

Customs clearance and importing vehicles For company car users with a primary residence in Austria, Germany or France

An EU implementing ordinance came into effect on 01.05.2015., according to which the company vehicle of an **employee in Switzerland with a primary residence in the EU** that is used privately requires customs clearance and has to be imported.

Various documents and procedures are needed for this organisation. We would therefore ask you to **schedule enough time for the organisation**.

The following steps, information and documents are needed:

- Sign the **agreement** for the settlement and commissioning of the customs clearance and import (once only for the first commissioning)
 - Commission the **customs clearance**
 - Notification of the **vehicle** (licence plate)
 - Notification of the **importing country** (driver's place of residence)
 - Contact data for the **driver** (if a direct coordination is possible/desired)
 - Information regarding the **availability**
 - Exact **location** of the **redeemed vehicle**
 - Contact data of the local **person in charge** (fleet manager, garage salesperson etc.)
 - **Time/time frame** for a possible collection of the car
 - Issue of or request for the **necessary documents**
 - Current **mileage** (if customs clearance takes place during the term of the contract)
 - **Registration certificate**
 - **Certificate of origin**
 - **Vehicle invoice** (or latest Eurotax assessment during the term of the contract)
 - **Pro forma invoice** (value of vehicle in CHF / EUR)
 - **Authorisation** to issue a **movement certificate EUR.1**
 - **Commissioning** of our **logistics partner (on completion of the aforementioned steps)**
 - Request for and provision of the **necessary customs documents**
 - **Collection** of the **vehicle** at the defined address
 - Performance of the **customs clearance and import**
 - **Return** of the **duty paid vehicle** to the defined address
 - **Surrender of the customs documents** to the defined contact person on return
- ! Please note that the process can take up to 10 days after receipt of all of the necessary documents on account of the paperwork and transfers!**
- **Invoice verification** (on receipt of the invoice and tax bill)
 - Settlement of the **fixed handling fee** and **turnover tax on imports** (possibly plus 10% customs duties)
 - **Credit note for the turnover tax on imports** after successful reimbursement by the competent tax authorities
- A rental car can be provided on request to bridge the organisational period. We will be happy to send you a list of partners and vehicle categories.