GRUPO IMEX
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HOW TO EXPORT TO BRAZIL

A practical guide for foreign suppliers: what to prepare, confirm and send before shipment.



If you are ready to ship, start with the checklist.

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OPEN CONTENTS ›

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Contents

Click a topic. Each section has practical advice and a return button.



Let's get the shipment ready	3
Four checks before shipping	4
Confirm the Brazilian importer	5
Three import arrangements	6
Describe the actual product	7
Product information sheet	8
Check the required approvals	9
Who checks what in Brazil	10
Other authorities to identify	11
Find out when approval is due	12
Which declaration will be used?	13
Calculate the delivered cost	14
Taxes need a current calculation	15
Explain the price with documents	16
Prepare the commercial invoice	17
Sign the invoice correctly	18
Make the cargo easy to identify	19
Check the wood before packing	20
Origin is not the shipping country	21
Agree on the exact delivery point	22
Book a shipment Brazil can receive	23
From quotation to delivery	24
Customs may examine the shipment	25
Clearance is one step, not the finish	26
Correct these before departure	27
Before we authorize shipment	28
Open the operation with these data	29
Shipping instructions: parties and route	30
Invoice review before issuance	31
Transport and package instructions	32
Wood packaging review	33
Final document handover	34
Make the first shipment repeatable	35
Sources and updates 1	36
Sources and updates 2	37
Sources and updates 3	38

PRACTICAL TIP

Keep one approved set of documents for each shipment. Use the checklist before booking departure.

EXPORTING TO BRAZIL

Let's get the shipment ready

I start with the documents and the people who can confirm each requirement.



1 Who this guide is for

Foreign manufacturers and export teams selling goods to a Brazilian business. Used goods, temporary imports and sensitive products need a separate review.

2 How to use it

Open a topic from the contents. Read the practical tip and use the forms for the actual shipment. Brazilian system names stay in Portuguese.

3 How to fill the PDF

Use a reader that supports PDF forms, save a copy for the operation and reopen it to check your entries. Links open the official sources.

4 Where to begin

If the goods are ready, open the pre-shipment checklist. An approval from the importer is an operating control, not a substitute for a required licence.

PRACTICAL TIP

Before promising a departure date, ask the Brazilian team what still needs approval and who will confirm it.

EXPORTING TO BRAZIL

Four checks before shipping

I want a clear answer to each question, with a document to support it.



01 Importer

Which Brazilian company will import? Are its registration, Siscomex authorization and representatives ready?

02 Product

What exactly is being sold? Confirm model, condition, use, technical data, NCM and required attributes.

03 Licences

Which registrations, approvals and certificates apply? Which must be obtained before departure?

04 Cost

What is the total cost to the agreed destination? Include taxes, local charges, finance and possible delays.

PRACTICAL TIP

Record the answer, responsible person, date and document version. “The customer will handle it” is not enough to schedule shipment.

EXPORTING TO BRAZIL

Confirm the Brazilian importer

A CNPJ identifies a company. It does not, by itself, authorize an import.



1 Check the legal entity

Confirm legal name, CNPJ, address, state registration when applicable and the people authorized to act.

2 Check Siscomex authorization

Ask the Brazilian team to verify authorization, financial capacity where applicable and the representatives registered for the operation.

3 Name the operational contacts

Identify the customs broker, carrier, customs facility, delivery address and person who approves shipment.

4 Confirm all parties

The buyer, importer, consignee and payer can differ. Put the actual roles in the contract and approved document instructions.

OFFICIAL SOURCE ↗

PRACTICAL TIP

If someone asks to change the importer after departure, stop the document change and get the Brazilian customs team involved first.

EXPORTING TO BRAZIL

Three import arrangements

Keep the Brazilian legal names in the instructions so everyone identifies the same arrangement.



1

Direct import

The Brazilian company buys and imports for its own activity. Its documents and payments must match the actual transaction.

2

Importação por conta e ordem

A contracted importer clears in its own name for the identified Brazilian acquirer. Confirm contractual links and invoice instructions before issuance.

3

Importação por encomenda

The importer purchases for resale to a predetermined customer. Funding and any customer advances must follow the applicable rules and contract.

4

What the exporter needs

Get written instructions identifying the buyer on the invoice, consignee on transport documents and payer. Do not choose these fields by habit.

OFFICIAL SOURCE ↗

PRACTICAL TIP

A company calling itself a trading company does not tell you which import arrangement it is using.

