



February 2025

## Notice of VAT refund rules - 退税规则须知

For Chinese citizens with residence in China 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 territory: it is possible to go to the Swiss representation competent for their place of residence to get the form/s stamped, which is the prerequisite for tax exemption.

居住地为中国的中国公民在瑞士旅游时所购买的商品，如果离境时没有在瑞士境内的海关办理退税，可以到本人居住地对应领区的瑞士大使馆或瑞士领事馆办理加盖海关章的手续。

Documents and goods to be presented **by the buyer** himself/herself:

由购买者本人提交所需材料：

1. **Passport of the buyer/s and a photocopy of the photo page and visa page for the trip**  
购买者护照原件，及照片页和该次旅程的签证页复印件各一份
2. **All items purchased**  
所有采购的商品实物
3. **Shopping receipt/s and a photocopy of it**  
购物收据原件及复印件一份
4. **VAT refund form/s**  
海关退税单
5. **Warranty card/s and a photocopy of it (if applicable, e.g. watches)**  
保修卡原件及复印件一份（适用于手表类商品）

Please note:

备注：

The procedure of getting the refund form/s stamped **cannot** be executed by a third party (agent).  
退税盖章手续不可以由第三方（或代理人）代为办理。

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.  
每份商店收据的最低金额须为三百瑞士法郎（含增值税）或以上。

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，应由购买者自行去邮局寄回退税单。

E-dec-web VAT refund form cannot be stamped.  
E-dec-web 电子退税单不能在办理盖章手续。

Opening hours for VAT refund formalities: Monday to Friday, from 9am to 12 noon.  
开放办理退税时间：周一至周五，上午九点到十二点。

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