<table>
<thead>
<tr>
<th>Country</th>
<th>Documentation Requirements</th>
<th>Commercial invoice</th>
<th>Certificate of Origin</th>
<th>Additional Requirements</th>
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<tbody>
<tr>
<td>Saudi Arabia</td>
<td>Documentation Requirements, Commercial invoice</td>
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<tr>
<td>KUWAIT</td>
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<td>Bahrain</td>
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<td>Oman</td>
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<td>United Arab Emirates</td>
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<tr>
<td>Yemen</td>
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<td>Egypt</td>
<td>Documentation Requirements, Commercial invoice, Certificate of Origin, Special Approvals</td>
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<td>Lebanon</td>
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<td>Syria</td>
<td>Documentation Requirements, Commercial invoice</td>
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<td></td>
</tr>
<tr>
<td>Iraq</td>
<td>Documentation Requirements, Commercial invoice, Certificate of Origin, Broker Arrangements</td>
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<td></td>
</tr>
<tr>
<td>Afghanistan</td>
<td>Documentation Requirements, Commercial invoice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Syria</td>
<td>Documentation Requirements, Commercial invoice</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DOCUMENTATION REQUIREMENTS

The following documents are required to complete the clearance of a shipment into Saudi Arabia:

1. Airwaybill
2. Detailed Commercial Invoice
3. Packing List
4. Certificate of Origin
   - The requirement for a COO is value dependent and varies by gateway
5. Saudi Arabian Standards Organization (SASO)
   - Required for certain products
6. Company Registration
   - Importer to provide a copy of a valid Company Registration
7. Authorization Letter
   - Importer to provide Authorization letter to DHL to act as their broker
8. Declared Payment Method Form
   - Importer is required to complete this form for goods with a value over USD $13,250
   - Importer is required to Complete this form for Goods valued over US $16,000 for shipments Cleared through Dammam Road Facility.

The importer may be required to provide Ministerial approvals for restricted products such as telecommunications equipment, drugs, food items, CD’s, publications, and chemicals to facilitate customs clearance.
IMPORTANT

With effect from November 24th 2012 Saudi Arabia Customs Authorities require evidence of payment between the seller and purchaser for goods destined to Saudi Arabia. The regulation initially applies to shipments with values > US $13,250.00 but may in the future apply to shipments with values < US $13,250.00. The exporter of any shipment with a value > US $13,250.00 is required to provide details on the type of payment transaction for the goods i.e. cash, credit card, invoice under the payment section of the invoice. In addition, the importer is required to provide a declaration to customs with contains more detailed shipment value, bank details and payment information. Below you will find the options available to meet these requirements as well as information on exemptions.

1. Declared Payment Method Documentation
2. Undertaking Letter
3. Letter of Guarantee

Declared Payment Method Documentation

- All goods regardless of payment terms (Cash, Credit Card or Invoice) including warranty/sample goods with a value over US $13,250 require the Importer to complete a Declared Payment Method Document.
  - Declared Payment Method form in Arabic
  - Declared Payment Method form in English

- Once again the “Declared Payment Method” documentation must be provided to the shipper and attached to the shipping invoice at the time of shipment collection for all goods valued over US $13,250. Failure to provide this documentation will delay the clearance of goods until the correct documentation is provided.

Undertaking Letter

If the required “Declared Payment Method Document” for goods valued over US $13,250 is not provided at the time of collection, then the importer is required to issue an undertaking letter on company letter headed paper communicating the following:

1. AWB Number
2. Invoice Number
3. Value of Goods
4. Why the Bank details cannot be provided at this current time
5. When the Bank details will be provided to KSA Customs Authorities

Letter of Guarantee

Companies based in Saudi Arabia that have provided a guarantee letter to KSA Customs committing to submit method of payment documentation upon request do not have to provide a Payment Method letter at time of import. Instead a copy of a letter of guarantee should be included with all shipments above the value of US $13,250.

PLEASE NOTE: The letter must be completed in Arabic.

Declared Payment Method Form, Undertaking letter and letter of Guarantee are required for goods Clearing through Dammam Road Facility with a value over US $16,000.
EXEMPTIONS

Oil Field Companies Contracted to Saudi Aramco

Oil field service companies working under contract to Saudi Aramco who import tools/equipment from other branches/entities related to same company are not required to provide a Payment Method letter. Shipper must ensure NO PAYMENT is stated clearly on the export invoice.

No Transaction for Goods

Shipments with a value above $13,250 USD where no payment transaction was involved, require the Importer to complete a method of payment document stating clearly the reason why a monetary transaction did not take place, this must appear in the shipping invoice, under the method payment column. The below cases are examples of non-transactional payments.

- Free of charge
- Paid cash
- Sent from company stores in…
- Sent from our Main office in…
- Internal company goods with no payment...

The information stated above is as communicated by Saudi Arabia Customs Authorities on Thursday 28th November 2012 and maybe subject to change.
PERMITS/ SPECIAL APPROVALS - NEW PROCESS

As of 10th December 2012 Saudi Arabia Customs Authorities have now implemented a new process for the clearance of all shipments that require special approvals and permits such as CITC, MODA, Ministry of Defense / Interior approvals to be directly forwarded by the approving authority to Customs Head Office located in Riyadh.

After reviewing the approvals, Saudi Arabia Customs Authorities Head Office will authorize the respective Customs Center where the shipments are held through an online mechanism. Local Customs Centers will no longer accept such permits directly.

