



# Customs & Freight Manual

## Version 3 | March 2016

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# 1 | INTRODUCTION

## 1.1 ABOUT THIS MANUAL

The Rio 2016 Customs & Freight Manual intends to offer the Olympic and Paralympic clients and Games-related organisations a reference tool with practical insights for bringing goods which are to be used or consumed during the Rio 2016 Olympic and Paralympic Games to and from Rio de Janeiro and other cities in Brazil.

This manual provides you with useful information on Rio 2016 logistics, the relevant special procedures granted by Brazilian customs for Games clients, accompanied baggage, freight (cargo), courier and policies and procedures for import and export, as well as key contacts and partners as described in section 1.3

Rio 2016's client groups (IOC, IPC, NOCs, NPCs, Sponsors, Broadcasters, International Federations, RHBs, Accredited Press, Wada, CAS, as well as service providers working on their behalf), unless contracts specify otherwise, are responsible for arranging their own freight and customs clearance.

This publication is based upon the conjunction of Brazilian customs regulations and contains information to be used as general guidance only. If you have more specific questions or concerns, we strongly recommend that you seek advice from the Rio 2016 Organising Committee or the Brazilian customs authorities through the logistics operator/customs broker.

## 1.2 ABOUT RIO 2016

The Rio 2016 Organising Committee for the Olympic and Paralympic Games (Rio 2016) is a private, non-profit sports association formed by the Brazilian Olympic Federations, Brazilian Olympic Committee (COB) and Brazilian Paralympic Committee (CPB). It is responsible for the planning, promotion and staging of the 2016 Olympic and Paralympic Games. It was assigned this mission by the International Olympic Committee (IOC) and International Paralympic Committee (IPC), and must follow their guidance as well as the Host City Contract, the Olympic Charter, the IPC Handbook, World-Anti Doping Agency (WADA) regulations and Brazilian law.

The Rio 2016 Olympic Games will take place from 5-21 August and the Paralympic Games will take place from 7-18 September 2016.

There will be over 126,000 people directly involved in the organisation of the Games, including 55,000 volunteers. More than 15,250 athletes from approximately 205 delegations are expected to come to the Rio 2016 Olympic and Paralympic Games, to compete in front of hundreds of thousands of media professionals, sports fans and tourists.

The mission of the Rio 2016 logistics team is to ensure that the equipment and supplies needed to stage the Rio 2016 Games are identified, received, stored, delivered, recovered and disposed of in the most timely, efficient and cost-effective manner.

## 1.3 KEY CONTACTS

### 1.3.1 CLIENT GROUP

All client groups may direct all their questions direct to logistics under the beneath contact:

Loier Cunha  
International Logistics Manager  
[import.export@rio2016.com](mailto:import.export@rio2016.com)

### 1.3.2 OFFICIAL LOGISTICS OPERATOR

The Rio 2016 Organising Committee has appointed **Correios** as the Official Logistics Operator for the Games. **Correios** will provide Rio 2016 with the following services: warehousing, distribution, material handling equipment, staff and postal services.

To hire Correios services please contact by email [logisticsrio2016@correios.com.br](mailto:logisticsrio2016@correios.com.br) - phone +55 21 2503 8513. Services provided at the venue are as beneath, for further information please refer to venue delivery guide.

Correios venue service:
Correios workforce inside the venue
Forklift
Loading/ unloading assistance
Storage
Transport from/to the storage location
Logistics service (package receiving, handling and expediting)

Although Rio 2016's client groups can appoint their own International Logistics Providers, Rio 2016 highly recommends hiring providers who offer both freight forwarding and customs brokerage, and especially one with detailed knowledge of Brazilian customs regulations and temporary admission arrangements to facilitate importing goods for the Games.

The Organising Committee suggests the client groups either utilise the services of the designated International Logistics Provider or make sure their own preferred services provider has the appropriate expertise. In all cases, these respective services will be performed at the expense of the Games client.

### 1.3.3 DESIGNATED CUSTOMS BROKER AND FREIGHT FORWARDER

The Rio 2016 Organising Committee has appointed **Podium/Kuehne+Nagel** as its designated International Logistics Services Provider to provide freight forwarder and customs brokerage services.

### 1.3.4 FREIGHT (CARGO) INSURANCE

Rio 2016 has appointed **Bradesco Seguros** as the official insurance company for the Games.

However, Rio 2016 is not responsible for insurance inside the venues. Rio 2016 suggests that each client plan and hire insurance coverage for the entire journey of their goods, including the duration of the Games. Clients should ensure they have adequate insurance coverage that includes the transport, storage and return of containers, goods and packaging, or packing materials. Storage of equipment and supplies is strictly at the owner's risk. For more information on freight insurance, contact your freight forwarder.

For contacting **Bradesco Seguros** and ask for information about their services, please contact:

- Jorge Ribeiro  
Phone (+55 21) 2169-7352  
Email: [jorge.ribeiro@aon.com](mailto:jorge.ribeiro@aon.com)
- Pedro Ramos  
Phone. (+55 21) 2169-7368  
Email: [pedro.amos@aon.com](mailto:pedro.amos@aon.com)

## 1.4 BRAZILIAN BORDERS AND CUSTOMS

The Secretariat of the Federal Revenue of Brazil is a government entity subordinated to the Ministry of Finance, and is responsible for managing the collection of taxes that fall under Federal Government jurisdiction, including those on foreign trade operations.

At the same time, this Secretariat works to prevent and combat illegal international trade-related acts, which include; tax evasion, contraband, smuggling, counterfeiting, trade fraud, trafficking of drugs and wild animals.

Rio 2016 and the Secretariat of the Federal Revenue, along with other government bodies, have been working with a range of organisations from across the public and private sectors to deliver a first-class service for all client groups

including athletes, officials, sponsors, press and broadcasters coming to Brazil for the Rio 2016 Games.

#### 1.4.1 CUSTOMS OFFICE AND POINTS OF ENTRY

In order to accomplish the above, the Brazilian authorities have established specific rules applicable to the Games. These rules enact special procedures and tax benefits for all customs offices within Brazil.

For goods arriving by sea or air, the importer is advised to complete the customs procedure at the arrival port or airport. For land-based arrivals, it is advisable to clear the importation at the first customs office the cargo passes when entering Brazilian territory.

##### MAIN PORTS/AIRPORTS OF ENTRY

- **Tom Jobim International Airport (GIG):** used for all international and most domestic flights.
- The **Port of Rio de Janeiro**, located on the west coast of Guanabara Bay, is managed by *Companhia Docas de Rio de Janeiro*. Vessels may berth at one of two terminals: Multi terminal and Libra terminal. Information on both terminals, including their services and prices, can be found on their websites.
- The **Port of Itaguaí**, also known by its previous name, *Port of Sepetiba*, is located in the city of Itaguaí, Rio de Janeiro state, 80km from Rio de Janeiro city centre.
- **Cabo Frio International Airport (CFB)**, used mostly for cargo and freighted planes. The airport is located 150km from the city of Rio de Janeiro.

Alternatively, although time and costs should be taken into consideration, importers may wish to choose the following ports of entry, located in the state of São Paulo:

- **Viracopos International Airport (VCP)**, Campinas; hub for all cargo planes in Brazil, this airport is located 500km from the city of Rio de Janeiro.
- **Guarulhos International Airport (GRU)**, São Paulo; biggest Brazilian airport, located 420km from Rio de Janeiro.
- **Port of Santos**; major Brazilian port, located 500km from Rio de Janeiro.

Rio 2016 advises that the first port of entry of the cargo (port or airport) is the place to perform the customs clearance. Internal bonded transport is permitted, however it is not recommendable for the Games, as the process for moving goods in this manner between the initial port of entry and final destination can be more time consuming than clearing customs at the initial entry point.



The following ports and international airports are providing support for the football co-host cities:

- Belo Horizonte, Confins International Airport (CNF)
- Brasilia, Brasilia International Airport (BSB)
- Manaus, Manaus International Airport (MAO) and the Port of Manaus
- Salvador Salvador International Airport (SSA) and Port of Salvador

## 1.5 BRINGING GAMES-RELATED GOODS INTO BRAZIL

The Brazilian authorities have granted benefits to the Olympic and Paralympic client groups planning to bring goods into Brazil for the Rio 2016 Games. To be eligible for these benefits and special customs procedures, clients should remember that, as well as being accredited/enabled<sup>7</sup> by Rio 2016, all goods must be imported solely for the purposes of organising and staging the Games.

Brazilian customs procedures are different depending on the method used to bring goods into Brazil. There are three methods for bringing goods into Brazil for the Games:

- Accompanied baggage - chapter 2
- Freight (cargo) - chapter 3
- Courier - chapter 4

In this manual clients will find definitions, customs procedures and further details of the three different methods for bringing goods into Brazil.

### IMPORTANT

The benefits granted do not exempt clients from the requirement to obtain import licences or follow special procedures for specific types of goods. Please pay special attention to the lists of Specific Goods in chapter 5 of this manual.

If you need further clarification or additional information regarding the goods that are eligible for the Games, please contact the Rio 2016 Organising Committee or your logistics operator/customs broker.

## 1.6 A.T.A CARNET

Brazil is in the process of implementing A.T.A. Carnet.

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<sup>7</sup> The complete process is described in Rio 2016 Tax Manual.

<sup>8</sup> Law 12,101, 2009, provided that they meet the requirements of Article 29 of Law 12,101, 2009, and § 2 of

## 2 | ACCOMPANIED BAGGAGE

This section sets out the simplified procedures to be followed by passengers arriving in Brazil to participate in the Rio 2016 Games.

### 2.1 DEFINITION

The concept of accompanied baggage refers to all personal goods - new or used - that the traveller brings with them in the same transport vehicle that they arrive in. For use and consumption only, inside their own vehicle or transported by the carrier company (air or sea) in the same vehicle that they are travelling in. However, the quantity presented must be consistent with the purpose and duration of the visit. For the Rio 2016 Games, two principles have been defined to declare accompanied baggage:

- **Baggage arrivals for individuals** - this is the regular procedure for all travellers. All client groups shall be accredited to be identified as a participant of the Games. Each individual is responsible for their accompanied baggage.
- **Baggage arrivals for groups** - one member will be responsible for all the accompanied baggage of the group. This concept only applies to accredited delegates of NOCs/NPCs, International Federations, CAS and WADA, who are non-Brazilian residents.

It is important to stress that the concept only applies to accredited groups of athletes, team officials, technical officials, IF board members and staff, except for members of the press and non-accredited accompanying guests travelling with the group.

#### NOTES

- Baggage dispatched under an AWB (Air Waybill), BL (Bill of Lading), CRT (freight road transportation) is not considered “accompanied baggage” but “cargo”. Please refer to [chapter 3](#) of this manual.
- “Third-party baggage” is not permitted to be declared as accompanied baggage. For such cases, in which the real owner of the goods is not present, the passenger shall declare at customs the goods that are being brought for a third party. The goods will undergo the same procedures as freight (cargo), [chapter 3](#).

### 2.2 PROCEDURES

Having arrived in Brazil, passengers will proceed to passport (border) control as normal. After passing passport control, the passenger will be able to collect their baggage and choose between the following two customs channels:

ENTRY CHANNEL	USE THIS CHANNEL IF
Green	<ul style="list-style-type: none"> <li>• Have nothing to declare</li> <li>• Have no prohibited or restricted goods</li> </ul>
Red	<ul style="list-style-type: none"> <li>• Have goods to declare</li> <li>• Have prohibited or restricted goods</li> <li>• Have other items for which the overall value exceeds (or is equivalent to in another foreign currency): <ul style="list-style-type: none"> <li>- USD500 for goods that will remain in Brazil</li> <li>- USD3,000 for goods that will not remain in Brazil (non-Brazilian residents only)</li> </ul> </li> <li>• Are not sure about what to declare</li> </ul>

The passenger can go directly to and pass through the **Green channel** if they are carrying their baggage, identified by the baggage ticket supplied by the carrier during the check-in procedure, which consists of:

- Objects for personal use, such as clothes, hygiene products, make-up and footwear, in a quantity compatible with the duration and purpose of the stay in Brazil
- Books and newspapers
- Uniforms and clothing items for training and competing
- Sport equipment, except firearms and ammunition
- Passengers carrying medication should arrive with a valid prescription issued by a physician in Portuguese, English or Spanish
- Commemorative items, such as flags, medals, trophies, plates, badges, pins, etc. related to the Games
- Other items which will stay in Brazil (including gifts) whose overall value does not exceed the quota of exemption, which is currently to the amount of:
  - USD500 (air/ocean), or the equivalent in another foreign currency
  - USD300 (road/river), or the equivalent in another foreign currency

For passenger travelling with guide dogs, please check section 5.2 for further information on the procedures)

Please also note that although the traveller elects to pass through the **Green “nothing to declare” channel**, customs officers are entitled to stop travellers to check their baggage.

The passenger must pass through the **Red channel** if they have goods to declare. The passenger must fill out the e-DBV (Traveller's Electronic Declaration of Baggage) in advance.

The e-DBV can be submitted online within 30 days prior to arrival or upon arrival. This form is available at <https://www.edbv.receita.fazenda.gov.br/> (available in Portuguese, English and Spanish).

The e-DBV must state the arrival and departure dates and flight numbers. If you do not have a precise return date, ensure you state the latest date possible, as customs will register this date as the last day you can remain with the goods in Brazil without paying any taxes.

Some goods demand mandatory declaration (e-DBV) when arriving in Brazil:

- Cash and traveller's cheques when totalling more than BRL10,000 or the equivalent in another foreign currency. There is no limit or customs duty on the amount of cash to be brought to Brazil, as long it is declared to customs upon arrival.
- Items that will remain temporarily in Brazil with a total value above USD 3,000 (only applicable for individuals residing outside Brazil).
- Goods which are intended for commercial purpose.
- Pets, plants, seeds, food, medication for collective use, firearms, weapons and ammunition. These items will be retained for inspection and will be redeemed only with the approval of the relevant agency. For those items, a special procedure of previous authorisation may apply. You will find more details in [Chapter 5](#) of this manual.



Upon departure, the goods must be presented to customs to proceed with re-exportation. It is a simplified procedure for temporary admissions as accompanied baggage. For further information, please check exportation/re-exportation in [chapter 6](#) of this manual.

## 3 | FREIGHT (CARGO)

### 3.1 DEFINITION

All goods dispatched under an international transport document such as AWB (Air Way Bill), BL (Bill of Lading) or CRT (Road Transportation Bill/Road Freight Transportation) are considered as cargo.

This chapter focuses on the procedures to follow and the documents required.

### 3.2 REQUIREMENTS

Clients should determine a preferred tax operating scenario for Brazilian operations. Further information can be found in the Rio 2016 Tax Manual. The manual identifies the need for the client to have a legal representative under Brazilian authorities, as well as enabled by the Rio 2016 Organising Committee.

Regardless of the tax operating scenario, in order to perform import and export operations, clients must be sure that their legal representative has a RADAR.

However, NOCs/NPCs, WADA, CAS, International Federations and accredited media companies (broadcasters and press) performing import and export operations, may choose to only hire a logistics operator to act as the importer of records, and request to Rio 2016 the enablement of its logistics operator. Client groups choosing a logistics operator as the importer of records may skip directly to section 3.2.2.

#### 3.2.1 HOW TO OBTAIN A RADAR

RADAR (Ambient of Registration and Tracking of Activities of the Customs Agents) is a system created by the Brazilian Federal Revenue Bureau to track all activities and control legal entities that operate in Brazilian foreign trade.

Clients may choose to register a CNPJ Fast-Track without a logistics operator acting as the importer of records. However, they must apply for a RADAR Fast-Track, which requires the following documentation:

- Licence requirement (form on section 13.1), which must be filed by the logistics operator/customs broker
- Password form (form on section 13.2): two original copies, with a notarised signature
- ID and CPF of the legal representative of the CNPJ: one authenticated copy of each
- Articles of agreement: one certified copy
- Power of Attorney: two original copies with a notarised signature

Upon the granting of the qualification in the RADAR system, the legal representative should access the Federal Revenue Bureau's website (<http://www.receita.fazenda.gov.br/aduana/siscomex/acessosistemas.htm>) and register Legal Representatives - Customs Brokers, through e-CPF or for IOC, IPC, NOC/NPC, International Federations, CAS, WADA and accredited media by request from the hired customs broker or Rio 2016 Organising Committee.

