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# Customs Leaflet

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## Customs leaflet for the Olympic and Paralympic Family

The *Sochi 2014 Customs Leaflet* is intended for Olympic and Paralympic Family organisations and provides short practical insights on how to import and export various types of goods to and from Russia for organizing and staging the Sochi 2014 Winter Olympic and Paralympic Games.

More detailed information is provided in the *Customs and Freight Forwarding Guide*, which can be found on the official website of the Sochi 2014 Organizing Committee in the Logistics section at <http://www.sochi2014.com/en/logistics/>. You can also contact the Sochi 2014 Organizing Committee for advice or consultation at [customs@sochi2014.com](mailto:customs@sochi2014.com)

## Cargo importation for the Games

### Where to perform customs formalities?

If freight arrives by air or sea, you may find it more convenient to perform customs formalities at the arrival airport or seaport. For air cargo you may clear goods at the customs authorities in the Sheremetyevo, Domodedovo, Vnukovo (Moscow), Pulkovo (St Petersburg) and Sochi airports. For sea cargo, you may clear goods through the customs authorities at ports in the Krasnodar Region (Novorossyisk, Imeretinskiy) and at the Port of St Petersburg.

For goods shipped by truck or rail, you can choose to clear them either at a border customs office or at an inland customs office in Russia. In the latter case, goods are delivered to the relevant inland customs office under the transit customs procedure. Generally, if customs clearance is done inland, the customs authorities may require a financial security (bond) for goods transport from a border to an inland customs office unless goods are transported under an ATA carnet or a TIR carnet. Please consult with your logistics provider about what would be needed and the ways of ensuring a financial security.

### **Who is responsible for customs clearance? What is the role of a customs representative (broker)?**

The responsibility for performing customs formalities lies with an importer of record (the declarant). You may act as the declarant of the imported goods if you are:

- the Russian party to a transaction involving bringing goods into Russia; or
- you are importing the goods provided you are legally entitled to dispose of the goods within Russia (for example, NOCs, NPCs, broadcast companies, etc. importing their own goods for the Games shall be able to act as an importer of record).

You can declare goods by your own or hire a customs customs broker to act on your behalf when performing the required Russian customs formalities. We strongly recommend you to use the services of a customs broker for those who do not have experience in importing and customs clearance of goods into Russia. The Sochi 2014 Organizing Committee has appointed Kuehne + Nagel as its designated customs broker and freight forwarder (please visit [www.kuehne-nagel.com](http://www.kuehne-nagel.com)).

Although you are flexible in appointing your own preferred logistic services providers, it is highly recommended that you engage a freight forwarder with extensive knowledge of Russian customs regulations and temporary import arrangements for the import of goods for the Games.

### **What customs procedures could be used for the goods transferred for the Games?**

Upon declaring the goods, you are to assign them under one of the customs procedures. With respect to imports for the Games, the following procedures are applicable:

#### ***Sochi 2014 Customs Procedure (Sochi 2014 CP)***

The Sochi 2014 Customs Procedure allows Olympic and Paralympic Family members and other Games-related organisations to release goods intended for organising and staging the Games into Russia without paying a customs duty, VAT

and fees, as well as without providing most of the permissive documents. However, for the importation of certain type of food (such as fruits, vegetables, meat, fish and some fish products, butter), you need to have relevant official certificates and permissions (veterinary and/or phytosanitary certificate of the country of export, as well as other documents depending on the type of products).

You can use the special customs procedure for:

- temporarily imported goods for the Games,
- the goods to be donated after the Games,
- consumables and disposable items (sports uniforms, food, decorations, cables, etc.),
- gifts and give-away items, the value of such goods should be less than EUR 500 per item.

Goods for commercial use, alcohol and tobacco products, medicines containing narcotics, psychotropic substances and their precursors, as well as certain other goods that are restricted or prohibited for import into Russia, cannot be placed under a special customs procedure.

To assign goods under the Sochi 2014 Customs Procedure, you will need to:

- prepare a set of documents (transportation documents, commercial documents, veterinary/phytosanitary certificates, if applicable),
- fill in the customs declaration form (in four copies, three of which are returned to you by customs authorities),
- submit the documents for the goods and present the goods to the customs authority,
- submit the authorization to an employee (a letter, a power of attorney) to declare the goods on behalf of the organisation (except for the case where customs broker is engaged to perform customs formalities since the customs broker acts based on a customs brokerage contract).

