

SCOPE

FREIGHT IMPORT STANDARD OPERATIONAL PROCEDURE (SOP)

PURPOSE

To provide guidance and lead our customers worldwide (Freight Forwarding Agents and Participants) on the process, procedures, Customs Regulations, Import clearance & delivery from arrival at the UAE seaport.

RESPONSIBILITY & TIMING

Working Hours:	0800hrs to 1700hrs
Working Days:	Monday to Saturday
Weekend:	Sunday
Custom Clearance:	Monday to Thursday: 0800hrs to 1600hrs Friday & Saturday: 0800hrs to 1300hrs
ATA carnet Clearance	Monday to Thursday: 0800hrs to 1400hrs
Holidays:	As declared by the government.

Freight Specialist

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Escalation - Product Manager - Ocean

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Escalation - Product Manager - Air

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E: harold@aramex.com / lalgi@aramex.com

REFERENCES

PORT NAME: Jebel Ali
UNLOCO CODE: AEJEA (for shipment inbound to UAE)
➤ CargoWise one.

PORT NAME: Dubai (Airport)
UNLOCO CODE: AEDXB (for shipment inbound to UAE)
➤ CargoWise one.

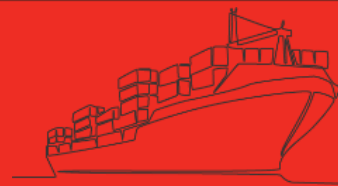
PORT NAME: Dubai World central (Airport)
UNLOCO CODE: AEDWC (for shipment inbound to UAE)
➤ CargoWise one.

PORT NAME: Abu Dhabi
UNLOCO CODE: AEAUH (for shipment inbound to UAE)
➤ CargoWise one.

Location of Procedure
➤ **[Jebel Ali] , [Abu Dhabi]**

Documents to be sent.
➤ Aramex Emirates LLC,
Ocean Freight Dept, New warehouse
Plot WF-07, Dubai logistic city,
Dubai. United Arab Emirates.
Tel #: 00971 4 8707390
Fax #: 00971 4 8707735
E-mail: Team-Aramex-EMSO@groups.aramex.com

Courier to be sent with correct BL reference number for easy & correct identification.



DOCUMENTATION

- ✓ Unrated BL.
 - ✓ Original, Waybill, Telex, Surrender Bill of Lading / Air waybill : Acceptable.
 - ✓ Below information to be mentioned on the commercial invoice for vehicle shipment: Motor Car Type, Maker, Chassis Number, Model Year, Color, Drive side, Door count, Engine Number, Cylinder capacity, and Country of Origin.
 - ✓ Hand-written documents are not acceptable.
 - ✓ Separate documents are required for temporary and permanent import and should correlate with each other and the Bill of Lading / Air Waybill.
 - ✓ All consumables, including Tires, Fuel, food items, giveaways, brochures, catalogues, magazines, printed matters, CD ROMs etc., are dutiable on a final basis and must be given a value based on a CIF basis. 'No Commercial Value' on the invoice is unacceptable, such as Zero value for any item. Any packing materials such as shrink wrap, and boxes cost to be adjusted with the cargo value and should not be mentioned on separate line items.
- A. **Commercial invoice**- original, must be on colour letterhead stamped with **blue ink** by the shipper/supplier & should contain currency details and incoterms. If the electronic copy, the document must declare as "This is system Generated invoice no signature and original required."
 - B. **Packing list** – original, must be 'on colour letterhead' & stamped with **blue ink** by the shipper/supplier& should contain # of packages tallying with bl description. If the electronic copy, the document must declare as "This is system Generated invoice no signature and original required."
 - C. **Certificate of origin** - original must be legalized only for the duty-exempted documents (see legalization part) and stamped by a chamber of commerce at the origin / Load port chamber of commerce.
 - D. **Health certificate**- original, required only for shipments of foodstuffs, must be issued by the appropriate government authority at the origin.
 - E. Legalization is required for duty-exempted goods (e.g., raw materials for industrial purposes, shipments for government departments either direct or as end-user).
 - F. Electronic Authentication services (eDAS) are required for all shipments incoming to UAE (except Freezones) with cargo Value Higher than AED 10,000.00.
 - G. Document identification required, such as BL number to be mentioned in the communication.
 - H. If original documents are unavailable, Standing Guarantee Fee: AED 1070.00 will apply.

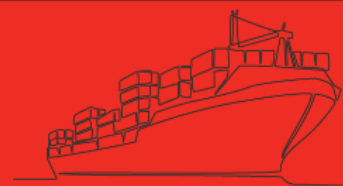
If the invoice consists of more than three H.S. Code, a summary sheet is required as per the following format:

HS CODE Summary					
INVOICE No. _____			DATED _____		
H.S. Code	Description	Country of Origin	Quantity	Weight	CIF Value*

NOTE - The appropriate harmonized customs code must be shown on the invoice for each item listed on the invoice. Country of origin, quantity, total weight, and invoice value should be provided separately for each hs code.

