



SHIPPING INSTRUCTION

**Dubai International Baja 2021
18 – 20 February 2021
Dubai, UAE**

Presented by:

Agility Fairs & Events
A division of Agility Logistics UAE
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Dubai International Baja 2021, Dubai Autodrome, UAE

SHIPPING INSTRUCTION

Agility Fairs & Events, Dubai has been appointed as the exclusive customs clearing and on-site handling agent for the Dubai International Baja 2021 event being held in Dubai.

SHIPPING INSTRUCTION

All shipping documents including Bill of Lading / Air Waybill / Commercial Invoice / Packing list / Certificate of origin on Freight Prepaid basis MUST be consigned to:

Consignment Instruction

Agility Logistics LLC
C/O Dubai International Baja 2021
PO Box 36683
Dubai, United Arab Emirates
Attn : Mr. Praveen Suri
Tel : +971 4 8131210

All documents should also bear the following declaration: "In Transit to **Dubai International Baja 2021**, and will be re-exported after the event."

Documents required

- 2 sets of original signed & stamped Commercial Invoice + 2 copies
 - 2 sets of original Packing List
 - 2 sets of original Certificate of Origin + 2 copies
 - 1 original and 3 non-negotiable Bill of Lading / Air Waybill
 - 1 original and 1 copy of Insurance Certificate (if insured)
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- All documents must be in original on shipper's letterhead paper.
 - Hand-written documents are not acceptable.
 - Separate documents are required for temporary and permanent import and should correlate each other and with Bill of Lading / Air Waybill.
 - The entries on the Invoices must be in English Language and in accordance with the rules and regulations of the Dubai Customs Authorities.
 - Details on all documents must tally with the actual shipment.
 - Shipment can be cleared with copy of Combined Commercial Invoice & Packing List or without Certificate of Origin by paying US\$355.00 (Document deposit US\$ 280.00 + Service fee US\$ 75.00) per missing document as customs deposit. Upon receiving the relevant original document within 7 days from arrival date into UAE & if the same is accepted by the customs authority, the deposit of US\$ 280.00 can be refunded subject to approval from customs.

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The signed (blue ink) & stamped commercial invoices must be in original on shipper’s letter-head and bear the following information: invoice number, number of packages, itemized description of goods, itemized visible engraved serial number, itemized harmonized code, itemized gross weight, itemized value, total CIF value indicating currency code, total number of packages, total weight, itemized country of origin (Manufacture) and the remark “shipment for temporary (or permanent) import into Dubai for the “Dubai International Baja 2021” and will be re-exported after the event”. The invoice number should also reflect on Airway bill / Bill of lading as well.

The acceptance of the shipping documents as originals is subject to the sole discretion of the customs as per their defined parameters.

All consumables including Tyres, Fuel, food items, giveaways, brochures, catalogues, magazines, printed matters, CD ROMs etc are dutiable on final basis and must be given a value based on CIF basis. DO NOT INDICATE ‘No Commercial Value’ on the invoice.

Failure to comply with documentation and accuracy will result in delay and undue inconvenience, storage & other dues which shall be for account of the shipper.

If the invoice consists of more than three H.S.Codes, a summary sheet is required as per the following format:

SUMMARY OF H.S.CODE AS PER INVOICE No. _____ DATED _____

H.S.Code	Description	Countryof Origin	Quantity	Weight	CIFValue*

Note: Please ensure the total weight and value of the respective HS Code indicated on both the Summary of HS Codes and Commercial Invoice must be the same.

If itemized H.S. code is not mentioned on the invoice / packing list then US\$ 15.00 per item will be charged additionally

Packing List

The Packing List must give details of the number of packages, weight and measurement of individual package including shipping marks of the goods.

Certificate Of Origin

Certificate of origin must be issued from the local Chamber of Commerce at origin.

Notes to documentation:

- There should be uniformity in the type of packaging mentioned on all shipping documents. E.g. If the B/L or AWB reads Cases then Invoice, Packing list & Certificate of Origin should reflect Cases as well – else there will be customs penalty even if the documents provided are original. The commercial invoice numbers also should be mentioned on AWB as well.

