

COP 12 –

CONGRESS MATERIALS ENTRY TO URUGUAY – CUSTOMS PROCEDURES -

(PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY)

1- DOCS SUBMISSION -

In all cases there should be a local legally registered company responsible for the goods entering Uruguay. In this case the **Consignee** is the Ministry of Environment and Housing of Uruguay (MVOTMA). Therefore, **all goods must be consigned to:**

MVOTMA (MINISTERIO DE VIVIENDA ORDENAMIENTO TERRITORIAL Y MEDIO AMBIENTE)

Direccion: Zabala 1432 – Montevideo – Uruguay

DESCRIPCION: “MATERIAL PARA LA CONFERENCIA RAMSAR COP12”

Documentation must be sent to the following address as :

Notify Party: Gabriela Rohr - Congresos & Reuniones - Address: Alzaibar 1305 of.102 – Montevideo 11.000 – Uruguay - Ph. (598) 2 9160900 – info1@congresos-rohr.com who will notify the customs broker of the event for customs release.

Prior to sending the goods for use at the event, you must send to the local secretariat – (info1@congresos-rohr.com) list of goods to be shipped, estimated weight and volume, how many cases under the same invoice and under the same airway bill, estimated value for customs purposes and invoice stating this value for customs purposes and specifying that there will be no transaction with these goods (that they are not for commercial or selling purposes). You must also specify if goods are coming for consumption at the event for **import purposes** or leaving the country after the event, this is under **temporary admission regime**.

YOU CANNOT MIX cargo coming under these two means, they must come under separate packing, under separate airway bills and under separate invoices. They must come under totally different shipments.

After we receive this information even if estimated value and weight/volume, the customs broker can quote release costs from customs and we will advise you beforehand. (Sometimes we can advise it would be less expensive to pay an extra luggage or passengers' bag than paying freight and all the related expenses or even we can facilitate and print here some flyers or produce banners for your booth).

Due that this is an international event declared of National Interest by the Ministry of Tourism, this only exempts taxes, but official levies should be paid, also floor space at the cargo airport terminal and paperwork that only a customs broker can prepare. Fees will include documentation release, incoming levies, floor space at the cargo terminal in and

out – customs broker fees, as well as transport to Punta del Este. Pre-payment is requested for release of goods and customs broker has to estimate prior to arrival so that we receive pre-payment from your part. Final costs may vary and there may be a balance to be paid upon arrival depending on daily rate for storage at the airport, final levies as per exact valuation from Customs authorities as they may differ from estimated valuation, or after exact weight and volume.

2- **PAPERWORK**

There are two types of procedures :

2.1 GOODS ENTERING THE COUNTRY AND WHICH WILL RETURN TO ORIGIN EXACTLY THE SAME AS THEY CAME - TEMPORARY ADMISSION DOCUMENTATION PROCEDURE will be prepared.

VERY IMPORTANT: TO CLOSE INCOMING PAPERWORK FOR GOODS ENTERING UNDER TEMPORARY ADMISSION, CUSTOMS DEPARTMENT WILL VERIFY WHAT GOES OUT IS EXACTLY THE SAME AS ENTERED.

IF DIFFERENCES ARE FOUND PAYMENT OF CORRESPONDING IMPORT TAXES APPLY OVER THE VALUE DETERMINED BY CUSTOMS.

2.2 GOODS ENTERING THE COUNTRY BY AIRLINE OR PRIVATE COURIER TO BE CONSUMED AT THE CONGRESS – there are different situations as these will not return as they came (items such as flyers, brochures, books, gifts, pads and pens, etc. which will be distributed to participants or used during the Conference must pay import duties.

In order to establish regime to apply, the value of invoice plus International freight must be considered. If document comes with insurance declared this to be added up to the total value.

VERY IMPORTANT: FOR PROMOTIONAL MATERIAL OR GOODS COMING WITHOUT COMMERCIAL VALUE, CUSTOMS WILL APPLY THEIR OWN CHART OF VALUES PER KILO (CIF VALUES – COST + INSURANCE + FREIGHT (IN THESE CASES THESE VALUES WILL ALWAYS APPLY)), FOR THE DIFFERENT TYPES OF MATERIALS, ACCORDING TO THE FOLLOWING DETAILS:

- If airwaybill has a weight declared less than 20 kgs and invoice value plus international freight is under US\$ 50, paperwork for courier release has to be prepared –
- If airwaybill exceeds 20 kgs and (OR US\$ 50, import paperwork should be prepared (DUA – DOCUMENTO UNICO ADUANERO)

For customs purposes and for goods for promotional purposes – it is considered that their FOB value (only goods) is of US\$ 6,50 per kilo. This value plus international freight (CIF cost – Cost and freight) will be the basis to determine the limit of US \$ 50 for courier or documentation (DUA). Customs will value any difference as per their valuation chart or consideration.

