

**Version 30 JAN 08**

**INSTRUCTIONS FOR RELOCATION TO CHILE FOR ALMA  
NORTH AMERICAN INTERNATIONAL STAFF MEMBERS**

This short document is aimed at giving you the initial necessary information as to the requirements and steps for a successful relocation to Chile.

**1.- PREPARING YOUR RELOCATION TO CHILE**

The following steps are the basic activities you have to do in your country of origin in order to prepare your relocation:

**1.1.- Travel Relocation Form**

Signing this Form will begin the relocation process. You will obtain it from AUI/NRAO Business Service in Charlottesville, Virginia:

Ted Miller

Tel: 434-296-0321

Fax: 434-296-0226

[tmiller@nrao.edu](mailto:tmiller@nrao.edu)

**1.2.- Information to AUI/NRAO Representative in Chile.**

Send an e-mail to the AUI/NRAO Representative in Chile.

In this e-mail, please include:

- Complete information about your travel arrangements (arrival date, flight number, etc).
- In order for the Chile Office to start preparing the local documents for accreditation by the Ministry, include full name, citizenship and passport number\* and country of issuance for you and each member of your family.
- In addition, please attach a short version of your CV.

\* - You must have a valid passport to travel to Chile.

AUI/NRAO Representative / Asst. Director for Chile:

Dr. Eduardo Hardy

Tel: +56(2) 210 9600

[ehardy@nrao.cl](mailto:ehardy@nrao.cl)

with copy to

AUI/NRAO Executive Assistant  
Carola Lara  
Tel: +56(2) 210 9600  
[clara@nrao.cl](mailto:clara@nrao.cl)

Mrs. Lara will be in charge of your domestic issues at the time of your arrival, such as hotel reservations, transportation, temporary housing and a car.

If you need to make a previous familiarization trip to Chile, please contact Mrs. Lara for all arrangements.

### **1.3.- Altitude Medical Examination.**

You have to take a yearly Altitude Medical Examination. You can do so in your country of origin or, if you prefer, it can be done in Santiago at the ACHS (Chilean Security Association). It is probably much easier if you do this before you arrive.

### **1.4.- Importing household goods**

When preparing to import your household goods, please get in touch with:

1.- AUI/NRAO Business Service.

In order to comply with Chilean import procedures it is necessary to arrange all shipments through this Service.

AUI/NRAO Business Service contact in Charlottesville,  
Virginia:  
Ted Miller  
Tel: 434-296-0321  
Fax: 434-296-0226  
[tmiller@nrao.edu](mailto:tmiller@nrao.edu)

2.- ALMA Logistics Department in Santiago, Chile (CL.Log),  
will arrange customs clearance.

ALMA Logistics Department  
Charlotte Hermant  
Tel: +56(2) 467 6125  
[cl.log@alma.cl](mailto:cl.log@alma.cl)

In Annex I, you will find complete information regarding importing your household goods.

### **1.5.- Domestic issues:**

Send an e-mail to your Supervisor in Chile with all your requirements about any other domestic issues such as mobile and fixed phones, internet, etc. This e-mail must be sent with a copy to Ted Miller and Carola Lara (see above).

You will receive support from the AUI/NRAO office on matters related to checking accounts, credit cards, children's schooling, etc.

### **1.6.- Importing a car**

You are allowed to import one new car, tax-free.

In Annex II, you will find information and steps on how to import a new car tax-free. This process results in substantial tax savings if you keep the car several years

### **1.7.- Importing pets**

If you want to bring a pet to Chile, you must obtain the specific health requirements and certificates.

In Annex III, you will find all information on importing pets.

### **1.8.- Cash transfers**

When renting houses or cars in Chile, you must hand over a guarantee.

When necessary, AUI/NRAO office can provide you with an accreditation letter, but not a check as guarantee.

Before traveling, please contact Ted Miller to arrange cash transfers for guaranties.

Once you have your Chilean ID and a local bank account, it is possible to transfer funds fairly quickly without paying large wire transfer fees. You can open a US dollar bank account in Chile, in addition to that in Chilean pesos.

## **2.- TRAVEL TO CHILE**

All flight arrangements to Santiago will be made in your country of origin by AUI/NRAO.