You can find a template of the customs declaration form for Sochi 2014 customs procedure as well as the letter of authorization on the official web site of Sochi 2014 Organizing Committee in the Logistics section at <http://www.sochi2014.com/en/logistics/>

Russian customs will not require any financial security (bond) to place goods under the Sochi 2014 Customs Procedure.

While exporting goods out of Russia after their use at the Games, you will be required to declare them by filling in the respective fields of the customs declaration form under which the goods was initially imported into Russia under Sochi 2014 customs procedure. You can re-export the goods in several shipments. You should submit a notification to the customs authorities on consumables, disposables, gifts and give-away items, as well as donated goods that were imported under the Sochi 2014 Customs Procedure. For donated goods you should submit also a document confirming transfer of goods.

You can find an example of the notification form on the official web site of Sochi 2014 Organizing Committee in the Logistics section at <http://www.sochi2014.com/en/logistics/>

Official contractors and suppliers of the Olympic/Paralympic Family importing goods intended for the Sochi 2014 Games are also entitled to use the Sochi 2014 Customs Procedure. In order to authorize its contractor(s) for the Sochi 2014 Customs Procedure, an Olympic/Paralympic Family member should submit information about the contractor(s) to Sochi 2014 at least two weeks before the shipping of the goods so that Sochi 2014 has time to notify the customs authorities in advance. The instructions on how to provide information regarding a contractor and the mailing details are available on the official website of the Sochi 2014 Organizing Committee in the Logistics section at <http://www.sochi2014.com/en/logistics/>

Before shipping the freight, please make sure that the contractor is on the list of Authorized Persons. The list is available at Sochi 2014 website in the Logistics section at <http://www.sochi2014.com/en/logistics/>

### ***Temporary import under carnet ATA***

If you are entering Russia from a country that issues ATA carnets, goods eligible to be covered by the ATA carnet system can be temporarily imported for use at the Games without an import customs duty, VAT and customs processing fees. An ATA carnet does not cover consumable goods, disposable items, gifts and give-away items or goods intended for commercial use.

Customs clearance may be done only in customs offices authorised to accept ATA carnets. You may choose any customs office authorised to accept ATA carnets to perform customs formalities for export. You can find the list of such customs

offices in Appendix 1 to the *Customs and Freight Forwarding Guide* on the official website of the Sochi 2014 Organizing Committee in the Logistics section at <http://www.sochi2014.com/en/logistics/>

Please note that an ATA carnet is not accepted as a transit customs document if your goods cross the border in Belarus and, therefore, it is highly recommended that you choose another logistics route for goods covered by an ATA carnet.

The ATA carnet system does not allow importing goods without permissive documents (certificates/declarations of conformity, permission for importation of high frequency devices, permissions/notifications on importation of encryption devices, etc.). Please consult your customs broker about which permissive documents are required.

### ***Release for domestic consumption (RDC)***

If you intend to import excisable goods (such as tobacco and alcohol products) or goods for commercial purposes, you will have to release your goods for free circulation and pay import customs duties, taxes and customs processing fees in full and submit all permissive documents required for import.

## **What customs procedure to choose?**

Below you can see recommendations on the applicable customs procedures depending on the types of goods:

<b>Type of goods</b>	<b>Recommended procedure</b>
Sports equipment and ammunition, uniforms and sportswear	Sochi 2014 CP, ATA carnet
Temporarily imported professional (broadcasting and press) equipment, including vehicles specially designed and adapted for sound and image recording, reproduction and transmission, photo equipment	Sochi 2014 CP, ATA carnet
Portable radio sets and similar radio-electronic appliances/facilities	Sochi 2014 CP, ATA carnet

Gifts and awards, as well as give-away items with value less than EUR 500 per each item (sponsor t-shirts, commemorative pins and badges, etc.)	Sochi 2014 CP
Gifts and awards, as well as give-away items with a value more than EUR 500 per each item	RDC
Cables, fixing items, decorations, other consumables and disposable items	Sochi 2014 CP
Furniture, decorations, construction for expositions	Sochi 2014 CP, ATA carnet
Perfume and cosmetics	Sochi 2014 CP
Medicines and pharmaceuticals not containing narcotics, psychotropic substances and their precursors	Sochi 2014 CP
Food for one's own consumption or free of charge distribution at hospitality houses	Sochi 2014 CP
Temporarily imported vehicles	Sochi 2014 CP
Tobacco and alcohol products	RDC
Goods for commercial purposes, goods for sale	RDC

## Importation of goods in personal luggage

### How to declare goods transferred in the personal luggage?

Upon arrival in Russia, your first action will be to proceed to passport (border) control. Then, if travelling by air, you will be able to collect your luggage and choose one of the following two customs channels to go through depending on whether you have goods to declare:

- "Green channel" – nothing to declare (and no unaccompanied luggage),
- "Red channel" – goods to declare.