The below clearly outlines the required process:

1. The Importer must apply for the special permit directly with the respective government authorities. For Example: CITC, MODA, Municipality, Ministry of Interior etc.
2. Once approved, the approving authority will forward the approval to the Saudi Arabia Customs head office through an online platform
3. Customs Head Office after verification will forward the customs clearance authorization to the respective Customs Center where the shipment is held
4. If DHL Express is required to follow up with the local Customs Center, then the Importer must clearly provide the Customs Head Office reference number in order to trace the permit with local customs
KINGDOM OF SAUDI ARABIA GATEWAY DETAILS

Dhahran Causeway
1. Shipments consigned to locations in the Eastern Province of Kingdom of Saudi Arabia are cleared at the DHL facility on the Bahrain – Kingdom of Saudi Arabia Causeway
2. The Causeway is also the primary clearance point for road shipments entering Kingdom of Saudi Arabia
3. Shipments for the Central & Western Provinces with values exceeding US$7,900 are also cleared on the Causeway
4. “Shipments valued in excess of US $13,250 require a Certificate of Origin if clearing at the Causeway”

Riyadh
1. Shipments consigned to locations in the Central Province of Kingdom of Saudi Arabia are cleared at the DHL facility at the Riyadh Airport
2. Only shipments with values less than US$7,900 can be cleared
3. Shipments for the Central Province with values exceeding US$7,900 are cleared on the Causeway
4. Shipments valued in excess of US $7,900 require a Certificate of Origin “If clearing at Riyadh Airport”

Dammam Road Facility
1. Shipments for all destinations in KSA can be cleared in Dammam
2. Certificate of Origin attested by the Dubai Chamber of Commerce – required for all goods of all values
KINGDOM OF SAUDI ARABIA GATEWAY DETAILS

**Dammam Road Facility Restricted Commodities**

1. KSA Exempt customers shpts should not be moved via Dammam (Saudi Exempt customers list)

2. Garments & Footwear shpts SASO is required or let the Importer provide the Laboratory Guarantee letter

3. For all Chemical shpts a copy of Ministry of Trade & Industry approval is required

4. Foodstuff / cosmetics & medicines are restricted commodities and can not be moved via DMM at this point of time till DMM customs finalize the rules & regulations

Contact KSA Imports for additional information on these import requirements – KSA.Import@dhl.com
**IMPORT REQUIREMENTS**

**Importer of Record**
- DHL cannot act as the importer of Record into Kingdom of Saudi Arabia.
- All commercial shipments with a value > US$300 require that the Company be identified as the Importer of record (IOR).
- All Personal / B2C shipments with a value > USD $1000 require the consignee’s Saudi Arabian residency / IQAMA number. This must be provided at the time the shipment is collected or accepted by DHL.

**Company Registration**
- The customs declaration form prepared by DHL at time of customs clearance must be accompanied by a copy of the consignee’s commercial registration or personal ID.
- Copies of CR’s & ID’s provided by importers will be kept on file by DHL for use as and when required.
- To expedite the clearance process, we recommend that the exporter provides a copy of the importer’s CR at the time of collection.

**Authorization Letter (AL)**
- For shipments valued at > US$13,250 for DHA or US $7,900 for JED & RUH an original letter authorizing DHL to act as the clearance broker on behalf of the customer is required.
- For shipments clearing through Dammam road facility an AL is required for all shipments regardless of value.
- The AL should be in the approved format and on the company letter head.
- The AL can be issued for a period of 12 months and will be kept on file by DHL for use as and when required.
IMPORT REQUIREMENTS

Saudi Arabian Standards Organization (SASO)
• SASO approval is required for some items valued at over US$200. The exporter should check the SASO website to confirm if the products they are shipping require SASO approval
• SASO is similar to a Clean Report Finding (CRF) and can be obtained from a reputable inspection company such as Intertek, SGS or Bureau Veritas

Certificate of Origin (COO)
• All shipments for DHA above US$ 13,250 require a COO
• All shipments for JED & RUH above US$ 7,900 require COO
• All shipments for DMM require COO regardless of value

Communications and Information Technology Commission (CITC)
• All telecommunications related equipment and spare parts are subject to CITC approval
• The consignee is responsible for obtaining CITC approval and this must be in place before the shipment is collected. A copy of the CITC approval should be attached to the shipping documents
PRODUCT LABELING & COUNTRY OF ORIGIN MARKINGS

1. Product labeling indicating the Made In and brand name are compulsory for any products to be exported to Saudi Arabia.

2. Labeling is required for all products and is particularly important for spare parts, finished goods, food products, personal care products, health care products, and pharmaceuticals.

3. Where physically possible the actual product should be embossed/engraved or have an irremovable label stating the made in country as well as the product brand name.

4. Where product labeling is not possible due to size or product sensitivity the external packing should carry the required markings.

5. SASO has specific requirements for identifying marks and labels for various imported items. Companies can request a copy of the labeling requirements on the SASO website: www.saso.org.sa/English/Pages/Default.aspx

6. Shipments/parts which do not have a country of origin stamp or sticker may be rejected for clearance by Saudi Customs and returned to origin.
**COMMERCIAL INVOICE**

An invoice number is mandatory for the invoice.

The name and addresses should match the consignee’s registration documents.

Description needs to be as detailed as possible - commodity name, intended use, part/serial numbers, materials, components, sizes, etc.

Invoice on company letter head

Your incoterms will also influence whether you include insurance and transport costs separately in the invoice.

Realistic valuation required. Provide unit price as well as total price.