Only in some occasions and depending on customs valuation, small packages under 2 kgs and under US\$ 50 CIF value or just documents (docs) will probably arrive directly to the local Secretariat. All private courier (DHL – FEDEX etc.) packages go through customs valuation.

If the invoice from origin comes with no value, or if value declared is not correct according to customs criteria, valuation will be requested and this takes approx. 4 days –

We detail below estimated costs for airfreight and some examples – costs may vary depending on the estimated:

CUSTOMS NO.	DESCRIPTION	CIF VALUE Average Indication kg. X U\$S
48.19	Boxes, bags, small bags, cones, paper containers, carton, cellulose or cellulose fiber, office cartons or packings, shop boxes packings or similar	6
48.21	Tags of any kinds, paper or cardboard even printed ones	24
49.01	Books, flyers, brochures or similar printed matter even loose sheets of papers or photocopies	19
49.02	Newspapers and publications, printed matter, including illustrated or with publicity	12
49.08	Stickers of any kind	20
49.10	Caleandars of any kind Including desktop calendars	15
49.11	All other printed matters	20

- If airwaybill has less than 20 kgs declared weight and invoice value for customs purposes and cost, freight and insurance (CIF = Coct, freight and insurance) declared is less than US\$ 100 , Courier dispatch procedure is processed.

- If airwaybill exceeds 20 kgs weight and /or US\$ 100 declared value, another type of document will be issued (DUA – DOCUMENTO UNICO ADUANERO)
- Only in some occasions and depending on Customs valuation, documents or packages less than 2 kgs and CIF value of US\$ 50 or less, or only documents (docs) will probably arrive directly to the local Secretariat. All private couriers packages (DHL – FEDEX or others) will always go through customs for value verification
- If invoice from origin comes with no value, or declared value is not correct according to Customs criteria, a valuation will be required and it may take up to four days.

3- ESTIMATED COSTS

3.1 ESTIMATED COST FOR GARGO ENTERING URUGUAY UNDER TEMPORARY ADMISSION AND THEN RETURN to ORIGIN -

CASE EXAMPLE:

(we detail below an example)

- Income and departure via airfreight -
 - Weight of cargo as per airway bil – 300 kgs
 - Stay in airport terminal - 5 days since arrival
 - Paperwork prepared in due timing (week days) for customs and cargo terminal
 - Cargo needing no special certificate (example Ministry of Agricultures, Ministry of Health, and others)
 - CIF Value - cost in origin , plus freight and international insurance –
 - Weight for air cargo: 300 kgs
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FOR EACH AIRWAYBILL OF 300 KGS WITH A MAX. CIF VALUE OF USD 30.000 – ESTIMATED COST FOR CUSTOMS BROKERAGE TO ENTER THE COUNTRY AND RETURN TO ORIGIN UNDER TEMPORARY ADMISSION IS APPROX. US\$ 1200 AS PER THIS EXAMPLE

3.2 CARGO WHICH ENTER THE COUNTRY AND IS CONSUMED DURING THE EVENT :

Examples:

- 1) **Airway bill up to 20 kgs and value of goods plus freight up to US\$ 50**

IN THIS CASE EACH AIRWAY BILL WILL PAY AN ESTIMATE OF US\$ 395 –

2) Airway bill weighing more than 20 kgs and /or goods value plus freight OVER US\$ 50:

FOR EXAMPLE:

- WEIGHT OF AIRWAYBILL – 300 KGS
- AIRWAYBILL CIF VALUE : US\$ 1.000
- GOODS PAY 20% TAX TGA AND 15% IRAE LEVY (ON INCOME)
- STAY/STORAGE AT AIRPORT CARGO TERMINAL : 5 DAYS SINCE ARRIVAL .
- CARGO NEEDING NO SPECIFIC CERTIFICATE (FROM MINISTRY OF AGRICULTURE, MINISTRY OF HEALTH ETC.)
- CIF VALUE = COST OF ORIGIN +INTERNATIONAL FREIGHT + INSURANCE

