



Fina
WORLD
CHAMPIONSHIPS

GUIDELINES FOR SHIPMENT OF GOODS SUBJECT TO CUSTOMS CLEARANCE

Dear participants
of the 16th FINA World Championships!

The Guidelines contain important practical information regarding import to Russia and export from Russia of foreign goods to be used within the framework of the sport event. Please note that the Guidelines are not applicable to the goods carried by individuals in their accompanied luggage. The Guidelines apply to the goods carried to and back from the country as cargo transportations.

1. Introduction

The Russian Federation is a member-state of the Eurasian Economic Union which includes the Republic of Armenia, the Republic of Belarus, the Republic of Kazakhstan and the Russian Federation. The territory of the above mentioned states forms a customs territory of the Eurasian Economic Union. As a rule, the customs authorities are located at the customs borders of the Eurasian Economic Union (border customs authorities) or within the territory of the Eurasian Economic Union (internal customs authorities).

The main criterion for choosing the customs authority for customs clearance of the goods is the way of their shipment to Russia - by air or land transport.

The Organising Committee recommends you to arrange customs clearance of the goods with the internal customs authorities of the city of Kazan. The customs transit procedure shall be applied for delivery of the goods to the internal customs authorities of Kazan. The said procedure shall be used if:

- the cargo has been delivered to the border by air by international airlines and shall be further shipped to Kazan by air by domestic airlines;
- the cargo has been delivered to the border by air by international airlines and shall be further shipped to Kazan by motor transport;
- the cargo has been delivered to the border by motor transport and shall be further shipped to Kazan by motor transport as well.

If your goods are delivered by an international airlines flight directly to the Kazan airport, in this case the city of Kazan shall be the place of crossing the border. Customs clearance shall be arranged at the place of arrival of the goods. The customs transit procedure shall not be applied. This is the quickest and simplest way of transportation of your goods to the city of Kazan.

2. Places of goods delivery

As agreed with the International Swimming Federation (FINA) the city of Kazan shall be determined as the place of import of the goods for the World Championships. The city of Kazan has customs terminals for processing goods that are subject to customs clearance and are delivered by different modes of transport.

At signing shipment agreements with logistic companies you need to indicate the following customs terminals as the places of goods delivery:

- 1) for goods shipped by motor transport:

**10 Beryozovaya St., Makarovka village, Vysokogorskiy District, Republic of Tatarstan 420099 Russian Federation TSW M7
Customs authority code 10404050**

- 2) for goods shipped by air:

Kazan International Airport, Laishevskiy District, Republic of Tatarstan, 420017 Russian Federation, TSW (Temporary Storage Warehouse), Sistema.IT LLC Customs authority code 10404010

The aforementioned customs terminals are determined as official places for arrival of the goods to be used for the organisation and holding of the World Championships.

The services of the customs terminals and customs declaration specialists in the city of Kazan are rendered free of charge to all the participants of the World Championships.

3. Importing goods using ATA Carnet

If your state participates in Customs conventions, it is possible for you to import the goods you need using the international document – ATA Carnet.

ATA Carnet is a document that substitutes customs declaration forms. It enables to simplify and speed up the process of arranging temporary import of goods. Using ATA Carnet allows you to avoid the need of customs payments, presenting various pledges, deposits, bank guarantees as well as paying customs operations fees, etc.

You are to refer to your country's National chamber of commerce in order to be issued this document

Please note the following particular features related to issuing ATA Carnet in your country:

- The information included in the list of imported goods is to be authentic. The description of the goods is to be as precise as possible. Please make sure you do not overestimate the commercial cost of the goods, change the country of the origin or have any other inaccuracies. The actual name and quantity of the goods shall strictly correspond to the list of the goods.

ATTENTION:

The goods intended to be consumed during the event such as foodstuffs, medication, documents, promotional materials, goods intended for distribution, etc., cannot be indicated in the ATA Carnet. Please note that it is prohibited to sell or pass on the temporarily imported goods to the third persons. Such goods must be exported back by the holder before the permitted term for a temporary stay expires.

The Organising Committee recommends you to use photos of your imported goods when issuing ATA Carnet in your country. The existence of photos of the imported goods will considerably simplify the identification inspection procedure in the country where the goods are imported.

Please do not forget the power of attorney!

The company which is issued ATA Carnet should complete a power of attorney regarding the right to represent its interests with the customs authorities. Such power of attorney is normally issued in the name of the person accompanying the cargo. It is a uncommon situation when at crossing the border, the cargo is transported using ATA Carnet, however the accompanying person is not carrying a power of attorney for

4 representing the company at the customs authorities. In such case delays with customs clearance may occur.