HS Code essential as well as country of origin.

Same currency throughout the invoice.

Signature and company stamp

---

**FOR DELIVERY OF COMMERCIAL GOODS (FOR SALE)**

**PRINTED ON CONSIGNEE’S LETTERHEAD SHOWING LEGAL ADDRESS**

**COMMERCIAL INVOICE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Country of origin</th>
<th>Net weight/kg</th>
<th>HS Code</th>
<th>Qty (pieces)</th>
<th>Unit price, USD</th>
<th>Total price, USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suit, mod, Business, art, 23840-29, trade mark Loops; wool(65%), silk(35%), lining viscose(100%)</td>
<td>Italy, Lignano spa</td>
<td>7.6 kg</td>
<td>61042900</td>
<td>15</td>
<td>380</td>
<td>5700</td>
</tr>
<tr>
<td>Suit, mod, Business, art, 23840-29, trade mark Loops; wool(65%), silk(35%), lining viscose(100%)</td>
<td>Italy, Lignano spa</td>
<td>7.6 kg</td>
<td>61042900</td>
<td>15</td>
<td>380</td>
<td>5700</td>
</tr>
<tr>
<td>Suit, mod, Business, art, 23840-29, trade mark Loops; wool(65%), silk(35%), lining viscose(100%)</td>
<td>Italy, Lignano spa</td>
<td>7.6 kg</td>
<td>61042900</td>
<td>15</td>
<td>380</td>
<td>5700</td>
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<tr>
<td>Brush for cleaning of clothes, plastic 100%</td>
<td>China, Nanning</td>
<td>4 kg</td>
<td>61101110</td>
<td>50</td>
<td>10</td>
<td>500</td>
</tr>
<tr>
<td>Brush for cleaning of clothes, plastic 100%</td>
<td>China, Nanning</td>
<td>4 kg</td>
<td>61101110</td>
<td>50</td>
<td>10</td>
<td>500</td>
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<td>6.3 kg</td>
<td>39249090</td>
<td>100</td>
<td>5</td>
<td>500</td>
</tr>
</tbody>
</table>

Insurance cost, USD: 200

Freight cost, USD: 500

Total for payment, USD: 26200

Gross Weight (total): 23 kg

Signed by: Signature, stamp of CNOR
Certificate of origin is issued by the local chamber of commerce in IN THE ORIGIN COUNTRY and an invoice and the certificate of origin is legalized by the nearest Saudi Embassy or Consulate in THE ORIGIN COUNTRY – “local”, “in the origin country”, Saudi, in the Origin Country do not have to be in Uppers case, was meant to show you the placement and replacement of words – please change to lower case.

When countries unite in trading agreements, they may allow Certificate of Origin to state the trading bloc as the origin, rather than the specific country i.e. EU.

For shipments that require a Certificate of Origin endorsement by the Chamber of Commerce of the Invoice is sufficient.
The role of SASO in Kingdom of Saudi Arabia is primarily consumer protection and the maintenance of public health and safety as well as environmental protection and the guarantee of the well being of the general public through the issuing and implementing of standards, quality and metrology systems.

Web Site [www.saso.org.sa/English/Pages/Default.aspx](http://www.saso.org.sa/English/Pages/Default.aspx)

All shipments are subject to mandatory verification prior import clearance into Saudi Arabia and related certificate is required for clearance.

Exceptions are limited to specific products.

Products for which conformity to SASO standards is mandatory shall have been subject to satisfactory laboratory testing.

Conformity to international and equivalent standards is recognized.

Products shall also comply with national deviations such as:

- Language (Instructions in Arabic)
- Local climate
- Electric supply (domestic 127/220V, 60Hz) and electric plug
- Religious requirements

SASO certification can be obtained through 3rd party entities such as Bureau Veritas and SGS – ([www.bivac.com](http://www.bivac.com) & [www.sgs.com](http://www.sgs.com))

Exporters should present documents showing the conformity of their products in accordance with the specified Standards to BVQI / SGS who will assess the documents and the product prior to issuing the SASO certificate.
Authorization Letter

For shipments clearing through the Causeway where the value exceeds US$13,250 the importer is required to issue an Authorization Letter (AL).

For shipments clearing through Riyadh Airport where the value exceeds US$ 7,900 the importer is required to issue an Authorization Letter (AL).

For shipments clearing Through Dammam road facility the Importer is required to issue An Authorization Letter.

This letter authorizes DHL to act as their clearing agent.

The AL can be valid for a specific shipment or for a defined period of time up to a maximum of 12 months.

DHL will retain the original AL on file at the clearance gateway and submit a copy with each shipment cleared for the corresponding importer.
### KINGDOM OF SAUDI ARABIA WEBSITES

<table>
<thead>
<tr>
<th>Website</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFDA - Saudi Food &amp; Drug Authority</td>
<td><a href="http://www.sfda.gov.sa/En/Home">http://www.sfda.gov.sa/En/Home</a></td>
</tr>
<tr>
<td>CITC - Communications &amp; Information Technology Commission</td>
<td><a href="http://www.citc.gov.sa/English/Pages/default.aspx">http://www.citc.gov.sa/English/Pages/default.aspx</a></td>
</tr>
</tbody>
</table>

**For SASO – Certification Bodies**

If you need to have goods certified prior to export then please check which of these service providers have an agreement with SASO for your country of origin.