Please note that all documents must either have been emitted in Portuguese as well as in the original language, or submitted with a notarised translation into Portuguese in addition to the original document. The document analysis process normally takes two working days.

### 3.2.2 USING THE LOGISTICS OPERATOR AS IMPORTER OF RECORDS

In order to perform import and export operations of cargo in Brazil, it is a mandatory requirement that the consignee of the cargo has a tax identification number, also known as a CNPJ.

A logistics operator is a company that can be hired to perform import and export operations on behalf of the client.

Customs authorities will identify the logistics operator based on a contract established between the parties which requires a series of documents, including:

- Identification of both parties (company's name and address, full name of the company's representative, position in the firm, Brazilian ID or passport number)
- Contract object describing the activities that will be performed by the logistics operator/customs broker exclusively for the Rio 2016 Games
- Expiry date of the contract
- Signatures, place and date

Usually, the logistics operator will propose to the client a draft of the contract to be fulfilled. It is recommended that the contract is signed in Portuguese as well as in the client's language, in order to expedite the process.

With the contract signed, the client has to identify the key contact, in accordance with section 1.3.1 of this manual, sending the copy and requesting the enablement of the logistics operator. For further information of the enablement process, please check Rio 2016 Tax Manual.

## 3.3 DOCUMENTS REQUIRED TO SHIP GOODS TO BRAZIL

To assign goods for entry into Brazil, clients will need to have a standard set of original documents, which includes:

- a) Information required for clearance (please see [section 13.5](#))
- b) Transport documents: Air Waybill (AWB) or Bill of Lading (BL) or Road Transportation Bill (CRT)

- c) Fumigation certificate or heat treatment certificate (in case of wooden crates, skids or pallets)
- d) Import licence, if mandatory

Certain specific goods may demand an import licence, which in some cases is requested and approved prior to the shipping of the goods. The import licence can take from seven to 10 days to be issued, and will be valid for 60 days from the date of approval.

If such goods are shipped without a licence being granted in advance, the importer may be subject to fines and experience delays in customs clearance.

Requests for licences must be applied through a certified customs broker/logistics operator, based on the information provided by the client. For a better understanding of the complexity for specific goods, please refer to [chapter 5](#) of this manual.

For further information, please contact your logistics operator/customs broker and check the specific treatments, certificates, import licences or special complementary information that may be required before releasing each shipment.

### 3.4 PROCEDURES

The procedure for the importation of goods for the Games depends on whether the goods will be consumed during the Games and the destiny of the goods after the Games. Four regimes exist:

- a) Definitive importation for use or consumption
- b) Temporary admission (TA)
- c) Definitive importation for resale
- d) Definitive importation for donation purpose

Should a client need to import goods using more than one of the above regimes, Rio 2016 strongly recommends splitting the shipments (cargo and shipping documents) into different processes, to ensure a fast and smooth operation.

**We do not expect to ship any cargo without prior document analysis and green light from the cargo's consignee before each shipment.**

#### **a) Definitive importation for use or consumption**

The definitive import regime allows the importation of new goods at the moment of entry into the country with a unit value up to BRL5,000 (cost + insurance + freight) with complete tax exemptions and there is no requirement to track these goods.



We expect goods imported under this regime to be consumed during the Games. However, any eventual residual goods can be exported. For export procedures, refer to chapter 6 of this manual.

#### **b) Temporary admission (TA)**

Under the temporary admission regime, any customs charges normally due on importation will be suspended, considering that the goods are to be properly donated or re-exported from Brazil after use during the Games and before 31 December 2017.

If goods enter under temporary admission and are not re-exported or donated, (for whatever reason), customs charges due on the goods must be paid. For further information, please refer to the chapters on re-exportation and donation.

It is mandatory to track every item brought into Brazil under the temporary admission regime. This includes the tracking of items that are assembled/disassembled during the period of the stay.

It is a requirement to provide accurate information concerning each item, so the Brazilian authorities can see the correlation between goods entering and leaving the country.

Goods should be re-exported in the same way they were imported. If, for any reason, clients need to re-export goods via a different method, it can only be done from the same importer of records in Brazil. It is also possible to use different ports of entry and departure, and goods may be shipped to any destination other than the original export location.

**The temporary admission regime is mandatory for used goods. For more details, contact the logistics operator/customs broker.**

#### **c) Goods for resale**

The tax exemption regime and the temporary admission regime cannot be applied to goods which will be sold in Brazil.

In order to bring in such goods for sale, clients must have a regular CNPJ and the importation must be a definitive importation, without tax exemptions.

#### **d) Definite import for donation purpose**

The definitive import for donation purpose allows the importation of new goods at the moment of the entry into the country with a unit value OVER of BRL5,000 (cost + insurance + freight).

In order to bring goods with this commitment, it is mandatory to have in advance the entity receiving the donation in accordance to the requirements in chapter 8 indicated on the declaration before starting customs procedures.

Please find below the summary of possible regimes applied for freight, as well as their benefits to be applicable for each type of goods:

GOODS	UNIT VALUE (BRL)	REGIME	FINAL DESTINATION	TAX BENEFIT
New	< 5000	Definitive	Consumed At The Games	Exemption
		Temporary Admission	Re-Exported After The Games	Suspension
New	> 5000	Definitive	Donated	Exemption*
		Temporary Admission	Re-Exported After The Games	Suspension
Used	Any Value	Temporary Admission	Re- Exported	Suspension
New	Any Value	Definitive	Sale	None

\*The donation will be registered on the import declaration under Customs. Please check [chapter 8](#) for further information and procedures.

### 3.5 HOW TO FOLLOW UP YOUR FREIGHT PROCESS

#### Step 1: Local (origin) customs authorities

Prior to shipment, the client must check with the customs authorities in the country of origin, regarding any export requirements and for information on returning goods to the country of origin.

#### Step 2: Hiring the logistics services

As far in advance as possible, select a competent logistics operator or freight forwarder/customs broker to arrange the transport and customs clearance of Games-related goods. Ensure that your contractors have a company enabled by Rio 2016.

#### Step 3: Specific goods checking

Consult the logistics operator or customs broker prior to shipping goods if you are unsure as to whether the goods you intend to ship require specific licences or documentation. Items such as alcoholic beverages, food, medical equipment, pharmaceutical, plant and animal products require the issuance of an import licence prior to shipment.

#### Step 4: Packaging and labelling

Arrange proper packaging to reduce the risk of damage or loss while considering sustainability in the selection of packing materials. Verify whether your goods require any special labelling requirements. See the section 7.2.3 “Packing, Wood Packing and Labelling” in this manual.

#### **Step 5: Importation regimes**

Confirm with your logistics operator or customs broker if the regime of importation is appropriate considering the use and final destination of the goods you are importing. If you are applying for a tax exemption, ensure that you are able to comply with all the requirements.

#### **Step 6: Customs documentation**

As far in advance as possible, complete a detailed and accurate list of the goods to be shipped. With the assistance of your logistics operator or customs broker, complete an invoice/packing list to declare the goods, and be prepared to provide amendments if necessary. See the section 7.2.1 “Information required for clearance” in this manual.

#### **Step 7: Booking freight (cargo)**

Contact your logistics operator or freight forwarder in advance. Request from them the draft of the BL/AWB and send to your logistics operator or customs broker for checking.

#### **Step 8: Cargo readiness notice**

On arrival of the cargo, ensure the logistics operator or customs broker obtains the cargo readiness notice from the airport/port warehouse to start the customs procedures.

#### **Step 9: Import declaration**

Make sure your logistics operator or customs broker registers the import declaration immediately after the cargo readiness notice is provided by the airport/port warehouse.

#### **Step 10: Channel of import declaration**

After the registration of the import declaration, the customs system will randomly select the clearance channel for the goods. If the Green Channel is selected, the cargo is cleared with no further process. If the Yellow or Red Channel is selected, the importation documents and/or cargo will be examined before being cleared. Keep close contact with your logistics operator or customs broker to be updated about the channel.

#### **Step 11: Payment of duties and storage fees**

Following the completion of the customs clearance, the logistics operator or customs broker will be requested to pay the port/airport service costs and fees. The cargo will then be released and free to be removed from the port/airport.

## 4 | COURIER

### 4.1 DEFINITION

Courier services are usually defined as an express delivery service, usually door-to-door.

The courier company is normally responsible for processing the goods, transit, customs clearance (excluding government charges and taxes) and delivery to the final destination.

Brazilian authorities have established two specific procedures to allow courier operations:

- Temporary admission (TA) for items requiring entry into Brazil by Brazilian non-residents
- Definitive importation for companies enabled by Rio 2016

**The temporary admission regime for couriers is applicable for the period from 1 January 2016 until 30 September 2016.**

Please note that couriers cannot be used to import goods such as alcoholic beverages (liquor), tobacco, tobacco-related products, firearms, ammunition, cash, travellers' cheques, animals, plants, food, jewellery and goods for commercial purposes.

### 4.2 REQUIREMENTS

Only the courier companies listed in [annex 13.3](#) are able to operate in Brazil. There is no courier company in Brazil authorised to operate by sea.

Please find below the list of requirements applicable to each regime:

For individuals who are non-Brazilian residents	For companies enabled by Rio 2016
Temporary Admission	Definitive Importation
Goods shall be Games-related and cannot stay in the country after the Games	Goods shall be Games-related
Passport copy of the receiver	Limit of operation: global value of USD3,000 for dispatch - considering freight cost
Items have to leave Brazil after the Games	Tax benefit granted (exemption for goods with unit value up to BRL5,000 CIF)

## 4.3 PROCEDURES

The courier company is responsible for all procedures under customs.

It is the requirement of the courier company to complete all the customs procedures and to complete a declaration to import under express delivery - DIRE (*Declaração de Importação de Remessa Expressa*) in both regimes.

### 4.3.1 COURIER FOR INDIVIDUALS

As indicated in the requirements above, only temporary admission is applicable. This procedure will only be valid from 1 January 2016 until 30 September 2016.

The sender has to follow the steps beneath:

- Indicate on the description that “GOODS ARE DESTINATED TO THE GAMES RIO 2016”
- Inform that special procedure in Brazil is applicable
- Add passport copy of the recipient/ receiver
- Add contact details (email or phone number of the recipient/ receiver)

The courier company will also fulfill a passenger declaration (e-DBV). The receiver has to request the copy of this document to present at Customs Authorities when leaving the country

### 4.3.2 COURIER FOR COMPANIES

As indicated in the requirements above, only definitive import is applicable. This procedure is already valid for remittance for enabled companies.

The sender has to follow the following steps:

- Indicate on the description that “GOODS ARE DESTINATED TO THE GAMES RIO 2016”
- Mention that special procedure in Brazil is applicable
- Add the full address of the company
- Add the CNPJ of the company
- Add the ADE of the company
- Add the contact details

It is important to note the maximum limit for the courier operation is USD 3,000 per dispatch, including freight cost, to qualify for tax exemption.

Should the customs authorities require further information, the courier company will contact the receiver.

## NOTES

Books, newspapers and general documents are not subjected to tax.

For shipments that both (sender and consignee) are individuals, and total value up to USD50 or less, taxes are not due.

In case clients do not meet the requirements/procedures mentioned above, the taxation rate is around 78 per cent over the price stated on the invoice.

## 4.4 HOW TO FOLLOW YOUR COURIER PROCESS

### **Step 1:** Select courier company

Make sure that the courier company chosen is able to operate in Brazil.

### **Step 2:** Package identification

All packages must be identified in accordance with courier standards and proper documents attached.

### **Step 3:** Procedures

Inform your courier company that your package is Games-related and request the Games special procedures. Ensure you are able to comply with all requirements.

### **Step 4:** Call courier company

Contact the selected courier company to request the collection of the package.

Ensure you receive the package(s) tracking number(s).

### **Step 5:** Package arrival

The courier company will perform all the customs procedures, and after clearance will deliver the package to the stated delivery address.

### **Step 6:** Package delivery

Make sure that the courier company delivers the package(s) with the customs clearance documents. If the items are under temporary admission in Brazil, these documents must be presented once the goods exit Brazil.

## 5 | SPECIFIC GOODS

Any goods intended for the Games and imported by Olympic and Paralympic client groups are eligible for the Rio 2016 Games, with the exception of prohibited items. Clients should be aware that Brazil has certain legislation and rules regarding the importation of some types of goods.

### 5.1 PROHIBITED GOODS

Some goods are prohibited and cannot be imported into Brazil.

The following types of goods are strictly prohibited, regardless of their country of origin.

- Narcotic drugs (such as heroin and cocaine)
- Toy replica firearms
- Counterfeit and pirated goods
- Products of any kind intended for children and youths with the appearance of cigarettes or similar items
- Child pornography material

Carrying goods that are banned or for which clients do not have the necessary licence or permit is illegal. Any attempt to enter Brazil with such goods may be subject to civil penalties or criminal charges.

### 5.2 ALCOHOL AND TOBACCO

Regardless of the origin, there are restrictions for the goods listed below depending on the method of importation:

#### **Accompanied luggage:**

All visitors coming to Brazil with alcohol or tobacco should respect the tax-free limit per person as described below:

- Alcohol - 12 liters per type
- Cigarettes - 10 packs with 20 units each
- Cigar or cigarillos - 25 units
- Tobacco - 250 grams

All above must respect the tax free limitation as mentioned on [section 2.2](#)

Any quantities above these limits must be declared with an [e-DBV](#) and are subject to substantial duty and/or taxes.

**Freight (cargo):**

Definitive importation of these items is subject to previous authorisation and respect of the special requirements in Brazil.

**Courier:**

These items cannot be shipped by courier.

### 5.3 FOOD, PLANTS AND ANIMAL PRODUCTS

In general, food, plants or animals cannot enter Brazil without **prior authorisation**, either as accompanied baggage or freight (cargo). These goods cannot be shipped by courier.

However, if clients need to import food, plants or animals (horses are treated in detail in appendix 12.1), they must comply with specific procedures. The authorisation of these goods is subject to their exclusive use and consumption during the Games.

To import these items, a complete list of items must be submitted to **VIGIAGRO** at [gabsda@agricultura.gov.br](mailto:gabsda@agricultura.gov.br), at least 40 days prior to the departure of the goods from their port of origin. These goods cannot be commercialised under any circumstances. VIGIAGRO will reply in 15 days with authorization and instructions, when necessary.

Please note that food, plant or animal products brought into Brazil are subject to be seized and destroyed at the port of entry, in order to ensure environmental health and safety.

For products of animal origin, Brazilian authorities demand an international sanitary certificate issued by Sanitary Authority from the country of origin.

For products of plant origin, Brazilian authorities demand an international phytosanitary certificate issued by the phytosanitary authority from the country of origin.

In order to allow entry into Brazil, the following information in portuguese is required:

- Name of the person responsible for the declaration of the goods (on behalf of the client group or delegation)
- Importing purpose
- Port of entry in Brazil
- Estimated date of arrival



- Flight details
- Description of the goods (mentioning *in natura* or industrialised, packaging type, quantity -kg-, country of origin)

Please check templates on [13.7; 13.8, 13.9 and 13.10](#)

Depending on the importation method, the information listed above needs to be shared as follows:

#### **Accompanied baggage**

Clients need to forward the list to [gabsda@agricultura.gov.br](mailto:gabsda@agricultura.gov.br)

We recommend that all food and beverages in the luggage be easily located should the necessity arise to be checked by authorities.

#### **Freight (cargo)**

Clients need to forward the list to their logistics operator/customs broker. We recommend consulting them well in advance to have the cargo cleared without further setbacks.

#### **Courier**

These items cannot be shipped by courier. For further information on food and beverage products, please refer to the information on the [Ministry of Agriculture website](#) and National Agency of Sanitary Surveillance, or contact your logistics operator/customs broker or the Rio 2016 Organising Committee.

All food and beverages not consumed during the Games must be returned to the country of origin.

## **5.4 HORSES**

With the exclusion of pentathlon horses, Rio 2016 provides a Freight Support Plan for the movement of horses for Games-time equestrian events. In addition, the Freight Support Plan includes the shipping of some specific sport-related items, including medicines and some types of equipment.

NOCs/NPCs must take part in the Freight Support Plan in order to meet the sanitary regulations in Brazil.

For further details regarding the Freight Support Plan please refer to the Equestrian Freight Manual appendix 12.1.

## 5.5 BOATS (CANOE, ROWING, SAILING)

Rio 2016 provides a freight support plan applicable to canoe, rowing and sailing for Games time. Some sports-specific related items can be shipped under the Freight Support Plan; however, other items are not eligible.