The procedure for completing and issuing a power of attorney is determined by the company which is the holder of ATA Carnet.

Crossing the border

Please note that not all customs border crossing points in Russia are authorised to register ATA Carnet forms. In this connection, it will be helpful while defining the route to agree with the Organising Committee the crossing points where it is possible to enter the Russian territory using ATA Carnet. We recommend you to send us preliminary information regarding the imported goods, the type of transport to be used for its transportation and the intended border crossing point. The information is to be e-mailed to the Organising Committee in free-form applications.

The organisers of the events will provide all necessary assistance regarding informing and consulting.

4. Temporary import of goods according to the Eurasian Economic Union legislation

If you do not have a possibility to make ATA Carnet in your country, the temporary import of the goods can be undertaken in compliance with the Eurasian Economic Union legislation. In this case the customs border can be crossed at any entry point taking into account the following peculiarities.

The customs authorities may require to provide customs payments guarantee (monetary deposit) for transportation of the goods from the border crossing point to the internal customs authority. The deposit is not required if the goods are transported using TIR Carnet or carried by a customs shipper which is included in the special customs register. At crossing the border, a transit declaration is issued which is needed for delivery of the goods to the internal customs authority. As a rule, the transit declaration is filled in by the shipper. Therefore we recommend you to use the services of professional shippers or reliable logistic companies.

5. Customs clearance of the goods in Kazan

After the goods subject to customs clearance arrive to the city of Kazan the following actions are carried out:

- placement of the goods in one of the customs terminals indicated in cl.2
- submitting and checking of the customs declaration
- customs inspection of the goods
- release of the goods (placement under the chosen customs procedure)

Every customs procedure defines the rules in compliance with which you can use the goods in the Russian territory.

During the period of organisation and holding the World Championships we recommend you to use the following customs procedures:

- special customs procedure
- temporary import customs procedure

5.1. Using special customs procedure

➤ Advantages of special customs procedure (SCP)

Foreign goods are placed under SCP without payment of any customs duties, taxes as well as without application of any non-tariff regulation measures. Technical regulation measures are not applied to such goods as there is no need to issue such permits as certificate of compliance and compliance documents. No customs payment fees are to be provided to the customs authorities in respect of these goods. These goods are not subject to cost and weight restrictions.

Expendables (e.g. sports ammunition, sports uniform, sports equipment, medications, award attributes, etc.) may be consumed or used according to their normal intended use. The goods placed under SCP may be given out free of charge for advertising, marketing or other non-commercial purposes if the price for one unit does not exceed EUR 200 in the equivalent.

Simplified customs declaration procedure is used for the goods placed under SCP: commercial, transportation and other accompanying documents, as well as the consolidated inventory list (list) of goods containing all the main data from the accompanying documents, may be used as a customs declaration. The inventory list form is approved by the Customs Union legislation.

➤ Restrictions in respect of certain goods

Restrictions are established in respect of certain goods. Thus, SCP can not be applied to:

- building and decoration materials
- excise goods, e.g. benzines, diesel gas oil, spirit-containing products, alcoholic beverages, tobacco, engine oils
- arms and ammunition, except for sports arms and ammunition thereto
- goods prohibited for import, e.g. dangerous waste, poisonous substances, human organs and tissues, narcotic substances, etc.)
- goods subject to restrictions on import (goods on the restriction list)

It is permitted to place under SCP the following goods from the restriction list: medications, radio and electronic appliances and high frequency devices, enciphering (cryptographic) equipment. The abovementioned goods may be placed under SCP only in case the relevant permits are in place.

➤ The terms and conditions to be observed using the SCP

1. Intended use of goods

The goods are imported solely for the organisation and holding of a sports event. The

intended use of the goods must be confirmed in written form by the Organising Committee. Such goods may not be used for any other business activity including their realisation or alienation in any other way.

2. SCP termination

SCP must be terminated after completion of the sport event. The maximum time period for the goods to be under SCP shall not exceed 3 months from the moment of official completion of the sport event. All the imported goods (with exception of consumed goods) must be re-exported or placed under another customs procedure. For example, such goods may be placed under the customs procedure "Release for internal use" with payment of the customs fees and providing all necessary permits, or under the customs procedures "Refusal for the benefit of the State", "Destruction". In respect of the consumed goods or the goods distributed free of charge, the customs authority must receive the relevant confirmation documents issued by the Organising Committee.