<table>
<thead>
<tr>
<th>Certification Body</th>
<th>URL</th>
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<tbody>
<tr>
<td>SGS Group</td>
<td><a href="http://www.sgs.com/import_certification_me.htm?serviceld=10096307&amp;lobid=5550">http://www.sgs.com/import_certification_me.htm?serviceld=10096307&amp;lobid=5550</a></td>
</tr>
<tr>
<td>Bureau Veritas</td>
<td><a href="http://www.bureauveritas.com/wps/wcm/connect/bv_com/group">http://www.bureauveritas.com/wps/wcm/connect/bv_com/group</a></td>
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**Gateways**  |  Kuwait Airport (Road & Air)  
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<tbody>
<tr>
<td></td>
<td>Sulabiya (Road only)</td>
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**Line Haul**  |  DHL 757  
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<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DHL road movements</td>
</tr>
</tbody>
</table>

**DHL Clearance**  |  Yes  |
|----------------|-------|

**Broker Handover**  |  Yes  |
|----------------|-------|

**DTP**  |  Yes  |
|---------|-------|

**De minimus**  |  US$0.00  |
|----------------|-----------|
The following documents are required to complete the clearance of a shipment into Kuwait:

1. Airwaybill
2. Detailed Commercial Invoice
3. Packing List
4. Certificate of Origin
   - Required for shipments >100 kilos or where the value is in excess of US$2,999.00
5. Certificate of Conformity
   - Required for certain products (ICCP - International Conformity Certification Program is required for certain commodities including all electronics items. The Public Authority for Industry (PAI) is the regulatory authority responsible for ICCP)
6. Legalized Invoices
   - Legalization is required when the shipments value is >100 kilos in weight or where the value exceeds US$1499.00
   - Legalization can be done on arrival in Kuwait with cnee paying charges
   - Legalization Costs KD 10.00 per invoice, KD 15.00 for a Cert of Origin, KD 4.00 admin charge

The importer may be required to provide Ministerial approvals for restricted products such as telecommunications equipment, drugs, food items, CD’s, publications, and chemicals to facilitate customs clearance.
**COMMERCIAL INVOICE**

**FOR DELIVERY OF COMMERCIAL GOODS (FOR SALE)**

**PRINTED ON CONSIGNOR’S LETTERHEAD SHOWING LEGAL ADDRESS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Country of origin</th>
<th>Unit weight/kg</th>
<th>HS Code</th>
<th>Unit price, USD</th>
<th>Total price, USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suit, mod, Business, art, 23840-27, trade mark Loops; wool (65%), silk (35%), lining viscose (100%)</td>
<td>Italy, Lignano spa</td>
<td>7.4</td>
<td>61042900</td>
<td>7,6 kg</td>
<td>6104290000</td>
</tr>
<tr>
<td>Suit, mod, Business, art, 23840-29, trade mark Loops; wool (65%), silk (35%), lining viscose (100%)</td>
<td>Italy, Lignano spa</td>
<td>7.0</td>
<td>61042900</td>
<td>4 kg</td>
<td>6104290000</td>
</tr>
<tr>
<td>Sweater, mod, Holiday, trade mark Mosiac; wool (98%), polyester (2%)</td>
<td>China, Shanghai Textile Co.</td>
<td>2.7</td>
<td>54089000</td>
<td>2.7 kg</td>
<td>5408900000</td>
</tr>
<tr>
<td>Brush for cleaning of clothes, plastic 100%</td>
<td>China, Shanghai Textile Co.</td>
<td>0.5</td>
<td>49111010</td>
<td>6.3 kg</td>
<td>4911101000</td>
</tr>
</tbody>
</table>

**Total price, USD**: 24,580

- **Insurance cost, USD**: 200
- **Freight cost, USD**: 500
- **Total for payment, USD**: 25,280

**Gross Weight (total)**: 30 kg

**Signature and company stamp**

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**KUWAIT**

An invoice number is mandatory for the invoice.

The name and addresses should match the consignee’s registration documents.

Description needs to be as detailed as possible - commodity name, intended use, part/serial numbers, materials, components, sizes etc.

Your Incoterms will also influence whether you include insurance and transport costs separately in the invoice.

Realistic valuation required. Provide unit price as well as total price.

HS Code essential as well as country of origin.

Same currency throughout the invoice.

Signature and company stamp
Certificate of origin is issued by the local chamber of commerce in IN THE ORIGIN COUNTRY and an invoice and the certificate of origin is legalized by the nearest Kuwait Embassy or Consulate in the origin country.

When countries unite in trading agreements, they may allow Certificate of Origin to state the trading bloc as the origin, rather than the specific country i.e. EU.

For shipments that require a Certificate of Origin endorsement by the Chamber of Commerce of the Invoice is sufficient.
CERTIFICATE OF CONFORMITY
SHIPMENT LABELING

1. Labeling and marking requirements are compulsory for any products to be exported to Kuwait.

2. Labeling is required for all products and is particularly important for companies marketing food products, personal care products, health care products, and pharmaceuticals.

3. Kuwait Conformity Assurance Scheme (KCAS) has specific requirements for identifying marks and labels for various imported items.

4. All products should carry a stamp or permanent irremovable sticker which states the country of manufacture.

5. Shipments / parts which do not have a country of origin stamp or sticker will be rejected by Kuwait customs for further actions by importer.