PROCEDURE & SERVICES PROVIDED

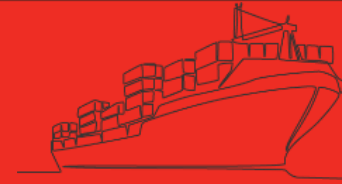
- I. Shipment under the collect term – Allowed (subject to approval on the same from EMSO)
- II. Cash on delivery: Allowed (subject to Approval from the Product head & EMSO).
- III. DDU / DDP- Allowed (if EMSO accepts same).
- IV. Green light approval (GLA):
Before execution of the shipment, greenlight approval from the OFR team to acquire approval following details are required.
 1. Consignee & shipper contact information
 2. Commercial Document & packing list.
 3. Draft BL/ AWB (master & house BL) to revalidate the shipper, consignee & notify party mentioned. Packing information & cargo description will be as per the shipper's said count and should reconcile as per the commercial document provided for import clearance.
 4. Carrier information, if NVOCC, then please share destination agent details.
- V. Always acquire 14 Days of free time from the carrier at Jebel Ali or Any UAE sea port.
- VI. Appropriate HS code (Harmonized Commodity Description) must be present on the commercial document, along with the Country of Origin, quantity, weight & value based on each HS code.
- VII. If a commercial document Line item is more than 5, we will require an HS code summary along with a commercial document.



- VIII. Health Certificate: to be provided for any food-related materials. (Along with any additional document required by Dubai municipality such as load port analysis, halal certificate, fit of human consumption test, Certificate of ingredients and quality, etc.).
- (a) Ingredient list- Following details must be printed or embossed (not stamped) on individual packages/can.
 - (b) Product
 - (c) Batch Number
 - (d) List of ingredients
 - (e) Production Date (English)
 - (f) Production Date (Arabic)
 - (g) Expiry Date (English)
 - (h) Expiry Date (Arabic)
 - (i) Made in
- IX. All original documents must be received by the Aramex Dubai freight operations team before Vessel/ flight arrives at the UAE port.
- X. Shipments destined for the Jebel Ali free zone require an original packing list and commercial invoice. Both these documents must show the country of origin of the goods and the harmonized customs code for each item. These documents do not need to be legalized for inbound tax-exempted freight shipments to the UAE. If the shipment is tax exempted and the consignee's address is not showing Dubai, then the shipment is to be held at the origin, and a message should be sent to DXB requesting shipping instructions. You must include in your message shipper details, consignee details, pieces, weight, cubic meter or container size, commodity description and value of the shipment.
- XI. Dangerous Goods (DG) must be accompanied by the duly filled MSDS, enabling us to obtain necessary approvals from the concerned ministries.
- The following documents are mandatory for DGR sea freight shipments.
- a. MSDS (validated not earlier than 2016)
 - b. Certificate of Analysis
 - c. ERWADA Form duly filled, signed & stamped.
- XII. ATA carnet / Temporary import is acceptable with GLA (point V.).
- Please note the following about the carnet-based Customs clearance:
- 1) Carnet must be under the category: Fairs and Exhibitions (1 ATA carnet, 1 BL)
 - 2) Must be valid for use in UAE.
 - 3) Aramex Dubai to be nominated as handling agent on the carnet.
 - 4) One Carnet is only acceptable per BL / AWB.
 - 5) Carnet # must be mentioned on the BL / AWB.
 - 6) All details on BL / AWB must match with the numbers on the carnet, e.g. the number of items vs the packages /value/item descriptions (please relay us a draft BL copy to confirm all is ok)

Regulation for Importation of ATA Carnet items:

- a) ATA Carnet reference number should be mentioned in the B/L / AWB and the shipping documents.
- b) The number of Pieces, Net Weight declared on ATA Carnet must be reflected on the MB/L / MAWB.
- c) ATA Carnet should show the UAE mentioned in the country list of the document.
- d) You cannot mix ATA Carnet shipment under temporary import with permanent import under one MB/L / MAWB; this should be done in separate MB/L / MAWB.
- e) ATA Carnet will be stamped if the shipment is to be re-exported to any of the GCC countries.
- f) Itemized visible engraved serial number, H.S. Code, description of goods, Number of pieces, Weight, COO etc., should be mentioned on all documents.
- g) Shipment will be under customs inspection and should tally with the ATA Carnet and shipping documents. If not, a customs duty will be applicable on a final inspection.
- h) Complete Shipment must be re-exported after the event in UAE.
- i) If in the event of a change of engine, chassis etc., during the event, the same should be estimated to us to assist with the amendment of ATA carnet.
- j) Return destination of the freight should be mentioned on the ATA Carnet
- k) Original Invoice should be attached along with the ATA Carnet, matching all details.
- l) The period fixed for re-exporting goods imported under ATA Carnet shall not be more than 6 months from the date of temporary admission.
- m) If Multiple Carnets are being used under one Master B/L / MAWB, then to process a customs bill of entry, a separate House B/L / HAWB must be issued for each Carnet and the House B/L / HAWB must be manifested in the customs & port system. The shipping line must issue a delivery order against the House B/L / HAWB to enable us to process the customs bill of entry. An additional charge and the Carnet processing fee will be applicable for such clearances.