## **3.- ARRIVING IN SANTIAGO**

### **3.1.- Arrival day**

Upon your arrival to the Santiago Airport, you must pay a \$100 ( US) reciprocity fee if this is your first visit to Chile. The payment remains valid

for as long as your Passport does. There is a station where you can pay this fee before you reach Immigration (turn in the Immigration Form you were given during your flight to Chile.) After Immigration, you will pick up your baggage and then go through Customs. Turn in your Customs form after going through baggage screening. You will be given the yellow copy of your Customs form. **KEEP IT!!** You **MUST** turn this form back in when you leave Chile.

Upon arrival you will be met at Santiago's "Arturo Merino Benitez Airport" by a AUI support person holding a sign with your name who will be waiting for you at the exit of the luggage section in order to take you to your hotel.

Within the next 24 hours you must go to the AUI/NRAO office at the following address:

AUI/NRAO Offices:  
Av. Nueva Costanera 4091, Suite 502  
Vitacura, Santiago  
Contact: Carola Lara  
Phone: +56(2) 210 9600  
[clara@nrao.cl](mailto:clara@nrao.cl)

where you will begin the accreditation process.

### **3.2.- Accreditation**

For this process you will need to produce :

- Your passports
- Passport size photos of all members of your family (you can have these photos taken in Santiago)
- An application form, which will be filled in here, with the information sent ahead (see 1.2 above)

Documents and photos must be sent to Mrs. Carola Lara.

Accreditation takes around 7 to 10 days. In the meantime you will receive a photocopy of your passport should you need one.

At the end of the process you will receive your Chilean ID (Identification document) plus the official visa stamped on your Passport and valid for two years.

You must return to AUI/NRAO all ID documents received as well as access card, license plates, keys, etc. to AUI/NRAO, when you end your residence in Chile.

### **3.3.- Temporary lodging and a car**

While you are looking for a house, AUI/NRAO will provide you with temporary lodging and a car, both of them at no charge to you.

You may use these facilities for a limited amount of time, details of which will be given to you at the office. If your rented car suffers any damage while in your possession you must immediately report it to the local police (“carabineros” for the rental insurance to take effect.

Until you have a definite address, the office address may be used, but you must notify us the moment you do obtain one.

### **3.4.- Health Insurance and services**

#### **3.4.1- Health insurance in Chile.**

You will be provided with comprehensive CIGNA medical insurance prior to your trip to Chile. Make sure you are in possession of the corresponding ID card for which you must have contacted the NRAO HR Department. Under this insurance you must pay for most services received in Santiago and you will be reimbursed by CIGNA upon reception by them of the receipts which you can fax or email. This insurance does not place restrictions on the place where you can receive attention, or on the attending professional you choose.

Upon arrival you will have the option of signing a letter of agreement with AUI/NRAO that will make available to you the following medical services.

#### **3.4.2.- Local health agreements for medical attention.**

##### **Santiago.**

AUI/NRAO has an agreement for medical attention (not an insurance), including all services available, with Clínica Alemana in Santiago. In order to receive any medical attention and to make this service effective you must go to “Clínica Alemana”, a local Hospital, with an “Orden de Atención” given by AUI/NRAO previously to the attention, with your Chilean identification document or passport of the person who is requesting the service. In this case you will not pay for the service until you receive reimbursement from CIGNA International.

If you do not submit the “Orden de Atención” you lose the possibility of using this service and you must pay the medical attention or leave a bank check as guarantee (customary in Chile) if your condition requires hospitalization. You can then file for insurance reimbursement in the usual way.

In case of emergency, when it is not possible to get the “Orden de Atención” previously, you must leave a guarantee check but within the next 48 hours you can replace it with the document indicated above.

### **Calama ( near San Pedro de Atacama)**

AUI/NRAO has an agreement for emergency medical attention with Clínica El Loa, located in Calama (closest major town to San Pedro). This agreement allows international staff and their families (according to a list of expats submitted periodically by AUI/NRAO) to request medical attention in case of emergencies or hospitalization, without immediate payment or leaving any kind of guarantee. As with the previous case, you will repay AUI as soon as you receive reimbursement from CIGNA international.

