant.

1.5. Without prejudice to the information incumbent upon customs authorities to be added (written) to the customs declaration, the customs officials have no right to fill out the declaration on their own initiative or on the request of the person concerned, as well as alter, make additions or complete the information contained in it.

1.6. The declaration is filled out by physical persons having reached the age of maturity.

1.7. When the goods to be declared in written form are conveyed through the customs border by physical person not having reached the age of maturity, those goods are declared by the person accompanying him/her.

### **2. The rule of submission of declaration**

2.1. The declaration can be submitted in written form or electronically, considering the requirements of "E-government" principles and the Law of the Republic of Azerbaijan on "E-signature and e-document".

2.2. The declaration is considered to be accepted from the time it is produced to customs authorities.

2.3. The relevant items and boxes must be filled out in complete form. The unfilled parts of it must be crossed out.

2.4. When the physical persons convey the goods not intended for production or commercial purposes through the customs border in hand baggage and/or accompanied luggage, they produce the simplified declaration at the same time with submission of the goods to customs authority.

2.5. When the declarant informs about the movement of unaccompanied baggage and when the means of transport, the foreign currency means in cash form to

be taken back afterwards, as well as temporary goods are moved through the customs border, the copy of the declaration is drawn up.

- 2.6. Except for cases referred to in item 2.5., the copy of the declaration appropriately drawn up and approved, is given to the person concerned on his/her request.
- 2.7. When the declaration is not sufficient for the information related to all of the goods to be included in, a new copy of the declaration is used as a supplementary page and marked with a serial number on the upper right corner.
- 2.8. After the customs clearance of goods and vehicles is completed, the declaration is stored at the customs authority having conducted the customs clearance for the period defined by legislation and the customs authorities form the paper and electronic archive of declarations.

### **3. The rule of filling out the declaration**

- 3.1. The corresponding box of the declaration must be marked with "x".
- 3.2. In the "entry" and "exit" boxes of the declaration the movement direction of the goods is indicated by the person passing the customs border of the Republic of Azerbaijan.
- 3.3. The following information is indicated in the 1<sup>st</sup> section of the declaration by referring to the passport data of the declarant:
  - 3.3.1. In item 1.1. surname, name and patronymic of the declarant;
  - 3.3.2. In item 1.2. series and number of the passport;
  - 3.3.3. In item 1.3. citizenship;
  - 3.3.4. In item 1.4. the country he/she comes from (goes to);
- 3.4. Information related to declared goods is given in the 2<sup>nd</sup> section of declaration:
  - 3.4.1. In item 2.1. movement through the customs border of the currency means and securities more than the equivalent of 10000 (ten thousand) US dollars;
  - 3.4.2. In item 2.2. movement of goods in the amount more than the determined limits or not complying with determined conditions in accordance with the legislation of the Republic of Azerbaijan, as well as the goods movement of which requires special authorisation (license), permission document;
  - 3.4.3. In item 2.3. movement through the customs border of the Republic of Azerbaijan of precious metals and precious stones in the amount more than the equivalent of 1500 (one thousand five hundred) US dollars.
  - 3.4.4. In item 2.4. temporary movement of goods through the customs border of the Republic of Azerbaijan in the amount more than defined by legislation;
  - 3.4.5. In item 2.5. the movement of the vehicles and whether it is moved in transit;
  - 3.4.6. In item 2.6. the unaccompanied baggage moved through the customs border by transport or postal companies, as well as goods moved by carrier companies belonging to the declarant.
- 3.5. In the table at the end of the 2<sup>nd</sup> section of the declaration the detailed information about the goods declared by the declarant in items 2.1-2.6 of the declaration is provided:

- 3.5.1. Serial number;
- 3.5.2. Information about the goods (in case of a motor transport its identification number (VIN));
- 3.5.3. Quantity of the goods conveyed through the customs border (expressed in supplementary units);
- 3.5.4. The documents related to unaccompanied baggage and if available, the state body issued the permit document, its issue date and number;
- 3.5.5. The last date and time of the temporary stay of the goods;
- 3.5.6. Customs value of the goods and total value of the goods.
- 3.6. In the 3<sup>rd</sup> section of the declaration the date of submission of the declaration is indicated and approved by the signature of the declarant.
- 3.7. After the declaration is approved by the declarant, the customs official adds the following information in the official use part of the declaration and approves it with his personal numbered stamp and signature:
  - 3.7.1. Information regarding the guarantee form approved by customs authorities regarding the temporary movement of the transport means;
  - 3.7.2. The number and date of the invoice on the paid customs payments.
  - 3.7.3. The registration numbers of the vehicle and the name of the customs authority having conducted the whole clearance of the vehicle or the customs authority of destination when those vehicles are brought for permanent stay or moved in transit;
  - 3.7.4. The name of the customs authority having conducted the customs clearance;
  - 3.7.5. Other information deemed necessary by the customs official.