

Explanations for the Import Privileges Declaration

¹ This declaration is to be used only for the following goods:

- 320 Office materials, heating materials, construction material and official vehicles for the sole use or consumption of diplomatic or consular representations of third party countries for use in the Federal Republic of Austria.
- 321 Goods for personal use or consumption by diplomats and professional diplomatic or embassy personnel as well as their dependents living in the same household.
- 322 Goods for personal use or consumption by members of the administrative and technical personnel as well as their dependents living in the same household within the scope of the first commencement of duty.
- 360 Goods for official purposes of international organisations with residency or head office in Austria.
- 361 Goods for personal use or consumption by the personnel of those international organisations entitled to or granted diplomatic privileges as well as their dependents living in the same household.
- 362 Household effects for personal use or consumption by the personnel of international organisations except for the personnel entitled to or granted diplomatic privileges.
- 363 Necessary additions or supplements to the household effects for personal use or consumption by the personnel of international organisations except for the personnel entitled to or granted diplomatic privileges.
- 364 Vehicles and motorcycles for personal use by the personnel of international organisations except for the personnel entitled to or granted diplomatic privileges.
- 370 Goods for personal use or consumption by the personnel of the organisation of the Comprehensive Test Ban Treaty concerning nuclear tests (CTBTO) except for the personnel entitled to or granted diplomatic privileges.
- 380 Goods to be sold in commissaries.

² Applicant is either the entitled person himself/herself or the entitled person's legal representative.

³ Please enter name of the department/office/organization.

⁴ Indicate your phone number to facilitate and speed up handling by the processing customs office or agency in case of questions or requests.

⁵ Please enter all of the goods to be declared. Please use an additional form if the provided space is insufficient.

⁶ Please enter quantity as listed on the bill or invoice (e.g. 2 units, 3 pieces, 5 kg, 4 l).

⁷ Please describe goods in as much detail as possible. Based on this description, your representative should be able to prepare categorizing the goods based on the customs tariff.

⁸ Please enter value according to invoice and currency.

⁹ Please enter package number, UCR, air waybill number or similar identifier(s).

^{9a} Please enclose the itemized list with detailed goods description and value indication. Please enter the corresponding data into the date and type table (e.g. delivery note, invoice, order confirmation, packing list) and the page and reference number table (e.g. delivery note number, invoice number).

¹⁰ Vehicles covers official cars as well as motor vehicles and motorcycles for personal use by members or employees of privileged departments, offices, or organizations, etc. This term also includes trailers, RVs, horse trailers, campers, camping trailers, boat trailers, mopeds, motorboats, airplanes and similar means of transportation.

¹¹ Please enter the chassis/VIN number for motor vehicles as unique identifier.

- ¹² The purpose for use must be indicated so that the customs authorities can verify the intent or reason for the customs exemption. Please check one of the four main sections and fill out the associated fields. If different exemption categories exist for the listed goods, please fill out a separate form for each category.

Example: Five (5) items are to be declared as necessary supplements and one additional item as a transportation means: This means you need one form for the supplements and one form for the transportation means. The necessary supplement requires a reason for the necessity of the items in the "Notes" field if the total value of all five items exceeds 350 euros per shipment.

- ¹³ Official use means use for official purposes by the privileged department, office, organisation, etc. This includes office equipment and material (e.g. computers, uniforms, brochures), office consumables (e.g. ink, writing utensils, forms, print material) and furnishings for official offices. Official mail is not subject to a confirmation by the Federal Ministry for European and International Affairs.
- ¹⁴ Please enter the name of the caseworker, responsible clerk or informed member or the employee of the department, office, organization, etc.
- ¹⁵ Personal use or consumption means non-commercial use or consumption by a member or the employee of the department, office, organisation, etc. or a family member living in the same household.
- ¹⁶ Please enter the number of your identification card. Holders of green or blue identification cards do not have to indicate the date of their first commencement of duty.
- ¹⁷ Please check off the corresponding usage purpose for the exemption if the colour of the indicated identification card is **not** red or orange or in other cases, insofar the item is a motor vehicle or, if applicable, a motorcycle for your personal use or, insofar as applicable, a motor vehicle or motorcycle of a family member living in the same household.
- ¹⁸ Check off this field if the declared goods are intended as emigration goods (home furnishings and personal belongings) to establish your household. Please note that after 12 months have expired after the first date of commencing your duty, an additional decision notification of your customs office is required.
- ¹⁹ Check off this field if the declared goods are needed as necessary supplement for your emigration goods (home furnishings and personal belongings). Please note that after 12 months have expired after the first date of commencing your duty, an additional decision notification of your customs office is required for household goods if their total value exceeds 350 euros per shipment. If this is the case, please indicate the reason for this supplement into the "Note" field (e.g. "new notebook required due to theft of old notebook"). Please keep any additional evidence or documentation (e.g. a copy of the police report in case of theft).

Your customs office may request such evidence for subsequent verifications.

- ²⁰ Check off this field if the declared goods are intended for sale in commissaries of the privileged department, office, organisation, etc.
- ²¹ If none of the previously described cases applies, please specify the exemption reason (e.g. "employee of CTBTO").
- ²² To be filled out only if the notification is to be delivered directly to a person other than the declaring person (e.g. shipping company). If applicable or necessary, the declaration is classified as an application for a decision notification.
- ²³ Signature of the application as indicated in the first field of the form.
- ²⁴ Space for any additionally needed signatures.
- ²⁵ Enter any additional information here. Also use this area, if necessary, to indicate special justification reasons for the requested exemption (e.g. reason for the necessity of a household furnishing supplement, see also No. 12 and 19).

Please submit the signed declaration for certification (specific import procedure) to the Federal Ministry for Foreign Affairs, Dept. I/1 – Protocol. Please enclose any received certified declarations with your customs declaration.