

**GENERAL INSTRUCTIONS FOR MACHINERY, MOCK UPS, DISPLAYS AND NON RESTRICTED ITEMS –  
TEMPORARY IMPORTS**

1. The supplier or its agent must provide all information on the products to be imported at least 30 days prior to the intended shipping date:

- a. Quantity
- b. Description
- c. Brand, model and serial number (if applicable)
- d. Country of origin
- e. Unit value and total value
- f. Harmonized Code, if available
- g. Packing details and description, quantity per box or case, etc.
- h. Pictures or catalogs if available

2. Shipments must be consigned to:

**Will be provided as soon as the documents are checked ( INVOICE & PACKING LIST)**

Description:

Product description in Spanish). After that, it must read “Regimen Especial - mercadería para ser exhibida en la feria XXX, año 20XX, lugar VENUE” (we will provide these instructions)

3. Deadlines for arrival in Peru:

**Airfreight 19.01.2023**

4. Shipper or its agent must provide following documents:
  - a. Commercial invoice in Excel or Word with logo via email (see sample form)
  - b. Packing list in Excel via email (see sample form)
  - c. Airwaybill or bill of lading **freighted**. Freight amount must show AWB, HAWB, BL and HBL and cannot change once we receive final documents via email.
  - d. For Fair shipments, we need a letter from the organizer to the exhibitor confirming their participation and stand information (number and location).
  - e. Delivery and pick up instructions (attached)
  - f. Responsibility Release and Acknowledgment letter (attached)
  - g. Certain products need technical specifications, origin certificates, phyto-sanitary certificates, and other documents. These requirements will be checked case by case.
  
5. For other kind of events as exhibitions, congress, conferences, or commercial and private demonstrations, we need the following information:
  - Name of the event
  - Address where it will take place
  - Contact person and phone number
  - Event and delivery dates
  
6. Shipping documents must be approved by our office prior to shipping. **Do not ship without written authorization via email or fax.**
  
7. Every shipment arriving in Peru as temporary must be re-exported via cargo as well. Same pieces, quantity, boxes and weight. Nothing can be taken out by the exhibitor representative by hand. If anything is sold in Peru, we must issue an additional entry.

## **INSTRUCTIONS TO AVOID FINES AND DELAYS – PLEASE READ CAREFULLY**

1. Shipments that have been in the country for more than thirty days and have not been subject to any entry (permanent or temporary) cannot be processed as temporary.
2. Prohibited shipments cannot be imported temporarily: Pyrotechnics, some agro pesticides, used clothing and used shoes of any kind, live sheep, used tires, all used vehicles over five years old, machinery or equipment that use radioactive energy, pisco, certain Chinese toys, any kind of texts or books with altered Peruvian maps.
3. Fair Temporary entries will be issued for 60 calendar days.
4. Shipment information must be precise and correct. All temporary entries will be inspected by customs and they will verify all information provided in documents against the actual cargo. Any discrepancies found might generate fines that will be passed to the shipper or its agent. If any prohibited or restricted shipment is found, a fine of 3,950 PEN (around USD 1,200) will be automatically assessed and cargo will be confiscated or re-exported.
5. If shipper or its agent is not completely sure about cargo details, we must be informed ahead of time to perform an inspection prior to submitting customs documents. During this inspection we will check the cargo as well as obtain brand, model, serial number and other details to amend the documents. Entry will be filed afterwards. This process takes 1-2 days and entails an additional cost.
6. Some products must be labeled according to Customs regulations. If shipment is not labeled, we must do so at the airport or port and it entails an additional cost.
7. Cargo declared in shipping documents must match what arrives physically at customs. Do not ship more or less.
8. All shipments must be declared at its commercial value. Customs does not accept the term “No Commercial Value”. Customs will check the information to confirm if documents show market value. They can adjust its value according to the WTO guidelines.
9. Temporary shipments going to fairs must stay at customs facilities until we can deliver them to the fairgrounds. They cannot be delivered to offices or private warehouses.