NOCs/NPCs can choose to disregard the Freight Support Plan. In this case, clients are completely responsible for their own operations but are still advised to observe the content in this manual and venue delivery guide.

For further details regarding the Freight Support Plan, please refer to the [Boats appendix 12.2](#).

## 5.6 FIREARMS AND AMMUNITION

Shooting and modern pentathlon athletes are required to strictly follow the specific procedures in order to avoid delays in the importation/re-exportation of firearms, laser pistols and ammunition, as well as to avoid committing a criminal offence and risk having their equipment seized. Rio 2016 provides a freight support plan applicable for shotgun ammunition for Games Time.

For a full description of these procedures, including those to be implemented before travel, refer to the full procedure in the [Firearms & Ammunitions appendix 12.3](#).

## 5.7 GUIDE DOGS

Guide dogs and assistant dogs are eligible for entry into Brazil only if they have international veterinary certificate - CVI or Passport for Dogs and Cats transit (only accepted from the MERCOSUL countries, Colombia, Taiwan and Gambia).

The CVI may vary depending on the country of origin. It is important that the owners contact the Brazilian Embassy/Consulate in their countries to confirm the requirements.

When the dog enters Brazil accompanied by the person they are assigned to, the dog will be exempt from all import requirements by the customs authorities.

On departure from Brazil, we strongly urge each passenger to check the regulations of the country they will be travelling to.

## 5.8 MEDICINES AND MEDICAL EQUIPMENT FOR HUMAN USE

Brazilian authorities do not impose restrictions on the importation of medicines for **personal use** (as part of your accompanied luggage) and therefore it is not necessary to declare these items at customs.

Rio 2016 however strongly recommends having the prescription for all personal use medicines, in order to present to Brazilian authorities, should it be required to reduce any unnecessary delays. A doctor's prescription in Portuguese, English or Spanish will be accepted by the authorities. Medical equipment for personal use is allowed both as accompanied luggage as well as carried individually.

Clients that need to import medicines and medical equipment for collective use shall comply with specific procedures. The authorisation of such goods is subject to their exclusive use and consumption during the Games.

A list of medicines should have been sent to your key partner if you are from the group indicated beneath by the end of February. These goods cannot be commercialised under any circumstances.

Drugs found in lists E&F are prohibited by ANVISA.

In case of any special requirements, please contact your respective key contact.

Only clients belonging to the client groups IOC, IPC, NOCs, NPCs, IFs, WADA and CAS are allowed to bring medicines and medical equipment to the Games following a simplified process applicable to the Games only, in the two methods described below:

**a) Accompanied baggage presented as a group**

For medicines and medical equipment that will be presented as a group, it is mandatory to have a representative that will comply with all requirements of the authorities under their own name. These goods cannot be commercialised under any circumstances.

Clients must have a complete list of all items, including:

- Name of product
- Detailed composition of each item (for consumables)
- Serial number (for medical equipment)
- Quantity
- Place and date of arrival
- Value

At least **30 days prior to arrival**, a list informing all medicines and medical equipment must be declared through an e-DBV in accordance with [section 2.2](#). It is mandatory to have two copies of the declaration and present it at Brazilian Healthy Authorities - ANVISA - and Customs upon arrival.

**We recommend that all medical items stored in the luggage be able to be easily located, should the necessity arise to be checked by authorities.**

**All medicines must have an expiry date after the date of exit from Brazil, otherwise they will be seized and destroyed at the port of entry.**

In case e-DBV website is not accessible, the form indicated on [annex 13.4](#) must be filled with all the information regarding medical equipment and medicines for collective use. The form shall be issued in 2 copies and declared upon arrival at Customs Authorities.

All medicines and equipment not consumed during the Games must be returned to the country of origin:

- For medicines, no export authorisation is required
- For medical equipment, the representative of the group shall go to the customs office at the international airport to declare the departure and present, if requested, the goods. Even damaged medical equipment must be declared and re-exported.

#### **b) Freight (cargo)**

The client should comply with the procedures to have a legal representative in Brazil, as mentioned in chapter 3.

The logistics operator or customs broker is responsible for meeting the requirements established by ANVISA, based on the previous information provided by the client as listed below:

- Name of product
- Detailed composition of each item (for consumables)
- Serial number (for medical equipment)
- HS-CODE per item
- Manufacturer name and address
- Place and date of arrival
- Gross and net weight
- Value

Medicines and medical equipment must be imported under temporary admission. Therefore, all items not consumed and medical equipment (even damaged) must be re-exported within 30 days after the Games. Donation is not allowed.

For any items consumed during the Games, the logistics operator or customs broker will need to complete a temporary admission form nationalising the products that were consumed during the Games.

We do not recommend to use courier to import medicines for individual or group, medical equipment or supplies. As there are no benefits or special procedures applicable for those who follow this process. Clients shall follow the same formalities as freight (cargo) without the special procedures for the Games.

## 5.9 VEHICLES

Foreign registered/licensed vehicles which are to be used for the purpose of the Games are allowed to enter Brazil under the temporary admission regime.

However, to legally operate in Brazil, all vehicles must be legally licensed in their country of origin and must have their correct licence plates attached.

After customs clearance, customs authorities will inform DENATRAN about the foreign vehicle that will be circulating in national territory.

Self-drivers crossing the border should complete the customs formalities. At the border it will be necessary to present the documents beneath and fill in a form with the same information:

- Passport number/ID for Mercosul citizens
- Driver's licence
- Vehicle's licence document
- Mention of the type of vehicle, year, arrival date, departure date and licence plate number on the description form of the goods

All individuals crossing the border will go through the immigration and customs process as mentioned in [chapter 2](#) of this manual.

Vehicles arriving as freight (cargo) shall be declared under the temporary admission regime as mentioned in [chapter 3](#).

## 6 | EXPORT AND RE-EXPORT

### 6.1 DEFINITION

**Export** corresponds to the dispatch of goods out of Brazil when they have been imported under definitive importation or if the goods have been bought in Brazil.

**Re-export** corresponds to the dispatch of goods out of Brazil when they have been imported under the temporary admission regime.

Export and re-export may be done in three ways: accompanied baggage, freight (cargo) or courier. Rio 2016 strongly recommends that clients use the same method of import to export or re-export.

### 6.2 REQUIREMENTS

There are no requirements to export or re-export goods as accompanied baggage or courier.

To export or re-export goods by freight (cargo), clients are required to obtain RADAR (Ambient of Registration and Tracking of Activities of the Customs Agents). Kindly observe the procedure detailed in [section 3](#) of this manual.

Before dispatch, we expect clients to check the customs formalities at the destination.

### 6.3 PROCEDURES

Goods originally imported as accompanied baggage should follow the same routines, meaning if the goods were declared on arrival, they should be declared on departure. For goods purchased in Brazil and dispatched as accompanied baggage, no customs formalities are required.

Goods originally imported by freight (cargo) may be dispatched as export or re-export depending on the regime under which they were imported.

- **Export** - definitive import or goods purchased in Brazil

For goods imported for consumption (via definitive import), with or without tax payment, just the import declaration number must be given.

For goods purchased in Brazil, the *nota fiscal* (Brazilian invoice) is needed to prove the origin of the goods.

- **Re-export** - temporary admission

It is mandatory to provide accurate information relative to each item so the authorities can match the outbound with the inbound, making sure all items leave the country.

Goods should be re-exported by the same importer of records and the same company which was responsible for the import into Brazil. It is possible to use different ports of entry and departure, and goods may be shipped to a destination other than the original export location.

**Clients shall track each item brought under temporary admission. In case of missing items, duties and taxes will be applied over CIF value.**

## **6.4 DOCUMENTS REQUIRED TO SHIP GOODS BY FREIGHT (CARGO) FROM BRAZIL**

To ship goods from Brazil, clients will need to have a standard set of original documents, which includes:

- a) Information required for clearance (template example in [section 13.5](#))
- b) Transport documents: Air Waybill (AWB) or Bill of Lading (BL) or Road transportation bill (CRT)
- c) Any other document required from the destination

# 7 | GENERAL GUIDELINES

## 7.1 DELIVERY TO VENUES AND VILLAGES

Complete details on how to deliver goods directly to venues and villages will be published in the venue delivery guide.

## 7.2 GUIDELINES FOR INTERNATIONAL CARGO

### 7.2.1 INFORMATION REQUIRED FOR CLEARANCE

The following information should be included in the document, which can be issued in Portuguese, English or Spanish:

- a) Exporter's complete name and address
- b) Consignee or importer's complete name, address and CNPJ
- c) Indicate whether material is used or new and the year of fabrication
- d) Item quantity (for example, units, kg, m, lbs, etc.)
- e) Unit price and total price per item
- f) Total value of the goods
- g) Currency (USD, EUR, BRL, etc.)
- h) Name and function of the responsible person and signature in blue ink
- i) Payment terms negotiated or phrase, "no commercial value", where applicable
- j) Number of packages and their dimensions
- k) Net weight per package
- l) Gross weight per package (must be in accordance with gross weight given on the AWB, BL or CTRC)
- m) Delivery terms - incoterms
- n) Complete and detailed description of the goods, including: brand, model, part number (SKU) and serial number (when applicable) per item. No abbreviation is allowed.

### 7.2.2 INFORMATION REQUIRED IN CASE OF SPECIAL PROCEDURE

- a) Manufacturers, complete names and addresses
- b) HS-CODE per item
- c) Country of origin
- d) Country of acquisition
- e) Country of shipment



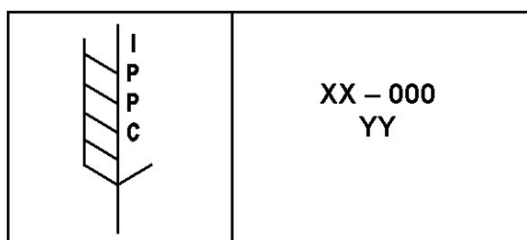
### 7.2.3 PACKING, WOOD PACKING AND LABELLING

The packing must be compatible with the mode of transport to avoid damage during the transport, handling and storage process.

Note that during importation/exportation in Brazil, cargo is usually physically inspected by customs in the bonded areas.

In case of wooden packing (crates/pallets/material), a fumigation must be arranged in the country of origin before shipment to Brazil.

To attest the wooden treatment (heat treatment or Methyl Bromide treatment) the following information must be marked/stamped on the outside of the package and be easily visible.



1. IPPC logo
2. ISO country code (XX)
3. A unique number assigned to the company that has carried out the fumigation, namely a national plant protection organisation (0000)
4. Method of fumigation (yy => HT for heat treatment or MB for methyl bromide)

It will not be authorised the import of any goods if identified any presence of plague.

**In case the goods are not complying with the legislation, the importation it will not be allowed and it is the importer responsibility to return the cargo at their expenses.**

### 7.2.4 AWB/BL

Freight value “AS AGREED” is not acceptable in Brazil. Therefore, all AWBs or BLs must clearly declare the freight rate on the appropriate field on the body of each AWB/BL.

The cargo must be carefully weighed. The weight declared on the AWB or BL must match the gross weight declared on the invoice and packing list. Any discrepancy higher than five per cent will jeopardise the customs clearance process.

The number of packages and/or pieces informed on the AWB or BL must match the number of packages and/or pieces informed on the invoice and packing list. Any discrepancy will jeopardise the customs clearance process.

In the case of sea freight, it is mandatory to inform the customs tariff code (HS Code) of all items and total volume of the cargo (m3) in the BL.

The customs broker in Brazil will need three sets of the original shipping documents (invoice, packing list and AWB or BL). Photocopies are not allowed, even if they include the original signature.

### 7.2.5 DANGEROUS GOODS

International Air Transport Association (IATA) regulations establish as dangerous goods for airfreight - within nine classes - goods that represent risks to health, security, environment and property of humans. These goods are referred to as IATA Dangerous Goods and are commonly known as DGR cargo.

## 7.3 LOGISTICS COSTS

Clients should be aware that the exemptions granted by the Brazilian authorities are not designed to cover logistics costs. The client/importer/logistics operator remains responsible for these costs as:

- **Customs clearance:** clients must hire an accredited customs broker (either as part of a logistics operator or associated to their own freight forwarder) to perform the clearance of the goods along with the Secretary of Federal Revenue and all other auxiliary governmental entities.
- **Storage at airports' bonded warehouse and ports' terminals:** these charges are normally calculated based on a cumulative percentage over CIF value versus the total period of storage. Storage at a port may include sealing, opening of the container, positioning, handling in, handling out, among others charges which will vary from each shipment and customs authorities demands.
- **Bill of Lading/Air Waybill related fees:** terminal handling charges, collect fee, deconsolidation, etc., according to the pricelist of each shipping line or airline.
- **Siscomex fee:** although the clients are exempted, the Siscomex system is not able to apply this exemption. Normally, the broker can pay it and charge the client accordingly. Customs brokers can advise their clients on how to request reimbursement from the Federal Revenue Bureau.
- **Inland freight:** from airport/port to the delivery site.
- **Others:** depending on the cargo or due to wrong declaration or inobservance of rules, for example customs fines, relabelling, resealing, fumigation, expert report, cranes, etc.

# 8 | DONATION

## 8.1 DEFINITION

Donation is the definitive and irreversible transference of goods to a third entity. It is for non-profit purposes and seeks to leave a legacy after the Games. Therefore, specific to the Games, donations shall follow the requirements mentioned below.

## 8.2 REQUIREMENTS

As mentioned in [chapter 3](#), in order to assure the tax benefits, the temporary admission process must be finalised. Brazilian authorities subsequently established that the donation shall be directed to the entities below:

- Federal Union
- Social welfare charities duly certified<sup>8</sup>
- Public law corporations
- Non-profit sports entities, sports administration entities, or other non-profit corporations with purposes related to sports, social development, environmental protection or child care<sup>9</sup>

If the donation is not transferred to one of the above entities, taxes are due.

## 8.3 PROCEDURES

Certify at [import.export@rio2016.com](mailto:import.export@rio2016.com) that the entity receiving the donation fulfils the requirements mentioned above.

Select the goods to be donated with the respective import documents.

Complete the TDR form - [annex 13.6](#) - (“*termo de doação e recebimento*” in Portuguese, donation and receipt term) in order to register the donation for the receiver.

The receiver of the donation shall register, in their own name, a new import declaration as definitive regime observing the indications in [chapter 3](#), including [section 3.2.1](#)- How to Obtain RADAR.

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<sup>8</sup> Law 12,101, 2009, provided that they meet the requirements of Article 29 of Law 12,101, 2009, and § 2 of Article 12 of Law 9,532, 1997.

<sup>9</sup> Article 12 of Law 9,532, 1997, requirements of items “a” to “g” of § 2.

## 9 | FAQ

### **Can NOC/NPC delegates bring in items for collective use as accompanying baggage - for example uniforms, sports equipment, food, medical equipment, medicines - without being subject to customs fees?**

Yes, one member of the group will be responsible for all the accompanied baggage of the group. This concept only applies for accredited delegates of NOCs/NPCs, International Federations, CAS and WADA, who are non-Brazilian residents. However, it is important to note that some goods listed as specific goods require prior authorisation.

### **Can the Rio 2016 Organising Committee be the importer/receiver of goods?**

No, clients should find an alternative importer of goods. Advice can be found in the Rio 2016 Tax Manual.

### **I am a Games Client, can I be the importer/receiver of goods?**

Yes, if the client has a CNPJ (Brazilian tax registration number) and RADAR (registration at the Brazilian Federal Revenue).

### **Who is the cargo's consignee?**

The consignee is the receiver of the shipment and has legal responsibility for customs purposes.

### **Can I hire any Brazilian company to import my goods?**

No, the company must have RADAR (registration at the Brazilian Federal Revenue) that allows entities to act as importer companies.

### **Will Rio 2016 expedite the customs clearance process?**

No, Brazilian authorities have developed simplified and express customs procedures for the Games. However, for each shipment, it is the client's responsibility to appoint a logistics operator or a customs broker in Brazil with experience in customs clearance, to be able to comply with the procedures and obligations described in this manual.

### **How long does the customs clearance process take?**

Normally, five to 10 working days for sea freight, and two to five working days for airfreight shipments.

### **Can I send equipment/goods to Brazil which are to support my team's preparation or test events for the Olympic and Paralympic Games?**

Yes, and the procedures described in this manual are also applicable for test events.