5.2. Using temporary import customs procedure

Temporary import is the customs procedure where foreign goods are used within the established period in the customs territory of the Eurasian Economic Union. It is not permitted to place under temporary import customs procedure the following goods: foodstuffs, drinks, tobacco, raw materials and semi-finished products, expendables and samples.

Transfer of temporarily imported goods to other persons is not permitted either. Such goods must remain unchanged, save for changes due to natural wear. The goods must be re-exported prior to expiry of the established time-limit.

Temporary import of goods is often effected on the basis of ATA Carnet which is used during customs clearance as a customs declaration.

➤ Please note

Customs inspection is implemented at the place of arrival in order to identify the goods imported by you. That is why we once again draw your attention to the fact that expendables may not be placed under temporary import customs procedure. The list of the goods must include the description and names of all the goods imported by you.

In case if any objects not indicated in the list of the goods are disclosed during the inspection the guilty persons may be held liable.

6. Re-export of goods

Foreign goods imported for the organisation and holding of the sport event must be re-exported within the established time period, except for those goods which have been consumed, used, distributed or destroyed.

Action sequence during re-export of goods:

- ✓ placement of the goods in the customs terminals of the city of Kazan
- ✓ customs clearance

- ✓ transit shipment of the goods to the Eurasian Economic Union border or departure of the goods from the Kazan airport by direct international flights
- ✓ completion of transit shipment of the goods by actual goods departure from the Eurasian Economic Union territory

7. Organising committee assistance

The Organising Committee is ready to provide the following services to all client groups:

- ❖ information and consulting on the issues of temporary import and re-export of goods
- ❖ analysis of goods with regard to discovery of the goods prohibited for import or subject to import restrictions (subject to timely presentation of information about the goods);
- ❖ issuing permits for equipment in case the import of such equipment is restricted (permits are issued subject to timely provision of the relevant technical documentation)
- ❖ preparation of the documents required for opening and completion of the special customs procedure
- ❖ full support for all customs operations in the city of Kazan
- ❖ delivery of goods from Kazan customs terminals to the sports venues and back

All the services rendered by the Organising Committee in the official place of goods import are provided free of charge.

We recommend

1. Import of goods using the special customs procedure provides a number of significant advantages. Only those persons whose data have been submitted to the customs authorities of the Russian Federation for including into the authorised persons register may benefit from these advantages. Therefore interested persons must submit written applications to the e-mail address of the Organising Committee **customs@kazan2015.com**

In this view the interested persons must submit written applications to the Organising Committee. International Swimming Federation (FINA) and national federations of the countries participating in the World Championships will be included into this list without submitting a written application.

Any other organisations which may act as sponsors, official suppliers, invited guests, etc. must inform the Organising Committee about their intentions, namely submit a written application to the Organising Committee. The application must be issued on the relevant organisation's letterhead (if any), contain a reference number and date, as well as

the name, position and signature of the authorised person and the stamp of the organisation (if any). A sample application form, guidelines for filling and the deadlines for submitting applications are placed at the Organising Committee website http://ru.kazan2015.com/en/customs_procedures.

2. We recommend you to forward the information on the imported goods to the Organising Committee within the established time-limits. The Organising Committee has worked out the information forms where it will be necessary to indicate the name and detailed description of the goods, the cost of the goods, their weight and code in compliance with the Harmonised Commodity Description and Coding System. This information is required for analysing the nomenclature of the temporarily imported and re-exported goods as well as agreement and approval with the customs and other licensing authorities. Timely provision of information will allow to make simplified and faster temporary import and re-export of the goods under the special customs procedure.

Sample application forms and guidelines for filling are placed at the Organising Committee website. The completed forms agreed with the Organising Committee may be used as invoices and packing sheets.

3. In respect of some goods (e.g. radio frequency appliances, high frequency devices, cryptographic equipment and medications) there exist restrictions imposed on their temporary import to the territory of the Customs Union and further re-export. The regulations for temporary import and re-export of the said categories of goods are placed at the official Organising Committee website. We recommend you to study the said regulations and be guided by them when shipping goods subject to customs clearance to the territory of Russia.

4. We recommend the national sports federations not to plan importing in the territory of the Russian Federation the goods which are subject to sanitary and epidemiological control measures.

It is essential to exclude the following items from the list of the goods:

- food products;
- tableware which will be contacting with food products;
- sanitary and hygienic items;
- repellents;
- perfumes.

If import of such goods is needed, it is possible to carry such goods (in reasonable quantities) in the accompanied luggage of the sports delegations members.

Please forward your enquiries in a free form to the Organising committee e-mail address customs@kazan2015.com