



SHIPPING INSTRUCTION

DUBAI INTERNATIONAL BAJA 2024



28th Nov – 01st Dec 2024
Dubai, UAE

Presented by:

DHL Logistics L.L.C,
P.O. Box 47814,
Jebel Ali Free Zone, Dubai
United Arab Emirates
E-mail: raman.kumar2@dhl.com
www.dhl.com

Introduction

DHL is bringing logistics and forwarding skills to 2024 Dubai International Baja as the "sole officially appointed logistics provider" for the Event.

As the global market leader in the logistics industry and "**The Logistics Company for The World**", DHL can commit its expertise in international express, air and ocean freight, and road transportation to this prestigious event. With previous experience at such events as Formula 1, Bahrain Air Show, INSRC etc. with a global network composed of more than 220 countries and territories and over 500,000 employees worldwide, we are here to offer superior service quality.

If you require any additional information regarding our credentials or award-winning team, please do not hesitate to contact DHL.

The following instructions are intended to assist all parties involved with keeping the operation as simple as possible and will ensure the smooth flow of freight to and from the event with the minimum hassle.

2024 Dubai International Baja Logistics Team for International shipping and on-site services are as below:

Raman Kumar
Regional Director
DHL Global Event Logistics and Motorsports
Middle East & Africa

DHL Logistics L.L.C,
P.O. Box 47814,
Jebel Ali Free Zone, Dubai
United Arab Emirates

Phone: +971 4810 4349
Mobile: +971 58 5937989

DHL Logistics on site

Location

The dedicated team will be on-site in force for the entire duration of event.

Shipping Instructions

DHL has an experienced team in place to assist with the receiving and handling of cargo at all ports of entry into Dubai and Abu Dhabi including all necessary equipment.

To complement this, we can offer a truly worldwide network of logistic solutions that will work closely with you in arranging collection from any point of origin through to delivery at your stand and return after the show.

Address for sending original documents to:

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Consignment Instruction

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

DHL Logistics LLC
C/O 2024 Dubai International Baja
P.O. Box 47814
Dubai, U.A.E
Attn: Mr. Raman Kumar
Tel: +971 4810 4349

Documents required

- ❖ 2 sets of original signed & wet 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)
 - ❖ H.S. Code Summary Sheet (If more than 3 H.S. Codes)
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- ✓ All documents must be in original on shipper's letter-head.
 - ✓ 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. Packages must be shipped separately under individual Bill of Lading / Air Waybill.
 - ✓ The entries on the Invoices and Packing list must be in English language and in accordance with the rules and regulations of the UAE Customs Authorities.
 - ✓ Details on all documents must tally with the actual shipment.

Commercial Invoice or Invoice

Proforma Invoice or shipping Invoices are NOT acceptable and should be headed as "Commercial Invoice" or "Invoice".

The signed (blue ink) & stamped commercial invoices must be in original on shipper's letter-head and show number of packages, itemized description of goods, itemized visible engraved serial number, itemized harmonized code, itemized value, total CIF value indicating currency code(preferred USD), total number of packages, total weight, country of origin and the remark "We hereby declare that the above items are being temporarily imported into Dubai for the purpose of racing in the EVENT NAME. The items will be re-exported thereafter"

Invoice must be given a value based on CIF basis. Do not indicate 'No Commercial Value' on the invoice.

If vehicles are being shipped for the event, following details are mandatory:

- ❖ Vehicle Type
- ❖ Vehicle Brand
- ❖ Model
- ❖ Condition (New/Old)
- ❖ Specification (GCC/non GCC Standard)
- ❖ Color
- ❖ Drive
- ❖ Chassis Number
- ❖ Engine Number
- ❖ Engine Capacity
- ❖ Year Build
- ❖ Passenger Capacity
- ❖ Carrier Capacity

If the invoice consists of more than three HS 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	Country of Origin	Quantity	Weight	CIF Value*

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 in invoice / packing list US\$ 25.00 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.

ATA Carnet:

Regulation for Importation of ATA Carnet items:

- ❖ ATA Carnet reference number, net weight and gross weight should be mentioned in the AWB or the B/L and the shipping documents.
- ❖ 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 by customs if the shipment is to be re-exported to any of the GCC countries except Bahrain.
- ❖ ATA Carnet should show the destination country mentioned in the country list on ATA Carnet.
- ❖ Itemized visible engraved serial number, H.S. Code, description of goods, Number of pieces, Weight etc., should be mentioned on the ATA Carnet column description.
- ❖ 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 (100%) must be re-exported after the event in UAE.
- ❖ Original Invoice should be attached along with the ATA Carnet, matching all details.
- ❖ Any restricted cargo which requires permits will need to go through required approval process.
- ❖ 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 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 delivery order against the House B/L to enable us to process the customs bill of entry. For such clearances an additional charge per House B/L would be applicable towards the shipping line charges besides the Carnet processing fee.

