



شركة وكالة الخليج (دبي) شركة ذات مسئولية محدودة
Gulf Agency Co. (Dubai) L.L.C.
P.O. Box: 17041
Jebel Ali, Dubai
United Arab Emirates

Tel +971-4-881 8090
Fax +971-4-881 8545
E-mail dubai@gac.com
Web www.gac.com

SOP – Dubai Air Import Customs Clearance

1.0 PURPOSE

To provide guidance and lead our customer worldwide (Freight Forwarding Agents and Participants) on the process, procedures, Customs Regulations, Import clearance & delivery from arrival Dubai Airport for **DUBAI BAJA 2022**.

2.0 SCOPE

Air Import Customs Clearance & delivery to DUBAI BAJA venue
Air Import Customs Clearance DXB/DWC airport

3.0 RESPONSIBILITY

GAC Dubai Projects and Special Services team (Airfreight) will monitor and will take appropriate action on all the incoming shipments on behalf of **Emirates Motorsports Organization (EMSO), Dubai, United Arab Emirates**.

Contact list of the origin: Will be provided case by case as required.

GAC Contact Name & E-mail:

Designation	Name	Email	Direct Nos.
Airfreight Manager	Nirmalan Nair	nirmalan.nair@gac.com	+9714 2900501
Operations Manager	Loida Bacani	loida.bacani@gac.com	+9714 2322999
Senior Operation Coordinator	Binosh Baby	binosh.baby@gac.com	+9714 2900534
Projects & Energy Manager	Sudesh Chaturvedi	sudesh.chaturvedi@gac.com	+9714 8059633

Gulf Agency Co. (Dubai) LLC provides ship agency services as “agent only”. Gulf Agency Co. (Dubai) LLC acts on behalf of shipping principals in an agent-only capacity. The shipping principal remains fully liable for the acts undertaken by Gulf Agency Co. (Dubai) LLC during the course of the agency work. Gulf Agency Co. (Dubai) LLC provides logistics services in accordance with its standard terms and conditions, a copy of which is available from our office upon request



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4.0 PROCEDURES /AIRWAY BILL SHIPPING INSTRUCTIONS:

MAWB (MASTER AIR WAY BILL)

Shipper:

Origin Agent (Company Name and Address)

Consignee:

Gulf Agency Company (Dubai) L.L.C.
P.O. Box 2404, Dubai
United Arab Emirates
Phone: 97142900500

HAWB (HOUSE AIR WAY BILL)

Shipper:

Origin Shipper (Company Name and Address)

Consignee:

DUBAI BAJA 2022
C/o EMSO UAE
P.O. Box 5078, Dubai, UAE.

NOTIFY:

Gulf Agency Company (Dubai) L.L.C.
P.O. Box 2404, Dubai,
United Arab Emirates
Phone: 97142900500

5.0 CARNET REQUIREMENTS (If utilized)

Please note following information for ATA Carnet Custom clearance:

1. Carnet must be under the category: **Fairs and Exhibitions (1 ATA carnet , 1 HAWB)**

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2. Must be valid for use in UAE
3. GAC Dubai to be nominated as handling agent on the carnet
- 4. One Carnet only acceptable per Air waybill**
5. Carnet # must be mentioned on the Air waybill
6. All details on AWB must match with the numbers on the carnet, e.g. the number of items vs. the packages / value / item descriptions (please send us a draft documents copy to confirm all ok)

Clearance using ATA Carnet are done manually at the Customs counter, MON-THU until 2pm (Friday, Saturday, Sunday and public holiday closed)

6.0 SHIPPING DOCUMENTS REQUIRED

1. Copy MAWB, HAWB & Manifest
2. Original Commercial Invoice, signed & stamped in blue by the Shipper (HS Code & country of origin must be mentioned)
3. Original Detailed Packing List, signed & stamped in blue by the Shipper
4. Original Carnet – When applicable

Original Shipping Documents to attach with the Air waybill or to be couriered to

Gulf Agency Company (Dubai) L.L.C.
P.O. Box 2404, Dubai,
United Arab Emirates
Phone: 97142900500

6.1 SHIPPING DOCUMENTS REQUIRED (CAR/MOTOR BIKE)

Documents should have the following details:

Motor car type
Chassis number
Model year
Colour
Drive of the car (Left/Right)
Number of doors

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Engine number
Cylinder capacity
Country of origin

Shipper details (sender)
Consignee details (receiver)

7.0 PRE-ALERT INFORMATION FOR ALL SHIPMENTS:

Confirmation of shipment with SCANNED ORIGINAL copies of above documents to be sent via EMAIL prior to shipment effecting:

To: loida.bacani@gac.com; nirmalan.nair@gac.com; Binosh.baby@gac.com
Cc: projects.dubai@gac.com; sudesh.chaturvedi@gac.com;

Shipment must arrive atleast 48 hours before the event or delivery deadline to allow us enough time to check and complete the necessary Customs and other authority requirements to clear the shipment.

8.0 PAYMENTS:

To be settled by the Participants directly to GAC Dubai as agreed.

Below is our Bank Details for swift transfer (USD payments):

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Beneficiary Bank Name	:	HSBC Bank Middle East
Beneficiary Bank Address	:	Dubai Main Branch
Beneficiary Account Name	:	Gulf Agency Co. Dubai L.L.C.
Beneficiary Account Number	:	020-081832-101
Beneficiary IBAN Code	:	AE700200000020081832101
Beneficiary Swift Code	:	BBMEAEAD

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Beneficiary Bank Name	:	ADCB (Abu Dhabi Commercial Bank)
Beneficiary Bank Address	:	Karama Branch, P.O BOX 12808, Next to ADCB Metro Station, Dubai, UAE
Beneficiary Account Name	:	Gulf Agency Co. (Dubai) L.L.C.
Beneficiary Account Number	:	10552518021001
Beneficiary IBAN Code	:	AE94003001055251802100 1
Beneficiary Swift Code	:	ADCB AEAA

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