6. For further details customers can visit the following link:

https://www.pai.gov.kw/portal/page/portal/pai/KUCAS
## BAHRAIN

**Gateways**
- Bahrain Airport (Road and Air)

**Line Haul**
- DHL 757
- DHL road movements

**DHL Clearance**
- Yes

**Broker Handover**
- Yes

**DTP**
- Yes

**Deminimus**
- US$265.00
The following documents are required to complete the clearance of a shipment into Bahrain:

1. Airwaybill
2. Detailed Commercial Invoice
3. Packing List
4. Certificate of Origin

Required Certificate of Origin:
- Commercial items where the value is less than BHDS500 (USD $1300), provided that the country of origin and the name of the product are mentioned in the shipment documentation (i.e., invoice), and the country of origin is mentioned on the actual goods.

Do not Require Certificate of Origin:
- A deposit of US $133 may be provided in the absence of Certificate of Origin.
- Gifts, samples, or items for personal use, provided that the items cannot be used commercially, and the value does not exceed BHDS2000 (USD $5200).
- Items directly imported by Ministries, Ministerial administration, Ministerial Institutes and all their affiliated public establishments.
- Personal Effects and used household items, which are imported by citizens who were residing abroad and are returning home or expatriates, who are arriving to the Kingdom of Bahrain for the first time and are intending to reside in the Kingdom; provided that the imported goods are in compliance with the Bahraini Customs rules and regulations.
- Accompanied passengers, personal effects provided that they cannot be used commercially and are in compliance with Bahraini Customs rules and regulations.
- TV films and Radio recordings.
- Used goods.
- Newspapers & magazines.

The importer may be required to provide Ministerial approvals for restricted products such as telecommunications equipment, drugs, food items, CD’s, publications, and chemicals to facilitate customs clearance.

Bahrain Customs Authorities have now declared that an original Certificate of Origin is required for all shipments destined to Bahrain irrespective of the goods value. This new regulation has been implemented as of 1st December 2012.

Additionally the country of origin of the goods being imported must be clearly stated on the shipping invoice and should match the country of origin markings on the actual product. This applies to all shipments irrespective of value. Failure to provide this information will result in shipments being held.

In the event that the original certificate of origin is not available at the time of clearance, the importer may clear the shipment by providing a deposit of $133 USD directly to the Bahrain Customs Authorities. The importer will then have 90 days to submit the original certificate of origin. Failure to provide the correct documentation within the 90 day period will result in the loss of the deposit. The importer is required to liaise directly with Bahrain Customs Authorities in order to claim the deposit.

PLEASE NOTE: Goods destined to Bahrain which are deemed as Personal Use, Repair & Return or Samples are exempted from these new regulations. Please ensure if this is the case it is clearly stated on the shipping invoice.
### COMMERCIAL INVOICE

**FOR DELIVERY OF COMMERCIAL GOODS (FOR SALE)**

Printed on consignee’s letter head showing legal address

**COMMERCIAL INVOICE**

- **An invoice number is mandatory for the invoice.**
- **The name and addresses should match the consignee’s registration documents.**
- **Description needs to be as detailed as possible - commodity name, intended use, part/serial numbers, materials, components, sizes etc.**
- **Your Incoterms will also influence whether you include insurance and transport costs separately in the invoice.**
- **Realistic valuation required. Provide unit price as well as total price.**
- **HS Code essential as well as country of origin.**
- **Same currency throughout the invoice.**
- **Signature and company stamp.**

#### Invoice on company letter head

- Invoice no: 25
- Date: 01/04/2010

#### Consignee Address (no private individuals):

- Dubai, UAE
- Terminal 2, Al Twar
- INN 123546683

#### Description

<table>
<thead>
<tr>
<th>Description</th>
<th>Country of origin</th>
<th>HS Code</th>
<th>Qty (pieces)</th>
<th>Unit price, USD</th>
<th>Total price, USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suit, mod, Business, art, 23840-27, trade mark Loops; wool(65%), silk(35%), lining viscose(100%)</td>
<td>Italy, Lignano spa</td>
<td>61042900</td>
<td>10</td>
<td>7,6 kg</td>
<td>500</td>
</tr>
<tr>
<td>Suit, mod, Business, art, 23840-29, trade mark Loops; wool(65%), silk(35%), lining viscose(100%)</td>
<td>Italy, Lignano spa</td>
<td>61042900</td>
<td>15</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Sweater, mod, Holiday, trade mark Mosiac; wool(98%), polyester(2%)</td>
<td>China, Shanghai Trade</td>
<td>60040300</td>
<td>50</td>
<td>6,3 kg</td>
<td>300</td>
</tr>
<tr>
<td>Brush for cleaning of clothes, plastic 100%</td>
<td>China, Shanghai Trade</td>
<td>62090100</td>
<td>100</td>
<td>5 kg</td>
<td>2,500</td>
</tr>
<tr>
<td>Catalogues Loops</td>
<td>Italy, Lignano spa</td>
<td>81111000</td>
<td>15</td>
<td>5</td>
<td>75</td>
</tr>
</tbody>
</table>

#### Total price, USD: 30 Kg

- Insurance cost, USD: 200
- Freight cost, USD: 500
- Total for payment, USD: 2,500

#### Gross Weight (total): 30 Kg

- Signed by: [Signature, Stamp of CNOR](signature)
Service Alert – OFOQ ‘Single Window’ deployment for Bahrain International Airport

Dear Customer,

The Bahrain Customs Affairs (BCA) has informed us that the implementation of automated electronic clearance process, ‘Single Window’/’OFOQ’, has been introduced to clear express courier shipments at the Bahrain International Airport effective, September 1st, 2015.

According to new system rules, all Bahrain importers / traders must register and update their company commercial registration information and contact details into the new Customs system.