EXPORTING TO BRAZIL

Describe the actual product

Your technical information helps the Brazilian team classify and license the goods correctly.



01 Identification

Manufacturer, model, part number, serial number where relevant, condition and country of manufacture.

02 Technical details

Function, operating principle, materials, composition, power, capacity, dimensions and included accessories.

03 HS and NCM

The international HS structure has six digits. Brazil uses the eight-digit NCM. A foreign tariff code is a starting reference, not final approval.

04 Evidence

Send the datasheet, manual, nameplate photos and configuration purchased. Explain differences between models.

OFFICIAL SOURCE ↗

PRACTICAL TIP

“Machine parts” is too vague. Describe what the part is, what it does and the machine or system it serves.

FILLABLE WORKSHEET

Product information sheet

Use one sheet for each model or configuration. Attach technical evidence.



Product / technical name

Manufacturer / address

Model / part number

Serial number / condition

Function / application

Materials / composition

Technology / operating principle

Capacity / power / dimensions

Net weight / gross weight

Origin / purchase / dispatch countries

NCM / attributes confirmed in Brazil

Reviewer / version / date

PRACTICAL TIP

Do not use a catalogue for a different model to justify the product being shipped.

EXPORTING TO BRAZIL

Check the required approvals

The product code alone does not answer every licensing question.



1 Consult the actual operation

The Brazilian team checks NCM, attributes, condition, purpose and origin in the official administrative treatment tools.

2 Identify the requirement

Record authority, licence or certificate, legal basis, validity and the stage at which approval is required.

3 Prepare the product first

Testing, registration, labels or manufacturer authorization may be needed before production or shipment.

4 Confirm approval and linkage

Check quantities, model, importer and declaration links. A filed application is not the same as an approved licence.

OFFICIAL SOURCE ↗

PRACTICAL TIP

A foreign certificate, including a CE mark, does not automatically replace Brazilian approval.

EXPORTING TO BRAZIL

Who checks what in Brazil

This is a planning guide. The product and transaction determine the actual requirement.



Authority	Typical area to check
RFB	Customs control, classification, valuation, federal taxes and clearance.
SECEX / DECEX / DECOM	Trade administration and licensing; DECOM handles trade defence within SECEX.
ANVISA	Health controls, including relevant foods, medical devices, medicines and cosmetics.
MAPA	Animal and plant health, agricultural goods and wood packaging controls.
INMETRO	Mandatory conformity assessment, regulated products and metrology.
ANATEL	Telecommunications and radio equipment subject to Brazilian approval.

OFFICIAL SOURCE ↗

PRACTICAL TIP

One authority's approval does not replace another authority's requirement or Customs clearance.

EXPORTING TO BRAZIL

Other authorities to identify

Some products require a specialist review before you quote or produce them.



Authority	Typical area to check
IBAMA	Environmental controls, CITES and regulated goods such as certain vehicles and chemicals.
ANP	Regulated fuels, lubricants and other petroleum-sector products.
Polícia Federal / Exército	Controlled chemicals and controlled defence-related products, within each body's remit.
ANSN	Nuclear and radiation safety controls. Check current services rather than relying only on older CNEN references.
ANM / SUFRAMA	Specific mineral controls / incentives and controls in administered areas.
State SEFAZ	State tax, registration, NF-e and domestic circulation requirements.

OFFICIAL SOURCE ↗

PRACTICAL TIP

Send composition and intended use early. Those details can determine which authority needs to be consulted.

EXPORTING TO BRAZIL

Find out when approval is due

A licence obtained after departure may be too late for the required procedure.



1 Before the offer

Check whether import is allowed and identify testing, registration and documentary costs.

2 Before production

Confirm the version, technical standard, labels and certificates that the Brazilian customer needs.

3 Before departure

Obtain approvals required before shipment and receive written clearance to ship from the named Brazilian contact.

4 If something changes

Recheck the requirement when model, condition, origin, quantity, route or importer changes.

OFFICIAL SOURCE ↗

PRACTICAL TIP

Record issue date, expiry date and the event that must occur before shipment. Do not track only the application number.

EXPORTING TO BRAZIL

Which declaration will be used?

The Brazilian team must confirm the available and required route for this operation.



01 DI and LI

The legacy import declaration uses LI where licensing is required, while the operation remains available in that flow.

02 Duimp and LPCO

The new declaration uses Product Catalogue data, attributes and the applicable LPCO models for administrative controls.

03 DSI and LSI

The simplified declaration is limited to eligible cases. If electronic DSI requires licensing, the instrument is LSI.

