Guidelines for the importation of humanitarian cargo into Kyrgyz Republic

The following information on the process of importing humanitarian aid into the Kyrgyz Republic was obtained from various sources. Amendments to this brief will be made as new information becomes available.

General Information

- The following information relates only to humanitarian cargo intended for distribution in the Kyrgyz Republic. Support materials such as office equipment or vehicles are not eligible for exemption by this process.

Registration

- To be eligible for duty and tax exemption, an organisation must be registered in the Kyrgyz Republic with the Ministry of Justice. Non-registered organisations willing to import humanitarian cargo may do so through partners already registered in the country (consignee), in coordination with the relevant Ministry.

Certification of Humanitarian Cargo

- All humanitarian cargo entering the Kyrgyz Republic (through Bishkek or elsewhere) must be registered with, and declared as ‘humanitarian aid’ by the State Agency of Social Welfare / Department of Social Protection and Humanitarian Assistance (Gosudarstvennoe agentechno sotsial’nostogo obespechenia / Departament sotsial’noi zashchity i gumanitarnoi pomoshchi).
- The Department is headed by Mr Ermek Klimovich Konurbaev (phone: 0312-62-45-30, fax: 0312-662-259, email: konurbaev@mail.ru, address: Tynystanova 215, Room # 405).
- The Department officially takes 9-12 days to issue the approval letter, however, in the current situation; the procedures can take up to two days. The approval letter is only one of the requirements for Customs Clearance.
- The documents must be translated to Russian by a certified translator (private company, not necessarily registered by the Ministry of Foreign Affairs). The Department must receive originals, however, in urgent cases, copies / faxes are acceptable, if originals are supplied at a later date.
- In order to declare a cargo ‘humanitarian aid’, the Department requires the following information:
  1) Letter addressed to the State Agency of Social Welfare / Department of Social Protection and Humanitarian Assistance, describing the humanitarian assistance (sample attached). This letter should contain the following information:
     - Invoice numbers

1 The sources include: State Agency of Social Welfare, FEDEX, DHL and internet resources (http://www.russianamericanchamber.com/en/services/process/kyrgyz.htm)

http://www.logcluster.org/ops/kgz10a
 Customs Clearance

In order to import humanitarian cargo into the Kyrgyz Republic, the minimum documents required include the following. These documents must be originals and must be translated to Russian by a certified translator (private company, not necessarily registered by the Ministry of Foreign Affairs).

- Request for customs clearance, in duplicate (sample attached)
- Authorisation that the individual completing customs processing and clearance is authorised to do so; sample form available through the Kyrgyzstan Logistics Cluster (no specific template)
- Certificate of origin\(^3\)
- Waybill, packing list (optional) and customs declaration of departure/transit country
- Invoice stating “HUMANITARIAN AID – NOT FOR COMMERCIAL PURPOSES”
- Delivery contract (signed between the seller and the buyer)
- Document confirming that cargo is exempt from duties and taxes issued by the State Agency for Social Protection (see previous section)
- Certificates pertaining to specific items:
  - Certificate of conformance, issued locally based on the certificate of conformance coming with the cargo (issued by the State Agency for Standardisation – Panfilova 197; Telephone 227310)
  - Phyto-sanitary certificate, issued locally based on the phyto-sanitary certificate coming with the cargo (issued by the State Inspectorate for Quarantine – Mayakovskogo 60; Telephone 272606)

\(^2\) If the Certificate of the Country of Origin is not available, the importing Party is obliged to pay 35% of the total price of the cargo (including transport)

\(^3\) See footnote above

http://www.logcluster.org/ops/kgz10a
- Hygiene compliance certificate, issued only in the Kyrgyz Republic (issued by the Hygiene Office, Frunze 535; Telephone 661107)
- Veterinary Certificate, issued only in the Kyrgyz Republic (issued by the Veterinary Department – Budennogo 247; Telephone 280471)

Processing time

The processing time varies based on the items being imported. Average processing time is approximately 5 days.

Customs Brokerage

The following list of brokers may be able to assist organisations with their Customs Clearance:

**Globalink Logistics Group**
53, Aitmatova st. room 47, Bishkek
Tel. +996 312 68 06 02, +996 312 90 84 55
Fax. +996 312 68 00 74
Email. Bishkek@globalink.bz
Web. [http://www.globalink.bz](http://www.globalink.bz)

**B.D.A. Logistics" LLC**
Director: Koylubaev Mars Kubanychbekovich
282a, Frunze, room 110
Tel. +996 312 69 68 68
Mob 1. +996 543 94 9999
Mob 2. +996 312 97 37 50

**RBS Ltd (FedEx)**
217 Moskovskaya str Bishkek 720010 Kyrgyzstan
Tel. +996-312-353111 / +996-312-353842
Fax. +996-312-353000
Web. [http://fedex.com/kg](http://fedex.com/kg)

**Maximum**
157/a Orozbekova
Mobile: +996-555-97-51-28
Fax: +996-312-671-758
Web: [www.maximum.kg](http://www.maximum.kg)
Email contact: atavaliev@maximum.kg