For Personal shipments (customers without Trade or Commercial Registration); a copy of the Civil Population Registration (CPR Card) must be registered and updated with all relevant information and contact details into the new Customs system. In order to ensure smooth clearance of your shipments, please visit (BCA) building at Hidd and ensure registering your company in the new clearance system. During your registration you must authorize DHL Express as your clearing agent by selecting DHL Bahrain (CR # 11628) as the authorized clearance agent.

Failure to comply with the registration and authorization processes will result in shipments being held by Customs in the bond area until the process is completed.

DHL Express would strongly recommend that the following information to be available on the original printed invoice of each non-document inbound consignment that you import to avoid any delay in customs clearance:

- Invoice Number
- Items Country of Manufacture (Made in what Country)
- Items HS code (Harmonized System code)
- Detailed description of the goods (Sample is not an acceptable one)
- Declared Value with the currency code used
- Consignee full name and address

Please visit Bahrain Customs E-Gov website (https://www.Bahraincustoms.gov.bh) or call the Customs call centre by dialing 17 359 999 or email at info@customs.gov.bh if you need more information.

Thank you, DHL Bahrain
OMAN

<table>
<thead>
<tr>
<th>Documentation Requirements</th>
<th>Commercial Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OMAN</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Gateways**: Seeb Airport (Road and Air)

**DHL Clearance**: Yes

**Broker Handover**: Yes

**DTP**: Yes

**Deminimus**: US$0.00
The following documents are required to complete the clearance of a shipment into Oman:

1. Airwaybill
2. Detailed Commercial Invoice
3. Packing List
4. Bill of Entry for all shipments above USD $2,590
5. Certificate of Origin for all shipments above USD $2,590

The importer may be required to provide Ministerial approvals for restricted products such as telecommunications equipment, drugs, food items, CD’s, publications, and chemicals to facilitate customs clearance.

Effective 1st of March 2013, Oman Customs Authorities have reduced the formal customs clearance threshold value from USD $8,000 to USD $2,590. All shipments valued above USD $2,590 now require a formal entry and the issuing of a separate Bill of Entry.

In addition, shippers will be required to provide a COO (Certificate of Origin) for all shipments valued above USD $2,590. It is also important that the COO is legalized by the Omani embassy in the country of origin. Failure to provide a legalized COO will result in a charge of OMR 20.00 payable to Omani Customs.

If the shipment is received in Oman without a Certificate of Origin a penalty of OMR 20.00 can be paid to have the shipment released.

IMPORTANT: Please be reminded that all importers are required to have registered their import code with the Oman Customs Authority. DHL Express will be unable to clear shipments where the importer has not registered their importer code with customs.

Cosmetics and Toys require approval from the Oman Ministry of Commerce & Industry.

It is the Oman Ministry of commerce and industry Directorate general for standards and metrology who issues this approval.

Approval should be obtained in advance of shipping as limited storage capacity is available in DHL Oman facilities. Shippers are required to obtain this approval prior to shipping to Oman.

Importer All approvals must be applied for at the Oman ministry of commerce & industry with the documentation, only then will it can be cleared and shipped directly after.
**COMMERCIAL INVOICE**

**Invoice on company letter head**

An invoice number is mandatory for the invoice.

The name and addresses should match the consignee's registration documents.

Description needs to be as detailed as possible - commodity name, intended use, part/serial numbers, materials, components, sizes etc.

Realistic valuation required. Provide unit price as well as total price

HS Code essential as well as country of origin

Same currency throughout the invoice.

Signature and company stamp

---

<table>
<thead>
<tr>
<th>Description</th>
<th>Country of origin</th>
<th>Net Weight/kg</th>
<th>HS Code</th>
<th>Qty (pieces)</th>
<th>Unit Price, USD</th>
<th>Total price, USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suit, mod, Business, art, 123456-78-90, trade mark Loops; wool(65%), silk(35%), lining viscose(100%)</td>
<td>Italy, Lignano spa</td>
<td>3.4 kg</td>
<td>6810599000</td>
<td>100</td>
<td>120</td>
<td>12,000</td>
</tr>
<tr>
<td>Sweater, mod, Holiday, trade mark Mosaic; wool(98%), polyester(2%)</td>
<td>China, Shantung</td>
<td>2.3 kg</td>
<td>5402199000</td>
<td>15</td>
<td>150</td>
<td>2,250</td>
</tr>
<tr>
<td>Brush for cleaning of clothes, plastic 100%</td>
<td>Malaysia, Intertrade ltd</td>
<td>0.6 kg</td>
<td>6911109000</td>
<td>50</td>
<td>10</td>
<td>500</td>
</tr>
<tr>
<td>Catalogues Loops</td>
<td>Italy, Lignano spa</td>
<td>6.3 kg</td>
<td>8511159000</td>
<td>5</td>
<td>120</td>
<td>600</td>
</tr>
</tbody>
</table>

Total price, USD: 7,500

Insurace cost, USD: 750

Freight cost, USD: 2,000

Total for payment, USD: 10,000

Gross Weight (total): 31.1 kg

Signed by: [Signature]
QATAR

**DOCUMENTATION REQUIREMENTS**

- COMMERCIAL INVOICE
- CERTIFICATE OF ORIGIN
- AUTHORIZATION LETTER
- LEGALIZATION CHARGES – AIR SHIPMENT
- ADDITIONAL IMPORT REQUIREMENTS
- PRODUCT LABELING & COUNTRY OF ORIGIN MARKINGS

**LEGALIZATION CHARGES – ROAD SHIPMENT**

**QATAR**

**Gateways**
- Doha Airport (Air only)
- Qatar Land Border (Road only)

**DHL Clearance**
- Yes

**Broker Handover**
- No

**DTP**
- Yes

**De minimus**
- US$0.00
QCCSW (Qatar Customs Clearance Single Window) has been effectively implemented in Qatar. Currently, this applies only for sea freight shipments and implementation for air freight and couriers is yet to be announced.

