

GUIDE ON SHIPPING CUSTOMS CARGOES/ TOOLBOXES WORLDSKILLS KAZAN 2019



DEAR PARTICIPANTS OF THE 45TH WORLDSKILLS COMPETITION, KAZAN, RUSSIA

We are pleased that you will take part in the 45th WorldSkills Competition in Kazan (hereinafter – the Competition). The Organizers and Partners are always ready to offer you assistance with successful delivery of your cargoes/toolboxes to the Competition.

For you to be able to plan your work in the best way and obtain maximum support in import/export of cargoes/toolboxes to the Competition, we offer you this official guide for your convenience. It contains important practical information on importing foreign cargoes/toolboxes to the Russian Federation and exporting them out of the country, peculiarities of customs declaration, and cargoes/toolboxes placement at the Kazan Expo IEC, deadlines for deliveries/shipping of cargoes/toolboxes to adhere to within the framework of the Competition.

Please carefully read the information contained in the Guide and follow the given instructions. Fulfilling these instructions will relieve you from unnecessary troubles. In addition, this way you will be provided with high-level services on the suggested deliveries of cargoes/toolboxes.

You are also kindly asked to meet the deadlines on submitting information on cargoes/toolboxes to the Organizer, as specified in this Guide. This will enable us to carry out your wishes in the best possible way. A failure to meet the deadlines and instructions specified in this Guide may lead to unnecessary delays in delivering cargoes/toolboxes and additional financial expenses as well.

ATTENTION! If there are designated persons in your team responsible for delivering cargoes/toolboxes, please inform them about this Guide and give them a copy in order to arrange import and export of cargoes/toolboxes to the Competition. In addition, a copy should be given to the logistical company of your choice (an international one) that will deliver cargoes/toolboxes to the Russian Federation. Should you have any questions regarding the information contained herein, please immediately contact us via the said email addresses.

Organizers in the Russian Federation:

1. ANO “Directorate for Sports and Social Projects” (DSSP)
2. “Agency for the Development of Professional Communities and Skilled Workers “Young Professionals” Union (WorldSkills Russia)” (WSR)

Official Logistics Partner on the territory of the Russian Federation:

1. Customs representative (customs broker): DHL Global Forwarding LLC (DHL)

For the purpose of efficient cooperation on customs-related questions, the following email addresses are used and authorized by all three involved parties – Organizers and Partner of the Competition, hereinafter – the Organizer.

Questions and documents of any format may be sent to

Skills-Logistics@dhl.com (cc logistics@worldskillskazan2019.com)

SEE YOU SOON AT THE WORLDSKILLS COMPETITION!

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GUIDE ON SHIPPING CUSTOMS CARGOES/TOOLBOXES 45TH WORLDSKILLS COMPETITION, KAZAN, RUSSIA

GENERAL INFORMATION ON IMPORTING/EXPORTING OF CARGOES/TOOLBOXES TO/OUT OF THE RUSSIAN FEDERATION

The Russian Federation is a member state of the Eurasian Economic Union comprising the Republic of Armenia, the Republic of Belarus, the Republic of Kazakhstan, the Kyrgyz Republic and the Russian Federation. The customs territory of the Union is made up of the territory of the mentioned states. As a rule, the customs offices are located at the customs borders of the Union (near-border customs offices) or at the territory of the member countries of the Union (internal customs authority).

ATTENTION! It is approved by WorldSkills International that Kazan is defined as the official place of importing foreign cargoes/toolboxes for the Competition, with the Tatarstan customs office located there as an internal customs authority.

To transport the cargoes/toolboxes to the internal customs authority – the Tatarstan customs office of Kazan, the procedure of customs transit is applied, from the near-border customs offices to the terminals of the internal customs in Kazan, with the aim of a further customs declaring.

For more detailed information on the customs procedures in the Russian Federation please refer to the Appendix No. 1.

PLACES OF CARGOES/TOOLBOXES DELIVERY TO THE CUSTOMS TERMINALS IN KAZAN

Before the foreign cargoes/toolboxes get to the Kazan Expo IEC, they are delivered to the following customs terminals of the Tatarstan customs office in Kazan for customs formalities:

1. Upon arrival of the cargoes/toolboxes to Kazan by road transport:

420099, Russian Federation, Republic of Tatarstan, Vysokogorskiy District, Makarovka vil., 10, Berezovaya Street, a temporary storage area (TSA) – “SVKH M7” LLC.

2. Upon arrival of the cargoes/toolboxes to Kazan by international air transport:

420017, Russian Federation, Republic of Tatarstan, Laishevskiy District, International airport of Kazan, a temporary storage area (TSA) – “LIPZ Povolzhye” LLC.

3. Upon arrival of the cargoes/toolboxes to Kazan by rail transport:

420030, Russian Federation, Republic of Tatarstan, Kazan, Lagernaya Station, Boyevaya Str., a temporary storage area (TSA) – “TransContainer”.

The Official Logistics Partner will provide you with the details how to correctly completing transport documents, depending on the chosen type of transportation.

ATTENTION! The cost of the customs terminal services, Partner’s services on customs declaration in Kazan, cargo/toolboxes delivery services after customs declaration to the warehouse of Kazan Expo IEC or to the remote

warehouse is available for all participants in the Appendix No. 2. This appendix is confidential; you can get it by contacting DHL directly by email Skills-Logistics@dhl.com (cc logistics@worldskillskazan2019.com).

The use of Express/Courier services for cargo/toolboxes is not recommended. If you have the need to send some urgent documents or make express delivery, please contact the DHL representatives via the said email addresses.

PECULIARITIES OF CUSTOMS DECLARING FOR FOREIGN CARGOES/TOOLBOXES IN THE RUSSIAN FEDERATION

SPECIAL CUSTOMS PROCEDURE APPLIED WHILE IMPORTING FOREIGN CARGOES/TOOLBOXES TO THE COMPETITION

The organizer has fulfilled the obligation to provide incentives for the import of foreign goods to the Championship, provided in the WS 2019 Application Book in Kazan.

In April and May 2019, the Decisions of the Eurasian Economic Commission, which define the conditions and procedure for placing foreign goods under a special customs procedure and simplify customs declaration for the Championship, entered into force.

When placing foreign cargoes/toolboxes under the SCP, the following privileges, streamlining and benefits are granted.

