EL SALVADOR

On behalf of UniGroup Relocation we will be coordinating the shipment of your goods to El Salvador. To simplify the process, we have outlined the necessary steps to ensure a smooth transition. This will also review your responsibilities in assisting with this process. In addition to the points below, the following pages will outline the requirements, which will be facilitated by our local representative to complete the clearance. They will assist with each item specific to your shipment so please be assured they will do whatever is necessary to facilitate a quick and efficient clearance. The documentation process, for example, passports, visas, power of attorney, etc., can take one week to 14 days plus the transportation – airfreight – seven to 21 days / weeks and ocean – six to eight weeks, depending on the origin.

It is extremely important that you take a few moments to review these important requirements, as they will allow us to process the release of your personal property through foreign customs.

Customs and immigration requirements are established by the country of import and not by UniGroup Relocation. This guide has been designed to assist clients understand and comply with country-specific requirements. Substantial effort has been made to ensure that the information provided is current and correct. Such regulations, however, are subject to change without notice by the country of import. UniGroup Relocation assumes no liability for changes in the law or interpretation by enforcement personnel as it exists at the time you and/or your goods enter the country.

Visa Requirements – Details

Please advise your local representative or UniGroup Relocation Representative of the “Type” of passport or visa you will be travelling under (working visa, temporary visa, diplomatic, etc.). When moving to El Salvador, some specific documents will be required in order to satisfy local immigration officials.

*Contact address and telephone number must be listed on all documents.

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitors/Tourists</td>
<td>The following countries that do not need a Consular visa to enter El Salvador in any type of passports: Argentina, Austria, Belgium, Chile, Costa Rica, Denmark, Finland, France, Germany, Guatemala, Honduras, Iceland, Ireland, Israel, Italy, Japan, Liechtenstein, Luxembourg, Netherlands, Nicaragua, Norway, Panama, Paraguay, Republic of Korea, Spain, Sweden, Switzerland, Turkey, United Kingdom of Great Britain and Northern Ireland, Uruguay. The following countries that need a Consular visa to enter El Salvador in all type of passports: Albania, Algeria, Andorra, Antigua and Barbuda, Armenia, Australia, Azerbaijan, Bahamas, Bahrain, Barbados, Benin, Botswana, Brunei Darussalam, Bulgaria, Burkina Faso, Bhutan, Cambodia, Cameroon, Cape Verde, Chad, Comoros, Congo, Croatia, Cyprus, Czech Republic, Democratic Kampuchea, Djibouti, Dominica, Equatorial Guinea, Eritrea, Estonia, Ethiopia, Fiji, French Guiana, Gabon, Gambia, Georgia, Ghana, Grenada, Guinea, Guinea Bissau, Guyana, Haiti, Holy See, Hungary,</td>
</tr>
</tbody>
</table>

The following countries that need a consular visa to enter El Salvador, consulted with the general direction of immigration, in all type of passports:


Requirements for Consular or Tourist Visa are:

- A passport valid for at least six months.
- One completed visa application form with fingerprints in designated areas.
- Two passport-size photo taken within the past six months.
- Copy of travel ticket or itinerary.
- Letter of invitation to El Salvador.

Tourist Card

Tourist card has a validity of 3 months and this card pretends to make easier, for applicants of friend countries of which we have economic, investment, financing and trade bonds for the development of El Salvador, to come through the country.

Requirements for Tourist Card are:

- A passport valid for at least six months.
- One completed visa application form with fingerprints in designated areas.
- Two passport-size photo taken within the past six months.
- Copy of travel ticket or itinerary.
- Letter of invitation to El Salvador.
### Special cases of countries that can enter El Salvador purchasing a tourist card for the amount of US$10:
Canada, Greece, Malaysia, Mexico, Portugal, Singapore, United States of America, Republic of China (Taiwan) - Only with Ordinary Passport.

### Businesspeople

**Business Visa**

**Requirements for Business Visa are:**
- Passport valid for at least six months.
- One completed visa application form.
- Two passport-size photos taken within the past six months.
- Copy of flight itinerary or travel ticket.
- Letter from applicant’s company (on company letterhead and signed by someone other than the applicant) addressed to the El Salvador Embassy stating the business reason for move to El Salvador.
- Letter from the customer stating that they will re-export all works of art, home appliances and other electronics.

### Diplomats

**Diplomatic Passport**

The following countries that do not need a Consular visa to enter El Salvador in diplomatic or official passports:
Belize, Bolivia, Brazil, Colombia, Dominican Republic, Ecuador, Jamaica, Mexico (Official Passports need a visa), Morocco, Peru, Republic of China (Taiwan), Romania, Russian Federation, Venezuela.

**Requirements for Diplomats are:**
- One Application Form, completed and signed
- Two recent passport-type photographs
- Letter from sending department or organization explaining purpose of travel and dates of the trip.

### Documents Requirements – Details

When moving to El Salvador, some specific documents will be required in order to satisfy local immigration officials.