04 Your part

Provide accurate manufacturer, product and transaction data. Check the official migration schedule before each shipment.

OFFICIAL SOURCE ↗

PRACTICAL TIP

Do not choose DI or Duimp just because the previous shipment used it. The schedule depends on the operation.

EXPORTING TO BRAZIL

Calculate the delivered cost

I compare offers at the same destination, in the same currency and with the same services included.



01 Goods and international transport

Price, packing, collection, export handling, main freight and insurance.

02 Brazilian entry

Applicable taxes and fees, licences, terminal charges, storage, handling and customs services.

03 Delivery and payment

Domestic transport, unloading, bank charges, exchange costs and working capital.

04 Delay scenario

Estimate additional storage, container charges and waiting time using the actual tariffs and contract.

PRACTICAL TIP

Ask the forwarder to list exclusions and local charges. A cheap main freight rate can still lead to an expensive delivery.

EXPORTING TO BRAZIL

Taxes need a current calculation

There is no single tax percentage for every shipment to Brazil.



01 Federal taxes

II, IPI and PIS/Cofins-Importação may apply according to the goods, date, regime and applicable treatment.

02 State tax

ICMS depends on the relevant state rules and transaction. A resale rate is not automatically the rate payable at import.

03 Other charges

Check AFRMM for applicable waterborne freight, service fees and regulatory charges separately from freight.

04 Tax reform

Confirm CBS/IBS data and the rules applicable on the operation date. RFB has announced Duimp changes for 27 September 2026; check implementation before use.

OFFICIAL SOURCE ↗

PRACTICAL TIP

Ask for the calculation basis and legal treatment, not just a total tax figure. Do not add new taxes mechanically to an old spreadsheet.

EXPORTING TO BRAZIL

Explain the price with documents

Customs value follows valuation rules. It is not always identical to the invoice total.



1 Show the sale

Keep the order, contract, payment terms, discounts and evidence of the amount paid or payable.

2 Identify adjustments

Tell the Brazilian team about freight, insurance, assists, royalties, commissions and related-party arrangements for proper review.

3 Handle free-of-charge items

Samples and warranty parts still need a supportable customs value. Explain why no commercial payment is due.

4 Correct openly

If a price or quantity changes, document the reason and obtain revised instructions. Never backdate or invent supporting documents.

OFFICIAL SOURCE ↗

PRACTICAL TIP

“No charge” describes payment. It does not mean that the goods have no customs value.

EXPORTING TO BRAZIL

Prepare the commercial invoice

I review the draft with the Brazilian team before issuing the final document.



01 Parties

Use the actual exporter and buyer, with full names and addresses. Follow the confirmed import arrangement.

02 Goods

Describe each item, model, condition, quantity and unit. Include the required weight, package and identification details.

03 Price and terms

Show currency, unit and total prices, discounts, freight, insurance and other expenses as applicable. State payment terms.

04 Countries and delivery

Distinguish origin, purchase and dispatch countries. Write the Incoterm, exact named point and edition. Arrange a valid signature.

OFFICIAL SOURCE ↗

PRACTICAL TIP

Cross-check quantities multiplied by unit prices and make sure the invoice currency matches the contract.

EXPORTING TO BRAZIL

Sign the invoice correctly

A pasted signature image and a legally valid digital signature are not the same thing.



1 Born-digital invoice

RFB guidance allows digital certification that ensures authenticity, integrity and legal validity. Confirm the method with the Brazilian team.

2 Paper invoice

When not issued as a born-digital invoice, RFB guidance requires the exporter or legal representative's handwritten signature.

3 Colour and stamps

There is no general Brazilian Customs rule requiring blue ink. Do not create a stamp requirement without a specific basis.

4 Originals and corrections

Send files through the approved channel. Keep originals and dispatch them when law or case instructions require. Identify corrected versions clearly.

OFFICIAL SOURCE ↗

PRACTICAL TIP

Agree on the signing method before the final invoice is due. Do not leave document validity to the day of departure.

EXPORTING TO BRAZIL

Make the cargo easy to identify

The packing list describes the packages. The transport document records the carriage.



01 Packing list

Number packages and show contents, marks, dimensions, net/gross weight and the link to the invoice.

02 B/L, AWB or road document

Check shipper, consignee, notify party, route, freight terms, packages, weight and release method.

03 Physical cargo

Package numbers, model and serial details must match the goods. Photograph packing and container/seal identification when relevant.