Customs duties, taxes, customs fees and any other duties are not charged, no need to provide payment security for the customs duties;

For more detailed information on the Special Customs Procedure please refer to the Appendix No. 1

ATTENTION! Goods under the SCP must not be used for commercial purposes or leased out in the territory of the Russian Federation. Such goods may only be used for the preparation and staging of the Competition, consumed in their normal intended use, presented the Championship participants as premium attributes or be recycled, while the rest of the goods must be mandatorily re-exported from the territory of the Russian Federation.

ATTENTION! The following condition is compulsory to comply with in order to use the SCP.

The shipper of the foreign cargoes/toolboxes undertakes to fill out the Application form to use SCP (Appendix No. 3) and forward it to the Organizer by email to obtain a permit to use SCP in the Federal Customs Service of the Russian Federation. The deadline for submitting the Application is 1 June 2019.

The Official Logistics Partner will render any necessary assistance with filling out this document correctly.

Before you dispatch the cargoes to the Russian Federation, you shall obtain approval of your documents from the Official Customs broker (Greenlight procedure).

The shipper undertakes to forward the Draft invoice to the Organizer by email (Appendix No. 4) within 40 days before shipping foreign cargoes/toolboxes, but not later than 1 July 2019, as well as the technical documents if available; photos of the goods are compulsory, with clearly seen the trademark. The model and readable serial numbers if any. The Organizer and the national Partner will analyze provided documentation and get back with comments and terms of approval within 2 working days. This service is provided free of charge.

ATTENTION! Claims regarding delays in customs clearance for cargoes/toolboxes will not be accepted unless SCP Application, photos of goods, relevant information and required document copies have been submitted to the Organizer within the terms specified in this Chapter.

ATTENTION! To provide the correct pictures of your toolboxes and its components you need to get acquainted with the Appendix No. 7.

OTHER CUSTOMS PROCEDURES APPLIED WHILE IMPORTING FOREIGN CARGOES/TOOLBOXES FOR THE COMPETITION

The imported cargoes/toolboxes may fall under other customs procedures, but they all have certain liabilities, expenses, and the customs declaring procedure is made with the use of the Goods declaration and special conditions. Each customs procedure determines the rules according to which you can use your goods in the territory of the Russian Federation.

For more detailed information please refer to the Appendix No. 1.

If it is necessary to use any customs procedures other than SCP, the Partner of the Competition will provide the necessary information on the required documents and their contents.

CUSTOMS PROCEDURES WHILE EXPORTING CARGOES/TOOLBOXES AFTER THE COMPETITION CONCLUSION

Packaging of Competitors' toolboxes for re-export procedures, customs inspection and placing identification seals is set for the following periods:

- from 15:00 to 20:00 27.08.2019
- from 08:00 to 20:00 28.08.2019

ATTENTION! When preparing toolboxes for export from the territory of the Russian Federation, the instructions listed below should be followed:

1. The workshop manager is responsible for organizing the packaging of toolboxes at the competition site. The toolbox must be packed in the same container/package in which it originally arrived at the site, while preserving the integrity of the package, size and number of seats;
2. The workshop manager notifies the Organizer and Partner of the event (by emails Skills-Logistics@dhl.com and logistics@worldskillskazan2019.com) about the time of availability of toolboxes for customs inspection (visual inspection of goods in the toolbox);
3. The employee of the Logistics function of Organizer draws up a schedule for inviting customs officers to the site and notifies workshop manager of the exact arrival of the customs officers;
4. The customs officer conducts an inspection and performs other actions necessary for the inspection of goods in the toolbox. After that, he allows closing the toolbox on locks (if necessary) and putting identification tools on the toolboxes: customs seals (photo # 1) or stickers (photo # 2), draws up a customs document on inspection of the toolbox (Act) in two copies. One copy remains with the representative of the competitor. This copy is required for customs declaration of toolboxes;
5. The participant packs the toolbox only after customs officers have applied identification tools. We ask you to pack the toolboxes in such a way that after packing we will be able to see the customs identification tools;
6. After all these actions, toolboxes will be moved to the Kazan Expo IEC's warehouse.

ATTENTION! Toolboxes will be accepted at the Kazan Expo IEC only with customs identification seals.



PHOTO NO. 1



PHOTO NO. 2

ITEMS PROHIBITED FROM IMPORTING INTO THE TERRITORY OF THE RUSSIAN FEDERATION

The following goods are prohibited from being imported into the Russian Federation:

- excisable goods: fuels, diesel, alcohol-containing products, alcohol products, tobacco products, motor oils;
- prohibited imports: goods containing harmful waste, ethanol, pesticides, poisonous substances; human organs and tissues; medicines; narcotics; any plants, species of wild fauna and flora under CITES (Convention on International Trade in Endangered Species of Wild Flora and Fauna); precious metals and goods containing them; mineral raw material; items of cultural value; service weapons and civilian weapons and ammo to them.
- sanctioned goods, the import of which into the territory of the Russian Federation is prohibited according to the order of the Government of the Russian Federation dated 7 August 2014 No. 778. This category includes agricultural products, raw materials and food.
- in the Russian Federation, there is a ban on the importation of goods, the country of origin or the country of departure of which is Ukraine or which are transited through the territory of Ukraine. The list of goods (name and product code for HS) is approved by the Decree of the Government of the Russian Federation of December 29, 2018 No. 1716-83.

PACKAGING, MARKING, IDENTIFICATION STICKERS AND WSK2019 LOGO USAGE ON THE CARGOES/TOOLBOXES PACKAGING

ATTENTION! When preparing the toolboxes for import into the Russian Federation, it is obligatory to remove all previous logos, stickers and any labels and use WSK2019 logo only.

The shipper shall be liable for the cargoes/toolboxes packaging, both when importing and exporting. It is very important to provide for quality packaging, protecting from external access to the cargo/toolbox, equipped with trays if available, suitable for loading-unloading operations and preventing from opening and losses. While preparing the cargoes/toolboxes for re-exporting, the shipper shall be liable for packing them and will provide packaging material on their own.

To provide for delivery of your cargo/toolbox to the destination point in Kazan, it is required to apply identification stickers (marking) to the packaging. All the batches of cargoes/toolboxes must be provided with identification stickers and be safely attached from 4 sides of the packaging with stretch wrap. It is also compulsory to stick a WorldSkills Kazan 2019 printed logo. Samples of such identification stickers and the logo for the cargoes/toolboxes packaging are available in the Appendices No. 5, 6.

