

## Transportation & Clearance of goods UNHCR Geneva

### 1. Warehouse details:

The UNHCR warehouse address is: UNHCR Warehouse  
16 Chemin de la voie Creuse  
1202 Genève.

Contacts are: Mr Thierry CICLET / [ciclet@unhcr.org](mailto:ciclet@unhcr.org) / + 41 (22) 739 7625  
And  
Mr Lionel BLOUIN / [blouin@unhcr.org](mailto:blouin@unhcr.org) / + 41 (22) 739 7683

Goods reception is open: 9H30 to 12H00 and 14H00 to 16H00

### 2. Customs clearance procedure:

Goods for delivery to United Nations agencies in Geneva must be dispatched “in transit” all the way to the Canton de Genève. Customs formalities must be processed at a Swiss customs office inside the Canton de Genève (Thonex or Port Franc, or airport).

Transport companies are required to obtain a form for import tax exemption from the United Nations Office in Geneva (UNOG). The company must request from UNOG in advance the “formulaire de dédouanement en franchise” (form 14.60).

The request for this form should be faxed / sent by email during normal working hours to the UNOG Transportation & Customs Sub-Unit:

Procurement & Transportation Section (SAT/ CSS) / Room S45  
United Nations Office at Geneva (UNOG)  
Palais des Nations, CH-1211 Geneva 10

Contacts are: Mr Patrick Blanc / [blanpc@unog.ch](mailto:blanpc@unog.ch) / +41 22 917 16 11  
Mr Alain Andrieux / [aandrieux@unog.ch](mailto:aandrieux@unog.ch) / +41 22 917 24 58

The request must contain the following details:

- Nature of the product
- Quantities of items
- Weight
- Volume
- Exact name and address of the consignee (above-mentioned UNHCR Warehouse details)

UNOG will then issue the form 14.60 accordingly and return it to the company by fax, normally within 24 hours.

This fax copy of form 14.60 must then be presented to the respective Swiss customs office in the Canton de Genève for completion of customs clearance processing.

UNOG will subsequently send the original form to the respective customs office for their files.