If you take a direct international flight to Sochi (charter or regular), you should pick up your luggage at the airport of arrival (Sochi) and go through either the Green or Red channel.

If you take the transfer flight via a Moscow airport and your luggage is booked directly to Sochi registration ("pass-through" registration), you can take the luggage at the airport of arrival (Sochi) and you do not need to present it to the customs authorities at the transfer airport. However, if you have goods to declare, you cannot use "pass-through" registration. You are expected to inform the registration desk at the airport of departure that you have goods to declare so that your luggage is registered to the transfer airport where you take your luggage and go to the Red channel to declare your goods.

If you are on a transfer flight and your luggage cannot be booked directly to Sochi but to the transfer airport only, you will need to take your luggage and pass customs control at the transfer airport by going through either the Red or Green channel.

### *Green channel*

You may pass the Green channel without paying any customs duties and without submitting a passenger customs declaration if you are importing personal belongings for the period of your temporary stay in Russia, such as:

- goods imported temporarily for personal use during your stay in Russia,
- uniforms and sportswear,
- sports equipment and accessories,
- computers,
- portable audiorecording and reproducing devices, as well as other high frequency devices,
- temporary imported instruments and devices for personal professional activities that you perform at the Games,
- medicines and pharmaceuticals not containing narcotics, psychotropic substances and their precursors,
- limited quantity of alcoholic beverages, tobacco and tobacco products,
- precooked food products of animal and plant origin in their original retail packing and not more than 5 kilograms (veterinary and phitosanitary control may be organised at the border checkpoint if required),
- other goods for personal use.

We strongly recommend that you have an Olympic or Paralympic identity and accreditation card (OIAC or PIAC) with you as some of the listed goods are permitted for free import only by the members of the Olympic/Paralympic Family.



## *Red channel*

If you have goods for personal use to declare (such as alcoholic and tobacco products exceeding the limits, narcotic and psychotropic substances in the form of medicines with appropriate documents, etc.) you should go through the Red channel with a completed customs declaration.

In order to declare goods for personal use, you should fill out a passenger customs declaration. You can find customs declaration forms and instructions on how to fill them out in Russian and English in the information area at your arrival point, as well as on the website of the Federal Customs Service at <http://fl.customs.ru/images/articles/fl/english.pdf>

If you, as an individual, cross the Russian customs border and, in addition to your personal belongings, you have goods in your luggage that are imported into Russia for further use by an organisation or mutual use by a team at the Games, such goods designated for the organisation or the team must be declared separately. Goods belonging to or designated for a Games-related organisation should be customs cleared in the name of this organisation either under the Sochi 2014 Customs Procedure or another appropriate procedure (e.g. carnet ATA).

In order to declare the goods under the Sochi 2014 Customs Procedure, you will need to present to the customs authorities the goods and documents as described in the Section "Cargo importation". You can fill in the customs declaration beforehand. You can find a template of this customs declaration form on the official web site of Sochi 2014 Organizing Committee in the Logistics section at <http://www.sochi2014.com/en/logistics/>

For finalising the Sochi 2014 Customs Procedure, you need to present the following to the customs authorities at the airport of departure from Russia (the last airport on route):

- the exported goods and the declaration under which the goods were initially imported into Russia under the Sochi 2014 Customs Procedure with indication of the quantity of the exported goods,
- notification on consumables, disposables, gifts and give-away items, as well as donated goods.

### **How to import guide dogs and assistance dogs?**

Foreign individuals who are holders of the Olympic or Paralympic Identity and Accreditation Cards or persons certified to participate in Test Events, as well as guests of the Sochi 2014 Games, are entitled to bring guide dogs and assistance dogs (up to two dogs) to Russia for a temporary period. Guide dogs and assistance dogs are allowed to enter Russia without quarantine, provided they are accompanied by a valid international veterinary passport or a veterinary certificate.

Dogs must be vaccinated at least two weeks before entering the country, unless they have been vaccinated within the past twelve months. A veterinary passport should contain approval from the appropriate authorities, confirming that the dog has had a clinical examination within five days prior to entering the country, and that preventive vaccination has taken place within the past twelve months.