The identification sticker must necessarily have the following information upon delivery to Kazan:

- Skill name and number
- Participant's Country/Region of origin, shipper's legal address
- Number of cargo items in the shipment and the item number within it, i.e. total number of boxes/box number. The outer dimensions of the item in centimetres (length, width, depth or diameter and depth). The item weight in kilograms;
- Contacts of a person in charge of the cargo, initials, phone number, email.
- Invoice No., if available;
- Cargo delivery address.

The cargo/toolboxes missing the required information on the identification sticker will not be delivered to the workshops and back to the Kazan Expo IEC's warehouse and will stay at the warehouse until recipient /shipper's request. Claims regarding shipping delays to the workshops will not be accepted in case the information on the sticker is incorrect, not complete, written illegibly or missing altogether.

CARGO/TOOLBOX LIABILITY INSURANCE

The logistics company makes cargo/toolbox insurance from the customs terminal to the warehouse. Competition host country bears responsibility for the insurance of property and toolboxes from the moment cargo is at the warehouse and then to the workshop. After the Competition conclusion and since the cargoes/toolboxes are unloaded from the workshops, the logistics company is again liable for the insurance.

DEADLINES FOR THE CARGO/TOOLBOX ARRIVAL AT THE CUSTOMS TERMINALS IN KAZAN

The Competition participants must observe the deadlines below.

Failure to comply with the established deadlines may result in unnecessary delays of the cargo/toolbox delivery and extra financial expenses.

DEADLINES FOR THE CARGO/TOOLBOX ARRIVAL AT THE CUSTOMS TERMINALS IN KAZAN

The Customs terminals operate 7 days a week, from 08:00 to 21:00.

For the sponsors', partners' and suppliers' cargoes required for building up the workshops, the deadline for goods to arrive at customs terminals is 07.07.2019.

For the sponsors', partners' and suppliers' cargoes required for the workshops operation the deadline for goods to arrive at customs terminals is 07.08.2019.

For toolboxes the deadline is 07.08.2019.

ATTENTION! From 17 to 31 August 2019, the Kazan Expo IEC will introduce enhanced security measures, truck access to the Kazan Expo IEC will be carried out only after an additional procedure of inspection and sealing at the remote search park. The car and the driver must be accredited.

DATES OF CARGOES/TOOLBOX STORAGE WAREHOUSES OPERATION

The Kazan Expo IEC warehouse provide service for toolbox and goods of partners, sponsors, supplier seven days a week from 08:00 to 20:00 from 1.05.2019 to 25.09.2019

Kazan Expo IEC warehouse address: 1, Vystavochnaya Str., Bolshie Kabany vil., Laishevsky district, Republic of Tatarstan, 420017

THE DEADLINES FOR THE DELIVERY OF GOODS/TOOLBOXES FROM THE WAREHOUSES TO THE CUSTOMS TERMINALS IN THE CITY OF KAZAN FOR THE CUSTOMS DECLARATION OF GOODS/TOOLBOXES

For the goods of sponsors, partners and suppliers:

All goods must leave remote warehouse of the Organizer until 25 September 2019.

For toolboxes:

All toolboxes must leave Kazan customs terminal no later than 20 September 2019.

FEATURES OF CARGO DELIVERY TO THE CHAMPIONSHIP FACILITIES DURING THE SECURITY REGIME PERIOD OF AUGUST 16-31, 2019

As mentioned above, the period from 16 to 31 August 2019 access of trucks to the IEC KAZAN-EXPO will be carried out only if there is an accreditation certificate for the car and driver accreditation, after the additional procedure of inspection and sealing at the remote point of cargo inspection is located at the address: Republic of Tatarstan, Kazan, Alberta Kamaleeva Avenue, parking KSK Kazan (GPS coordinates 55.783579; 49.198630).

In order to get to the inspection of cargo at the remote point of cargo inspection (RPCI), you need to register your delivery in the Master Delivery Schedule in advance of the arrival of the car at RPCI. At RPCI in the case of successful registration of delivery to the object you will be issued an accreditation certificate for the car, as well as a car scan with sealing of the cargo compartment. Only then can you proceed to the checkpoint of the object.

The procedure for getting accreditation certificate for a driver and submitting applications to the Master Delivery Schedule will be specified later in separate document.

The organizer strongly recommends to make deliveries prior to the inclusion of security at the facility.

RECOMMENDATIONS OF THE ORGANIZER ON CHOOSING A LOGISTICS COMPANY (FREIGHT FORWARDER) AND A CUSTOMS REPRESENTATIVE (BROKER) FOR DECLARING FOREIGN GOODS/TOOLBOXES IN THE RUSSIAN FEDERATION

When planning international shipment of goods/toolboxes, the Organizer recommends that you use the services of companies that have extensive experience in international transport and knowledge of the Russian customs regulations.

You can choose a logistics company on your own or use the services of our Partner. In accordance with the customs legislation of the Russian Federation, you should select a customs representative (broker) who is a resident of the Russian Federation.

The Organizer as a national supplier in the category of international transport and logistics services has chosen DHL.

