

## French Customs Documents – Import shipments to France

### Completing the Inventory for French Customs

During your move you will be asked for and will use various ‘inventories’ however you must not confuse the valued inventory for French customs with the inventory that will be required for insurance purposes. The main difference between the two is that the insurance inventory should state the full replacement values of your goods and needs to be very detailed because it will be referred to in the case of an insurance claim being made, whereas the valued inventory requested by French customs is designed to give an overall view of what you are shipping as well as their resale value i.e. what the goods are worth in their used condition. Therefore the values used for customs purposes should be much lower than those declared for insurance purposes. Also, the descriptions of the articles need not be as detailed.

Please keep in mind that the valued inventory for customs purposes must be in French (this applies to all the customs documents) and show values in Euros. We strongly recommend that you submit your inventory in the format provided by us. Don't forget to sign and date the form!

### Non-cession Certificate

This form is simple a sworn statement by you that the goods are yours and are not destined for resale. You need to complete the following at the top of the form:

Je soussigné (I, the undersigned) : *Your first and last names*

Profession: *Your profession*

Domicile: *Your full French address*

And at the bottom:

Fait à (Completed in): *The town you are in when completing the form*

Again, don't forget to date and sign it!

### Proof of Residence

French customs require proof that you actually have a domicile in France and the easiest way to do that is to provide a utility bill from either the electricity or Gas Company, a copy of the lease or purchase agreement for your house or something similar that is in your name and shows your French address.

### Passport Copy

We only require the photo page of your passport - no need to copy all the pages showing visas, etc. Also, we only require a passport copy for the person in whose name the goods are being shipped and not each family member.

### Employer's Letter

If you are moving for professional reasons we will require a short letter in French from your employer stating that you are moving to take up a new position. It is important that this letter states the period you have lived outside of France and that France will become your *primary* residence.

### **Change of Residence Certificate**

If you are not moving for professional reasons then you will need to obtain a change of residence certificate from the French consulate in the country you are moving from. This is required for all nationalities (even French) and without it the importation process will become very complicated you it is very likely that you will end up paying taxes and duties on your goods.

The customs documents are obligatory regardless of your nationality and without them we will be unable to arrange duty-free entry for your goods. You should provide all the documents as early as possible otherwise the customs clearance of your goods will be delayed and costly port storage and shipping line retention fees will be applied and your container will not be released until you pay them.

### **Certificate(s) of title**

If you are shipping a vehicle (car or motorcycle) we will require the ***original*** certificate of title for each vehicle as well as a copy of the purchase invoice in the name of the person is whose name the goods are being shipped.

Please note that, other than the certificate(s) of title, we do not require originals of the documents so you can scan them and send them by email. Please also note that French authorities will not accept photographs of these documents.