

COSTA RICA - IMPORT PROCEDURES

OCEAN AND AIR - SHIPMENT PRE-ALERT

Must include /scanned documents with:

1. Flight / Vessel details
2. MAWB / HAWB or MBL / HBL
3. Cargo Manifest
4. Invoice (see 2.2 of general information)
5. Packing List
6. Certificates (Fumigation, Origin, etc - if necessary)
7. Debit /Credit Note

MAWB

REX CARGO COSTA RICA, S.A.

DGA- 113

Edificio Rex Internacional

Real Cariari O 500 N 300

La Asunción de Belén

Heredia 40703

Costa Rica

Tel: +506 22097000

ATN. REXIMP

Contact: sjoinport@rexcargo.com

SPECIAL INSTRUCTIONS

Storage charges and customs fines may apply if not followed:

- 1 Original documents must always be sent with the cargo unless previously authorized by consignee.
- 2 Please make sure that the weight shown on HAWB and HBL always reflects the actual weight of cargo.
- 3 All shipments must be properly labeled with MAWB-HAWB-MBL-HBL # / Shipper / Consignee / Origin / Destination.
- 4 HAWB and HBL must include all charges to be billed in agents status of account, debit or credit notes. Extra charges billed and not reflected in HAWB or HBL will not be processed.
- 5 Final Destination SAN JOSE, COSTA RICA

IMPORTANT: Customs penalties for not following the below procedure will be charged to origin agent.

BILLING/ACCOUNTING INFORMATION

BANCO INTERNACIONAL DE COSTA RICA

ACCOUNT NAME: REXCARGO COSTA RICA S.A.

ACCOUNT NUMBER: 102032202

4000 PONCE DE LEON BLVD. SUITE 600

CORAL GABLES, FLORIDA 33146

ABA 066011567 SWIFT COSRUS3M

GENERAL INFORMATION FOR AIR IMPORTATION

IATA Area: 1
Capital: San José (SJO)
Local Time: GMT -6

1. AIRPORT INFORMATION

1.1 CUSTOMS AIRPORTS

San Jose -SJO

1.2 AIRPORTS FACILITIES

1.2.1 Storage

Uncleared goods will be stored at the Customs Airport Warehouse up to 90 days with possible extension up to one year upon application.

Inflammable goods may remain stored for 10 day only. Afterwards goods will be auctioned.

Cold storage: Available.

Safe for valuables: Available.

1.2.2 Clearance

At the airport by delivering carrier, consignee or broker.

1.2.3 Customs hours

Monday through Friday 08.00 – 17.00 hrs. Clearance outside Customs hours possible at all time and for any consignment against payment of overtime fee.

2. IMPORT

2.1 GENERAL

2.1.1 Packing

Hay, straw or used bags are prohibited.

2.1.2 Language on documents

Spanish

2.1.3 Other Requirements AWB:

Description of goods must be in full accordance with Commercial Invoice. Value of goods and freight charges to be shown in USD. At least 6 copies per consignment.

2.2 DOCUMENTARY REQUIREMENTS

2.2.1 Commercial consignments, Commercial Invoices signed by shipper (2 copies by airmail to consignee, 3 copies with consignment), containing:

Full name and address of both shipper and consignee,
Date and place of despatch,
Station of both departure and destination,
Country of origin,
Date of shipment,
Quantity of package,
Marks numbers and kind of package,
Contents of each package, with detailed description of each article,
Net weight of each kind of article and gross weight of each package in kg,
Unit price and total of each article

CIF and FOB value and specification of transportation – and other charges; the following sworn statement signed by shipper, with title of individual, if signed for firm, etc, to be included: “El infrascrito declara y jura, ser de la casa de comercio de esta ciudad, calle no que son ciertos los precios y demás datos consignados em la presente factura, haciéndose responsable con firma destinataria por cuakquiera ilegalidad o inexactitd que en ulteriores investigaciones pudiera constatarese”

“Declaramos bajo juramento que todos los particulares expresados en esta factura son verdaderos y correctos y que la mercadería es de origen de”, if errors are discovered in the Commercial invoice, a corrected invoice should be sent to consignee who can clear the goods on deposit of a fee provided he undertakes to supply the correct invoice within 90 days.

Import Licence for certain goods

2.2.2 Sample consignments

Value USD 25.00 or less: 3 Pro Forma Invoices.

Value over USD 25.00: See 2.2.1

2.2.3 Gift consignments

Value USD 25.00 o less: No Invoices required, provided the AWB is duly signed by shipper.

Value over USD 25.00: 3 Commercial Invoices or Declarations of Value.

2.2.4 Unaccompanied baggage

Lists of Contents. The baggage must be arrive not more than 3 months after the passenger.

2.3 RESTRICTIONS

2.3.1 Live animals

Cats and Dogs: Health and Rabies Inoculation Certificate, “Permiso de Importación” from Ministerio Salubridad Publica de Costa Rica, San Jose, C.R. All documents must be legalised by Consulate.

Parrots: Health Certificate, “Permiso de Importación” from Ministerio de Agricultura y Ganadería de Costa Rica, San Jose, C.R.: legalised by Consulate and stating that parrots are free of psittacosis, ornithosis and salmonellas and any other contagious diseases.

2.3.2 Plants and plant material

Import Permit from the “Sanidad Vegetal de Ministerio de Agricultura” at San Jose.

Seeds: Import Permit from “Oficina de Semillas”

Health Certificate for plants, bulbs and cut flowers.

Prohibited: Plants capable to convey plant diseases.

2.3.3 Narcotics and drugs

Import authorization from “Colegio de Farmaceuticos de Ministaerio de Salud”

2.3.4 Human Remains

Death Certificate.

2.3.5 Pharmaceutical and chemical products.

Import authorization from “Colegio de Farmaceuticos de Ministaerio de Salud”

2.3.6 Medicines and vaccines

Import authorization from “Colegio de Farmaceuticos de Ministaerio de Salud”

2.3.7 Animal products

Hides (tanned) from cattle: Import Permit from Ministry of Agriculture and Certificate of Freedom from disease issued by official veterinary at origin.

2.3.8 Foodstuffs

Health Certificate legalised by Consulate.

2.4 PROHIBITIONS

Animals for slaughter, untanned hides, meat (fresh, cooled, frozen or dried) from countries where foot – and mouth disease or rinderpest occurs.

Articles capable to convey any disease, plague or injurious weeds, potatoes, narcotics, yeast, non alcohol beverages containing saccharine, used clothes, coffee plants or seeds and sugar cane, alcohol containers of over 1 litre, opium and derivatives, essences for use in alcoholic liquor manufacture, foreign lotteries.

By TACT Rules – June 2014