Circular No. 36/2019
Implementation of customs and export control regulations

Dear Madam,
Dear Sir,

The import and export of products for scientific purposes, such as technical devices, consumables or samples, from or in third countries is subject to customs regulations. The relevant legal bases for import and export is (inter alia) the Union Customs Code, the Foreign Trade Act (AWG), the Foreign Trade Regulation (AWV) and for export the EC Dual-Use Regulation No. 428/2009. It is also important to comply with existing embargo regulations. We point out that violations can constitute a misdemeanor or even a criminal offense.

For organizational setup, the Chancellor has been appointen Export Control Officer (ECO). In addition, a Customs Unit was set up within the central administration in Department 64 Procurement in Division 6 to support members of the University with customs-related issues. As a service point, the Customs Unit is responsible for coordination, control, advice and information regarding customs and export control topics. In addition, the Customs Unit will be responsible for documenting all customs operations. Ensuring compliance with customs and export control regulations remains the responsibility of the requesting institutes/units.

Onboard equipment on business or research trips is as customs-relevant as regular procurement or online orders delivered from countries outside the European Union. For exports to third countries, an export control is required in addition to the customs declaration. Amongst other things, this includes the classification of goods and is based essentially on national and international security interests.
All procurements and deliveries - regardless of the value of the goods - to or from third countries are therefore to be reported to the Customs Unit, Dept. 64 Procurement (zoll@verw.uni-koeln.de). By phone, you can reach us at:

Ernst Aymanns 0221 470 7145

Léna Dörken 0221 470 6847

If necessary, please contact the responsible staff and get advice on your import or export projects.

Further information is available on the official Customs website (www.zoll.de) and the Federal Office of Economics and Export Control (www.bafa.de). Please also check the homepage for information (https://verwaltung.uni-koeln.de/wirtschaft_und_finanzen/content/einkauf/zoll/index_ge.html).

The Customs Unit of Dept. 64 Procurement is happy to assist you in complying with customs and foreign trade regulations.

Yours sincerely,

The Rector
(Prof. Dr. Axel Freimuth)

The Chancellor
(Dr. Michael Stückradt)