



## Notice of VAT refund rules 退税规则须知

For Chinese citizens who purchased goods in Switzerland when travelling, and could not stamp the relevant VAT refund form/s (Export document in tourist traffic) when leaving Swiss customs territory: They can go to the Embassy of Switzerland in Beijing to get the form/s stamped, which is the prerequisite for tax exemption.

中国公民在瑞士旅游时所购买的商品，如果没有在瑞士境内的海关办理退税的，可以到瑞士驻华大使馆办理盖海关章的手续。

Documents and goods to be presented:

所需材料:

1. Passport of the buyer/s, and a copy of the Photo page and Visa page for the trip.  
购买者护照，以及一份照片页和该次旅程的签证页复印件
2. All items purchased  
商品
3. Shopping receipt/s and a copy of it.  
购物收据原件及一份复印件
4. VAT refund form/s  
海关退税单
5. Warranty card/s and a copy of it (if the product has a warranty on it, e.g. watches).  
保修卡及一份复印件（如果商品为手表类）

Note:

备注:

E-dec-web VAT refund form cannot be stamped in the Embassy.

E-dec-web 电子退税单不能在使馆办理盖章手续。

Goods must have been exported from Swiss territory within 90 days of purchase.

购买者须在购买商品后的 90 天之内离开瑞士境内，否则不予以办理。

Minimum amount per shop receipt must be at least CHF 300.00 incl. VAT

必须在每个商店消费达三百瑞士法郎或以上（含增值税）。

The procedure of getting the refund form/s stamped can be executed by a third party (agent). The agent is required to carry their own identity card or passport and all the above mentioned items.

可以由代办人办理退税盖章的手续，代办人须携带其身份证或护照以及上述所需材料。

The buyer/s must mail/post/courier the stamped VAT refund form/s to the seller by themselves.

海关退税单在使馆盖章后，应由购买人自行去邮局寄回商店。

For groups of more than 2 persons or if there are more than 3 forms to be stamped, telephone appointment is required by calling ahead on 010-8532 8888

超过两人或三张退税单的，请提前打电话预约 010-8532 8888。

Opening hours for VAT refund formalities: Monday, Wednesday and Friday from 9 am to 12 noon.

开放办理时间：周一，周三，周五上午九点到十二点。