Qatar customs has now migrated into QCCSW. All importers in Qatar must register their business activity online with Qatar customs by visiting the Qatar customs website www.ecustoms.gov.qa. It is mandatory for all importers to have the DHL Qatar license details - DHL QATAR LTD” Under the CR no 4642 - entered as a one time process, which authorizes DHL Qatar to act on behalf of the importer as a customs clearance broker.

Please advise all importers in Qatar to complete the registration as early as possible to ensure shipments are cleared from customs without delay.

The following documents are required to complete the clearance of a shipment into Qatar

1. Airwaybill

2. Detailed Commercial Invoice

3. Legalized Invoices
   - Legalization can be done on arrival in Qatar with charges paid by the cnee

4. Packing List

5. Certificate of Origin
   - Required for shipments moving by air with a weight exceeding 100 kilos (actual or volumetric)
   - COO required for all shipments moving by road

6. Authorization Letter

The importer may be required to provide Ministerial approvals for restricted products such as telecommunications equipment, drugs, food items, CD’s, publications, and chemicals to facilitate customs clearance.
As of the 1st of November 2015 road shipments must be accompanied by an Arabic translation of the invoice or a summary sheet detailing the shipment contents and the HS codes. This Arabic invoice or summary sheet needs to be provided on the shipper’s letterhead at time of shipment collection.

A sample of the Arabic Invoice summary sheet can be seen below.

The Arabic translation of the HS codes can be taken from the following link:-

**Arabic Invoice Summary Sheet**

<table>
<thead>
<tr>
<th>Sr No</th>
<th>HS Code</th>
<th>Item Description</th>
<th>Gross Weight</th>
<th>Item Quantity</th>
<th>Country Of Origin</th>
<th>Unit Price</th>
<th>Unit Price Currency</th>
<th>Invoice Number</th>
<th>Total Price</th>
</tr>
</thead>
</table>
**COMMERCIAL INVOICE**

- An invoice number is mandatory for the invoice.
- The name and addresses should match the consignee’s registration documents.
- Description needs to be as detailed as possible - commodity name, intended use, part/serial numbers, materials, components, sizes etc.
- Invoice on company letter head
- Your Incoterms will also influence whether you include insurance and transport costs separately in the invoice.
- Realistic valuation required. Provide unit price as well as total price
- HS Code essential as well as country of origin
- Same currency throughout the invoice.
- Signature and company stamp

### NC No.: 25

**Date: 01/04/2010**

**Invoice Address (no private individuals):**

Dubai, UAE
Terminal 2, Al Twar
INN 123546683

**Invoice Address:**

Dubai, UAE
Terminal 2, Al Twar
INN 123546683

**Description** | **Country of origin** | **Unit weight/kg** | **HS Code** | **Qty (pieces)** | **Unit price, USD** | **Total price, USD** |
---|---|---|---|---|---|---|
Suit, mod, Business, art. 23840-27, trade mark Loops; wool(65%), silk(35%), lining viscose(100%) | Italy, Lignano spa | 7.4 | 8110.29.00 | 15 | 300 | 4,500 |
Suit, mod, Business, art. 23840-27, trade mark Loops; wool(65%), silk(35%), lining viscose(100%) | Italy, Lignano spa | 7.0 | 6104.90.10 | 15 | 500 | 7,500 |
Suit, mod, Business, art. 23840-27, trade mark Loops; wool(65%), silk(35%), lining viscose(100%) | Italy, Lignano spa | 6.0 | 6104.90.10 | 15 | 500 | 7,500 |
Suit, mod, Business, art. 23840-27, trade mark Loops; wool(65%), silk(35%), lining viscose(100%) | Italy, Lignano spa | 5.7 | 6104.90.10 | 15 | 500 | 7,500 |
Brush for cleaning of clothes, plastic 100% | China, Shanghai Textile Co | 0.6 | 8410.10.10 | 50 | 0.50 | 25.00 |
Catalogues Loops | Italy, Lignano spa | 0.3 | 8011.10.00 | 5 | 10 | 50 |

**Total price, USD:**

20,000

**Insurance cost, USD:**

0.00

**Freight cost, USD:**

0.00

**Total for payment, USD:**

20,000

**Gross Weight (total):**

35 Kg

**Signed by:**

Signature, Stamp of CNOR

**FOR DELIVERY OF COMMERCIAL GOODS (FOR SALE)**

PRINTED ON CONSIGNEE’S LETTERHEAD SHOWING LEGAL ADDRESS

**COMMERCIAL INVOICE**
CERTIFICATE OF ORIGIN

Certificate of origin is issued by the local chamber of commerce in IN THE ORIGIN COUNTRY and an invoice and the certificate of origin is legalized by the nearest Qatar Embassy or Consulate in the origin country.

When countries unite in trading agreements, they may allow Certificate of Origin to state the trading bloc as the origin, rather than the specific country i.e. EU.

For shipments that require a Certificate of Origin endorsement by the Chamber of Commerce of the Invoice is sufficient.
AUTHORIZATION LETTER

Required for all shipments and provided by the consignee.