### **Can I import items from a country that is not my home country?**

Yes.

**Can I export to a different country from the one which the goods were imported?**

Yes.

**Can Rio 2016 help with the storage of items once they are in Brazil?**

No, each client group, unless otherwise stated, is responsible for the storage of their own goods.

## 10 | GLOSSARY

**ANVISA** “*Agência Nacional de Vigilância Sanitária*” in Portuguese, it is the National Agency of Sanitary Surveillance.

**APP** Applicative.

**AWB** Air Waybill is a document issued by an international freight forwarder or an airline for goods as evidence of the contract of carriage. It covers transport of cargo from airport to airport.

**BL** Bill of Lading is a document issued by an international freight forwarder or a carrier, which details a shipment of merchandise and gives title of that shipment to a specified party.

**Broker** Or customs broker. An individual that performs customs clearance. Can be hired through their own brokerage office, directly or even associated to a logistics operator or freight forwarder.

**CAS** Court of Arbitration for Sport. The CAS is an independent institution, based in Lausanne, involved in resolving legal disputes in the field of sport through arbitration and mediation.

**CIF** Incoterm. Cost, insurance and freight + [named port of destination]. The exporter must pay the costs and freight to bring the goods to the port of destination.

**CNPJ** “*Cadastro Nacional de Pessoa Jurídica*” in Portuguese, it is the Brazilian National Registry of Legal Entities.

**CPF** “*Cadastro de Pessoa Física*” in Portuguese, it is Brazilian National Registry of Individuals.

**DBV** “*Declaração de Bens de Viajantes*” in Portuguese, it is a paper form for Traveller’s Customs Declaration.

**DE** “*Declaração de Exportação*” in Portuguese, it is the Export Declaration.

**DENATRAN** “*Departamento Nacional de Trânsito*” in Portuguese, it is National Traffic Department

**DI** “*Declaração de Importação*” in Portuguese, it is the Import Declaration.

**DIRE** “*Declaração de Importação de Remessa Expressa*” in Portuguese, it is the Import Declaration for Express Mail.

**DSE** “*Declaração Simplificada de Exportação*” in Portuguese, it is the Simplified Export Declaration. It can be in paper or electronic form.

**DSI** “*Declaração Simplificada de Importação*” in Portuguese, it is the Simplified Import Declaration. It can be in paper or electronic form.

**e-CPF** “*Cadastro eletrônico de Pessoa Física*” in Portuguese, it is the electronic Brazilian National Registry of individuals, previously purchased on a certifier duly authorised by the Federal Revenue Bureau.

**e-DBV** “*Declaração Eletrônica de Bens de Viajante*” in Portuguese, it is the electronic version of Traveller’s Customs Declaration.

**EXW** Incoterm. Ex Works + [named place]. The exporter makes the goods available at their premises. This term places the maximum obligation on the buyer and minimum obligations on the exporter.

**FCA** Incoterm. Free carrier + [named airport of shipment]. Used for any method. “Free carrier” means that the exporter fulfils their obligation to deliver when they have handed over the goods, cleared for export, into the charge of the carrier named by the buyer at the named place or point.

**FOB** Incoterm. Free on Board + [named port of shipment]. Used for sea freights. The exporter must advance government tax in the country of origin as a commitment to load the goods on board a vessel designated by the buyer.

**ENABLED** Official authorisation to use the benefits granted by the Olympic Tax Exemption Law attributed by the Brazilian tax authorities at the three government levels (federal, state and municipal).

**HS-CODE** Harmonised System (HS) of tariff nomenclature is an internationally standardised system of names and numbers to classify traded products.

**Import of records** Designation for local companies who act on behalf of an overseas company that does not have economic business in Brazil. For Brazilian authorities, the import of records is responsible for ensuring compliance with Brazilian laws and regulations for import and export purposes.

**IN RFB** “*Instrução Normativa da Receita Federal do Brasil*” in Portuguese, it is the normative rule issued by Brazilian Federal revenues bureau.

**Logistics operator** Designated company known to provide the complete logistics solution combined, such as pick up, international freight forwarder, customs brokerage, inland freight, storage, distribution, etc.

**RADAR** - Ambient of Registration and Tracking of Activities of the Customs Agents - is a system created by Brazilian Federal Revenue Bureau to track all activities and control legal entities that operate in Brazilian foreign trade.

**RFB** “*Receita Federal do Brasil*” in Portuguese, it is the Brazilian Federal Revenues Bureau.

**Shipping documents** Complete set of documents (invoice, packing list and AWB or BL) widely required for shipping and clearance of goods.

**SISCOMEX** “*Sistema Integrado de Comércio Exterior*” in Portuguese, it is the Brazilian Integrated Foreign Trade System and is used to register foreign merchandise transactions (imports and exports).

**Sponsor** Companies which are able to provide direct support, sponsor services or expertise for the staging of the Games.

**VIGIAGRO** “*Sistema de Vigilância Agropecuária Internacional do Ministério da Agricultura, Pecuária e Abastecimento*” in Portuguese, it is the Brazilian Agricultural Surveillance International Service.



# 11 | LEGAL REFERENCES

## Legal basis

- Lei nº 12.780, de 9 de janeiro de 2013
- Decreto nº 8.463, de 5 de junho de 2015
- Decreto nº 6.759, de 5 de fevereiro de 2009
- Instrução Normativa MAPA nº 4, 10 de Março de 2016
- Instrução Normativa RFB nº 1603, de 15 de dezembro de 2015
- Instrução Normativa RFB nº 1572/2015 (Guia Aduaneiro)
- Instrução Normativa RFB nº 1600, de 14 de dezembro de 2015
- Instrução Normativa RFB nº 1.412, de 22 de novembro de 2013
- Instrução Normativa RFB nº 1.385, de 15 de agosto de 2013
- Instrução Normativa RFB nº 1.059, de 2 de agosto de 2010
- Instrução Normativa SRF nº 634, de 24 de março de 2006
- Instrução Normativa SRF nº 680, de 2 de outubro de 2006
- Instrução Normativa SRF nº 611, de 18 de janeiro de 2006
- Instrução Normativa SRF nº 225, de 18 de outubro de 2002
- Instrução Normativa SRF nº 121, de 11 de janeiro de 2002
- Instrução Normativa SRF nº 28, de 27 de abril de 1994
- Resolução RDC 41, de 15 de Setembro de 2015
- Resolução CAMEX nº 77, de 4 de Agosto de 2015
- Portaria DECEX 61/2015
- Convênio ICMS 133, de 5 de dezembro de 2008
- Instrução Normativa MAPA 32, de 23 de Setembro de 2015
- Portaria nº 2 DFPC, de 19 de Fevereiro de 2016

## 12 | APPENDICES

12.1 EQUESTRIAN

12.2 BOAT

12.3 FIREARMS AND AMMUNITION

# 13 | ANNEXES

## 13.1 LICENCE REQUIREMENT FOR RADAR



MINISTÉRIO DA FAZENDA  
Secretaria da Receita Federal do Brasil

### REQUERIMENTO DE HABILITAÇÃO

<b>I. IDENTIFICAÇÃO DO REQUERENTE/INTERESSADO</b>		
1. Nome / Nome empresarial / Razão Social (sem abreviações)		
2. CPF/ CNPJ	3. Código da Natureza Jurídica e descrição	
4. Endereço completo do estabelecimento matriz (logradouro, nº, complemento, bairro, cidade, estado e CEP)		
5. Sítio da Internet (endereço da página na Internet)		
6. Telefones de contato (máximo 3)		
7. Capital Social Integralizado: R\$		8. Opção pelo RTU <input type="checkbox"/> SIM <input type="checkbox"/> NÃO
9. Tipo do requerimento <input type="checkbox"/> Habilitação	10. Modalidade <input type="checkbox"/> Pessoa Física <input type="checkbox"/> Pessoa Jurídica	11. Atividade a ser desempenhada: <input type="checkbox"/> Importação <input type="checkbox"/> Exportação
<input type="checkbox"/> Revisão de Estimativa	12. Tipo de Alteração de Responsável Legal <input type="checkbox"/> Substituição <input type="checkbox"/> Inclusão <input type="checkbox"/> Exclusão	
<input type="checkbox"/> Alteração de Responsável Legal	13. Processo:	
<b>II. IDENTIFICAÇÃO DA SUCESSORA</b>		
1. Nome empresarial / Razão Social (sem abreviações)		
2. CNPJ	3. Código da Natureza Jurídica e descrição	
<b>III. IDENTIFICAÇÃO DO RESPONSÁVEL PERANTE O SISTEMA INFORMATIZADO</b>		
1. Nome completo (sem abreviações)		
2. CPF	3. Documento Identidade / Órgão emissor	
4. Qualificação	5. Despachante Aduaneiro (somente para pessoa física) <input type="checkbox"/> SIM <input type="checkbox"/> NÃO	
6. Endereço completo (logradouro, nº, complemento, bairro, cidade, estado e CEP)		
7. Endereço eletrônico ("e-mail")		
8. Telefones de contato (máximo 3)		
<b>VI. IDENTIFICAÇÃO DO PROCURADOR</b>		
1. Nome completo (sem abreviações)		
2. CPF	3. Documento Identidade/Órgão emissor	
4. Endereço completo (logradouro, nº, complemento, bairro, cidade, estado e CEP)		
5. Endereço eletrônico ("e-mail")		
6. Telefones de contato (máximo 3)		
<b>V. DECLARAÇÃO</b>		
O requerente ou seu procurador, adiante assinado, declara expressamente, sob as penas da lei, ter optado pelo Domicílio Tributário Eletrônico, estar autorizado a pleitear a habilitação em nome da pessoa qualificada no quadro I, e que as informações prestadas são verdadeiras.		
<b>VI. FIRMA / ASSINATURA</b>		
Responsável / Procurador:		
1. Data:	2. Assinatura:	

Anexo Único da Instrução Normativa RFB nº 1288, de 31 de Agosto de 2012.

## 13.2 PASSWORD FOR RADAR

 <b>COORDENAÇÃO-GERAL DE Tecnologia e Segurança da Informação - COTEC</b>	<b>CONTROLE DE ACESSO AOS SISTEMAS INFORMATIZADOS DA RFB</b>	<b>CADASTRAMENTO INICIAL E ATUALIZAÇÃO DE RESPONSÁVEIS E REPRESENTANTES LEGAIS</b>																																
<b>I - SOLICITAÇÃO</b> <input type="checkbox"/> CADASTRAMENTO INICIAL <input type="checkbox"/> HABILITAÇÃO <input type="checkbox"/> DESABILITAÇÃO <input type="checkbox"/> TROCA DE SENHA <input type="checkbox"/> INATIVAÇÃO <input type="checkbox"/> REATIVAÇÃO/DESBLOQUEIO <input type="checkbox"/> ALTERAÇÃO <input type="checkbox"/> EXCLUSÃO FÍSICA																																		
<b>II - TIPO DE ACESSO</b> <input type="checkbox"/> CERTIFICADO DIGITAL <input type="checkbox"/> SENHA (TROCA-SE INATIVA APÓS 30 DIAS SEM USO)																																		
<b>III - IDENTIFICAÇÃO DO REPRESENTADO</b>																																		
NOME COMPLETO		CNPJ/CPF																																
ATIVIDADE DO REPRESENTADO <input type="checkbox"/> EXPORTADOR <input type="checkbox"/> IMPORTADOR <input type="checkbox"/> TRANSPORTADOR <input type="checkbox"/> DEPOSITÁRIO <input type="checkbox"/> OUTROS: _____		TELEFONE (DDD/Nº)																																
<b>IV - IDENTIFICAÇÃO DO USUÁRIO</b>																																		
CATEGORIA <input type="checkbox"/> RESPONSÁVEL LEGAL <input type="checkbox"/> REPRESENTANTE LEGAL		QUALIFICAÇÃO DO REPRESENTANTE LEGAL <input type="checkbox"/> DIRIGENTE <input type="checkbox"/> EMPREGADO <input type="checkbox"/> DESPACHANTE ADUANEIRO <input type="checkbox"/> OUTROS: _____																																
NOME COMPLETO		CPF																																
REGISTRO DO DESPACHANTE ADUANEIRO/PIS-PASEP		TELEFONE (DDD/Nº)																																
TERMO DE RESPONSABILIDADE Declaro estar ciente das disposições referentes ao controle de acesso aos sistemas informatizados da RFB (Portaria SRF nº 450/2004) e das penalidades cabíveis pela não observância das competências assumidas. Comprometo-me a responder em todas as instâncias decorrentes de ações ou omissões de minha parte que possam pôr em risco ou comprometer a exclusividade do meu acesso aos dados dos sistemas de comércio exterior nas quais estou habilitado.																																		
LOCAL E DATA		ASSINATURA																																
<b>V - ESPECIFICAÇÃO DOS SISTEMAS E PERFS</b>																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">SISTEMAS</th> <th style="width: 50%;">PERFS</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	SISTEMAS	PERFS															<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">SISTEMAS</th> <th style="width: 50%;">PERFS</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	SISTEMAS	PERFS															
SISTEMAS	PERFS																																	
SISTEMAS	PERFS																																	
<b>VI - CONFERÊNCIA DO CREDENCIAMENTO</b> Atesto que o usuário consta nos cadastros dos Sistemas de Comércio Exterior conforme informado acima. _____ Carimbo/Data/Assinatura																																		
<b>VII - NOTIFICAÇÃO DE ATENDIMENTO DA SOLICITAÇÃO</b> Declaro que nesta data a operação solicitada foi efetuada. Cadastro: _____ Carimbo/Data/Assinatura																																		
<b>VIII - RECEBIMENTO DA SENHA</b>																																		
Declaro haver recebido a senha para acesso ao(s) sistema(s) acima especificado(s). _____ Data/Assinatura		SENHA <div style="border: 1px solid black; height: 20px; width: 100px; margin: 5px auto;"></div> (Reservar após substituição)																																

Aprovado pela Portaria SRF nº /2013 - Anexo II

### VERSO DO FORMULÁRIO DE CADASTRAMENTO INICIAL E ATUALIZAÇÃO DE RESPONSÁVEIS E REPRESENTANTES LEGAIS - INSTRUÇÕES DE PREENCHIMENTO

Este formulário deverá ser preenchido pelos responsáveis e representantes legais, e deverá ser entregue:

### 13.3 COURIER COMPANIES ABLE TO OPERATE IN BRAZIL

AIR LINK EXPRESS LTDA (UNITED COMEX INTERNATIONAL)	UCI
BRAXLOG COURIER INTERNACIONAL	BRA
CGF TRANSPORTES INTERNACIONAIS LTDA	CGF
CRIFER COURIER TRANSPORTES INTERNACIONAIS LTDA	CRI
CSW EXPRESS TRANSPORTES LTDA	CSW
DHL WORLDWIDE EXPRESS BRASIL LTDA	DHL
DKU REMESSAS EXPRESSAS - EIRELI – EPP	DKU
DREAMLOG COURIER SERVICE YACON LTDA - ME	DCS
ENCOMENDAS E TRANSPORTES DE CARGAS PONTUAL LTDA	PAC
FEDERAL EXPRESS CORPORATION	FDX
HALLEY EXPRESS COMISSARIA DE DESPACHOS E REPR. LTDA	HAL
INTERNACIONAL LATINO AMERICANA DE SERVIÇOS LTDA	INT
LOG3 LOGISTICA LTDA - EPP	LOG
MESSENGER EXPRESS TRANSPORTES INTERNACIONAIS LTDA	MEX
PHOENEX CARGO AGENCIAMENTO DE CARGA AÉREA LTDA.	PEX
QUALITY PLUS CONS ENC E SEV INTL LTDA	QPL
SKY EXPRESS COURIER S/C LTDA	SEC
SKYNET WORLDWIDE EXPRESS SERVIÇOS DE COURIER LTDA	SKY
SKYPOSTAL SERVIÇOS DE COURIER LTDA	SPO
SKYRACER EXPRESS LTDA	SRA
SMART EXPRESS SERVIÇOS EXPRESSOS	SMX
TALUZZO AGENCIAMENTO DE CARGAS EXPRESSAS LTDA	TAL
TAM LINHAS AEREAS S/A	TAM
TNT EXPRESS BRASIL LTDA	TNT
UPS DO BRASIL REMESSAS EXPRESSAS LTDA	UPS
WORLD COURIER DO BRASIL TRANSPORTES INTERNACIONAIS LTDA	WCB

## 13.4 TEMPLATE OF STATEMENT OF RESPONSIBILITY FOR ITEMS IMPORTED AS ACCOMPANIED BAGGAGE - ANNEX IV

### ANEXO IV

DECLARAÇÃO PARA IMPORTAÇÃO DE BENS E PRODUTOS DESTINADOS A EVENTO DE GRANDE PORTE EM BAGAGEM ACOMPANHADA

Nome do evento	
Período	
Local de Realização	

Item	Nome do Produto	Classe do Produto (alimento, cosmético, medicamento, etc)	Quantidade
01			
02			
.....			