Addresses:

Clínica Alemana  
Av. Vitacura 5951  
Phone: 210 1111  
Vitacura, Santiago

Clínica El Loa  
Granaderos N° 2924  
Calama

### **Other insurance**

Any other kinds of insurance are your personal decision. Since theft also occur in Chile, it is recommended that you evaluate your insurance needs carefully (not all that different from many large cities in the US!). There are companies which will provide insurance for ex-pats from the start of your move including all personal effects. Our Support person will help you with this decision.

### **3.5.- Annual leave**

You have right to annual travel paid by AUI/NRAO for you and your family to your origin country. This covers the cost of transport (taxi to/from the airport(s) plus air travel), but excludes per diem or lodging.

## **ANNEX I IMPORTATION**

### **I.1.- General Information**

Relocation to Chile is subject to the provisions of the AUI/NRAO Staff regulations and in the framework of the agreement between the Chilean Government and the AUI/NRAO. International staff members are allowed to import goods duty free, especially during the period of their settlement in Chile.

The limits and conditions of these imports are established by the Chilean authorities.

These import privileges are subject to changes, at the discretion of the Chilean Government and are not covered by any acquired rights.

### **I.2.- Allowances for International Staff Members**

The total value and characteristics of your allowances will be indicated to you by the NRAO HR department in Charlottesville. This is the total value of the household goods plus the cost of insurance and freight to move the goods to Chile. At no time are you permitted to import used vehicles into Chile. Your allowances will be approved by the AUI/NRAO Representative in Chile:

Eduardo Hardy  
+56(2) 210 9600  
[ehardy@nrao.cl](mailto:ehardy@nrao.cl)

### **I.3.- Proceeding with the shipment of merchandise**

As soon as you have the approval, please contact:

- AUI/NRAO Business Services:  
AUI/NRAO Business Services contact in Charlottesville, Virginia:  
Ted Miller  
Tel: 434-296-0321  
Fax: 434-296-0226  
[tmiller@nrao.edu](mailto:tmiller@nrao.edu)

AUI/NRAO Business Services will make all shipment arrangements, including assigning a moving company.

- The ALMA Logistics Department in Santiago  
Charlotte Hermant  
Tel: +56(2) 467 6125  
[cl.log@alma.cl](mailto:cl.log@alma.cl)

The ALMA Logistics Department will make all arrangements for customs clearance

**If you have doubts about what goods may be imported and what not, it is very important to contact the ALMA Logistics Department before the moving company begins packing.**

#### I.4.- Assignment of a moving company information

AUI/NRAO Business Services will assign you a moving company.

The services to be rendered by the moving company typically include:

- Packing and storage, as required
- Shipment door to door
- Customs clearance
- Unpacking and disposal of useless packing material

There are other charges that will be assessed as part of the moving expense. These include the cost of unloading at the port of discharge, detachment of goods and port charges.

The moving company should include these charges as part of their estimate for the relocation quote.

There should be no variation between one company and another for detachment of goods or port charges, since these charges are established by the port administration.

Relocation costs that exceed the allowance provided by the Ministry of Foreign Affairs are your financial responsibility. ALMA will advise you on this ahead of time and provide the service and bill you for any excess

charges. AUI will notify ALMA or whether the excess charges will be charged to AUI if you have a contractual agreement to this effect.

### **Accompanied cargo**

Additional accompanying personal effects, in excess of what is normally accepted as hand luggage, can be imported as cargo, following certain import procedures, as part of your total installation import quota.

You have to contact ALMA Logistics Department in Santiago and provide details of your flight number and arrival date. This will allow for timely preparation of all documentation required by the Chilean customs office (pro-forma, invoice, value of goods, weight) on the date of your arrival. By providing this information to the Customs agent, your processing through Customs will be as smooth as possible.

### **I.5.- Customs clearance process information**

If you arrange the relocation through a moving company, the ALMA Logistics Department in Santiago, Chile, should be copied with all relevant information.

All household goods items must be enumerated for the customs authorities on a list in English with an approximate value in order to issue the pro-forma invoice.