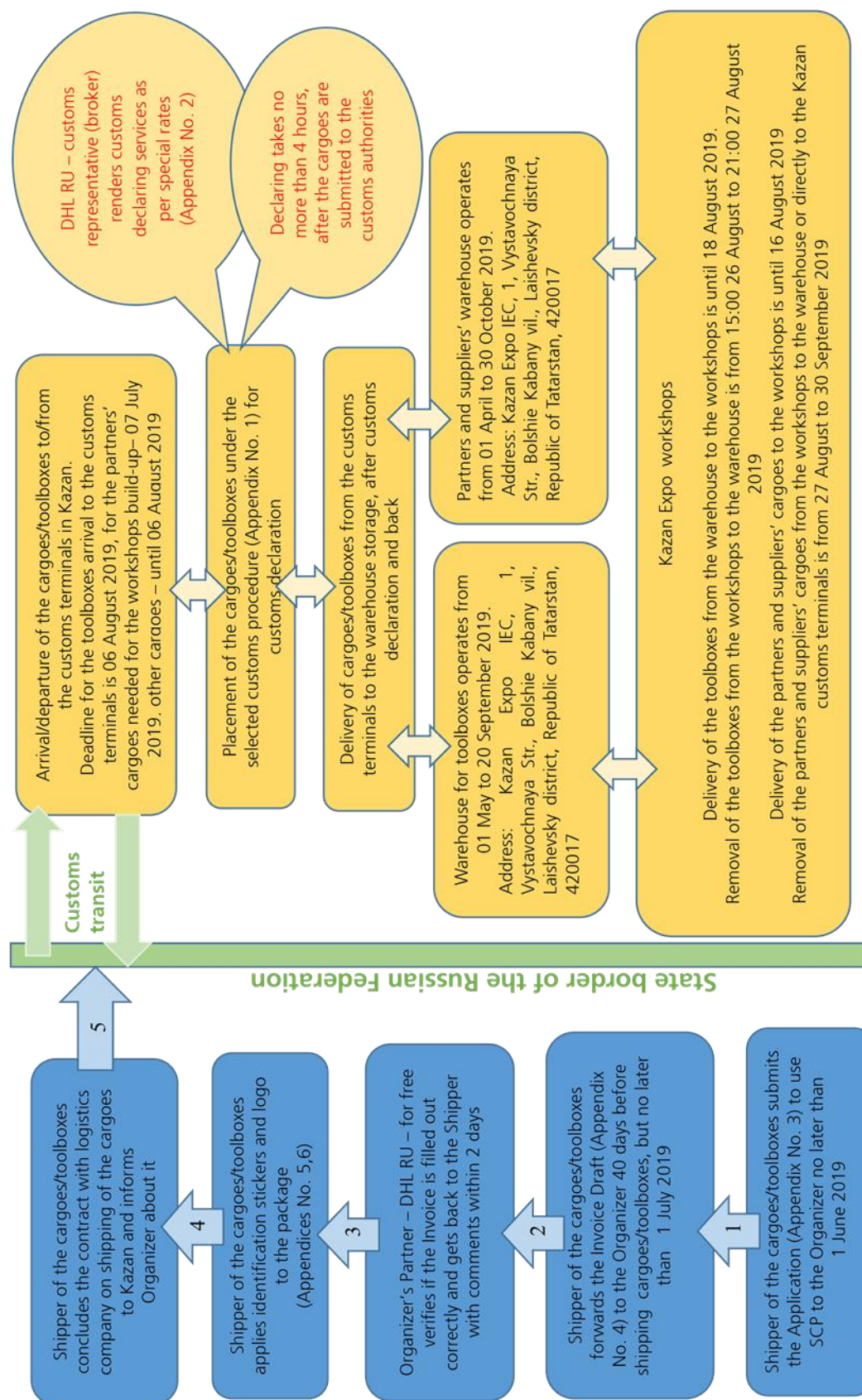
DHL is one of the world's largest providers of integrated logistics services.

DHL is offering dedicated services for events and competitions under the DHL Trade Fairs & Events brand.

Providing in all countries/regions all necessary services like airfreight, road freight, sea freight, customs, etc., you have a full project in one hand.

You may send any questions in any format to the dedicated DHL-Worldskills Team at Skills-Logistics@dhl.com (cc logistics@worldskillskazan2019.com)

SCHEME OF SHIPPING THE CARGOES/TOOLBOXES TO/FROM THE COMPETITION



APPENDIX NO. 1

CUSTOMS PROCEDURES IN THE RUSSIAN FEDERATION

In this Application you may find detailed information on the Special Customs Procedure (SCP) in the Russian Federation as well as on other customs procedures, which can be applied for the customs clearance of your goods.

SPECIAL CUSTOMS PROCEDURE (SCP) APPLIED WHILE IMPORTING FOREIGN CARGOES/TOOLBOXES TO THE COMPETITION

Under the SCP, you can place both re-exported goods and repeat, used goods and presented the Championship participants as premium attributes, recycled;

No need to provide quite a number of permits at customs declaration:

- safety compliance declaration for equipment, machine tools, various electrical tools and devices, welding and diagnostics devices, household appliances and other accessories;
- permits issued by authorized bodies for equipment used in information and communication technologies – computer equipment, HD monitors, auxiliary equipment and other accessories; radio-electronic means; wireless/communications systems.

Such goods as fragrance and cosmetics; household products; paint-and-lacquer materials; products made of synthetic and polymer materials; goods made of materials containing chemical fibers; goods in contact with human skin (shoes, clothes); personal protective equipment; food contact materials, goods and equipment; personal hygiene products, which are subject to sanitary control, importing these goods into Russia they are not controlled.

In April 2019, the Decisions of the Eurasian Economic Commission defining the conditions and procedure for placing foreign goods under a special customs procedure at the Championship entered into force.

In May 2019, the Decisions of the Eurasian Economic Commission about simply declaration form It entered into force;

Foreign cargoes/toolboxes are placed under SCP with priority.

If photos are available for the imported goods, the identification of cargoes/toolboxes will be done by the customs bodies according to the customs, transport, commercial and other documents and by the photos, not with an actual examination of goods.

THE FOLLOWING GOODS CAN BE PLACED UNDER THE SCP

All goods and equipment required for the preparation and holding of the Competition.

Expendables, such as working uniforms and personal protection equipment, various consumable tools and fittings, accessory fittings, expendable materials, cosmetic products, food products, etc., may be consumed or used in accordance with intended use. They will be removed from control in the Russian customs authorities when submitting an application during the re-export of the rest of the goods.

Goods placed under the SCP by the Competition participants, partners, sponsors, suppliers, such as awards/honorary attributes, souvenirs, handouts, brochures, catalogues, magazines, printed materials, exhibition stand handouts, stationery, CDs, flash memory sticks, etc., may be spent (consumed) for the purpose of advertisement, marketing, and other non-commercial use to the participants, spectators and Organizers. After the Competition conclusion, these items will be removed from control in the Russian customs authorities.

OTHER CUSTOMS PROCEDURES APPLIED WHILE IMPORTING FOREIGN CARGOES/TOOLBOXES FOR THE COMPETITION

ISSUING FOR INTERNAL USAGE – IMPORT – requires payment of all the customs duties, taxes and fees. Provision of permits for the imported goods is compulsory.

TEMPORARY IMPORT – while importing the cargoes/toolboxes, customs duty shall be paid, as a rule. In addition, a security payment (deposit) shall be made for the period of the goods staying within the territory of the Eurasian Economic Union (EAEU). After the goods are exported out of the EAEU territory, the duties are returned.

In May 2019, a resolution of the Government of Russia, which exempts participants of the Championship from paying customs duties and from providing security for the performance of duties to pay customs duties and taxes when placing goods / toolboxes under the temporary import, re-export procedure and customs transit.