04 Totals

Explain pallets, boxes and pieces separately. One pallet containing ten boxes is not eleven identical packages.

OFFICIAL SOURCE ↗

PRACTICAL TIP

Ask for the transport-document draft before issuance. A wrong consignee can delay release and require a paid correction.

EXPORTING TO BRAZIL

Check the wood before packing

Solid wood packaging and dunnage can trigger plant-health controls.



1 Identify the material

Distinguish regulated solid wood from processed materials that may be exempt. Check mixed packaging and loose support blocks.

2 Use authorized treatment

For regulated wood, arrange the required treatment and valid IPPC marking through an authorized operator.

3 Inspect the marking and condition

Check legibility, durability, placement and required codes. Verify debarking requirements and absence of signs of pests.

4 Keep evidence

Photograph the marks before consolidation. A generic treatment certificate does not replace the required valid mark.

OFFICIAL SOURCE ↗

PRACTICAL TIP

A compliant pallet does not make untreated support blocks compliant. Inspect all wood travelling with the cargo.

EXPORTING TO BRAZIL

Origin is not the shipping country

A lower tariff needs a valid treatment and evidence that the goods qualify.



1 Identify manufacture

Confirm where the product was made and what production took place. The seller's address does not determine origin.

2 Check the agreement

Ask the Brazilian team to confirm coverage, tariff schedule, exclusions and the rule for the product.

3 Obtain the right proof

Use the certificate or declaration accepted by that agreement. Check issuer, wording, validity and invoice references.

4 Check the route

Third-country invoicing or transit can require additional evidence. Keep transport documents and any required controls.

OFFICIAL SOURCE ↗

PRACTICAL TIP

Do not promise zero duty just because the shipment leaves a country with a trade agreement with Brazil.

EXPORTING TO BRAZIL

Agree on the exact delivery point

The Incoterm allocates tasks, costs and risk between buyer and seller.



01 Write the full term

Use the rule, exact named place or port and Incoterms® 2020. “FOB factory” does not describe the ICC rule.

02 Separate freight and risk

Under C rules, the seller pays freight to a destination while risk transfers earlier. Confirm the actual delivery event.

03 Check insurance and unloading

CIF and CIP have different default insurance levels. DPU includes the seller's unloading obligation; check other costs against the freight contract.

04 DDP and Brazil

Portal Siscomex guidance says DDP cannot be used for Brazilian imports by a foreign seller in the stated arrangement. Compare DAP or DPU.

OFFICIAL SOURCE ↗

PRACTICAL TIP

Door-to-door service does not, by itself, identify who imports or who pays duties. Put those responsibilities in writing.

EXPORTING TO BRAZIL

Book a shipment Brazil can receive

Provide the cargo details before asking for the final freight price.



1 Before booking

Confirm route, port/airport, receiving facility, dimensions, weight and product restrictions with the Brazilian team.

2 Sensitive cargo

Disclose batteries, chemicals, magnets, refrigeration, radio equipment and biological materials. Arrange the required classification and transport documentation.

3 Before collection

Check labels, packing, serial numbers, licences and approved document drafts. Confirm cut-offs and the collection window.

4 After departure

Send the final documents and pre-alert. Report changes to route, quantities or arrival date immediately.

PRACTICAL TIP

An estimated arrival date is not a delivery promise. Include discharge, clearance and domestic transport in the schedule.

EXPORTING TO BRAZIL

From quotation to delivery

Assign a person and an expected document to each step.



1 **1. Define the sale**

Confirm importer, product, use, quantity, price and countries involved.

2 **2. Review the requirements**

Validate classification, attributes, licences, certificates and total cost.

3 **3. Approve the shipment**

Agree the contract and transport, review drafts and obtain written operational approval.

4 **4. Import and deliver**

The Brazilian team files the declaration, handles controls and taxes, then confirms carrier and terminal release and domestic documents.

5 **5. Close the file**

Keep evidence of delivery, actual costs, regulatory obligations and any corrections for the next shipment.

PRACTICAL TIP

If one stage is pending, identify the exact missing document and the next action. Avoid vague requests to “regularize everything”.

EXPORTING TO BRAZIL

Customs may examine the shipment

Selection determines the checks. It does not grade the supplier's quality.



01 Green channel

Normally permits clearance without routine documentary or physical examination, subject to applicable controls and exceptions.

02 Yellow channel

Documentary examination. Customs may request clarification or additional evidence.