Declaro que o(s) produto(s) acima relacionado(s) será(ão) importado(s) sem fins comerciais e industriais e com finalidade exclusiva para a Delegação (Comitiva) descrever o Participante / País.

Atesto que o(s) produto(s) supracitados encontram-se dentro do prazo de validade estabelecido pelo(s) fabricante(s).

O abaixo-assinado assume a responsabilidade sanitária, pelos danos à saúde individual ou coletiva e ao meio ambiente decorrente da alteração da finalidade de ingresso do produto no território nacional.

Nome e assinatura do Operador Logístico

(campo reservado pela autoridade sanitária)

Autorizado Por:

Nome:

Matrícula SIAPE:

Assinatura:

Data:

### 13.5 TEMPLATE TO PROVIDE INFORMATION FOR CLEARANCE

<b>PAGE:</b> <b>1</b>											
			<b>SHIPPER</b>		<b>CONSIGNEE</b>						
					Comitê Organizador dos Jogos Olímpicos Rio 2016						
<b>INVOICE/PACKING LIST</b>			Terms of Payment:								
TOTAL PIECES  <b>0</b>			Incoterms:  1. Definitive Import								
<b>Dimensions</b>	<b>Net Weight</b>	<b>Gross Weight</b>	<b>DESCRIPTION OF GOODS</b>	<b>Serial #</b>	<b>QTY</b>	<b>VALUE</b>		<b>Details ^</b>			
<b>cm</b>						<b>Unit Value</b>	<b>Total Value</b>	<b>1</b>	<b>2</b>	<b>3</b>	
						\$0,00	\$0,00				
<b>TOTAL VALUE:</b>						\$	-				

**TOTAL VALUE:** \$ -


**^ Please indicate which detail applies to each line item:**

- 1: Permanent Entry (will be disposed of at games)
- 2: Temporary Entry (will be re-exported after games)
- 3: Re-import goods


Authorized signature of shipper/agent:

Date: \_\_\_\_\_

## 13.6 DONATION AND RECEIPT FORM - “TDR” FORM



**Ministério da  
Fazenda**



**Receita Federal**

**ANEXO IX**

**TERMO DE DOAÇÃO E RECEBIMENTO (TDR)    Nº \_\_\_\_ / \_\_\_\_**

**ILMO. SR. DELEGADO,**

**01 – IDENTIFICAÇÃO DO DOADOR**

NOME DA PESSOA JURÍDICA				CNPJ Nº	
RUA, AVENIDA, PRAÇA, ETC		NÚMERO	COMPLEMENTO	E-MAIL	
BAIRRO/DISTRITO	MUNICÍPIO	UF	CEP	TELEFONE	

**02 – REPRESENTANTE LEGAL DO DOADOR**

NOME		CPF			
RUA, AVENIDA, PRAÇA, ETC		NÚMERO	COMPLEMENTO	E-MAIL	
BAIRRO/DISTRITO	MUNICÍPIO	UF	CEP	TELEFONE	

**03 – NÚMERO DE PROCESSO DE HABILITAÇÃO E DO ATO DECLARATÓRIO DE HABILITAÇÃO DO DOADOR**

PROCESSO Nº		
ADENº	UNIDADE DA RFB	DATA: ____ / ____ / ____

**04 – IDENTIFICAÇÃO DO DONATÁRIO**

NOME DA PESSOA JURÍDICA				CNPJ Nº	
RUA, AVENIDA, PRAÇA, ETC		NÚMERO	COMPLEMENTO	E-MAIL	
BAIRRO/DISTRITO	MUNICÍPIO	UF	CEP	TELEFONE	

**05 – REPRESENTANTE LEGAL DO DONATÁRIO**

NOME		CPF			
RUA, AVENIDA, PRAÇA, ETC		NÚMERO	COMPLEMENTO	E-MAIL	
BAIRRO/DISTRITO	MUNICÍPIO	UF	CEP	TELEFONE	

As pessoas jurídicas acima identificadas, representadas neste ato pelos seus representantes legais/responsáveis:

**INFORMAM** à Secretaria da Receita Federal do Brasil (RFB) A DOAÇÃO E O RECEBIMENTO DOS BENS LISTADOS NA TABELA ABAIXO, PARA EFEITOS DA CONVERSÃO DA SUSPENSÃO EM ISENÇÃO PREVISTA NA LEI Nº 12.780, DE 09 DE JANEIRO DE 2013;

**DECLARAM** que estão cientes de que a falsificação ou adulteração das informações constantes deste requerimento sujeitará as pessoas, que para ela concorrerem, às penalidades previstas na legislação criminal e tributária, relativas à falsidade ideológica (art. 299 do Decreto nº 2.848, de 7 de dezembro de 1940 - Código Penal) e ao crime contra a ordem tributária (art. 1º da Lei nº 8.137, de 27 de dezembro de 1990); e

**INFORMAM** estar cientes de que, em caso de descumprimento, ficam obrigadas a recolher as contribuições e os impostos não pagos com os devidos acréscimos legais, nos termos do art. 22 da Lei nº 12.780, de 2013.



Local e Data

ASSINATURA DO REPRESENTANTE/RESPONSÁVEL PELO DOADOR

ASSINATURA DO REPRESENTANTE RESPONSÁVEL PELO DONATÁRIO

### LISTA DOS BENS DOADOS E RECEBIDOS

[illegible]

(\*) "Adição" se refere ao número da adição da DI, quando se aplicar.  
(Mo delo aprovado pela Instrução Normativa RFB nº \_\_, de de de 2015.)

## RECEPCÃO PELA RFB

Em. / /

Nome, Matrícula e assinatura do responsável pela recepção

## 13.7 AUTHORISATION FORM TO IMPORT AGRICULTURE PRODUCTS FOR THE GAMES

KATIA ABKEU

**ANEXO I**

**SOLICITAÇÃO DE AUTORIZAÇÃO PARA IMPORTAÇÃO DE PRODUTOS AGROPECUÁRIOS, DESTINADOS ÀS OLIMPIADAS E PARALIMPIADAS RIO 2016**  
**DADOS DO REQUERENTE**

1. Nome da pessoa física ou jurídica:	
2. CPF ou CNPJ	3. Registro no MAPA se houver:
4. Endereço:	
5. Cidade:	6. UF:
7. Telefone/Fax:	8. Endereço eletrônico:
9. Finalidade da importação:	

**OUTRAS INFORMAÇÕES**

1. Data provável do embarque:	2. Data provável do desembarque:
3. Ponto de entrada no país:	4. Meio de transporte:
5. Cidade:	6. UF:

Declaro, para os devidos fins, que a(s) mercadoria(s) mencionada(s) nos formulários anexos não será(ão) objeto de comercialização, sendo destinada(s) para \_\_\_\_\_ (informar a finalidade) a ser realizada(o) no endereço: \_\_\_\_\_, cidade/UF: \_\_\_\_\_, durante as datas compreendidas entre: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dia/mês/ano) e \_\_\_\_/\_\_\_\_/\_\_\_\_ (dia/mês/ano). Para tanto, assumo a responsabilidade quanto ao uso e consumo do(s) produto(s). Pelo presente comprometo-me a proceder ao tratamento e a destinação final dos resíduos e material excedente, não consumidos, em conformidade com as exigências estabelecidas pela Secretaria de Defesa Agropecuária.

\_\_\_\_\_, \_\_\_\_ de \_\_\_\_\_ de \_\_\_\_\_.  
 (local e data)

\_\_\_\_\_  
 (Nome e assinatura)

## 13.8 AUTHORISATION FORM TO IMPORT ANIMAL ORIGIN PRODUCTS

**ANEXO II**

**PRODUTOS DE ORIGEM ANIMAL**  
**DADOS DA MERCADORIA**

PARA USO DO REQUERENTE					PARA USO EXCLUSIVO DA SDA	
Descrição do produto	Natureza (in natura ou industrializado)	Tipo de Embalagem	Quantidade (kg)	País de origem	Parecer (Autorizado/Proibido)	Tratamento e Destinação Final

\_\_\_\_\_, \_\_\_\_ de \_\_\_\_\_ de \_\_\_\_\_.  
 (local e data)

\_\_\_\_\_  
 (Nome e assinatura)

## 13.9 AUTHORISATION FORM TO IMPORT PLANTS ORIGIN PRODUCTS

ANEXO III						
PRODUTOS DE ORIGEM VEGETAL DADOS DA MERCADORIA						
PARA USO DO REQUERENTE					PARA USO EXCLUSIVO DA SDA	
Descrição do produto	Natureza (in natura ou industrializado)	Tipo de Embalagem	Quantidade (kg)	País de origem	Parecer (Autorizado/Proibido)	Tratamento e Destinação Final
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>_____ de _____ de _____.</span> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>(local e data)</span> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <span>_____</span> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>(Nome e assinatura)</span> </div>						

## 13.10 AUTHORISATION FORM TO IMPORT GUIDE DOGS FOOD

ANEXO IV				
ALIMENTOS PARA OS CÃES-GUIA DADOS DA MERCADORIA				
PARA USO DO REQUERENTE				
Nome comercial do produto	Kg por embalagem (saco/lata...)	Total de embalagens	País de origem	Contem: Ingrediente de origem animal ( ) sim ( ) não Especificar o(s) ingrediente(s):
				Obtido(s) da(s) espécie(s): Tipo de processamento:
				Ingrediente de origem vegetal ( ) sim ( ) não Especificar o(s) ingrediente(s): Obtido(s) da(s) espécie(s): Tipo de processamento:

\_\_\_\_\_ de \_\_\_\_\_ de \_\_\_\_\_.

(local e data)

\_\_\_\_\_

(Nome e assinatura)

PARA USO EXCLUSIVO DA SDA	
Parecer (Autorizado/Proibido)	

# **Customs & Freight Manual Appendix**

## **12.2 BOAT**

**March 2016**

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# 1 | INTRODUCTION

This appendix summarises the key principles of the Freight Support Plan for the transport of NOC/NPC boats and equipment to and from Rio de Janeiro for the Olympic and Paralympic Games.

All NOCs and NPCs that have qualified athletes in canoe, rowing and sailing events for the Olympic and Paralympic Games can benefit from the Freight Support Plan.

In accordance with Rio 2016's bid commitment, and to offset the costs of round-trip transport to and from Rio de Janeiro for boats to be used for training and competition at Games time, Rio 2016 has created the following guidelines.

## 2 | FREIGHT SUPPORT PLAN

Boats and equipment to be used in the canoe, rowing and sailing competitions will be transported from Rio 2016 designated international hubs, determined in conjunction with the relevant International Federations, on specific dates. These delivery windows will allow the items to arrive in time for training in Rio de Janeiro, beginning on 24 July 2016 (Olympic Games) and on 31 August 2016 (Paralympic Games).

If NOCs/NPCs choose to use the Freight Support Plan, their eligible items must be shipped together with all necessary documentation and delivered to one of the Rio 2016 designated international hubs.

The following three options are available to NOCs/NPCs using the Freight Support Plan for boats:

- NOCs/NPCs can ship their eligible items to Brazil from one of the Rio 2016 designated international hubs and back to the same Rio 2016 designated hub after competition
- NOCs/NPCs can ship their items to Brazil from one of the Rio 2016 designated international hubs and back to a different Rio 2016 designated international hub after competition
- NOCs/NPCs can ship their items to Brazil from one of the Rio 2016 designated international hubs and back to a different destination (not one of the Rio 2016 designated international hubs) after competition. If NOCs/NPCs choose this option, Rio 2016 will pay for the ground transport costs from the Rio 2016 competition venue to the port of Rio de Janeiro and perform customs clearance for exportation. It will then be the NOC/NPC's responsibility to cover all costs to export the goods from Rio de Janeiro to another destination using Rio 2016's freight forwarder.

Rio 2016 will act as importer and exporter of the items and will assist with the customs clearance procedures in Brazil. It is therefore mandatory that all items be re-exported after the event.

No reimbursements will be made for shipments undertaken outside the Freight Support Plan.

NOCs were required to inform Rio 2016 of their intention to participate in the Freight Support Plan by **13 November 2015**.

NPCs were required to inform Rio 2016 of their intention to participate in the Freight Support Plan by **13 December 2015**.

#### **Key points:**

- If the items are not delivered to the Rio 2016 designated international hub by the NOC/NPC within the delivery windows determined by Rio 2016 for each sport, the NOC/NPC will not be able to use the Freight Support Plan. The NOC/NPC will be responsible for arranging all logistics operations, covering all costs and hiring a logistics operator in Brazil to act as the importer of records. For further information, please check the Customs & Freight manual.
- All equipment imported through the Freight Support Plan must be kept inside the competition and training venues at all times; under no circumstances will NOCs/NPCs be allowed to remove the equipment from the venue and no item can be left behind.
- NOCs/NPCs may be represented by a boat builder, however they or the boat builder will still be responsible for delivering a separate packing list for each NOC/NPC, regardless of whether their equipment is consolidated with that of another NOC/NPC in a container.

## **2.1 INSURANCE**

Rio 2016's insurance policy will only cover international transport from the Rio 2016 designated hub of origin to the venue and back to the Rio 2016 designated hub. All procedures undertaken prior to arrival at the Rio 2016 designated hub and after delivery back to the hub after the Games will be the responsibility of the NOC/NPC.

## **2.2 PRE-SHIPMENT PROCEDURES**

### **Booking request**

In order to participate in the Freight Support Plan, NOCs/NPCs must submit at least 30 days prior to their respective delivery window a booking request to [boats.fsp@rio2016.com](mailto:boats.fsp@rio2016.com) and to [boats.fsp@pknlogistics.com](mailto:boats.fsp@pknlogistics.com).

One [booking request form](#) should be submitted for each Rio 2016 designated international hub.

If the boats are not from the same country as the Rio 2016 designated hub, shipping documents such as an invoice and packing list or an ATA carnet and international transport document to enter into the country of the Rio 2016 designated hub must be attached.

For all shipments, the packing list/invoice must be detailed with a full description of all items. A template is available in the [Customs & Freight Manual](#), available on the Rio Exchange.

Note the packing list should reflect the maximum number of potential qualified boats. Following final Games qualification the packing list should be updated.

A reminder that while NOCs/NPCs may be represented by a boat builder, the boat builder will still be responsible for delivering a separate packing list for each NOC/NPC, regardless of whether their equipment is consolidated with that of another NOC/NPC in a container.

Where containers are requested from Rio 2016's freight forwarder, note that they will only be used for international transport and will be removed from the venue immediately after unloading. Under no circumstances can these containers be used for storage or any other activity, such as offices. Note that where an NOC/NPC is using its own container(s), these may remain at the venue.

Due to limited space at the competition venue, Olympic and Paralympic equipment cannot be loaded into the same container. The only exception is in cases where an NOC/NPC is using their own container. However, equipment that will be used for both Olympic and Paralympic events as listed in [section 6](#) can be left at the competition venue (not in the container) during the transition period.

In the case of an NOC/NPC sharing a container, all boats will be shipped in the Olympic window and will be returned on the outbound leg of the Paralympic window. **Note that Paralympic equipment must remain in the container during the Olympic period and Olympic equipment must be stored in the container during the Paralympic period.**

## Packing items and stuffing of containers

It is the NOC/NPC's responsibility to pack the goods (wrap in protective material for international transport) and stuff (place into the container) all items for international transport at the point of origin or Rio 2016 designated international hub, as well as at the competition venue after competition. It can be done by the NOC/NPC, by a boat builder or by the Rio 2016 freight forwarder; all three instances will be at the NOC/NPC's expense. To request the service of a Rio 2016 freight forwarder please use the booking request form in [section 9](#).

Rio 2016 will not take part in the packing process and will not be responsible for any damage caused during the transit due to inadequate packing.