ATTENTION! For getting exemption while placing cargoes/toolboxes under temporary import, re-export and customs transit procedures you need to fill the confirmation statement (Appendix 8) and goods list (Appendix 9). This documents you should send to Organizer by email logistics@worldskillskazan2019.com. After it Organizer will send this statement to the authorized body - Ministry of Education of Russia, which will check the statement within 5 working days. After checking Organizer will give to you the confirmation, which you should provide to customs authorities simultaneously with the declaration of goods at the time of customs declaration.

If you want to use the privilege in customs procedure of customs transit, you must provide the Confirmation to the customs authorities when crossing the customs border.

A mandatory condition is to provide permits for the imported goods. It is prohibited to place the goods that will be consumed during the Competition (expendables, working uniforms and personal protection equipment, various consumable tools and accessories, food, consumable documents, advertising materials, souvenir goods, awarding attributes, exhibition stand handouts, etc.) under the customs procedure of temporary import.

TEMPORARY IMPORT USING ATA CARNET – no need to provide a deposit for the payment of customs duties, make payments for the customs processing, etc. It is required to obtain the blank – an ATA Carnet booklet at the authorized body in your country/region (usually it is a Chamber of Commerce and Industry).

A mandatory condition is to have permits for the imported goods. It is prohibited to import the goods to be consumed during the Competition (expendables, working uniforms and personal protection equipment, various consumable tools and accessories, food, consumable documents, advertising materials, souvenir goods, awarding attributes, exhibition stand handouts, etc.) with ATA Carnet.

ATTENTION! For the imported goods, it is compulsory to obtain permits in the authorized bodies of the Russian Federation (food, cosmetics, equipment used in information and communication technologies and radio-electronic devices; wireless/communications systems – computer equipment, auxiliary equipment and other accessories, machine tools, devices, etc.). Two (2) months before the dispatch of the goods / toolboxes, the shipper shall send information on such goods, available technical documentation, passport for equipment, photos and other documents obtained in the country of export to the customs broker of your choice or our Official Logistics Partner acting as a customs Representative (broker) to receive the permits from the Russian authorities.

The service is to be paid for, and the permits will be presented during the customs declaration of the cargoes/toolboxes.

BONDED TRANSIT

The customs transit from the near-border customs bodies to Kazan is to be done by the international transport company of your choice. The payment for this customs transit should to be done by yourself.

If your carrier is not an official customs carrier or does not use a TIR carnet, then you can use the privilege specified in previous paragraph.

The customs transit procedure is applied in the following cases:

- cargoes/toolboxes are delivered to the customs border by marine transport (e.g., from the sea port terminal of St. Petersburg or Novorossiysk) and will be further transported under the procedure of the customs transit to Kazan by road transport;
- cargoes/toolboxes are delivered to the customs border by marine transport (from the sea port terminal of Vladivostok) and will be further transported under the procedure of the customs transit to Kazan by railway transport;
- cargoes/toolboxes are delivered to the customs border by air transport of an international airline (e.g., from the international airports of Moscow – Sheremetyevo, Vnukovo, Domodedovo) and will be further transported to Kazan by the air transport of domestic airlines or road transport under the procedure of the customs transit;
- cargoes/toolboxes are delivered to the customs border by road transport (e.g., via IABP (International Automobile Border-crossing Point) of “Mamonovo” in Kaliningrad; via IABP of “Burachki” in Sebezhsk; via IABP of “Ubylinka” in Pskov; via IABP “Torfianovka” in Vyborg; via IABP “Brusnichnoye” in Vyborg; via IABP of Kunichina Mountain in Pskovsk; via IABP “Ivangorod” in Kingisepp and other IABP’s) and will be further transported under the procedure of the customs transit to Kazan by the same road transport;
- cargoes/toolboxes are delivered to the customs border by railway transport (e.g. via RRCP (railroad crossing point) of “Luzhayka” in Vyborg; via RRCP of “Zheleznodorozhniy” “Nesterov”, “Ivangorod” in Kaliningrad region and will be further transported under the procedure of the customs transit to Kazan by railroad transport;
- via RRCP “Pechory-in-Pskov” in Pskov region; via RRCP “Petukhovo” in Kurgan; via RRCP “Adler” in Sochi; via RRCP of “Derbent” in Dagestan; via RRCP Naushki in Buryatia and other RRCP’s) and will be further transported under the procedure of the customs transit to Kazan by railroad transport.

In case your cargoes/toolboxes are intended to be delivered by an international airline flight directly to the Kazan International Airport, then Kazan International Airport will be your border crossing point.

The customs clearance formalities will be done in the cargoes/toolboxes point of arrival, i.e. the Kazan International Airport. This is the fastest and easiest way to transport your cargoes/toolboxes to Kazan.

APPENDIX № 3

APPLICATION – SPECIAL CUSTOM PROCEDURE

<p>Образец заявления (письменной заявки для включения в перечень лиц, которые будут иметь право использования специальной таможенной процедуры) (на бланке организации получателя товара) Международный информационный центр, Деревня Универсиады, 35 г.Казань, Республика Татарстан, Россия, 420010 АНО «Дирекция спортивных и социальных проектов» официальный организатор чемпионата</p>	<p>Application Sample (of a written application for including into the list of persons authorized to use the special customs procedure) (on the organization's letterhead) Main International Centre, 35, Universiade Village Kazan, Republic of Tatarstan, 420010, Russia ANO " Directorate for Sports and Social Projects" Official Competition Organizer</p>
<p>№ _____ Дата письма _____</p> <p>Организация: WorldSkills Country _____ _____ (полное наименование) _____ (страна, официальный адрес регистрации) Simon Simons tel. 12345678 email simon@worldskills.com _____ _____ (телефон, адрес электронной почты)</p>	<p>№ _____ Letter date _____</p> <p>Organization: WorldSkills Country _____ _____ (full name) Country, address, street etc. _____ (country, registered address) Simon Simons tel. 12345678 email simon@worldskills.com _____ _____ (telephone number, e-mail)</p>
<p>просит Вас направить сведения в Федеральную таможенную службу России для включения нашей организации в перечень лиц, которые будут иметь право использования специальной таможенной процедуры</p> <p>Подтверждаем, что товары, ввозимые на территорию Российской Федерации с использованием специальной таможенной процедуры, будут использованы исключительно в рамках организации и проведения 45-го мирового чемпионата по профессиональному мастерству по стандартам «Ворлдскиллс» в 2019 году в г.Казани</p>	<p>kindly requests you to submit the information to the Federal Customs Service for including our organization into the list of the individuals authorized to use the special customs procedure.</p> <p>We hereby confirm that the goods imported into the territory of the Russian Federation using the special customs procedure will be used solely within the framework of organizing and holding of the <u>45th WorldSkills Competition in Kazan, Russia, in 2019</u></p> <p>We hereby inform the following data on the goods, which our company intends to import into the territory of the Russian Federation using the special customs procedure:</p>