Restricted Cargo

- ❖ Import of alcohol or items containing alcohol is prohibited.
- ❖ Radio/ wireless/ telecommunication equipment or accessories require Telecommunication Regulatory Association (TRA) approval and has to be obtained by the respective racing teams well in advance to the arrival of shipment into Dubai. A copy of the approval must be provided to DHL accordingly.
- ❖ All broadcasting / accessories including professional cameras need Dubai Media Approval and have to be obtained by the respective racing teams well in advance to the arrival of shipment into Dubai. A copy of the approval has to be provided to DHL accordingly.
- ❖ Dangerous Goods (DGD) 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
 - ✓ Certificate of Analysis
 - ✓ ERWADA Form duly filled, signed & stamped
- ❖ 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 DHL will not be held responsible. Please 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

Case Markings

EVENT NAME

C/o Exhibitor/ Team Name

Dubai, UAE

Team Name : _____

Garage Number : _____

Case Number : _____ of _____

Gross/Net Weight : _____

Dimension : _____

Unloading, lifting, and positioning

In addition to customs clearance and transport, the appointment includes the lifting and handling of equipment and exhibits on site in due consideration of the strict health and safety regulations in place at venue.

DHL is the sole provider of such assistance and therefore is pleased to be able to offer the services of fully trained staff who can assist with unloading and delivering to stand (straight forward and odd loads alike) as well as with positioning, assembly, and dismantling of complex exhibits.

Storage

DHL can arrange and coordinate the removal, storage, and return of any empty cases that you may need to look after for the duration of the event. An accessible storage area for promotional goods will be in operation for a limited duration.

Courier Shipments

Only DHL Express couriers / DHL Global Event Logistics will be allowed to enter venue location. DHL will however be able to accept your courier shipments at their office.

Courier shipments need to arrive fully customs cleared with all taxes prepaid.

Security

It is important for exhibitors to make their own security arrangements as DHL will not be responsible for any items left unattended at venue prior to, during or after the event.

Insurance

- ❖ Insurance of the cargo is not included in our scope of work / tariff and same has to be arranged by racing team with an express and unconditional waiver of subrogation towards DHL, its partners & our sub-contractors.
- ❖ For shipments arriving in apparent damaged condition, the airport and seaport will not assist with surveys and provide any damage reports. The goods will need to be surveyed on site by the racing team's survey company to process any claims.

- ❖ It is the responsibility of each team to arrange Marine (Transport) Insurance covering transport from point of Origin to the event venue, during the event, and the return of the race cars & spare parts to domicile, including the period the same handled by us. Transport Insurance should be arranged by the team for items sold locally or consumed. Upon written instructions, DHL can offer racing teams the insurance coverage at competitive premiums.

Customs Duty / Deposits / Import VAT

- ❖ Present Customs regulations impose a customs duty @ 5% of CIF or customs assessed value + 5% VAT (5.25%) on the import value (CIF value of shipment + customs duty amount) for permanent import shipment. For temporary import shipments the customs deposit is calculated @ 5% of CIF or customs assessed value. Customs deposits are subject to refund on re-export. Custom Duty / Deposit must be settled by racing team before customs clearance procedures.
- ❖ For Part or Full re-export shipments, custom duties + VAT 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 without any further disputes.
- ❖ It may take 4-6 months to avail customs deposit refund and to provide the actual customs duty receipt.
- ❖ Customs Duty + VAT will be applicable on final basis for fuel, tyres, consumables, giveaways, non-return items etc.
- ❖ For permanent import shipments in UAE, customs duty and VAT will reflect of Abu Dhabi customs declaration. For Dubai customs declarations, only customs duty will reflect on Bill of Entry and VAT payment transaction can only be retrieved through FTA portal on quarterly basis.

Deadline for dispatch of documents (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 DHL:

- ❖ Sea freight - At least 10 working days prior to arrival of vessel in Dubai
- ❖ Airfreight - At least 7 working days prior to arrival of shipment in Dubai

Please alerts must be sent to:
Raman Kumar / raman.kumar2@dhl.com

Timeframes / Deadlines

- ❖ FCL shipments to Jebel Ali Seaport - 10 working days prior to required date at Venue.
- ❖ Airfreight shipments to Dubai Airport - 5 working days prior to required date at Venue.

Terms of Payment

- ❖ Inward - Prior to delivery at site
- ❖ Outward - Upon presentation of invoice/prior to dispatch of shipments

Important

All business is only transacted in accordance with our Standard Trading Conditions which is as attached.



DHL Logistics LLC
Standard Terms and C