As per international shipment regulations, it is mandatory that the packing list reflects the contents of the container (including net and gross weight) accurately. Where a container is delivered to the hub fully stuffed it must be accompanied by a photo register



of the stuffing. In case of any discrepancy, Rio 2016 will not be held responsible for delays in the clearance of the containers at the port, and any consequent charges will be to the account of the NOC/NPC involved.

Where an NOC/NPC does not have enough equipment to fill a container and has not engaged the services of a boat builder or any other subcontractor to manage the packing and stuffing of their equipment, Rio 2016's freight forwarder will arrange for the items to be put into the container at the NOC/NPC's cost (please consult [section 3](#) for the services that can be provided at the hub). The NOC/NPC should also designate a representative to oversee the loading of the container at the Rio 2016 designated hub.

## 2.3 SHIPPING EQUIPMENT TO BRAZIL (IMPORT PROCESS)

The following costs will be covered by Rio 2016 as part of the Freight Support Plan:

- International freight costs from the Rio 2016 international designated hub to the Rio 2016 competition venue
- All costs and fees at the port of origin and at the port of Rio de Janeiro
- Any other costs relative to customs clearance in Rio and the Rio 2016 designated hub
- Loading/unloading the container sealed onto/from the trucks

NOCs/NPCs are responsible for the following costs:

- Packing and stuffing the container at the point of origin or Rio 2016 designated hub
- Transport costs to the Rio 2016 designated international hub
- Handling service fees at the point of origin and Rio 2016 designated international hub (please refer [section 3](#))
- Storage outside the period of the delivery window and any other related costs and fees at the point of origin and Rio 2016 designated international hub

### Customs clearance process for exportation from the international hub

Rio 2016 is responsible for clearing the cargo for exportation at the Rio 2016 designated hub after receiving all original shipping documents (invoice and packing list) pre-approved by Rio 2016's international freight forwarder from the NOC/NPC.

Rio 2016's designated freight forwarder will check if the documents have all mandatory information for customs clearance in Brazil and give their approval.

### Opening of the containers at the competition venue

The opening and emptying of the container(s)/package(s) at the competition venues must be undertaken in the presence of an NOC/NPC representative (this may be a boat builder appointed by the NOC/NPC), assisted by Rio 2016 Logistics. The respective windows for opening and emptying the containers are defined in [section 4](#).

Please note, Customs are entitled to open the containers in order to check goods coming into the country. In such cases, the containers will have to be screened at a Rio 2016 Material Screening Site (MSS). At the MSS, containers will be opened and the contents may be removed. Therefore, it is strongly recommended that an NOC/NPC representative is present. Rio 2016 will notify the NOC/NPC by email/telephone that their representative needs to be at the MSS at a specified date and time. Please refer to the container opening date table in [section 4](#).

Rio 2016 will not be responsible for any damages or mishandlings should an NOC/NPC representative not be present.

## 2.4 SHIPPING EQUIPMENT FROM BRAZIL (EXPORT PROCESS)

The process for packing and stuffing the container is the same as for the import process.

For NOCs/NPCs using the Freight Support Plan, Rio 2016 will cover the costs associated with the following:

- Providing empty containers, where applicable
- Loading the container for inland transport
- All costs and fees at the port of Rio de Janeiro
- Costs relative to the customs clearance process for exportation at the port of Rio de Janeiro
- International freight costs to the Rio 2016 designated international hub

NOCs/NPCs are responsible for covering costs associated with the following:

- Packing and stuffing at the competition venue
- Storage and any other costs and fees at the Rio 2016 designated international hub
- Any cost relative to duties and taxes in Brazil due to a discrepancy between items imported versus exported
- International freight cost for a destination other than a Rio 2016 designated international hub
- All transport costs from the Rio 2016 designated hub to the equipment's final destination

## **Delivery from the competition venue to Rio de Janeiro's port**

Rio 2016 will handle the inland freight from the competition venue to Rio de Janeiro's port and will undertake the customs clearance process for exportation.

All information regarding return destinations and consignment instructions must be provided to Rio 2016 through the booking request form indicated in [section 9](#). If this information is not provided, the items will be shipped back to the Rio 2016 designated hub that was used for importation. Export documents must be consistent with the import documents, such as the invoice/packing list. Please note that even damaged items must return to their origin. Should any items on the packing list not return to their origin, for example, if they are lost or will remain for the Paralympic Games, please notify [boats.fsp@rio2016.com](mailto:boats.fsp@rio2016.com)/ [boats.fsp@pknlogistics.com](mailto:boats.fsp@pknlogistics.com), at least one week in advance of the export delivery window.

Duties and taxes may apply at NOC/NPC cost in the case of any item which does not return. In the case of last minute notice, please inform the Rio 2016 freight forwarder local representative at the venue.

A representative of the Rio 2016 designated freight forwarder will be at the venue during the bump out period to coordinate the export shipments. This person will be directing NOC/NPC and his subcontractor and will be available for last minute questions.

Please check [section 4](#) for all delivery windows.

## **Arrival of the shipment at the Rio 2016 designated hub**

It is the responsibility of the NOC/NPC (or boat builder or freight forwarder, where applicable) to complete the customs clearance process at the Rio 2016 international designated hub. Any associated costs must be paid by the NOC/NPC. Rio 2016 will not assume any responsibility for this process if the NOC/NPC (or boat builder) is not present to perform the customs clearance process.

We strongly recommend that each NOC/NPC checks the import legislation of the country to which they will be returning, to ensure a smooth clearance of the container.

The Rio 2016 freight forwarder will send an arrival note of the container at the designated international hub.

## 2.5 SUMMARY OF NOC/NPC RESPONSIBILITY UNDER RIO 2016'S FREIGHT SUPPORT PLAN

ACTION	RESPONSIBILITY	
	NOC/NPC	RIO 2016
Prior to shipping:		
1. Issuing draft shipping documents (invoice and packing list) and sending them to Rio 2016.	✓	
2. Checking and approving draft shipping documents.		✓
3. Issuing the original shipping documents.	✓	
Shipping boats and equipment to Rio de Janeiro		
4. Ground transport from the country of origin to the hub (respecting the Rio 2016 delivery windows).	✓	
5. Packing and container loading.	✓	
6. Payment of any costs and fees at the hub of origin, such as storage or handling fees.	✓	
7. Inland transport from the designated hub to the port.		✓
8. Customs clearance to export from the Rio 2016 designated hub and import to Brazil.		✓
9. International freight and insurance to cover transport from Rio 2016 designated hub to/from Rio 2016 competition venue.		✓
10. Customs clearance in Brazil.		✓
11. Ground transport to the Rio 2016 competition venue.		✓
12. NOC/NPC presence upon delivery to the venue/village.	✓	
Exportation of boats and equipment after the Games		
13. Packing and labelling goods for return.	✓	
14. Ground transport from Rio 2016 competition venue to Rio de Janeiro's port.		✓
15. Customs clearance in Brazil.		✓
16. a) Shipment of equipment back to a destination different from a Rio 2016 designated hub. (NOC/NPC must cover all costs after Rio 2016 has cleared customs).	✓	
16. b) Shipment of equipment back to the original or different Rio 2016 designated hub.		✓
17. Customs clearance at the Rio 2016 designated hub.	✓	
18. All ground costs from the Rio 2016 designated hub to its final destination.	✓	

## 3 | INTERNATIONAL HUBS PROCEDURES

The Rio 2016 freight forwarder must be contacted using the email address [boats.fsp@pknlogistics.com](mailto:boats.fsp@pknlogistics.com) with Rio 2016 in copy on the email [boats.fsp@rio2016.com](mailto:boats.fsp@rio2016.com). In case of any problems, please contact your and NOC/ NPC relations representative.

The following services are available at the hub upon request at the NOC/NPC's cost during the designated window only. It is mandatory that all NOCs/NPCs complete the booking request template ([section 9](#)) in order to have the necessary materials to prepare their shipment to Brazil.

PACKING MATERIAL	STUFFING MATERIAL / EQUIPMENT
Packing Boxes Bubble Wrap Labels Wooden Pallets Plastic Pallets Sealing Tape Plastic Film Desiccant / Silica Bag Power Supply	Belts Strap Desiccant / Silica Bag Damage Bag Forklift Pallet Jack Crane Electric Pallet Jack Loading Assistance - Helper Container Loading

Please note below the address of Rio 2016 international hubs:

<b>CANOE SPRINT</b>	<b>LEIXÕES</b>	NELO Rua das Alminhas, 4485-060 Canidelo VCD Vila do Conde - Portugal Contact: Anna-Lena Marienfeld Email: <a href="mailto:Anna-Lena.Marienfeld@kuehne-nagel.com">Anna-Lena.Marienfeld@kuehne-nagel.com</a> Phone number: +49 89 949 244 58 <b>(Only at this hub NELO will pack and stuff all boats on behalf of the NOC free of charge)</b>
<b>PARACANOE</b>	<b>DUISBURG</b>	Kuehne + Nagel warehouse Messe Düsseldorf, Stockumer Kirchstraße 61, 40474 Düsseldorf Contact: Anna-Lena Marienfeld Email: <a href="mailto:Anna-Lena.Marienfeld@kuehne-nagel.com">Anna-Lena.Marienfeld@kuehne-nagel.com</a> Phone number: +49 89 949 244 58
<b>CANOE SLALOM</b>	<b>BARCELONA</b>	Kuehne + Nagel warehouse S.A. Antartic 13-19 08040 Barcelona, Spain Contact: Anna-Lena Marienfeld Email: <a href="mailto:Anna-Lena.Marienfeld@kuehne-nagel.com">Anna-Lena.Marienfeld@kuehne-nagel.com</a> Phone number: +49 89 949 244 58

ROWING	HAMBURG	Kuehne + Nagel exhibition area Hamburg Messeplatz 1 20357 Hamburg, Germany Contact: Anna-Lena Marienfeld Email: <a href="mailto:Anna-Lena.Marienfeld@kuehne-nagel.com">Anna-Lena.Marienfeld@kuehne-nagel.com</a> Phone number: +49 89 949 244 58
	LIVORNO	Kuehne Nagel c/o Seatransport srl Via F.Enriques,53 57121 Livorno, Italy Contact: Anna-Lena Marienfeld Email: <a href="mailto:Anna-Lena.Marienfeld@kuehne-nagel.com">Anna-Lena.Marienfeld@kuehne-nagel.com</a> Phone number: +49 89 949 244 58
SAILING	ROTTERDAM	Kuehne + Nagel warehouse N.V. Butaanweg 5 B, 3196 KC Codelingenplaat, Rotterdam, Netherlands Contact: Anna-Lena Marienfeld Email: <a href="mailto:Anna-Lena.Marienfeld@kuehne-nagel.com">Anna-Lena.Marienfeld@kuehne-nagel.com</a> Phone number: +49 89 949 244 58
	MIAMI	655 NW 4th Ave, Fort Lauderdale FL 33311, USA Contact: Jacqueline Russo/ Trudy Nguyen Email: <a href="mailto:jacqueline.russo@kuehne-nagel.com">jacqueline.russo@kuehne-nagel.com</a> / <a href="mailto:Trudy.Nguyen@kuehne-nagel.com">Trudy.Nguyen@kuehne-nagel.com</a> Phone number: 847-290-3450/ 647-531-5135
	SINGAPORE	Kuehne + Nagel Pte Ltd - Singapore Logistics Hub 10 Pioneer Crescent, Singapore 628566 Contact: Mathias Flecken Email: <a href="mailto:mathias.flecken@kuehne-nagel.com">mathias.flecken@kuehne-nagel.com</a> Phone number: + 65 6330 0608
	SYDNEY	ANJ Containers Services and Bond Stores (C/O Kuehne + Nagel) 3 Coal Pier Road, BANKSMEADOW NSW 2019, AUSTRALIA Contact: Daniel Torzillo Email: <a href="mailto:daniel.torzillo@kuehne-nagel.com">daniel.torzillo@kuehne-nagel.com</a> Phone number: +61 2 9305 1200

All original documents must be handed to the Rio 2016 freight forwarder along with cargo/container at the hub at the respective window as indicated in [chapter 4](#).

## 4 | HUBS AND DELIVERY WINDOWS

Rio 2016 and the respective International Federation have agreed on the following hubs in accordance with the 2016 competition calendar for the sports below, and the time required to ship the boats to Rio de Janeiro.

The hubs are located as below. Deliveries must be made from 8.00am to 6.00pm (local time).

### CANOE

DISCIPLINE	DESIGNATED INTERNATIONAL HUB	DELIVERY WINDOW
Canoe sprint (Olympic Games)	Leixões, Portugal (Europe)	6-8 June 2016
Canoe slalom (Olympic Games)	Barcelona, Spain (Europe)	20-22 June 2016
Canoe (Paralympic Games)	Duisburg, Germany (Europe)	20-25 May 2016

### ROWING

DISCIPLINE	DESIGNATED INTERNATIONAL HUBS	OLYMPIC DELIVERY WINDOW	PARALYMPIC DELIVERY WINDOW
Rowing	Hamburg, Germany (Europe)	30 May - 3 June 2016	20-24 June 2016
	Livorno, Italy (Europe)		

### SAILING

DISCIPLINE	DESIGNATED INTERNATIONAL HUBS	OLYMPIC DELIVERY WINDOW	PARALYMPIC DELIVERY WINDOW
Sailing	Rotterdam, Netherlands (Europe)	23-28 May 2016	29 June - 3 July 2016
	Miami, USA (North America)		
	Singapore (Asia)	26-29 April 2016	2-6 June 2016
	Sydney (Australia)	25-28 April 2016	1-3 June 2016

The Rio 2016 logistics team and the sport manager have identified the following dates for unloading the containers before competition.

Rio 2016 strongly recommend the presence of the respective NOC/NPC representative on the opening dates of the container.

CONTAINER OPENING DATE (BEFORE COMPETITION)		
DISCIPLINE	OLYMPIC WINDOW	PARALYMPIC WINDOW
Canoe sprint	24-25 July 2016	X
Canoe slalom	24 July 2016	X
Canoe (Paralympic Games)	X	31 August - 1 September 2016
Rowing	24-25 July 2016	31 August - 1 September 2016
Sailing	24-26 July 2016	31 August - 1 September 2016

The Rio 2016 logistics team and the sport manager have identified the following dates for loading the containers after competition.

Rio 2016 strongly recommend the presence of the respective NOC/NPC representative on the stuffing dates of the container.

CONTAINER STUFFING DATE (AFTER COMPETITION)		
DISCIPLINE	OLYMPIC WINDOW	PARALYMPIC WINDOW
Canoe sprint	21-22 August 2016	X
Canoe slalom	12 August 2016	X
Canoe (Paralympic Games)	X	16-17 September 2016
Rowing	13-15 August 2016	11-13 September 2016
Sailing	19-22 August 2016	18-20 September 2016



# 5 | EQUIPMENT

## 5.1 EQUIPMENT ELIGIBLE UNDER THE FREIGHT SUPPORT PLAN

Rio 2016 will only transport the boats and sport-specific equipment necessary for training and competition at the Rio 2016 Olympic and Paralympic Games as listed below.