Сообщаем следующие сведения о товарах, которые наша организация намеревается ввезти на территорию России с использованием специальной таможенной процедуры

резиновые перчатки, дрель, сверла

(в произвольной форме указываются краткое описание товаров, их предназначение, ориентировочный вес, объем или количество)

По вопросам организации ввоза товаров просим контактировать с уполномоченным лицом нашей организации:

Команда логистики эл. почта Skills-Logistics@dhl.com

(cc logistics@worldskillskazan2019.com)

(фамилия, имя, контактный телефон, адрес электронной почты)

Заявитель _____

(Фамилия, имя руководителя организации и его подпись)

Печать организации (при наличии)

Использование специальной таможенной процедуры ФТС России разрешено с _____.____.2019 года по _____.____.2019 года

Менеджер ДССП _____

Печать организации

rubber gloves, drill and drill set

(to be indicated in any format: brief description of the goods, their intended use, approximate weight, volume or quantity)

On any issues related to the organization of import of the goods, please contact the following authorized representative of our company:

Logistics team email Skills-Logistics@dhl.com

(cc logistics@worldskillskazan2019.com)

(surname, name, contact telephone number, email)

Applicant _____

(Surname, name and signature of the company's head)

Organization's seal (if any)

Use of the special customs procedure of the Russian Federal Customs Service is permitted from _____.____.2019 to _____.____.2019

DSSP Manager _____

Organization's seal

APPENDIX № 4

I INSTRUCTIONS ON FILLING OUT AND USING THE FORM OF INVOICE-PACKING LIST WHEN PLACING GOODS/TOOLBOXES UNDER A SPECIAL CUSTOMS PROCEDURE (SCP)

"Form" is designed to collect and process the information during customs procedures in respect of foreign goods/toolboxes, which are planned to be imported into the territory of Russia for use during preparation and staging of the 45th WorldSkills Competition.

"Form" shall be sent to the Organizer's email Skills-Logistics@dhl.com (cc logistics@worldskillskazan2019.com) by **1 July 2019**. Having received the completed "Form", Partner's experts will check it. Correctness of filling will be analyzed, the goods will be analyzed for import permits to Russia within 2 working days and the Organizer will come back with necessary comments or final Form to the shipper.

ATTENTION! The Organizer does not recommend sending goods/toolboxes to Russia until all the declared information and "Form" are verified, nor until Greenlight from the Partner is received.

All columns of the "**Form**" to be filled out are numbered. Information is input in the English or Russian languages.

The columns should be filled out as follows:

- **Column No. 1.1 (Shipper)**

Specify the name and full address of the shipper. Details of the company must fully match with the details that you specified in the Application for SCP (Appendix No. 3).

- **Column No. 1.2 (Consignee)**

Specify the name of the Consignee and address in the Russian Federation. If the Consignee is a foreign person/company, who does not have a legal entity and address in Russia, it is necessary to specify the address of the Kazan Expo International Exhibition Centre.

For example, column 1.2 may be filled out as follows:

Member country _____ (specify country)

Or the name of the company for partners and sponsors

Kazan Expo International Exhibition Centre (Kazan Expo IEC), 1, Vystavochnaya Str., Bolshie Kabany vil., Laishevsky district, Republic of Tatarstan, 420017/

- **Column No. 1.3**

Specify the address of the customs terminal in Kazan, where the goods/toolboxes should be delivered for customs clearance:

If the cargoes/toolboxes are delivered to Kazan by road transport:

420099, Russian Federation, Republic of Tatarstan, Vysokogorskiy District, Makarovka vil., 10, Berezovaya Street, a temporary storage area (TSA) – "SVKH M7" LLC.

Customs authority code 10404050.

If the cargoes/toolboxes are delivered to Kazan by air transport:

420017, Russian Federation, Republic of Tatarstan, Laishevskiy district, Kazan International Airport, Warehouse of Temporary Storage.

Customs authority code 10404010.

If the cargoes/toolboxes are delivered to Kazan by rail transport:

420030, Russian Federation, Republic of Tatarstan, Kazan, Lagernaya Station, Boyevaya Str., a temporary storage area (TSA) – “TransContainer”.

Customs authority code 10404053.

• **Column No. 2.1**

Specify the serial number of the item.

• **Column No. 2.2**

Please note that the information on the goods shall be specified in accordance with the usual rules and requirements for commercial documents, which are used in a foreign trade. In this column the following characteristics of goods and equipment shall be specified:

- precise name, description (purpose), manufacturer, functions performed;
- information on brands, models, articles, standards and similar technical and commercial characteristics;
- technical characteristics, field of application-intended use of goods;
- material the goods are made of, composition of the material.

ATTENTION:

All characteristics of the goods and equipment shall be confirmed by technical passports of the equipment manufacturer, or photos, or other supporting documents that shall be submitted by email together with **"Form"**. **By these supporting documents the customs authorities will identify the goods according to the provided documents only, so physical customs inspection will not be performed. In this case, customs clearance takes no more than 4 hours after the customs documents for the cargo/toolbox are submitted.**

• **Column № 2.3**

This column should contain information about the goods in Russian. Translation can be performed by the specialists of the Official Partner. Therefore, **you may leave this column blank.**

• **Column No. 2.4**

Specify HS Code of the goods. It shall contain at least 6 characters.

• **Column No. 2.5**

Specify the NET weight (without package weight) of each item in kilograms. Having filled out all the lines, specify the total NET weight for all the goods declared in this form (column "Total").

• **Column No. 2.6**

Specify the GROSS weight (with package) of each items in kilograms. Having filled out all the lines, specify the total GROSS weight for all goods declared in this form (column "Total").

• **Column No. 2.7**

Specify the quantity of goods.

• **Column No. 2.8**

Specify the value of the goods in USD or EUR.