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- Failure to declare true and accurate values on the shipping invoice including mis-declaration of the country of origin against physical cargo, will subject to a customs penalty of US\$ 300.00 per document.
- For shipments consisting of Brochures / Literature / Printed matter, a copy sample of each item should be forwarded along with shipment / couriered / emailed to Agility.
- For all Airfreight shipments, it is mandatory that all original documents must accompany the shipment, otherwise shipment will be customs cleared on copies with a document deposit / fine of US\$ 355.00 per consignment and originals once received via courier (regardless if courier arrives prior to shipment arrival) will be submitted to the customs for refunds thereafter .

Acceptance of the commercial documents as originals is solely based on customs discretion, is non-negotiable and may take between 30 – 60 days to receive an approval, once this is approved by the customs the deposit of US\$ 280.00 will be refunded.

Pre-alerts

To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded well in advance to the arrival of shipments in UAE to Agility:

Sea freight At least 10 working days prior to arrival of vessel in Jebel Ali Seaport
Airfreight At least 5 working days prior to arrival of shipment in Dubai/DWC Airport

Seafreight / Airfreight

Mr. Praveen Suri / Mr. Arshed Ahmed
E-mail: PSuri@agility.com / ArAhmed@agility.com

Case Markings

Agility – Fairs & Events
C/O Bajaa Event 2019
Dubai, UAE
Case Number : _____ of _____
Gross/Net Weight : _____
Dimension : _____

Restricted Cargo

- Import of alcohol or items containing alcohol is prohibited.
- Radio / wireless / telecommunication equipment's or accessories require Telecommunication Regulatory Association (TRA) approval and has to be obtained by the respective teams well in advance to the arrival of shipment into UAE. A copy of the approval has to be provided to Agility accordingly.

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- All broadcasting / accessories including professional cameras need Dubai Media Approval and have to be obtained by the respective teams well in advance to the arrival of shipment into UAE. A copy of the approval has to be provided to Agility accordingly.
- Dangerous Goods (DG) need to be accompanied with the duly filled MSDS enabling us to avail necessary approvals from the concerned ministries.
- Following documents are mandatory for DGR sea freight shipments.
 - MSDS (validated not earlier than 2019)
 - Certificate of Analysis
- Food Stuff needs to be accompanied '**Certificate of ingredients and quality**' issued by the Health authority of the country of production / manufacture & attested certifying fitness for human consumption. Certificates issued by 'Food Controlling Committee' are not accepted by Dubai Municipality/ authorities. In such case it must be legalized by UAE consulate from the shipment's originating country.

Ingredient list- Following details must be printed or embossed (not stamped) on individual package / can.

Product

Batch Number

List of ingredients

Production Date (English)

Production Date (Arabic)

Expiry Date (English)

Expiry Date (Arabic)

Made in

If the above mentioned documents are not in order /not available at time of clearance it may delay the customs clearance formalities for which Agility will not be held responsible. Thus, do not ship these goods into UAE without our prior confirmation of approval from the authorities.

- Documents required for the import of fresh flowers. Additional charges will be applicable for customs clearance and delivery and to be obtained separately prior to shipping.
 - Original Phytosanitary Certificate from country of origin
 - Original Certificate of Origin
 - Original Invoice
 - Original Packing List
- Ensure that no labor, capital, parts or raw materials of 'Israeli origin' have been used in the printing, publishing or manufacture of the goods and none are part or parent companies of firms included on the Israeli Boycott Blacklist.

Customs Duty / Deposits

Present Customs regulations impose a customs duty @ 5% of CIF or customs assessed value + VAT @ 5% of the duty + CIF Amount for permanent shipments.