The quantity of containers and equipment each team is permitted to bring should be consistent with the number of athletes and boats qualified for the Olympic and Paralympic Games. In principle, the maximum number of permitted items will be calculated as follows:

DISCIPLINE LIST OF ELIGIBLE EQUIPMENT UNDER FREIGHT SUPPORT PLAN			
	Boats	Other items	
Canoe	<b>Slalom:</b> One boat per qualified crew plus no more than two spare boats  <b>Sprint:</b> One boat per qualified crew plus no more than 1 spare boat	<ul style="list-style-type: none"> <li>Grips</li> <li>Footrests and pull bars</li> <li>Helmets</li> <li>Transport trailers</li> <li>Tents</li> <li>Life jackets</li> <li>Spare paddles</li> <li>Dismountable cabinets</li> </ul>	<b>Items applicable to both canoe and rowing:</b> <ul style="list-style-type: none"> <li>Trestles</li> <li>Tools (for boat rigging and maintenance)</li> <li>Riggers</li> <li>Fins</li> <li>Boat covers</li> <li>Seats</li> </ul>
	<b>Rowing</b> <b>All categories:</b> <ul style="list-style-type: none"> <li>One boat per qualified crew plus no more than six spare boats</li> <li>Ergometers and stationary bikes*:</li> </ul> Two machines in total (either ergometers or stationary bikes or a combination of the two) for teams with up to 12 accredited athletes, with an additional allocation of two machines for each additional 12 accredited athletes.	<ul style="list-style-type: none"> <li>Sculls</li> <li>Oars</li> <li>Runners</li> <li>Oar components</li> <li>Steering devices</li> <li>Cox boxes</li> <li></li> </ul>	
Sailing	Boats: one boat per qualified crew plus no more than one spare boat. <ul style="list-style-type: none"> <li>Competition boats from the following classes: 49er, 49er FX, 470 (M/W), Finn and Nacra, 2.4mR, SKUD 18 &amp; Sonar</li> <li>For the Laser, Laser Radial and RS:X (M/W) classes, only sailors' own equipment listed in the Notice of Race may be used</li> <li>One coach boat per discipline (normally Rib of four to seven metres) with trailer</li> </ul>	<ul style="list-style-type: none"> <li>Sails and spare sails</li> <li>Sail battens (and spares)</li> <li>Trolleys</li> <li>Masts, booms and poles</li> <li>Toolbox (screwdrivers, wrenches, chisels, hammers, cutting tools, files, planes, nut drivers, hand saws, pliers, scissors, compressors, painter pumps)</li> <li>Electrical tools (drill, cordless drill, polishers, rotary tool, routers, circular saws, jigsaws, grinders)</li> <li>Boat covers</li> <li>Work surface</li> <li>Spare parts</li> <li>Life jackets and dry suits</li> <li>Dismountable cabinets</li> <li>Dry machines</li> <li>Electric cables</li> <li>Boat products (gelcoat, thinner, fiberglass, carbon, resins, glues, polisher)</li> </ul>	

\* Note that no additional space will be provided for these machines at competition venues. NOCs/NPCs must use the dedicated space allocated to them within the athlete rest area or team tent area.

\* Special requests outside of these specifications should be addressed to [boats.fsp@rio2016.com](mailto:boats.fsp@rio2016.com) / [boats.fsp@pknlogistics.com](mailto:boats.fsp@pknlogistics.com) for consideration.

## 5.2 EQUIPMENT NOT ELIGIBLE TO BE TRANSPORTED UNDER THE FREIGHT SUPPORT PLAN

The items listed below cannot be transported under Rio 2016's Freight Support Plan and must be transported separately by the NOC/NPC. If any of these items are transported under the plan, NOCs/NPCs will be subject to penalties by Customs and Revenue which may jeopardise clearance of the whole shipment.

It is important to note that many of these items require a specific import licence prior to departure. Further information can be found in the [Customs & Freight Manual](#) on the Rio Exchange.

DISCIPLINE	LIST OF EQUIPMENT NOT ELIGIBLE UNDER THE FREIGHT SUPPORT PLAN	
	Sport-specific items	Other items
<b>Canoe</b>	Spare parts and any other items that will be provided by boat builders	<b>Items applicable to canoe, rowing and sailing:</b> <ul style="list-style-type: none"> <li>• Uniforms</li> <li>• Clothes</li> <li>• Personal effects</li> <li>• Food and beverages</li> <li>• Medicines, vitamins and supplements</li> <li>• Bicycles</li> <li>• Goods not related to competition or training</li> </ul>
<b>Rowing</b>	Ergometers and stationary bikes to be used outside the venue Ice/cooling baths	
<b>Sailing</b>	X	

## 6 | TRANSITION PERIOD BETWEEN OLYMPIC AND PARALYMPIC GAMES

The following items may be left at the competition venue during the transition period from the Olympic to the Paralympic Games, as they may be used at both events. NOCs must give notice that items will remain at the venue during transition on the packing list. These items must be clearly identified. Should there be any doubts, please email [fsp.boats@rio2016.com](mailto:fsp.boats@rio2016.com) / [fsp.boats@pknlogistics.com](mailto:fsp.boats@pknlogistics.com)

DISCIPLINE	ITEMS PERMITTED TO STAY AT VENUE DURING TRANSITION PERIOD	
	Sport-specific items	Other items
Canoe	<ul style="list-style-type: none"><li>• Cover</li><li>• Grips</li><li>• Transport trailers</li><li>• Life jackets</li><li>• Dismountable cabinets</li></ul>	<b>Items applicable to canoe and rowing:</b> <ul style="list-style-type: none"><li>• Boat cover</li><li>• Riggers</li><li>• Tools</li><li>• Trestles</li><li>• Fins</li></ul>
Rowing	<ul style="list-style-type: none"><li>• Stationary bicycles and ergometers</li><li>• Sculls</li><li>• Oars (and components)</li><li>• Seat components</li><li>• Runners</li><li>• Steering devices</li><li>• Cox boxes</li></ul>	
Sailing	<ul style="list-style-type: none"><li>• Coach boats</li><li>• Shipment company’s own containers</li><li>• Electrical tools (drill, cordless drill, polishers, rotary tool, routers, circular saws, jigsaws, grinders)</li><li>• Spare parts (ropes, screws , shackles, blocks, poles)</li><li>• Boat maintenance products (gelcoat, thinner, fiberglass, carbon, resins, glues, polisher)</li><li>• Work surface</li><li>• Life jackets, dry-suits, hiking pants, lycra, spray tops, neoprene clothes</li><li>• Dismountable cabinets</li><li>• Dry machines</li><li>• Electrical cables</li><li>• Sculls</li></ul>	

# 7 | STEP-BY-STEP

## IMPORT

### Step 1: Identify all items you will take to the Rio 2016 Games

Make sure all items are eligible for inclusion as per the eligible equipment list.

### Step 2: Contact Rio 2016 freight forwarder

Thirty days prior to your respective international hub delivery window, send your booking request (one per hub) and shipping documents as described in section 2.4 to the Rio 2016 freight forwarder to guarantee space and equipment at the hub.

### Step 3: Response from the Rio 2016 freight forwarder

Make sure you receive a response from the freight forwarder approving the shipping documents and with further information about cargo delivery.

### Step 4: Delivery at the hub

All containers/packages must be delivered along with original documents as instructed by the freight forwarder accompanied by your local representative. For fully loaded container deliveries, a photo register of the container stuffing must accompany the container.

### Step 5: Transport to the port and international freight

Rio 2016 will coordinate container delivery at the port, international freight and customs clearance at both ends.

### Step 6: Container arrival at the venue

Make sure your representative is at the venue during the designated window for container opening.

### Step 7: Emptying the container

Make sure the emptying of the cargo is within the defined window in order to return the empty container to Rio 2016. NOC/ NPC-owned containers are not applicable for this rule unless specified otherwise by Rio 2016.

## EXPORT

### Step 1: After competition

Rio 2016 will deliver empty containers for cargo stuffing to the venue on the dates specified [above](#). The NOC/NPC must make it be known if any item will not return. Contact the Rio 2016 Freight Forwarder at the venue in order to identify the correct container and reaffirm the items that will not be returning.

### **Step 2: Locate your container**

Every container will have an identification describing the destination. In cases where a shared container is necessary, the container identification will also say which federations will have to consolidate the cargo per container.

### **Step 3: Close your container**

Once the container is loaded for return, contact the Rio 2016 freight forwarder at the venue and hand over the paperwork so that Rio 2016 may proceed with the exportation. If everything is correct, the Rio 2016 freight forwarder will deliver the seal to lock the container. Where a container is shared, all representatives must be present when the container is sealed.

### **Step 4: Delivering at the port and customs clearance**

Rio 2016 will deliver all containers to the port and perform the customs clearance process to close the temporary admission process in Brazil.

### **Step 5: International freight**

International freight back to an international designated hub will be at Rio 2016's expense. For a different destination, our freight forwarder will arrange all shipments at the NOC/NPC's cost.

### **Step 6: Arriving at the destination**

Rio 2016's responsibility will end once the cargo arrives at the port of destination. Each NOC/NPC must arrange for the proper customs clearance, unloading and return of the empty container within the deadline indicated by Rio 2016's freight forwarder.


## 8 | TIMELINE

The following table lists all locations and dates for the Freight Support Plan.

	Hub 1		Hub 2		Hub 3		Hub 4	
	Location	Delivery window	Location	Delivery window	Location	Delivery window	Location	Delivery window
Canoeing								
Slalom	Barcelona, ESP	20-22 June 2016	x	x	x	x	x	x
Sprint	Leixões, POR	6-8 June 2016	x	x	x	x	x	x
Canoe (Paralympic Games)	Duisburg, GER	20-25 May 2016	x	x	x	x	x	x
Rowing								
Olympic	Hamburg, GER	30 May - 3 June 2016	Livorno, ITA	30 May - 3 June 2016	x	x	x	x
Paralympic	Hamburg, GER	20-24 June 2016	Livorno, ITA	20-24 June 2016	x	x	x	x
Sailing								
Olympic	Miami, USA	23-28 May 2016	Rotterdam, NED	23-28 May 2016	Singapore, SIN	26-29 April 2016	Sydney	25-28 April 2016
Paralympic	Miami, USA	29 June - 3 July 2016	Rotterdam, NED	29 June - 3 July 2016	Singapore, SIN	2-6 June 2016	Sydney	1-3 June 2016

## 9 | BOOKING REQUEST TEMPLATE

### [Booking Request Template](#)

Booking Request - Freight Support Plan - Rio 2016				
Canoe / Rowing / Sailing Boats				
(Please fill one form per hub)				
( ) NOC ( ) NPC	NOC/NPC Name:			
	Full Address:			
	Logistics contact:			
	Email address:			
	Phone Number:			
	Discipline			
Shared container for Olympic and Paralympic?				
LOCATION REQUEST				
Please note that hubs are sports specific. Further details can be found in the Boats appendix, located in the Rio 2016 Customs and Freight Manual				
Chosen hub:				
CONTAINER DETAILS				
( ) Shipper's Own Container / SOC ( ) Shared Container / Loose Cargo				
SOC	20' ft	40' ft	40' HC	45' ft
Quantity				
CARGO DETAILS				
Shared Container / Loose Cargo	Please mark all the items in the appendix section (second tab) (Loose Boats + Material)			



PICK UP / DELIVERY REQUEST				
Please note that the delivery windows at the hubs per sport can be found in the Boats appendix, located in the Customs and Freight Manual				
Do you need cargo / container pick up? ( At the NOC/NPC's own cost)				
( ) YES, we would like to hire PKN to collect cargo / container	Pick up date:			
	Pick up Time:			
	Pick up address:			
( ) NO, we will deliver the cargo / container to the hub ourself	Date of delivery at the Rio 2016 designated hub (as per delivery window):			
	Time of delivery at the hub (from 8 am to 6 pm):			
PACKING / CONTAINER STUFFING				
Packing Arrangement:	By NOC / NPC ( )	By Boat Builder ( )	Boat Builder's Names:	Others:
Additional information (NOC/NPC own's cost)				
We would like to hire PKN to assist with special requests for packing (Quantity):	<input type="checkbox"/> Cartoon Boxes <input type="checkbox"/> Bubble Wrap <input type="checkbox"/> Labels <input type="checkbox"/> Wooden Pallet <input type="checkbox"/> Plastic Pallet <input type="checkbox"/> Sealing Tape <input type="checkbox"/> Plastic Film <input type="checkbox"/> Desiccant / Silica Bag <input type="checkbox"/> Power Supply <input type="checkbox"/> Boats Rack for Rowing  Others:			
We would like to hire PKN to assist with special requests for stuffing of containers (Quantity) :	<input type="checkbox"/> Belts <input type="checkbox"/> Strap <input type="checkbox"/> Desiccant / Silica Bag <input type="checkbox"/> Damage Bag <input type="checkbox"/> Forklift <input type="checkbox"/> Pallet Jack <input type="checkbox"/> Crane <input type="checkbox"/> Electric Pallet Jack <input type="checkbox"/> Loading Assistance - Helper  Others:			
Would you like to hire insurance coverage for cargo handling only (at NOC/NPC own's cost)? For international freight Rio 2016 will provide insurance.				
Responsible Person for supervision at the international hub	Name and entity:			
	Phone Number:			
	Email address:			

This person needs to sign for the proper packing and stuffing of the cargo into the containers / final confirmation of the documents	
Responsible Person for emptying/stuffing at the <u>venue</u>	Name and entity:
	Phone Number:
	Email address:
This person needs to sign for the proper packaging and stuffing / unstuffing of the cargo into the containers / final confirmation of the documents at the venue after the Games. This person must be present when opening and closing of the container.	
How it was imported into the international designated hub?	
Customs Status in the hub / country:	
Importer of records in the hub / country:	
Previous origin before the hub:	
CONTAINER/CARGO RETURN	
Destination hub:	
Other Country / City:	
Please note that should the NOC/NPC not wishing to return the cargo to one of the Rio 2016 hubs will have to pay for the transportation at their own cost. Further information is available in the Boats Appendix of the Customs & Freight Manual.	
DOCUMENTATION NEEDED	
<p><b>Documentation needed:</b></p> <p>In addition to the booking request (page 1 and 2), please send a packing list containing all the items which will be delivered to the chosen hub. This Packing list should contain description, net weight, gross weight, quantity and value <b>per item</b>.  <a href="#">A Packing list template is available on Rio Exchange</a></p> <p><b>Note</b> the packing list should reflect the maximum number of potential qualified boats. Following final Games qualification the packing list should be updated whenever necessary.</p> <p>All FSP booking requests should be sent at least 30 days before the delivery date at the hub to:  <a href="mailto:boats.fsp@pknlogistics.com">boats.fsp@pknlogistics.com</a> &amp; <a href="mailto:boats.fsp@rio2016.com">boats.fsp@rio2016.com</a></p>	

## 10 | FAQ

### **1 - Is it possible to share a container for rowing and canoe sprint?**

Yes, since both disciplines will be at the same venue. However, the container will have to be shipped as one process.

### **2 - Is donation possible under the Freight Support Plan?**

No. All items arriving under the Freight Support Plan are imported under temporary admission rules and must be exported after the Games, even if damaged.

### **3 - Is it possible to put Olympic and Paralympic equipment in the same container?**

Yes. However, the container must be the shipper's own and it must be shipped in the Olympic window and will only be returned in the Paralympic window.

### **4- Who is responsible for clearing customs at the return destination?**

Each NOC/NPC is responsible for customs clearance at the hub of destination.

### **5- Is it possible to use the FSP for export when not used for import?**

No. NOC/ NPC must use the same importer of records to re-export the goods outside the freight support plan.

# **Customs & Freight Manual Appendix**

## **12.3 FIREARMS & AMMUNITION**

**March 2016**

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# 1 | INTRODUCTION

This appendix on firearms and ammunition aims to assist the NOC/NPC in completing the necessary documents and forms to enter and exit Brazil with firearms, laser pistols and ammunition for training and competitions, and present the freight support plan for firearms ammunition for the Rio 2016 Olympic and Paralympic Games. Brazil has very strict rules and regulations regarding firearms, laser pistols and ammunition importation and exportation.

The Brazilian army has exclusive power over the traffic of firearms and ammunition in Brazil. However, the customs clearance process is the responsibility of the Federal Revenue, through Customs Offices. Rio 2016 strongly recommends that athletes travelling to Brazil with firearms, laser pistols and ammunition for the Rio 2016 Olympic and Paralympic Games go through the official port of entry, Rio de Janeiro International Airport (GIG), as Rio 2016 representatives will be present during Games time from 10 July until 21 September.

Athletes only are required to strictly follow the procedures described in this appendix to avoid delays in the importation/re-exportation of firearms, laser pistols and ammunition, as well as to avoid any criminal offences or anything being seized.

In Brazil, transport of any firearm and/or ammunition without the DUA or not in accordance with the conditions above (with no ammunition and packaged, not ready to use) is a crime - illegally carrying a firearm - punishable by imprisonment for a term of two to six years.

This appendix does not apply to firearms and ammunition for personal protection escorting purposes, such as personal security for International Dignitaries.

## 2 | IMPORTING FIREARMS, LASER PISTOLS AND AMMUNITION TO BRAZIL

All shooting and modern pentathlon athletes coming to Brazil to train and compete at the Rio 2016 Games must apply for a Brazilian entrance permit (DUA - "Documento Único de Autorização" and, at least 30 days prior to arrival, complete an e-DBV (electronic customs declaration) , to be allowed to enter and circulate in Brazil with their firearms and ammunition.

At Games time, the DUA will cover shooting and modern pentathlon athletes for the following periods:

- 24 July - 31 August 2016 (Olympic Games)
- 28 August - 30 September 2016 (Paralympic Games)

All firearms, laser pistols and ammunition must be re-exported by these final dates.