IN ALL CASES YOU SHOULD CONSIDER THE FOLLOWING:

- **AIRPORT CARGO TERMINAL COSTS INCREASES WAY IN AND OUT AS FOLLOWS:**
- EVERY 5 ADDITIONAL DAYS CARGO TERMINAL STORAGE – US\$ 95
- FOR EACH ADDITIONAL 300 KGS US\$35
- **FREIGHT TO PUNTA DEL ESTE IN AND OUT (for goods under temporary admission leaving the country)** - Minimum US\$ 350 – we will try to collect all goods from different exhibitors and distribute cost as per volume (distance Montevideo to Punta del Este is 140 kms)
- **CUSTOMS BROKER HANDLING FEE:** TO QUOTE PER AIRWAY BILL (DEPENDING ON HOW MANY BILLS PER CUSTOMER) –
- **EXPORT FEES** FOR TEMPORARY ADMISSION PROCEDURES WILL ALSO APPLY AND WILL BE QUOTED AS WELL AS TRANSFER TO MONTEVIDEO AND EXPORT DOCS.
- GOODS ENTERING UNDER TEMPORARY ADMISSION SHOULD LEAVE THE COUNTRY WITHIN 90 DAYS MAXIMUM.
- **EXPORT** --- AS GOODS ENTERED UNDER TEMPORARY ADMISSION WILL HAVE TO LEAVE CONRAD HOTEL THE DAY AFTER THE CONFERENCE – ALL MUST BE LEFT ALREADY PACKED THE LAST DAY OF THE CONFERENCE NEXT TO YOUR BOOTH AND PROPERLY MARKED FOR PICK UP.
- **TRANSFER TO MONTEVIDEO AIRPORT** WILL BE ALSO DISTRIBUTED AMONGST EXHIBITORS AND QUOTED ACCORDINGLY.
- **STORAGE COSTS** IN PUNTA DEL ESTE FOR LARGE CRATES OR BOXES WILL BE CHARGED PER VOLUME – there is no storage space at the Conrad – this has to be arranged.
- **RETURN SHIPPING** - we must be advised as to arrangements made for freight either by airfreight or private courier as per owner’s instructions though they must leave with same documentation as introduced.

IMPORTANT NOTES:

- **ALL GOODS FOR THE COP 12 MUST ARRIVE IN URUGUAY BY 20TH MAY 2015** SO AS TO HAVE A WEEK'S DOCUMENTATION PROCESS AND HAVE THEM ALL IN PUNTA DEL ESTE FOR THE CONFERENCE SET UP.
- **LIST AND DETAILS OF GOODS MUST BE SENT BY MAIL TO THE LOCAL SECRETARIAT (info1@congresos-rohr.com) by 10TH MAY** AT THE LATEST SO AS TO PRE-QUOTE CUSTOMS FEES. ANY DIFFERENCE WILL BE ADVISED LATER AS EXPLAINED DEPENDS ON ACTUAL CUSTOMS VALUATION AND FINAL WEIGHT AND VOLUME. DIFFERENCE TO BE PAID UPON DELIVERY IN PDE.
- **NO GOODS WILL BE RELEASED WITH NO PRE-PAYMENT** OF ESTIMATED FEES – PAYMENT SHOULD BE SENT BY BANK TRANSFER **BEFORE SHIPPING** GOODS TO THE LOCAL SECRETARIAT AS PER INSTRUCTIONS.
- ANY GOODS NOT COMPLYING WITH THE ABOVE WILL BE ABANDONNED AT THE AIRPORT.
- IT IS ADVISED TO USE GOOD QUALITY OF PACKINGS (CRATES OR BOXES) AND KEEP THEM AT THE CONFERENCE AS THEY WILL BE NEEDED FOR RE-EXPORT –
- ANY GOODS LEFT ABANDONNED AT THE CONRAD HOTEL WITH NO INDICATION WILL BE DESTROYED AFTER THE CONFERENCE.
- A PERSON FROM OUR STAFF WILL BE PASSING BY ALL BOOTHS AND OFFICES DURING THE CONFERENCE TO ARRANGE PICK UP AFTER THE CONFERENCE FOR EXPORT IN CASE OF TEMPORARY ADMISSION .
- FOR ANY DOUBTS PLS CONTACT THE LOCAL SECRETARIAT info1@congresos-rohr.com and in Punta del Este either Myriam Genis or Gabriela Rohr at registrations desk or local Secretariat office (CEL. (598) 99.693234)