

Dear Sir/Madam,

You are about to move to the Netherlands or planning to move to the Netherlands. This can be a stressful period for you (and/or your family). With this document we would like to inform you on the required documents we need in order to import your personal belongings free from paying duties and taxes.

Please note: import customs clearance in the Netherlands, document-wise, can be challenging at times, some documents you will only be able to obtain after taking up the residence in the Netherlands.

Documents required when importing used household effects:

Document 1

The extract of registration in the personal records database of the municipality in the Netherlands -

We need a scanned copy "BRP" ("basis registratie personen") extract from your registration in the personal records database from your local municipality - this is called a "Bewijs van inschrijving" in Dutch. This you will need to request when you register yourself at the local municipality.

IMPORTANT: On this document it should show on which date you have settled/taken up residence in the Netherlands.

- *Please note: According to the Dutch Law it is mandatory to register yourself at your local municipality within 5 days after arrival in the Netherlands. Registering at your local municipality is a mandatory procedure if you intend to stay longer than 4 months, irrespective of your nationality. From our experience depending on the municipality, it can take a couple days to a couple weeks to get an appointment at your local municipality.*

For more information about the "BRP" please visit hyperlink: [Government - explanation BRP](#) or visit the website of your local municipality to contact them or directly online make an appointment .

BRP Copy is highly preferable to secure a expeditious import Customs Clearance. In cases were the BRP cannot be provided directly, you can also send multiple comparable documentary evidence demonstrating you will take up permanent residence in the Netherlands. These documents will be reviewed by Dutch Customs. Examples:

- your employment contract
- your employer's statement
- your work /residence permit
- your rental contract or mortgage certificate for the home you are moving to in the Netherlands
- your extract of deregistration at Municipality of Origin

Document 2

- **Import exemption application form** - The application form which is attached to this document needs to be filled out and signed. Please return a scanned copy to us by email.
- Explanation of some of the questions/fields in the form:
 - Question 1B – "Citizen service Number / Tax and social insurance number" - in this field you are required to fill out your BSN number (in Dutch: "**burgerservicenummer**", abbreviated to "BSN") – this number you will receive when you register yourself at the local municipality. This is a personal number that you will need for various purposes.
 - Question 2D – "until what date do you expect to live in the Netherlands?" please give an estimate date, if indefinite, please write down indefinite.

The rest of the document is straight forward, but please do not hesitate to take up contact if you have any questions.

Document 3

- **2 x Power of Attorneys** - apart from the application you will also find attached a Gosselin power of attorney as well as a VCK power of attorney that we would like you to fill out and ink sign. With these documents Gosselin as well as our clearing agent VCK is allowed to act on your behalf during the customs clearance.
Please make sure that you fill out the power of attorneys using your new Dutch address.

Document 4

- **Scanned Copy passport** (photo page), pictures are not accepted.

Document 5

Copy of your rental / purchase contract from your residence of your leaving country –

Customs authorities want to be able to determine that you have lived outside the European Union for more than 12 months.

These exactly 12 Months are crucial for your application for duty free entry into the EU.

Please note: if you are not able to supply us with a rental/purchase contract, we could also present to Customs an employer statement stating you have lived outside the European Union for more than 12 consecutive months, mentioning the exact dates.

Document 6

- **Signed inventory list** – of the goods to be imported (we usually receive this from our partner after packing took place at origin)

Additional documents required when importing your vehicle:

- the registration certificate
- the purchase or ownership certificate

Please note that the import clearance of your vehicle is not the same as the registration or the technical inspection at the relevant authorities.

The technical registration of your vehicle does not fall within the scope of our services. For more info about the registration of vehicles into the Netherlands please visit the following website: [RDW - English information](#)

To be entitled to duty free customs clearance into the Netherlands for your Household effects and/or Vehicle , the following conditions apply:

- You have lived outside of the European Union for at least twelve consecutive months
- You are moving from a country outside of the European Union to the Netherlands
- You are thus transferring your normal place of residence to the Netherlands
- You have owned and used the goods for at least six months
- You have used the goods and will be using them again
- You import the goods within twelve months of taking up residence in the Netherlands, from the date of your first registration at Municipality
- ****You will not be loaning, selling, pledging, leasing out or transferring the imported goods/vehicle within twelve (12) months of the date on which they were imported ****

The exemption does not apply to the following goods: products containing alcohol, tobacco and tobacco products, commercial goods /vehicles, non-portable materials for professional use.