03 Red channel

Documentary and physical examination of the goods.

04 Grey channel

The DI framework includes special examination for suspected fraud, including valuation. Follow the actual declaration and any separate procedure communicated by RFB.

OFFICIAL SOURCE ↗

PRACTICAL TIP

Keep technical and payment evidence ready for every shipment. A previous green channel does not guarantee the next one.

EXPORTING TO BRAZIL

Clearance is one step, not the finish

Confirm that the cargo can actually leave the terminal.



1 Arrange collection

Check Customs status, carrier release, terminal charges, applicable state tax formalities and domestic transport documents.

2 Keep Brazilian fiscal records

The importer handles the required NF-e and records. The foreign invoice does not replace the Brazilian fiscal document.

3 Maintain traceability

Keep model, batch or serial details linked to the shipment and customer where required.

4 Plan after-sales service

Confirm warranty procedures, spare parts, technical support, labelling and any recall or reporting duties.

PRACTICAL TIP

Before dispatching a truck, ask the terminal whether every release needed for collection is complete.

EXPORTING TO BRAZIL

Correct these before departure

These mistakes create avoidable delays and costs.



1 **Unconfirmed importer**

Do not replace authorization evidence with a CNPJ number or a promise from sales.

2 **Unapproved model or description**

Do not substitute a model after licensing or use a general catalogue for a specific configuration.

3 **Missing costs or insurance**

Check local charges, storage, container time and what the policy excludes.

4 **Inconsistent documents**

Resolve different quantities, currencies, weights, consignee names or countries before issuance.

5 **Late changes and lost records**

Reassess changes to the product or route and retain the approved versions and final evidence.

PRACTICAL TIP

Send a precise correction request: document, field, current data, correct data and reason. That helps the partner fix it once.

PRE-SHIPMENT CONTROL

Before we authorize shipment

Mark only what has been checked for the actual operation.



- [ ] Importer and import arrangement confirmed.
- [ ] Siscomex authorization and representatives checked.
- [ ] Product data, condition and configuration confirmed.
- [ ] NCM and required attributes approved in Brazil.
- [ ] Administrative requirements checked for this shipment.
- [ ] Required licences and certificates approved on time.
- [ ] Cost, Incoterm and responsibilities agreed.
- [ ] Invoice and packing list cross-checked.
- [ ] Transport-document draft approved.
- [ ] Origin, packing and wood requirements checked.
- [ ] Named Brazilian contact has approved shipment in writing.

Open issues / responsible person / deadline

Shipment decision / approver / date

PRACTICAL TIP

If an applicable critical requirement is unresolved, agree the next action before releasing the cargo for shipment.

FILLABLE WORKSHEET

Open the operation with these data

Fill this page before preparing the final commercial offer.



Exporter / contact

Brazilian importer / CNPJ

Buyer / import arrangement

Product / model / condition

Quantity / unit

Value / currency

NCM / Brazilian reviewer

Incoterm / exact named point

Mode / origin / destination

Expected departure / arrival

Licences / certificates / open issues

Shipment approval contact / date

PRACTICAL TIP

A complete first message avoids repeated requests and helps the Brazilian team give a useful answer.

FILLABLE WORKSHEET

Shipping instructions: parties and route

Use this record for one shipment. It records the agreed instructions, not a Customs authorization.



IMEX reference / document revision

Exporter / shipper

Importer / CNPJ / address

Buyer / acquirer / ordering customer

Import arrangement / payer

Brazilian operational contact

Loading place / port / airport

Discharge place / customs facility

Final delivery address

Incoterm / edition / named point

Planned shipment / document deadlines

Approval contact / conditions / date

PRACTICAL TIP

Do not issue finals or authorize departure from a draft that the named Brazilian contact has not approved.

PRE-SHIPMENT CONTROL

Invoice review before issuance

Use the fields below to record the review of the commercial invoice.



- [ ] Number, date and operation reference are correct.
- [ ] Exporter and actual buyer are correctly identified.
- [ ] Technical description, model and condition match the order.
- [ ] Quantities, units and package information are consistent.
- [ ] Weights and country information were checked.
- [ ] Unit prices, totals, currency and discounts are correct.
- [ ] Freight, insurance and other expenses are clear.
- [ ] Payment terms and named Incoterm point are stated.
- [ ] Signature method and original-document instructions are agreed.
- [ ] Final version matches the approved draft.

Corrections requested / responsible person

Approved revision / reviewer / date

OFFICIAL SOURCE ↗

PRACTICAL TIP

If the invoice changes, check whether the packing list, transport document or licence also needs correction.