### PERSONAL & HOUSEHOLD GOODS

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport</td>
<td>Original passport of shipment owner. Copy of the passports (include all pages with entries) for all members of the family.</td>
</tr>
<tr>
<td>Visa</td>
<td>Copy of Visa or Business Visa.</td>
</tr>
<tr>
<td>Inventory List</td>
<td>Valued inventory list in Spanish and English with items grouped by type (i.e.: clothing, books, etc.) for customs purposes. Indicate value declared and show complete contents of cartons and the exact number of cartons in the lift van or container. Include brand name, serial number, model and price of electronic equipment and appliances. Inventory of all artwork, artifacts, antiques and other items of historical value to El Salvador or other nation.</td>
</tr>
<tr>
<td>Permit</td>
<td>Resident permit or work permit</td>
</tr>
<tr>
<td>Custom forms</td>
<td>These are prepared with the assistance of the local representative in El Salvador.</td>
</tr>
<tr>
<td>Packing List</td>
<td>Original and copy of detailed inventory, which lists make, model and serial numbers for all appliances.</td>
</tr>
<tr>
<td>Power of Attorney</td>
<td>Must be prepared with the assistance from local representative in El Salvador.</td>
</tr>
</tbody>
</table>

**For Foreign Citizens working in El Salvador**

- **Temporary Importing Permit**
  - If a foreign citizen is working in El Salvador, he/she may import their household goods under a “Temporary Importing Permit.”

- **Letter by Employer**
  - A letter should be obtained from the employer verifying the type of work and duration of the contract.

**For Returning Citizens**

- **Bill of Lading or Air Waybill**
  - Original and copy of the bill of lading or airway bill.

- **Passport**
  - Original passport.

- **Inventory List**
  - Original and copy of the inventory in English and Spanish, detailing the electrical appliances with make model and serial number.

- **NIT**
  - (Número de Identificación Tributaria de El Salvador). This must be obtained directly by the client in the offices of the Ministry of Finance of El Salvador.

- **Immigration Certificate**
  - Immigration Certificate (certificate of Migratory Movement) obtained in El Salvador by the shipper immediately after his/her arrival in the country.

- **Tax Identification Number**
  - Original and copy of Tax Identification Number (TIN).

- **Salvadoran Consulate at Origin**
  - Certificate verifying the shipper’s duration of residing abroad issued by the El Salvadoran Consulate at origin.

- **Diplomatic Shipments**
  - Diplomatic removals are granted duty-free entry and will not be subjected to customs inspection.

**Details:**

- Diplomatic removals are granted duty-free entry and will not be subjected to customs inspection.
- For a returning Salvadoran citizen to gain duty free entry of up to US $15,000 assessed value of their possessions, they must have resided outside of El Salvador for not less than 3 years (36 months) and not have been in the country for visits for more than 30 consecutive days during the preceding 3 years.
- Shipment must have arrived within 90 days of the arrival of the returning citizen.
- Shipment of new items, items with price tags or owner’s manuals affixed, items appearing new in their original cartons or anything else that may suggest to the Custom’s authorities that the item is not used may...
result in the payment of duties, taxes, and other fees associated with the importation of new items.

- NOTE: ALL DOCUMENTS MUST BE COMPLETED ORIGINALS. COSTS FOR ANY DELAYS DUE TO INCOMPLETE OR INCORRECT DOCUMENTS WILL BE CHARGED TO THE CUSTOMER.

**Duties**

**Duty is exempted for the returning citizens on personal and household goods under the following conditions:**

- The shipper is returning after living abroad for at least 3 years and did not remain in El Salvador for more than 30 days during visits.
- The CIF value does not exceed US $15,000.00, as evaluated by customs.
- The shipment originates in the country in which the shipper has been residing.
- The shipment arrives within 90 days of the shipper’s arrival in El Salvador.
- Customer must be present in El Salvador at the time the shipment is presented and must arrive prior to the shipment.
- The letter and inventory of antiques, artwork, and other artifacts is required at the time of entry to facilitate re-export at a later date. It is prohibited to export artifacts, artwork and antiques without proving they were in your possession at the time you arrived in El Salvador.
- Live plants, vegetation or natural products require a phytosanitation certificate stating the items are not infested with insects or other harmful micro/bio organism.
- Used household goods and personal effects are generally free from import taxes and duties. However, import tax or duty depends upon the status of the traveler in relation to the nation of El Salvador.
- All shipments may be inspected.
- All items are subject to duty depending upon the status of the client.
- The tax varies between 10 and 30% of the declared or assessed value of the shipment.

**Restricted and Prohibited – Imports**

All countries, El Salvador included, prohibit or restrict the importation of certain dangerous or sensitive items.

**Restricted Items:**

- New household goods and furniture
- Plants (Phytosanitary certificate and permit from the Ministry of Agriculture is required)
- Medicines, narcotics and drugs
- Tins and food
- Alcohol products (only two items, i.e. two bottles, are permitted in the shipment)

**Prohibited Items:**

- Weapons and ammunition
- Pornographic materials or subversive material
- Subversive matter
- Illegal drugs
Military clothing and equipment
Firearms are prohibited (Permit from Ministry of Defense is required)
Works of Art or Antiques
Explosives

Restricted and Prohibited – Exports

Not available.