In the case of new goods, copies of the relevant original invoices are requested by the Ministry of Foreign Affairs.

Upon your arrival in Chile, the ALMA Logistics Department will request a copy of your passport with the most recent entry stamp into Chile.

With the above documents and information, the ALMA Logistics Department will issue the Ministry Clearance Form for the Ministry of Foreign Affairs to proceed with clearance of duties. Your signature is required on this form as well as the signature of the AUI/NRA O Representative.

Customs clearance and delivery of goods may take up to 2 weeks after your arrival, depending on arrival of the vessel.

## ANNEX II

### INFORMATION ON HOW TO BRING A TAX-FREE VEHICLE INTO CHILE

You are allowed to bring a new tax-free motor vehicle (car, vans, motorcycles, etc) into Chile. You must buy it during the first twelve months of your contract in Chile.

Your allowance must be approved by the legal AUI/NRAO Representative

**Used vehicles, old vehicles or non catalytic vehicles are not allowed to be imported.**

Any car you buy tax-free must have an OI plate (Special plate for International Organization in Chile).

A used car bought in Chile may also bear OI plates.

#### **II.1 Steps to buy an imported new car with tax exemptions**

The following indications apply to all kind of motor vehicles like cars, vans, motorcycles, etc. This means that only one motor vehicle can be brought. If you bring a motorcycle, then a car will not be accepted and vice-versa.

The car must be cleared from customs six months before your departure. If not, staff with one year contracts will have to re-export the car when terminating the contract in Chile. In this particular case, you will not be allowed to sell the car here.

In other words, if you have less than a six months' contract in Chile, you are forced to re-export the car.

**Before buying the car, AUI has to ask the Ministry of Foreign Affairs for an "Asentimiento Previo", the official pre-approval to buy the car tax-free.**

To get this “Asentimiento Previo” you have to send to the Executive Administration in Chile a quotation (written offer from a formal dealer) with the following data:

- Dealer
- Buyer
- Brand
- Model-Type
- Year of manufacture
- CIF value (Chilean port) in US dollars.

The value of the car cannot exceed the difference between the value of the household goods and your total allowance.

Mercedes Benz 500-SEL -SE-SL-SEC or similar cars of other brands will not be accepted.

As a general rule, vehicles imported under their exemption cannot be sold, leased, rented, borrowed or undergo any kind of trading activity which means possession by other person before three years after as from its import date, unless you pay the duty differential between that paid on import and the one enumerating on the payment application, in accordance to the relevant tariff classification of the general regime.

Less than 1 year from the date of clearance: 6% + VAT of CIF value

Between 1 and 2 years: 4.5% + VAT

Between 2 and 3 years: 3% + VAT

Over 3 years: 0% + VAT.

VAT (IVA in Chile) = 19%

To calculate the CIF value, a yearly depreciation of 10% is estimated as from the first calendar year of use of the vehicle. You will receive more precise information and guidance from the Logistics officer in Santiago.

If you buy the car tax-free you have to ask for OI plates.

## **II.2 Steps to get an OI plate for a new imported car**

As soon as your car is clear of customs, **CL. Log** will receive and forward to you the following original documents:

- Factura (Invoice)
- Decreto de liberación (Liberation form)
- Declaración de internación (Customs clearance form)

#### Step 1.

Make 2 photocopies of these three documents plus one photocopy of your Identity Card and legalize them in a Notaria. One set is for the Registro Civil to register the car and the other will be used as documents to drive the car while you get the OI plates.

#### Step 2.

Register the car at the Registro Civil (you will have to pay the inscription) and get the Chilean Plates. DO NOT install these plates onto the car and DO NOT pay the "Permiso de circulación".

One complete set of legalized photocopies (step 1) will be requested there. Remember to always keep the original documents, except the original of the "Declaración de internación" (Customs clearance form) which will be kept by them.

In this case, the legalized copy of their document will be your "new" original form. Ask them to stamp it.

#### Step 3.

Buy the "Seguro obligatorio" (around \$ 10,000) valid for one year.

