



شركة وكالة الخليج (دبي) شركة ذات مسؤولية 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@gacworld.com

Web www.gacworld.com

## SOP – Dubai Ocean 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 Seaport for **Dubai Baja 2022**.

### 2.0 SCOPE

Ocean Import Customs Clearance & delivery to DUBAI BAJA venue

Ocean Import Customs Clearance Jebel Ali port

### 3.0 RESPONSIBILITY

GAC Dubai Projects and Special Services team will monitor and 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:**

Pricing Supervisor P&E	Muhammad Shareef	projects.dubai@gac.com	+971563292653
Projects Manager	Sudesh Chaturvedi	sudesh.chaturvedi@gac.com	+971506247128
Senior Operations Coordinator	Usman Abbas	usman.abbas@gac.com	+971501899379
Team Leader - Projects	Prescilla Pinto	prescilla.pinto@gac.com	+971552590865

### 4.0 PROCEDURES / BL SHIPPING INSTRUCTIONS FOR:

#### Shipper

Actual Shipper (as per Invoice Letter head)

#### Consignee:

Gulf Agency Co (Dubai) LLC

P.O. Box 17041, Dubai, UAE





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PIC: Usman Abbas

Email: [usman.abbas@gac.com](mailto:usman.abbas@gac.com)

Office: +9714 8059 368

Mob: +971 50 1899379

**Notify Party:**

DUBAI BAJA 2022

C/o EMSO UAE

P.O. Box 5078, Dubai, UAE.

**5.0 CARNET REQUIREMENTS (If utilized):**

FIA/ATA Carnet based Customs clearance as per below:

We can complete the Customs process maximum within 3 working days basis the D/O being issued by the carrier and the Containers being discharged from the vessel.

Please note the following with regards to 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. GAC Dubai to be nominated as handling agent on the carnet
4. **One Carnet only acceptable per BL.**
5. Carnet # must be mentioned on the BL.
6. All details on BL must match 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 ok)

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

**6.0 SHIPPING DOCUMENTS REQUIRED:**

1. Copy Seawabill / Express BL
2. Original Commercial Invoice, signed & stamped in blue by the Shipper (HS Code & country of origin must be mentioned)





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Web [www.gacworld.com](http://www.gacworld.com)

3. Original Detailed Packing List, signed & stamped in blue by the Shipper (HS Code & country of origin must be mentioned)

4. Original Carnet – When applicable

Original Shipping Docs to be couriered to

Gulf Agency Co (Dubai) LLC

P.O. Box 17041, Dubai, UAE

PIC: Usman Abbas

Email: [usman.abbas@gac.com](mailto:usman.abbas@gac.com)

Office: +9714 8059 368

Mob: +971 50 1899379

## 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

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 by email to following generic ID upon effecting the shipment.





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To :

[muhammad.shareef@gac.com](mailto:muhammad.shareef@gac.com) / [usman.abbas@gac.com](mailto:usman.abbas@gac.com) / [sudesh.chaturvedi@gac.com](mailto:sudesh.chaturvedi@gac.com) /  
[prescilla.pinto@gac.com](mailto:prescilla.pinto@gac.com) / Cc : [projects.dubai@gac.com](mailto:projects.dubai@gac.com)

Kindly consider 3 working days to complete the import clearance & delivery process.

## 8.0 PAYMENTS:

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

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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 : ADCBAEAA

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