Motor Vehicles – Imports

Only new and used automobiles less than 8 years from date of manufacture will be imported into El Salvador. The following documents are required for the importation of motor vehicles:

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill of Lading</td>
<td>Original and copy of Bill of Lading (separate from the household goods Bill of Lading).</td>
</tr>
<tr>
<td>Commercial Invoice</td>
<td>Original commercial invoice with value of car when new.</td>
</tr>
<tr>
<td>Certificate of Title</td>
<td>Certificate of Title proving ownership.</td>
</tr>
<tr>
<td>Certificate of Compliance</td>
<td>For new vehicles a certificate of compliance with anti-pollution standards issued by the manufacturer and authenticated by the Salvadoran Embassy/Consulate at the country of origin, translated into Spanish.</td>
</tr>
</tbody>
</table>

For New Vehicles

Required documents for importing new vehicles are:
- Certificate of compliance with anti-pollution standards (gases, smoke and particles), according with the type and model of vehicle.
- Certificate to be issued by manufacturer and authenticated by the Salvadorian Embassy or Consulate at the country of origin. Must be translated into the Spanish language.

For Used Vehicles

Required documents for importing used vehicles are:
- Certificate of origin
- Driver's License
- Legal Residence Permit
- Certificate issued by the Department of Motor Vehicles or Police Department verifying that the vehicle was not stolen.
- Certificate of emissions control authorized by a mechanical shop in the country of origin of the shipment, at least 60 days before the automobile is to be imported into El Salvador.

Details:
- Only diplomats are allowed to import motor vehicles duty-free and tax-free.
Foreigners and returning citizens will pay taxes on imported motor vehicles.
If a vehicle is to be transported, verify the documentation required with El Salvadoran Customs and the local El Salvadoran Consulate. Obtain the information in writing to prevent misunderstandings.

Motor Vehicles – Exports

- Not available.

Pets

The requirements to transport dogs and cats may vary per country. If you wish to ship your pet, please contact the airline or country Consulate/Embassy for specific details concerning your type, breed and documentation for pets.
IMPORTANT CUSTOMS REMINDER

Customs and immigration requirements are established by the country of import, not by UniGroup Relocation and are subject to change without notice by the country of import. All regulations may vary according to the customer's nationality or immigration status. This guide has been designed to assist clients understand and comply with country-specific requirements. Substantial effort has been made to ensure that the information provided is current and correct. UniGroup Relocation cannot be responsible for changes in the law, or interpretation by immigration or customs enforcement personnel, or non-compliance with the law as it exists at the time you and/or your goods enter the country. Contact with the local Consulate or Embassy for further information concerning your specific visa, residence and entry situation is strongly recommended prior to planning your move.
WOOD PACKAGING MATERIAL

International wood packing requirements are in accordance with ISPM 15 (International Standards for Phytosanitary Measures: Guidelines for Regulating Wood Packaging Material in International Trade*) as of 5 July 2006:

*ISPM 15 is produced by the Secretariat of the International Plant Protection Convention (IPPC) of the United Nations' Food and Agriculture Organization (FAO).

ISPM 15 requires certain phytosanitary procedures, in particular heat treatment or methyl bromide fumigation, relating to wood packaging material (including dunnage) made of raw wood in use in international trade; the phytosanitary procedures are meant to minimize the risk of introducing and spreading certain pests that live and breed in raw wood.

REQUIREMENTS OF ISPM 15

Wood packaging material in the form of:

- Packing cases, boxes, crates, drums, and similar packings
- Pallets, box pallets, skids, and other load boards
- Pallet collars
- actually in use in the transport of objects of all kinds, except:
- Raw wood of 6mm thickness or less
- Processed wood produced by glue, heat and pressure, or any combination thereof

The wood packaging material shall:

- Be subject to one of the approved measures as specified in Annex I to FAO ISPM 15 (currently, heat treatment or methyl bromide fumigation)
- Display a mark with:
  - The two-letter ISO Country Code (in place of XX in the image below)
  - A code identifying the producer (in place of 000 in the image below)
  - The code identifying the approved measure applied to the wood packing material in the mark as specified in Annex II to FAO ISPM 15 (in place of YY in the image below; examples are HT for “Heat Treatment” and MB for “Methyl Bromide Fumigation”)
  - Where “debarking” is required, the letters “DB” shall be added to the abbreviation of the approved measure included in the said mark
  - The logo as specified in Annex II to FAO ISPM 15 (this logo is the IPCC trademarked graphic symbol shown in the image below on the left side)
REQUIREMENTS OF ISPM 15 (Continued)

Wood packaging material in the form of: The wood packaging material shall:

- Markings should be:
  1. Permanent and not transferable
  2. Legible and visible, preferably on at least two opposite sides of the article being certified

- Be marked in accordance with Annex II to FAO ISPM 15 (see directly above under "Display a mark with:")
- If not, at a minimum it should be made from bark-free wood that is free from pests and signs of live pests

DUNNAGE, i.e. wood used to wedge or support non-wood cargo, including that which has not kept its natural round surface except:

- Raw wood of 6mm thickness or less
- Processed wood produced by glue, heat and pressure, or a combination thereof