#### Step 4.

To get OI plates, please send the following documents to the AUI/NRAO Representative in Chile:

- Original "Factura"
- Original "Decreto de liberación"
- Original "Declaración de internación"
- Original "Solicitud Registro Nacional de vehículos motorizados"
- 2 Chilean plates
- Original "Seguro obligatorio"
- E-mail or any other written confirmation of the type of insurance you will want to hold.

#### Step 5.

All cars must have a technical revision (or, for new cars, a "Certificado de Homologación", see below). For to get this you must get an authorization: "Autorización para revisión técnica" issued by the Ministerio de Transportes.

Please go to the:

Secretaría Regional Ministerial

Serrano 89  
Phone: 4387700 – 4387812  
Attention: 9:00 to 14:00 hrs.

Give them the following documents:

- Copy of “Inscripción Registro Nacional de vehículos motorizados”
- Copy of Invoice
- Copy of Liberation form

Once the authorization is received, you can undergo the Revisión Técnica.

Then please go to:

Planta de Revisión Técnica  
Av. Larraín 8661, la Reina  
Phone: 2739638

and present there the following documents:

- Copy of “Inscripción Registro Nacional de vehículos motorizados
- Original of “Autorización para revisión técnica” issued by the Ministerio de Transportes
- Original of the “Blue Card” (Padrón issued by the Ministry)

Cars bought in Chile will receive from the local dealer a certificate called “Certificado de Homologación individual”, which will have to be stamped by the nearest “Municipalidad” where you live.

Their certificate *replaces* the “revisión técnica” for a period of around 3 years. Once stamped, please return one copy to the administration.

### **II.3 Driving a car**

To drive the car while waiting for the OI plates you need the following documents:

- International driving license (or Chilean driving license)
- Legalized photocopy of Invoice
- Legalized photocopy of Liberation form
- Legalized photocopy of Customs Clearance form
- Original copy of “Seguro obligatorio”

To drive the car once you have installed the OI plates you need the following documents:

- International driving license (or Chilean driving license)
- Original “Seguro obligatorio”
- Padrón (vehicle identity card issued by the Ministry of Foreign Affairs)

**NOTE:** After a residence of three months in Chile you will be required to obtain a Chilean driving license, which requires taking an exam with the local Motor Vehicle Dept.)

### **Use of tag**

In Santiago you must have a valid tag to use the toll freeway system (“Autopistas”). Obtaining this tag and the payment of the toll receipts are your responsibility. Concerning payment you have two possibilities:

- Arrange for automatic payment from your Chilean Bank current account, considering the delays involved for the payment to become effective.
- You can pay directly to a payment center. In this case you need to make separate payments for separate freeway concessions (Costanera Norte, Autopista Central, etc.)
- You can choose to pay the Autopista tolls, as well as most utility bills, through on-line services such as [http:// www.servipag.cl](http://www.servipag.cl) or through your bank account using its web services.

## **ANNEX III IMPORTING PETS**

The entry of pets into Chile is regulated by the SAG (Servicio Agrícola y Ganadero):

SEVICIO AGRICOLA Y GANADERO

Av. Presidente Bulnes 140

Santiago

Phone: 3451111

Website: [www.sag.gob.cl](http://www.sag.gob.cl)

### **1.- Importing dogs and cats:**

In order to import dogs and cats into Chile, it is necessary to get the following requirements:

- The pet must not present any signs of transmissible illnesses at the time of shipment.

- The pet must have a clinical examination not more than 10 days before shipment (15 days if the original country is USA) which certifies that the pet is free from transmissible illnesses and it has had all the routine vaccines.
- The pet must be vaccinated against rabies between 1 and 12 months before shipment.
- If your country is free from rabies you must certify this condition.
- The pet must have anti-parasite treatment; external and internal.

#### Documents you need for importation

- Official sanitary certificate given by competent sanitary authority in your country which certifies that the pet has the mentioned requirements.
- This official sanitary certificate must be extended after the clinical examination and it will be valid for the next 20 continuous days.

#### **2.- Importing other kinds of pets**

In order to bring into Chile any other kinds of pets you must have the official sanitary certificate and also the CITES permission if the species is listed in that convention (Convention on International Trade in Endangered Species of wild fauna and flora).

You must check with SAG if there are specific sanitary requirements for your pet.