FILLABLE WORKSHEET

Transport and package instructions

Record what the carrier and warehouse must follow.



Packages / type / identifying marks

Contents per package / invoice link

Net / gross weight / dimensions

Container / seal / equipment type

Carrier / booking / journey

Shipper / consignee / notify

Freight terms / included local charges

Originals or electronic release method

Free time / counting rule / return depot

Cut-offs / pre-alert deadline

Wood / dangerous goods / special handling

Approved draft / contact / date

PRACTICAL TIP

There is no universal requirement for three originals or 21 free-time days. Confirm the carrier's contract and this shipment's instructions.

PRE-SHIPMENT CONTROL

Wood packaging review

Complete only the applicable items. Record exemptions with a reason.



- [ ] All wood packaging and support material have been identified.
- [ ] The material is classified as regulated or exempt.
- [ ] Required treatment was performed by an authorized operator.
- [ ] IPPC marks and required codes are legible and durable.
- [ ] Mark placement complies with the applicable standard.
- [ ] Debarking and pest-related requirements were checked.
- [ ] Photos of the actual packaging and marks are saved.
- [ ] Certificates are attached when specifically required.
- [ ] Loose support blocks and mixed packaging were checked.
- [ ] The Brazilian contact has reviewed unresolved points.

Exemption or corrective action / evidence

Inspector or reviewer / date / photos

OFFICIAL SOURCE ↗

PRACTICAL TIP

Do not improvise an IPPC mark. Ask the authorized packaging or treatment provider to resolve a marking problem.

PRE-SHIPMENT CONTROL

Final document handover

Send the approved final package through the channel agreed with the Brazilian team.



- [ ] Final invoice and packing list match the approved shipment.
- [ ] Transport document and release instructions are confirmed.
- [ ] Required licences and certificates remain valid.
- [ ] Product Catalogue data and attributes match the goods.
- [ ] Origin and route information are consistent.
- [ ] Wood-mark photos are included where applicable.
- [ ] Changes since approval have been reported and reviewed.
- [ ] Final files were sent to the named contact.
- [ ] Originals were retained or dispatched as instructed.
- [ ] Approvals and revisions are stored with the operation.

Remaining issue / owner / deadline

Final document revision / approver / date

PRACTICAL TIP

Keep a dated copy of the package actually sent. Do not overwrite the approved version with an unexplained correction.

EXPORTING TO BRAZIL

Make the first shipment repeatable

I want the next shipment to need fewer corrections because the first one was documented properly.



01 Before production

Meet with sales, engineering, logistics and the Brazilian importer to confirm the product and requirements.

02 Before departure

Close the applicable checks and use the approved shipping instructions and document versions.

03 After delivery

Compare estimated and actual cost, timing and document corrections. Update the product file.

04 Work with IMEX

Coordinate classification, importer readiness, licensing, cost analysis, documents, clearance and delivery according to the agreed service scope.

PRACTICAL TIP

For used machines, collector vehicles or temporary imports, request a dedicated review before signing the sale or scheduling shipment.

1 / 3

Sources and updates

Reviewed on 7 September 2026. Click a source to open it; many official pages are in Portuguese.



RFB | Siscomex authorization ↗

RFB | Classif and NCM ↗

Siscomex | Product controls ↗

RFB | LI, LPCO and LSI ↗

Siscomex | DI migration schedule ↗

Siscomex | Product attributes ↗

The three language editions use the same operational content. Brazilian legal and system names are retained to support consultation.

PRACTICAL TIP

Check the current rule for the product and shipment date. This general guide does not replace a product-specific customs, tax or regulatory review.

2 / 3

Sources and updates

Reviewed on 7 September 2026. Click a source to open it; many official pages are in Portuguese.



RFB | Commercial invoice and signatures ↗

RFB | Supporting documents ↗

RFB | Packing list ↗

MAPA | Ordinance 514/2022: wood packaging ↗

WTO | Customs valuation ↗

Siscomex | Incoterms and Brazilian notes ↗

The three language editions use the same operational content. Brazilian legal and system names are retained to support consultation.

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3 / 3

Sources and updates

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RFB | Tax reform and Duimp ↗

Siscomex | Notice 025/2026: PIS/Cofins ↗

ANSN | Imports and exports ↗

RFB | Importação por encomenda ↗

Siscomex | Trade agreements ↗

RFB | Customs selection channels ↗

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