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For Temporary import, the serial number of the items must be engraved on each item and the same should be mentioned in the invoice too. If there is no serial numbers, then customs authority will not accept temporary import and customs duty should be paid on final basis (Non-refundable). Customs deposits are subject to refund on re-export. Custom Duty / Deposit must be settled by the team before customs clearance procedures. It may take 4-6 months to avail customs deposit refund and to provide the actual customs duty receipt.

For PART or FULL re-export shipments, custom duties are calculated either based on CIF value or on the Weight Loss / Gain, whichever is higher. Please ensure that all parties concerned are informed and accordingly our invoices will have to be settled at that time with any further disputes.

Insurance

As our tariff is computed on the basis of volume or weight and has no correlation with the value of goods, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each Team to arrange Marine (Transport) Insurance covering transport to the site, during the event and the return of the shipments to domicile, including the period the shipments are handled by us and also ensure that Transport Insurance is arranged for shipments sold locally. Upon written instructions, Agility – Fairs & Events can offer the Team the insurance coverage at competitive premiums.

ATA carnet:

Regulation for Importation of ATA Carnet items:

- ATA Carnet reference number should be mentioned in the AWB or the B/L and the shipping documents.
- Number of Pieces, Net Weight declared on ATA Carnet must be reflected on the AWB / MB/L.
- ATA Carnet should show the UAE mentioned in the country list of the document.
- You cannot mix ATA Carnet shipment under temporary import with permanent import under one MAWB or MB/L, this should be done in separate MAWB or MB/L
- ATA Carnet will NOT be stamped if the shipment is to be re-exported to any of the GCC countries.
- Itemized visible engraved serial number, H.S. Code, description of goods, Number of pieces, Weight etc., should be mentioned on all documents.
- Shipment will be under customs inspection and should tally with the ATA Carnet and shipping documents. If not, customs duty will be applicable on final basis.
- Shipment in full must be re-exported after the event in UAE
- Return destination of the freight should be mentioned on the ATA Carnet
- Original Invoice should be attached along with the ATA Carnet, matching all details.
- The period fixed for the re-exportation of goods imported under ATA Carnet shall not exceed 6 months from the date of temporary admission.
- **If Multiple Carnet's are being used under one Master B/L, then to process a customs bill of entry, a separate House B/L needs to be issued for each Carnet and the House B/L needs to be manifested in the customs & port system. The shipping line needs to issue us a deliver order against the House B/L to enable us to process the customs bill of entry.**

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For such clearances an additional charge of US\$ 150.00 per House B/L would be applicable towards the shipping line charges besides the Carnet processing fee of US\$ 150.00. These two charges will be in addition to the lumpsum handling charges provided above

Re-export / Permanent Imports

At the end of the event, all equipment must be re-exported out of the country. Freight and other related charges will be on account of the team. In the event the teams would like to leave the event goods in Dubai for disposal or giveaways, the permanent import is subject to Dubai Customs approval and once it has been agreed, the teams or the buyers are required to pay all duties and taxes including the formality to convert the temporary import to permanent import. Even if goods are to be disposed, duties and taxes are payable by the teams and any additional disposal charges shall be additional for account of the teams.

Note that if the shipments are re-exported to any GCC country then customs duty has to be paid in UAE (first port of entry) prior to export, it will take minimum 2-6 weeks for airfreight & 2-3 months for sea / road freight to obtain the duty receipts from customs.

Value Added Tax (VAT):

Effective 1st January 2018, Value Added Tax (VAT) @ 5%, is implemented in the UAE and will be applicable on our charges as mentioned in our handling tariff as per UAE FTA Law.

Terms of Payment

Inward : Upon presentation of invoice
Outward : Upon presentation of invoice

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset. Personal or Foreign cheques are not acceptable.
Payment can be made by Bank Draft or Telegraphic Transfer to our account as follows payable to:

A/c Name : Agility Logistics LLC
Bank Name : Sharjah Islamic Bank
Branch : Sheikh Zayed Road, Dubai, UAE
Account No. : 0012002794001
Swift Code : NBSHAEAS
IBAN No. : AE870410000012002794001

(Remitting bank charges are to be borne by the Team)