Having filled out all the lines, specify the total value of the goods in USD/EUR for all goods declared in this form (column "Total").

• **Column No. 2.9**

Specify your actions on the goods after the event:

- A- goods are to be re-exported, i.e. exported from Russia after the end of the Competition;
- B- goods will be partially or completely consumed during the Competition, free of charge distributed for advertising, marketing and other non-commercial purposes;
- C- goods are supposed to be donated to the Russian organizations as part of the Legacy program.

• **Column No. 3.1**

Enter the contact information on the person representing the Shipper for logistics-related questions of the cargoes/toolboxes (name, phone number, email address).

• **Column No. 3.2**

Leave this column blank. Column No. 3.2. will be filled out by the Partner's experts acting as the customs representative, after the "Form" is completely filled out

In the upper right corner, put the page numbers and total number of pages.

After the Partner's experts acting as the customs representative check the "Form" and complete the column No. 3.2 and 2.3 (if needed), the finalized document will be sent to you by email for further work. Only finalized "Form", confirmed by the Official Logistics Partner can be used as Invoice (Packing list) and used for further transportation. To do this, you need to print it, sign by the authorized person and put the stamp of the organization (if available) and send it along with the rest of the customs documents with the cargo.

Partner's experts acting as the customs representative will provide consulting service and verification of the "Form" free of charge.

Upon arrival of the customs cargo/toolbox in Kazan, the **"Form"** can be used as a customs declaration.

After the end of the Competition, all unused goods/toolboxes shall be re-exported.

Therefore, to export the goods, it is necessary to conclude a relevant contract with the logistics company well in advance.

You can send your questions in any form to the Organizer's email address Skills-Logistics@dhl.com (cc logistics@worldskillskazan2019.com)

APPENDIX NO. 4. INVOICE

Invoice & Packing list

Сведения о товарах/тулбоксах, ввозимых для организации и проведения 45-го чемпионата мира по профессиональному мастерству по стандартам «Ворлдскиллс» в г. Казани 2019 года и помещаемых под специальную таможенную процедуру (СТП)/

Information on the cargoes/toolboxes imported for the WorldSkills Kazan 2019 and placed under the Special Customs Procedure (SCP)

Page number Total number of pages

Section 1 / Раздел 1

General information / Общая информация

Shipper / Грузоотправитель 1.1	Consignee / Грузополучатель 1.2	Place of delivery / Место доставки 1.3
WorldSkills Country Country, address, street etc.	WorldSkills Country Russia, Kazan, Universiade Village, 35	420099, Russian Federation, Republic of Tatarstan, Vysockogorskiy District, Makarovka vil., 10, Berzovaya Street- "SVKH IM7" LLC

Section 2 / Раздел 2

Information about the goods / Информация о товарах

№	Name and description of goods / Наименование и краткое описание товаров	Name and description of goods in Russian / Наименование и краткое описание товаров на русском языке	HS code of the goods / Код товара в соответствии с ГС	Net weight, kg. / Вес нетто, кг.	Gross weight, kg. / Вес брутто, кг.	Quantity / Количество	Cost in U.S. dollars / Стоимость в долларах США	Remarks / примечание		
								A	B	C
2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	2.9		
1	Rubber gloves	Резиновые перчатки	4015190000	0,5	0,7	10	10	use		
2	Drill Makita (model 1234), 600Wt	Дрель Makita (модель 1234), мощность 600Ватт	8467219100	1,5	1,7	1	300	re-export		
3	Drill set (15 pc per set)	Набор сверл (15 шт в наборе)	8207401000	0,6	0,8	1	25	use		
Total of / Итого							335			
No Commercial Value. Value for Customs/ Груз не для коммерческих целей. Стоимость только для таможенных целей Terms of delivery/ Условия поставки DAP KAZAN										


Section 3 / Раздел 3

Contacts for communication, responsible persons / Контакты для связи, ответственные лица


The representative of the shipper / Представитель грузоотправителя 3.1	The representative of the Organizing Committee/ Представитель организатора 3.2
Simon Simons tel. 12345678 email simon@worldskills.com	Logistics team email Skills-Logistics@dhl.com (cc logistics@worldskillskazan2019.com)

Signature / Подпись _____
Stamp / Печать _____

APPENDIX NO. 5. TOOLBOXES STICKER

	<p>Skill number and name: № 01 Polymechanics and Automation</p>	<p>TOOL BOX</p>
<p>Cargo delivery address: KAZAN EXPO IEC address (Russia, 420017, Republic of Tatarstan, Laishevsky district, Bolshie Kabany vil., 1, Vystavochnaya Str.)</p>	<p>Country of origin/Competitor's name: USA / USA team</p>	
<p>Package number/total number of packages in consignment. Package dimensions (cm)/gross weight(kg): 3 of 20 25x60x40 / 50 kg</p>	<p>Invoice or Packing list No (if applicable): Invoice No. ABC7898 dated 17 May 2019</p>	
<p>Carrier's contact info (company name, responsible person, phone number, e-mail): DHL Alex Stiffler Tel. + 1 234 567 890 email: alex@dhl.com</p>	<p>"On-site" consignee's / shipper's contact info (name, phone number, e-mail): Wolfgang Goethe Tel. + 1 234 567 890 email: wolfgang@abcd.com</p>	

APPENDIX NO. 5. CARGO STICKER

	<u>Skill number and name:</u> № 01 Polymechanics and Automation	
	<u>Country of origin/Owner's company name:</u> USA / DMGMori	
<u>Cargo delivery address:</u> REMOTE WAREHOUSE address (Russia, 420017, Republic of Tatarstan, Laishevsky district, Bolshie Kabany vil., 1, Vystavochnaya Str.)	<u>Package number/total number of packages in consignment.. Package dimensions (cm)/gross weight(kg):</u> 3 of 20 25x60x40 / 50 kg	<u>Invoice or Packing list No. (if applicable):</u> Invoice No. ABC7898 Dated 17 May 2019
	<u>Carrier's contact info (company name, responsible person, phone number, e-mail):</u> DHL Alex Stiffler Tel. + 1 234 567 890 email: alex@dhl.com	<u>"On-site" consignee's / shipper's contact info (name, phone number, e-mail):</u> Wolfgang Goethe Tel. + 1 234 567 890 email: wolfgang@abcd.com