After receipt of scanned signed import application form + the 2 power of attorneys and all the other required documents, on your behalf we will declare Duty/Tax free entry at Dutch Customs of your personal belongings and/or vehicle in the Netherlands.

Any declaration to Customs can be subject to a Customs scan and / or physical examination of the goods by Customs.

Your designated move coordinator is happy to help you in case the above is not clear or if you have any further questions regarding your move.

1 Applicant

State here your new address in the Netherlands

1a Name
Address
Postal code and town/city
Telephone number
1b Citizen service number / BSN
Tax and social insurance number

2 Your new situation in the Netherlands

2a Are you now living, or are you going to live, in the Netherlands? Yes, proceed to question 2c

2b Not applicable.

2c From what date have you lived, or from what date do you expect to live, in the Netherlands? - -

2d Until what date do you expect to live in the Netherlands? - -

2e What are you planning to do in the Netherlands

Work, state the name and address of your employer

Study or follow a course, state the name and address of the educational institution

Other, namely

2f Is/are your family and/or partner also coming to the Netherlands Yes, proceed to question 3
 No, state the reason why your family and/or partner is/are not coming to the Netherlands

2g How many times a year do you expect to visit your family and/or partner?

3 Your situation in the country outside the European Union

These questions relate to the period you lived in a country outside the European Union before moving to the Netherlands or other country of the European Union.

3a What was your last address and place of residence before moving to the Netherlands or other country of the European Union?
.....
.....

3b How long did you live at that address? From Until
..... - - - -

3c Did you have a home of your own or a rented home?
 rental home, *enclose a copy of the tenancy agreement*
 own home, *enclose a copy of the purchase agreement*

3d During your stay in the country outside the European Union, did you already have housing in the Netherlands or other country of the European Union?
 No, *proceed to question 4*
 Yes, *state the address and town/city*
.....
.....

Date and year of departure - -

4 Have you previously lived in the Netherlands or another country of the European Union?

4a Have you ever lived in the Netherlands or another country of the European Union?
 No, *proceed to question 5*
 Yes

4b On what date did you depart from the Netherlands or other country of the European Union?
..... - -

4c What was the reason for your departure?
 Work
 Study or training
 Other, *namely*
.....

5 Means of transport

5a Are you importing a car, motorcycle or any other means of transport?

- No, proceed to question 6
- Yes, namely
 - Car
 - Trailer
 - Caravan
 - Motorcycle
 - Pleasure craft
 - Light aircraft
 - Other, namely

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5b What are the particulars thereof? *If you are importing more than one means of transport, answer this question on a separate enclosure.*

Brand

.....

Model

.....

Year of manufacture

.....

Identification number

.....

Registration or licence plate number

.....

Date of issue of registration number or certificate of registration

..... - -

Country of issue

.....

Purchase date

..... - -

6 Animals

Note: You may only bring domestic animals into the Netherlands if they are pets and not intended for sale or commercial purposes. For certain kinds of animal special conditions apply. For more information call the Customs Tax Phone number 0800 - 0143. If you are calling from abroad call +31 45 574 30 31.

6 Are you importing one or more animals?

- No, proceed to question 7
- Yes, state type(s) of animal and number per type

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7 Other exemptions from tax

- 7a Have you applied for an exemption from tax for the same goods elsewhere? No, proceed to question 8
 Yes
- 7b At which customs authority and on what date did you apply for the exemption?
- 7c Were you granted exemption? Yes
 No, state the reason why you were not granted exemption

8 Date of entry

- 8 On what date(s) do you expect the goods and/or animals to arrive in the Netherlands? If they are already here, on what date did they arrive?

9 Signature

Name

Place

Date - -

Signature
Please write within the box

Number of enclosures

Undersigner declares to have read and understood the conditions and terms as mentioned on the form Application for Tax exemption, and the Import exemption application form .