10. Promotional material cannot be imported as temporary (catalogs, brochures, merchandising) as well as any consumables to be freely distributed during the fair. These must be imported permanently and pay duties according to customs regulations.
11. Temporary shipments must arrive separately of any permanent import with two AWB's or BL's.
12. **Temporary shipments under special fair regimen, must have precise and confirmed returning instructions one week prior to the beginning of the fair. In case the shipper or its agents don't have them, or they have not decided if they will sell it or ship it back, then the bond exemption does not apply. Shipment must be imported temporarily under temporary regimen with bond fee. Please see tariff with these costs.**
13. Shipment cannot stay for more than 02 days after the fair ends on fair grounds. After the third day there will be a daily warehouse fee. This fee will be quoted according to each case.

#### **FILING AN ENTRY TO IMPORT PERMANENTLY A TEMPORARY SHIPMENT**

1. Goods can be sold once the event or exhibit has finished. During the fair, exhibitors cannot perform retail sales of any goods imported temporarily.
2. Goods can be released to buyers once the event or exhibit has finished and duties and taxes have been paid.
3. To file a permanent entry on a temporary shipment that arrived in Peru consigned to Magusa, we need the importer's information (name, address and RUC). The entry will be issued on the importer's name and he must pay duties and taxes within 24 hours of filing. This is a separate process and will entail an additional fee.
4. The supplier (exhibitor) must provide an invoice to the importer and along with the local entry, the buyer will have all documents required for government and accounting records. We will not issue an invoice for the goods.
5. We Ma will perform the permanent entry filing. The local buyer cannot hire his own customs broker. **We will not release documents to any other company.** Importer must be duly informed ahead of time.

**GENERAL INSTRUCTIONS – PERMANENT IMPORTS (DO NOT INCLUDE FOOD OR BEVERAGES OF ANY KIND)**

1. The supplier or its agent must provide all information on the products to be imported at least 30 days prior to the intended shipping date:
  - a. Quantity
  - b. Description
  - c. Brand, model and serial number (if applicable)
  - d. Country of origin
  - e. Unit value and total value
  - f. Harmonized Code, if available
  - g. Packing details and description, quantity per box or case, etc.
  - h. Pictures or catalogs if available
  
2. If importer is not a registered entity in Peru, cargo can be consigned to:

**PLEASE CONTACT US**

Description:

Product Description in Spanish according to our instructions.

3. Deadlines for arrival in Peru:

**19.01.2023 for airfreight**

4. Shipper or its agent must provide following documents:
  - a. Commercial invoice in Excel or Word with logo via email (see sample form)
  - b. Packing list in Excel via email (see sample form)
  - c. Airwaybill or bill of lading freighted. Freight amount must show in all AWB, HAWB, BL And HBL and cannot change once we receive final documents via email.
  - d. Delivery and pick up instructions (attached)
  - e. Acceptance of Services and Responsibility Release and Acknowledgment letter (attached)
  - f. Certain products need technical specifications, origin certificates, analysis, phyto-sanitary certificates and other documents. These requirements will be checked case by case.

5. For shipments arriving directly to a Peruvian company, we need the following information:
  - a. Company or Entity name
  - b. Local contact in Lima
  - c. Phone number

The Peruvian importer must sign all import documents and confirm in writing that they authorize Magusa to act as their customs broker. They also must be an entity duly registered in Peru.

6. For other kind of events as exhibitions, congress, conferences or commercial and private demonstrations, we need the following:
  - Name of the event
  - Address where it will take place
  - Contact person and phone number
  - Event and delivery dates
7. Shipping documents must be approved by our office prior to shipping. **Do not ship without written authorization via email or fax.**

## **IMPORTANT INFORMATION**

1. Shipment information must be precise and correct. All import shipments can be physically inspected by a customs officer and they could check it against documents. Any discrepancies can cause fines that will be charged to the supplier or its agent.
2. If shipper or its agent is not completely sure about cargo details, we must be informed ahead of time to perform an inspection prior to submitting customs documents. During this inspection we will check the cargo as well as obtain brand, model, serial number and other details to amend the documents. Entry will be filed afterwards. This process takes 1-2 days and entails an additional cost.
3. Some products must be labeled according to Customs regulations. If shipment is not labeled, we must do so at the airport or port and it entails an additional cost.
4. Cargo declared in shipping documents must match what arrives physically at customs. Do not ship more or less.
5. All shipments must be declared at its commercial value. Customs does not accept the term "No Commercial Value". Customs will check the information to confirm if documents show market value. They can adjust its value according to the WTO guidelines.
6. Temporary shipments must arrive separately of any permanent import with two AWB's