APPENDIX № 6 LOGO



worldskills Kazan 2019

APPENDIX № 7 PHOTO INSTRUCTION

Category of goods	Process description	Quantities	Example of goods	Example of photo
Main product	It is necessary to make a photo of the goods. The product in the photo should be clearly visible. If on the general photo of the goods its identification sign is visible, no need to take additional photos	1-2 photos	Technical dryer with built-in electric motor	
Main product (Oversized)	Bulky items should be photographed from all sides. If an identification sign (serial number) is visible on one of the general photo no need to take additional photos	2-3 photos	Miter saw Bosch	

<p>Main product with accessories</p>	<p>It is necessary to make general photo of the main product and all components. As well as photos of the identification signs of the goods and each component</p>	<p>1 general photo + photo identification signs of all goods</p>	<p>Screwdriver complete with charger and battery</p>	
<p>Main product with components packed in individual case</p>	<p>It is necessary to make general photo in open case (all components visible)</p>	<p>1 general photo in open case; 1 photo of the product and all components (the photo can determine the name of the goods and their quantity); photos identification signs of goods</p>	<p>Milling cutter complete with a cassette for milling cutters with 10 mills, 1 cable for connection, 1 technical description, 2 nozzles, 1 wrench, 1 aluminum guide</p>	
<p>A set of goods in a transparent individual packaging</p>	<p>It is necessary to make general photo of the goods in the package so that the goods can be viewed and it is possible to determine its quantity</p>	<p>1 general photo of goods in a transparent individual packaging</p>	<p>Steel bit set</p>	

Set of goods in individual non-transparent packaging	It is necessary to take a photo of the closed package, and then a photo of the open package with a good view of the goods. From the photo you can determine the name of the product and its quantity	2 photos	Pen drill bit set	
Products of the same name and having the same characteristics	It is necessary to make an overall picture of all the goods with good view the number of goods	1-2 photos	Plastic trays	
Beauty products	It is necessary to make a general photo of the goods with a well-viewed name, description, composition, capacity of the package.	2-3 photos	Micellar water	

Household chemicals	It is necessary to make a general photo of the goods with a well-viewed name, description, composition, capacity of the package.	2-3 photos	Cleaning agent		
Paint and varnish products	It is necessary to make a general photo of the goods with a well-viewed name, description, composition, capacity of the package.	2-3 photos	Paint for walls		
Computer equipment	It is necessary to make a general photo of the goods with accessories. The photo should be visible serial number, technical parameters, model, trademark	1 photo of the main product and all components (you can determine the name of the components and their quantity by the photo); photos of the identification signs of the main product and components (if identification is available).	Laptop		

APPENDIX № 8 CONFIRMATION STATEMENT

<p>В Министерство просвещения Российской Федерации</p> <p>ЗАЯВЛЕНИЕ О ПОДТВЕРЖДЕНИИ от _____._____.2019 года</p> <p>Прошу Вас выдать Подтверждение об освобождении _____ указать нужное: от уплаты таможенных сборов, от _____ предоставления обеспечения _____ для предъявления в таможенные органы Российской Федерации того, что организация _____</p> <p>_____</p> <p>(наименование организации и страны, места нахождения организации)</p> <p>является участником (партнером, спонсором, поставщиком) 45-го мирового чемпионата по профессиональному мастерству по стандартам «Ворлдскиллс» в 2019 году в г.Казани, который будет проходить в период с 22 по 27 августа 2019 года (далее-Чемпионат).</p> <p>Иностранные товары возимые/вывозимые организацией на/с территории Евразийского экономического союза, и помещаемые _____ ПОД _____</p> <p>(указать таможенную процедуру)</p> <p>предназначены исключительно для организации и проведения Чемпионата и использования на компетенциях (перечень профессий (специальностей). Товары не будут использоваться в коммерческой деятельности.</p> <p>Обязуемся, что предназначение товаров для использования на Чемпионате будет подтверждаться соответствующими записями в транспортных (перевозочных), коммерческих и (или) иных документах и наличием наклейки-стикера на упаковках с логотипом Чемпионата.</p> <p>Место нахождения ввозимых иностранных товаров на территории Российской Федерации: Республика Татарстан, г.Казань, улица Выставочная, д.1, Международный выставочный центр «Казань ЭКСПО».</p>	<p>To the Ministry of Education of the Russian Federation</p> <p>CONFIRMATION STATEMENT from _____._____.2019</p> <p>Ask you to issue a Confirmation of exemption _____ (select the right variant: from payment of customs duties, from the provision of cash security) _____ to present to the customs authorities of the Russian Federation that the organization _____</p> <p>_____</p> <p>(name of organization, country and full address)</p> <p>is a participant (partner, sponsor, supplier) of the 45th World Championships of Worldskills in 2019 in Kazan, which will be from 22 to 27 August 2019 (hereinafter referred to as the Championship).</p> <p>Foreign goods imported / exported by the organization to / from the territory of the Eurasian Economic Union, and placed under _____</p> <p>_____</p> <p>(add the name of customs procedure)</p> <p>intended exclusively for the organization and conduct of the Championship and the use of competencies (list of professions (specialties). Products will not be used in commercial activities.</p> <p>We undertake that the destination of goods for use in the Championship will be confirmed by appropriate entries in transport (shipping), commercial and (or) other documents and the presence of a sticker on the packages with the Championship logo.</p>
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<p>Подтверждение прошу направить по следующему электронному адресу: _____.</p> <p>К заявлению прилагается список иностранных товаров в 2 экземплярах.</p> <p>Подпись Заявителя _____</p> <p>М.П.</p>	<p>Location of imported foreign goods in the Russian Federation: Republic of Tatarstan, Kazan, Vystavochnaya street, house 1, International Exhibition Center "Kazan EXPO".</p> <p>Please send Confirmation to the following email address: _____.</p> <p>A list of foreign goods in 2 copies is attached to the application.</p> <p>Signature _____</p> <p>Stamp</p>
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APPENDIX № 9 ATTACHMENT TO THE CONFIRMATION STATEMENT

Приложение к Заявлению о подтверждении от _____.2019 года/
Attachment to the Confirmation statement from _____.2019

Список товаров, предназначенных для использования на Чемпионате/
List of products intended for use in the Championship

№	Наименование товара на английском языке/Name of goods in English	Наименование товара на русском языке/Name of goods in Russian	Количество/Quantity
1			
2			
3			
4			
5			
6			
7			
8			
9			

Подпись/Signature

М.П./Stamp