Re-export / Permanent Imports

After the completion of the event, all equipment's must be re-exported out of the country. Freight and other related charges will be on account of the team. If the teams want to leave the event goods in Abu Dhabi for disposal or giveaways, the permanent import is subject to Abu Dhabi / Dubai Customs approval. Once agreed, the teams or the buyers must pay all duties and taxes, including converting the temporary import to a permanent one.

Even if goods are to be disposed of, duties and taxes are payable by the teams, and any additional disposal charges shall be additional for the 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.

CUSTOMS REGULATIONS

- I. All wireless communication equipment is restricted to the U.A.E. unless the consignee has obtained special permission to import such equipment. Mobile telephones do not fall under this category. A copy of the approval has to be provided to Aramex accordingly.
- II. If restricted items are imported without prior approval, they will be held at customs until approval is obtained from the relevant ministry in the U.A.E.
- III. Prior approval must be given by the U.A.E. Department of Health before pharmaceuticals & medical equipment's can be imported into the U.A.E. The import permit must be attached to the freight upon arriving in the U.A.E. The U.A.E. Ministry of Health issues the permit. Shipments can only be cleared if the permit is attached to shipments of pharmaceuticals / medical equipment's.
- IV. The consignee must secure the import permit, and the product should be listed/registered with the Ministry of Health. The shipper should obtain a fax copy of the import permit from the consignee and attach a copy to each shipment piece. If the cargo arrives without the permit attached, it will be held by the Ministry of Health until the permit is obtained.
- V. ATA carnet/carnet de passage is acceptable for exhibition goods or tourist vehicles; notification should send to DXB in this regard prior to departure of the vessel with a copy of carnet de passage / ATA carnet.
- VI. Import of alcohol or items containing alcohol is prohibited.
- VII. All broadcasting/accessories, including professional cameras, need Abu Dhabi Media Approval and must be obtained by the respective teams well in advance of the arrival of shipment into UAE. A copy of the approval must be provided to Aramex accordingly.
- VIII. Present Customs regulations impose a customs duty @ 5% of CIF or customs assessed value + VAT @ 5% of the duty + CIF Amount for permanent shipments.
- IX. 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 are no serial numbers, then the customs authority will not accept temporary import and customs duty should be paid on a final basis (Non-refundable). Customs deposits are subject to a refund on re-export. It may take 4-6 months to avail customs deposit refund and to provide the actual customs duty receipt.
- X. custom duties are calculated based on CIF value or the Weight Loss / Gain, whichever is higher for PART or FULL re-export shipments.

BILL OF LADING INSTRUCTIONS:

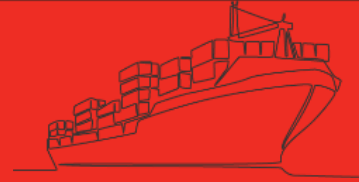
Master Bill of Lading or MBL / master Bill of Lading AWB:

Consignee & notify Party as below: (inbound in Jebel Ali)

Aramex Emirates LLC,
Plot WF-07, Dubai logistic city,
Dubai. United Arab Emirates.
Tel #: 00971 4 8707390
Fax #: 00971 4 8707735
E-mail: Team-Aramex-EMSO@groups.aramex.com

Consignee & notify Party as below: (inbound in Abu Dhabi)

ARAMEX ABU DHABI LLC
MUSSAFFA INDUSTRIAL AREA, M2,
SECTOR # 8 P.O. BOX # 27449, ABU DHABI, UAE.
TEL # 00971 2 3058090 or 3058099
AUH.Sea@aramex.com, Team-Aramex-EMSO@groups.aramex.com



House Bill of Lading or HBL / House Air waybill HAWB:

Shipper:

Actual shipper as per commercial document

Consignee:

Aramex Emirates LLC,
Plot WF-07, Dubai logistic city,
Dubai, United Arab Emirates.
Tel #: 00971 4 8707390
Fax #: 00971 4 8707735
E-mail: Team-Aramex-EMSO@groups.aramex.com

Notify :

Actual notify party as per client.

Consignee: (if shipment incoming into AUH)

Actual consignee

Notify:

Actual notify party as required by consignee.

Marks & numbers: should be updated with participants' information & details.

Pre-Alerts

Mandatory Pre-alert required a minimum of 8-10 working days before vessel arrival at UAE port via E-Mail.

Pre-Alert to consist of:

- Final MBL / MAWB scan copy.
- Final HBL / HAWB scan copy (if available).
- Commercial invoice (scan copy).
- Packing List (Scan copy).
- Certificate of Origin (scan copy).
- ATA carnet.

Pre- Alert notification to be sent to:

Team-Aramex-EMSO@groups.aramex.com

Approved By:

Name (EMSO) Bryan Gener
Position Motorsports Director

Approved By:

Name Lubna Hadba & Harold Dias
Position Operation's Manager

Approved By:

Name Imran Khan
Position Key Account Manager

Approved By:

Name Tarek Abuyaghi
Position General Manager - DXB