### PRE GAMES TRAINING CAMP (PGTC)

All shooting and modern pentathlon athletes wishing to train in Brazil prior to the Games must apply for DUA permits through their selected training camp. In the case of shooting athletes staying in Brazil between the pre-Games training camp and Games time, the selected training camp will have to liaise directly with the Brazilian army and request a DUA valid until 31 August for Olympic athletes and 30 September for Paralympic athletes.

For test events, Rio 2016 will assist with the DUA permit application process for the shooting and modern pentathlon test events scheduled in early 2016. Rio 2016 will send electronically to all participants in due course an information pack to fill in the details of the athletes and firearms they will or might bring to Brazil for test events.

## 3 | STEPS TO BE TAKEN PRIOR TO TRAVELLING TO BRAZIL

Rio 2016 will administer the DUA applications and liaise with the Brazilian army regarding issuance only for the period for which the DUA is covered. NOCs and NPCs must complete the DUA applications in the Arrivals and Departures System (ADS) prior to their arrival in Brazil until 10 June 2016 for the Olympic Games and 18 July 2016 for the Paralympic Games.

After 10 June 2016 (Olympic)/18 July (Paralympic), only athletes who obtain quota places may complete DUA applications through the ADS.

Regardless of the port of entry used to enter Brazil, athletes and team officials bringing firearms, ammunition or laser pistols will have to meet the following requirements:

- a) At first, NOC/NPC must input the following details in the [ADS](#).
    - Guest last name and first name (pre-populated by the system)
    - Arrival date
    - Flight details
    - Departure date
    - Product description (i.e. firearms, ammunition)
    - Type (i.e. rifle, pistol, shotgun, laser pistol)
    - Manufacturer
    - Serial number
    - Calibre
    - Quantity of ammunition
    - Click on the button SAVE (if only saved, information can be edited for later submission)
    - Click on the button LOCK AND SUBMIT
- Note: every client flying with a firearm should complete this form individually.
- b) Fill in the customs declaration by clicking on the [e-DBV](#) (electronic baggage declaration) link available on the [ADS](#).
  - c) It is the NOC/NPC's responsibility to comply with the regulations of the airline of the countries they are travelling through when carrying firearms,



laser pistols and ammunition, as well as respecting the import and export procedures to and from Brazil.

- d) Always carry the firearms and ammunition in individual cases, ensuring its safety during transport. Firearms must always be unloaded when packed. Extraneous items may be placed inside the cases but we strongly recommend to be in separate cases.

It is crucial that NOCs/NPCs provide accurate information about the travel details of their athletes using the Arrivals and Departures System ([ADS](#)). This will allow Rio 2016 to notify the Brazilian Army and Federal Revenue that customs formalities will need to be performed at that Brazilian border. Rio 2016 strongly advises using Rio de Janeiro International Airport (GIG) as the port of entry.

## 4 | ARRIVAL IN BRAZIL AND SECURE TRANSPORT TO THE COMPETITION VENUE

Firearms and ammunition are not allowed inside the Olympic and Paralympic Village, or any other venue and accommodation outside the Olympic Shooting Centre, with the exception of laser pistols used for modern pentathlon. Once registered at the Olympic Shooting Centre armoury, firearms and ammunition will remain at the venue until the athlete's departure no later than 24 August (Olympic Games) and 21 September 2016 (Paralympic Games).

### ARRIVALS IN BRAZIL

Athletes arriving on an international flight will have to follow normal procedure: pass through passport control, accreditation validation (only at GIG), and baggage claim areas and meet Rio 2016 personnel (GIG, GRU) and proceed to the red channel zone.

Athletes must be present during the inspection and oversee the customs clearance procedures from beginning to end.

It is crucial that NOCs/NPCs provide accurate information about the travel details of their athletes using the Arrivals and Departures System ([ADS](#)). This will allow Rio 2016 to notify the Brazilian Army and Federal Revenue that customs formalities will need to be performed at any Brazilian border.

Rio 2016 advises using GIG as the port of entry.

### Arrival at Rio de Janeiro International Airport (GIG)

Firearms, laser pistols and ammunition will be taken to the airline desk inside the baggage claim area, where the athletes and a Rio 2016 representative (only for GIG) will assist with the clearance procedures for the firearms, laser pistols and ammunition after the documents have been approved by the Brazilian army. Once the inspection has been completed, athletes will receive their respective entrance permit (DUA) to be presented along with the [e-DBV](#) to customs in order to enter the country.

The type, quantity and model of the firearms, laser pistols and ammunition carried must match the information declared in the Arrivals and Departures System ([ADS](#)). If this is not the case, they will be banned from entry or confiscated.

After exiting the restricted area, athletes in possession of firearms and/or ammunition will be directed by Rio 2016 staff to a collection point in Terminal 1.

Except for laser pistols, every firearm and ammunition case will be tagged at the airport terminal. Rio 2016 will arrange the safe storage of the firearms and ammunition there.

All firearms and ammunition will be received and tagged by Rio 2016 staff and stored for transport to the Olympic Shooting Centre (OSC). Athletes will not have to accompany their firearms to OSC and will travel onwards to the Village.

A secure logistics vehicle will collect the tagged firearms and ammunition from GIG airport and bring them to the Olympic Shooting Centre, where all firearms and ammunition will be stored and available for training on the day after each arrival. A fully documented chain of custody will be in place to track every firearm and ammunition case from the collection point at GIG Terminal 1 until it is secured in the venue's armoury.

The laser pistols, after clearance by customs, will be carried out by the athletes according to the rules mentioned above.

### **Arrival through any other customs border**

Should an athlete arrive via any port other than the official port of entry (Rio de Janeiro International Airport), the rules regarding importing firearms, laser pistols and ammunition will still apply as above.

However, there will not be a Rio 2016 representative at any other customs border. The athlete will have to declare the firearms, laser pistols and ammunition to customs at the first Brazilian border and wait for the Brazilian army's inspection, who will then issue the entrance permit (DUA). The Federal Revenue will conclude the customs clearance process, after which the athletes may proceed.

In case of a domestic or connecting flight to Rio de Janeiro, the athlete must contact the Federal Police at the airport of arrival in Brazil to declare the possession of the firearm and ammunition or laser pistols prior to the flight's departure.

Athletes arriving by car or bus must declare the possession of firearms, laser pistols and ammunition to the Federal Revenue at the first Brazilian border port of entry, and wait for the army to perform the inspection. Once this is concluded, the army will issue an entrance permit (DUA) allowing athletes to proceed with their journey.

When in possession of firearms and ammunition, athletes cannot enter the Olympic and Paralympic Village and must instead proceed to GIG Terminal 1 to the Rio 2016 Airport Welcome Desk to be accompanied to the collection point at the airport.

To avoid committing a criminal offence or risk confiscation, athletes and team officials should under no circumstances carry firearms, laser pistols and ammunition without a valid traffic permit (DUA) after leaving the red channel zone.

## Specification of the modern pentathlon athlete arrivals

Each modern pentathlon athlete can bring up to 2 (two) laser pistols to the Olympic Games. After completing the arrival process in Brazil, the athletes will be authorised to carry the pistols along the routes stated on their DUAs.

Requirements to carry laser pistols:

- Locked in their individual cases
- Carrying the document “*Documento Único de Autorização*” - original DUA

Athletes carrying the laser pistols outside these standard routes may have their pistols seized. Under no circumstances can laser pistols be used within the Olympic Village for training or other purposes. It is important to remember that the DUA document must be carried together with the laser pistol. After clearance by customs the laser pistols will be managed as a “special sport equipment”.

## 5 | REQUIREMENTS FOR RE-EXPORTING FIREARMS, LASER PISTOLS AND AMMUNITION AFTER THE RIO 2016 GAMES

All firearms and laser pistols imported for the purposes of competing at the Rio 2016 Games must be re-exported afterwards.

Teams must inform Rio 2016 of their departure plans no later than 48 hours prior to the departure date, via the Rio 2016 Arrivals and Departures System ([ADS](#)) or Arrivals and Departures desk at the NOC/NPC Service Centre of the Olympic and Paralympic Village.

Rio 2016 will collect the firearms and ammunition in secure vehicles and take them to the collection point at GIG Terminal 1 where athletes may recollect their firearms. Upon arrival at the airport, athletes should go to Rio 2016 Airport Welcome Desk to be directed to the collection point.

Firearms and laser pistols must be inspected by the authorities at the port of departure according to the DUA information, so that the temporary admission process can officially be concluded. The airline will then follow normal handling procedures and place the firearm and laser pistols on the respective aircraft.

Athletes departing from other borders

Regardless of the port of exit, all athletes with firearms and ammunition must collect their equipment at GIG Terminal 1 and then proceed with their journey.

Therefore, all teams must go to Rio de Janeiro International Airport to receive authorisation to exit Brazil. Firearms and laser pistols will be sealed by the army, which can only be unsealed by the Federal Police for security purpose before boarding the plane.

## 6 | SHOTGUN AMMUNITION FREIGHT SUPPORT FOR THE OLYMPIC GAMES

In accordance with Rio 2016's bid commitment, Rio 2016 will assist with the freight costs of the shotgun ammunition that will be transported to Rio de Janeiro for competition use at the Rio 2016 Olympic Games. The details below outline the Rio 2016 freight support plan for shotgun ammunition.

All NOCs who have qualified athletes in the shooting events listed below can take advantage of the freight support plan.

### Olympic shooting events

- Men's double trap
- Men's trap
- Women's trap
- Men's skeet
- Women's skeet

All teams wishing to import their own shotgun ammunition prior to the Games or outside the freight support plan guidelines will need to comply with existing Brazilian customs procedures. In this case, Rio 2016 will not take responsibility for any costs. If an NOC wishes to ship ammunition outside of the determined date windows, or should the items not be available within that period of time, it will be the NOC's responsibility to arrange the logistics and cover all costs as they will not be eligible for support. Please refer to the Customs and Freight Manual for the requirements and steps to be followed to import goods into Brazil.

### 6.1 GUIDELINES

Shotgun ammunition used for the shooting competitions will be transported from designated hubs determined in conjunction with the ISSF, on specific dates, to ensure that the ammunition arrives in Rio de Janeiro on time for training and competitions at the Olympic Games. In this case, Rio 2016 will act as the importer of record and will perform the customs clearance process in Brazil.

Each NOC can buy the maximum quantity of **96 cartridge boxes (25 units per box)** per athlete for their competitors directly with the ammunition companies **until April 1st, 2016** and send the booking request as indicated in section 6.7 as well as the purchase order to the following emails: [shotgun.fsp@rio2016.com](mailto:shotgun.fsp@rio2016.com); [ammunition.fsp@pknlogistics.com](mailto:ammunition.fsp@pknlogistics.com) until **April 8th, 2016**.

After this deadline, athletes will need to carry their ammunition as accompanying baggage respecting the airline limits or purchase at the Rio 2016 venue.

Rio 2016 will coordinate at the international designated hub the delivery of the ammunition to Brazil.

In conjunction with ISSF, Rio 2016 has decided to work at the following ammunition hubs.

CONTINENT	HUBS/MANUFACTURES
EUROPE	<b>AnPam</b> Via Bargello, 27 - Castenaso - Bologna Italy
NORTH AMERICA	<b>Winchester Ammunition</b> Route 140 & Powder Mill Rd., East Alton, Illinois 62024 USA

AnPam is a Italian association of manufacturers which will consolidate the cartridges boxes from all european suppliers. They are working together with the Rio 2016 freight forwarder in shipping shotgun ammunition for the Games.

There is no flexibility on the deadline indicated above. If an NOC does not place the request until the deadline (**April 8th 2016**), it will be the NOC's responsibility to arrange the logistics and cover all costs.

Rio 2016 will not accept cargo at the hub without receiving the proper shipping documents and prior knowledge of freight support plan acceptance.

The purchase of ammunition with each supplier must consider customs clearance process from the origin. NOCs should also inform Rio 2016 regarding the quantity, type and company of their purchase order at [shotgun.fsp@rio2016.com](mailto:shotgun.fsp@rio2016.com).

## 6.2 SHIPPING COSTS

### Fees Rio 2016 will cover

- International freight cost from the hub to the Olympic Shooting Centre
- All costs and fees at the port of Rio de Janeiro
- Any other costs relative to customs clearance in Brazil
- Transport costs from Rio de Janeiro port to the competition venue

### Fees the NOC are responsible for

- Packing
- Storage and any other costs and fees at port of origin

- Any costs relative to the customs clearance process for exportation from the country of origin

### 6.3 DOCUMENTS REQUIRED

Please make sure your manufacturer provides you with the documents below as it is required to import items to Brazil:

- Original version of the invoice/packing list
- Fumigation certificate or heat treatment certificate (in case of wooden crates, skids or pallets). For detailed information please refer to section 3.3 of the Customs and Freight Manual.
- Export licence
- Material safety data sheet - MSDS

### 6.4 PACKING FOR INTERNATIONAL SHIPMENT UNDER FREIGHT SUPPORT PLAN

Packing ammunition is a responsibility of the NOC in coordination with the manufacturer. Ammunition must be delivered properly packed and sealed for international transport. Rio 2016 will not be responsible for any kind of damage caused during the transport process due to packing inadequacies.

### 6.5 CUSTOMS CLEARANCE PROCESSES AT THE ORIGIN

When purchasing shotgun ammunition from the manufacturer, it is important that NOCs include the cost of customs clearance in the price, as it is the NOC's responsibility to pay for customs at the point of origin for the exportation to take place.

### 6.6 DELIVERY FROM THE PORT TO THE COMPETITION VENUE

Rio 2016 will perform the customs clearance process at the port in Brazil. The importation will be carried out under Rio 2016's name.

After the goods are released from customs in Brazil, Rio 2016 will transport the ammunition directly to the Olympic Shooting Centre's armoury.

All remaining ammunition imported through the freight support plan will be donated in Brazil.

It is important to note that Rio 2016 will provide shotgun ammunition for sale during the test event and Games time (**FIOCHI** - golden trap fiochi team and official skeet, **RC-cartridges** - RC4 champion excellence HV and RC4 red shot supernik, **Baschieri & Pellagri** - F2-4 Trap Skeet Professional and F2-4 Trap Skeet Professional, **CBC** - F150 competição).



## 6.7 BOOKING REQUEST FORM

Please refer to the Logistics page of the Rio Exchange for the official version of the Booking Request [Form](#)

Booking request freight support plan - Rio 2016										
Shotgun ammunition										
NOC Details:	Committee/country:									
	Full address:									
	Responsible person:									
	Email address:									
	Phone number:									
LOCATION REQUEST										
Chosen hub:	<input type="checkbox"/> Winchester <input type="checkbox"/> AnPam									
CARGO DETAILS										
<table border="1"> <tbody> <tr> <td>Quantity of qualified athletes</td> <td></td> </tr> <tr> <td>Number of cartridge boxes with 25 units each ( Max. of 96 boxes per athlete)</td> <td></td> </tr> <tr> <td>Ammunition Brand</td> <td></td> </tr> <tr> <td>Name /discipline of athletes</td> <td>Please see appendix to inform athletes details</td> </tr> </tbody> </table>			Quantity of qualified athletes		Number of cartridge boxes with 25 units each ( Max. of 96 boxes per athlete)		Ammunition Brand		Name /discipline of athletes	Please see appendix to inform athletes details
Quantity of qualified athletes										
Number of cartridge boxes with 25 units each ( Max. of 96 boxes per athlete)										
Ammunition Brand										
Name /discipline of athletes	Please see appendix to inform athletes details									
Manufacturer	Company name:									
	Contact:									
	Purchase request number:									
If more than 1 please add in the appendix										

DOCUMENT REQUEST				
<table border="1"><tr><td>Documentation needed:</td></tr><tr><td>Please refer to the Firearms &amp; Ammunition Appendix for further information</td></tr><tr><td>All hub booking requests should be sent to: <a href="mailto:ammunition.fsp@pknlogistics.com">ammunition.fsp@pknlogistics.com</a> &amp; <a href="mailto:shotgun.fsp@rio2016.com">shotgun.fsp@rio2016.com</a></td></tr></table>		Documentation needed:	Please refer to the Firearms & Ammunition Appendix for further information	All hub booking requests should be sent to: <a href="mailto:ammunition.fsp@pknlogistics.com">ammunition.fsp@pknlogistics.com</a> & <a href="mailto:shotgun.fsp@rio2016.com">shotgun.fsp@rio2016.com</a>
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### 3.2016

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Olympic and Paralympic Games

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