



Црвени крст Србије
Red Cross of Serbia

THE PROCEDURE FOR IMPORTING HUMANITARIAN AID

Dear Sir/Madame,

Thank you for your will to support the humanitarian work of the Red Cross of Serbia in its response to the humanitarian refugee and migrant crisis in Serbia.

Please see the provided detailed instructions concerning the delivery of humanitarian aid.

For all donated goods from abroad, the procedure is as follows:

It is necessary that the donor refers to the Red Cross of Serbia with the required documentation, certificate of donation/ declaration for export by the following email: indep@redcross.org.rs
Contact telephone numbers: +381 11 30 32 125 ext.214, 215, 217.

It is needed that the following documents with the listed information are provided:

1. Certificate of donation with the following information:
 - The recipient of humanitarian aid - Red Cross of Serbia, Belgrade, Simina 19
Shipping address for donations will be obtained by contacting the Red Cross of Serbia
 - Specification of goods with the exact quantities (units of measurement, individual weight by article, total weight). The amount is measured by the type of article, not by box or bag,
 - Value of goods (every item and total),
 - Transport information (mode of transportation, vehicle plate number, type, capacity)
 - Specified border crossing and estimated time of departure and arrival at the Serbian border,
 - If legal persons are sending humanitarian aid on their own behalf, an invoice or statement claiming that the shipment is humanitarian aid with the list of goods inside must be submitted with the declaration for export.

2. Accompanying documents depending on the type of article

Goods sent as humanitarian aid are subject to necessary inspection by one of the relevant inspection services (sanitary, phytosanitary, veterinary) or require special approval from relevant Ministries (retrieved from: <http://www.carina.rs/en/Pages/HPCP.aspx>). For this reason it is necessary that, before sending the consignment, the Red Cross of Serbia receives the **required documentation that should accompany the shipment, in addition to the certificate of donation**. In accordance with the type of goods, the following documentation are necessary:

FOOD

- Certificate of donation,
- Sanitary certificate,
- Phytosanitary certificate for food of plant origin,



Црвени крст Србије
Red Cross of Serbia

1876

- Veterinary certificate for food of animal origin (based on the veterinary certificate, the Ministry of Agriculture issues the approval needed to start the importation of goods), and

Information about the expiration date, that must be at least a year away

WATER

- Certificate of donation,
- Sanitary certificate.

HYGIENIC ARTICLES

- Certificate of donation,
- Sanitary certificate.

TECHNICAL GOODS

- Certificate of donation,
- Attest (Document that is issued by relevant authorities or organizations based on the testing of the product which determines whether it meets the requirements in terms of quality),
- Instructions manual.

SECOND HAND CLOTHING

- Second hand (used) clothing may be the subject of donation only if it has been classified, disinfected and of extra quality (second hand clothes almost like new), as well as quality level one. (Explanation of the Customs Administration no. 148-II-353-02-5/3/2013 of 29.5.2013).
- An accompanying dry cleaning certificate is mandatory.

The forwarder company that performs customs clearance on behalf of the Red Cross of Serbia is **LAVRA**, company for international freight forwarding, trade and services. The contact person is **Mr. Slobodan Korać**, phone number **+381 63 369 769** and **+381 63 330 143**, email address.

At the border, the driver should emphasize that the final destination of the goods is Belgrade, and that the recipient is the Red Cross of Serbia. The driver will then receive a document called "Customs shipping document" from the freight company at the border and customs will be done at the Customs terminal "Kvantaš" in Belgrade. Upon the arrival of the truck at the Customs terminal "Kvantaš" in Belgrade, Highway 158, the freight company LAVRA will implement the necessary procedure. Trucks, or other modes of transportation will be referred to the appropriate warehouse of the Red Cross of Serbia by the freight company upon completion of the customs procedure.



Црвени крст Србије
Red Cross of Serbia

It is necessary to keep in mind that the Red Cross of Serbia cannot receive the following items:

MEDICINE

• medicines, medical resources, aids, apparatus and appliances, as well as adult diapers must be referred to the Ministry of Health. The Red Cross of Serbia is not authorized to receive this type of donation.

FOOD

- The Red Cross of Serbia cannot be the recipient of fresh and perishable foods since it does not possess necessary conditions for the reception and storage of these types of articles.

SECOND HAND SHOES

- Second hand shoes cannot be the subject of donations. According to Article 3 and 5 of the Ordinance on the content of documents to be submitted with the application for permission to import, export and transit waste, the import of second hand shoes is defined as follows: "As the owner of used shoes cannot disinfect them to extra quality, they are considered waste and as such cannot be imported into the Republic of Serbia for resale, or for humanitarian purposes".

The customs procedure and other information related to humanitarian aid can be found on the following website of the Ministry of Finance - Customs administration (<http://www.carina.rs/en/Pages/HPCP.aspx>).

Thank you for your understanding and help.

RED CROSS OF SERBIA