Can be valid for a period of time and for a max period of 12 months after which it needs to be renewed.
### LEGALIZATION CHARGES – ROAD SHIPMENT

<table>
<thead>
<tr>
<th>Shipment Value</th>
<th>Certificate of Origin</th>
<th>Attestation of Commercial Invoice</th>
<th>Total Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.01</td>
<td>4,999</td>
<td>150</td>
<td>250</td>
</tr>
<tr>
<td>5,000</td>
<td>14,999</td>
<td>150</td>
<td>350</td>
</tr>
<tr>
<td>15,000</td>
<td>49,999</td>
<td>150</td>
<td>650</td>
</tr>
<tr>
<td>50,000</td>
<td>99,999</td>
<td>150</td>
<td>1,050</td>
</tr>
<tr>
<td>100,000</td>
<td>149,999</td>
<td>150</td>
<td>1,450</td>
</tr>
<tr>
<td>150,000</td>
<td>249,999</td>
<td>150</td>
<td>1,950</td>
</tr>
<tr>
<td>250,000</td>
<td>499,999</td>
<td>150</td>
<td>2,350</td>
</tr>
<tr>
<td>500,000</td>
<td>999,999</td>
<td>150</td>
<td>3,150</td>
</tr>
<tr>
<td>1,000,000</td>
<td>above</td>
<td>0.4% of declared invoice value</td>
<td></td>
</tr>
</tbody>
</table>

Road shipments cannot be moved by paying penalty if the original certificate of origin has to be present.

* All prices in QAR
### LEGALIZATION CHARGES – AIR SHIPMENT

<table>
<thead>
<tr>
<th>Shipment Value</th>
<th>Certificate of Origin</th>
<th>Attestation of Commercial Invoice</th>
<th>Total Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>From 0.01</td>
<td>150</td>
<td>100</td>
<td>250</td>
</tr>
<tr>
<td>To 4,999</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5,000</td>
<td>150</td>
<td>200</td>
<td>350</td>
</tr>
<tr>
<td>14,999</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15,000</td>
<td>150</td>
<td>500</td>
<td>650</td>
</tr>
<tr>
<td>49,999</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50,000</td>
<td>150</td>
<td>900</td>
<td>1050</td>
</tr>
<tr>
<td>99,999</td>
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<td></td>
</tr>
<tr>
<td>100,000</td>
<td>150</td>
<td>1300</td>
<td>1450</td>
</tr>
<tr>
<td>149,999</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>150,000</td>
<td>150</td>
<td>1800</td>
<td>1950</td>
</tr>
<tr>
<td>249,999</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>250,000</td>
<td>150</td>
<td>2200</td>
<td>2350</td>
</tr>
<tr>
<td>499,999</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500,000</td>
<td>150</td>
<td>3000</td>
<td>3150</td>
</tr>
<tr>
<td>999,999</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,000,000</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>above</td>
<td></td>
<td>0.4% of declared invoice value</td>
<td></td>
</tr>
</tbody>
</table>

If the value of the shipment more 50,000QAR 1% will be the fine from invoice value

* All prices in QAR
### ADDITIONAL IMPORT REQUIREMENTS

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>PRODUCTS</th>
<th>COMMENTS</th>
<th>WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ministry of Health</td>
<td>Medicine, Cosmetics, Nutrition foods</td>
<td>Will be requested on arrival</td>
<td><a href="http://www.sch.gov.qa">www.sch.gov.qa</a></td>
</tr>
<tr>
<td>ICT (Information &amp; Communication Technology)</td>
<td>Computer items, Network equipments, Wireless devices</td>
<td>Will be requested on arrival for air but must be obtained in advance for road shipments</td>
<td><a href="http://www.ictqatar.qa">www.ictqatar.qa</a></td>
</tr>
<tr>
<td>Ministry of Interior</td>
<td>Security devices, Specialist cameras</td>
<td>Will be requested on arrival</td>
<td><a href="http://www.moi.gov.qa">www.moi.gov.qa</a></td>
</tr>
<tr>
<td>EPC (Environmental Protection Council)</td>
<td>Chemical, Liquids, Lubricants, Radioactive material</td>
<td>Will be requested on arrival for air but must be obtained in advance for road</td>
<td><a href="http://www.moi.gov.qa">www.moi.gov.qa</a></td>
</tr>
<tr>
<td>Ministry of Interior</td>
<td>Fire related items like Alarm and Equipments</td>
<td>Will be requested on arrival</td>
<td><a href="http://www.moi.gov.qa">www.moi.gov.qa</a></td>
</tr>
<tr>
<td>Supreme Educational Council</td>
<td>Educational books</td>
<td>Will be requested on arrival</td>
<td><a href="http://www.education.gov.qa">www.education.gov.qa</a></td>
</tr>
<tr>
<td>Qatar General Organization for Standards and Metrology</td>
<td>Automotive spare parts</td>
<td>Will be requested on arrival for air but must be obtained in advance for road</td>
<td><a href="http://www.moi.gov.qa">www.moi.gov.qa</a></td>
</tr>
</tbody>
</table>
1. Product labeling indicating the Made In and brand name are compulsory for any products to be exported to Qatar. 

2. Labeling is required for all products and is particularly important for spare parts, finished goods, food products, personal care products, health care products, and pharmaceuticals. 

3. Where physically possible the actual product should be embossed / engraved or have an irremovable label stating the made in country as well as the product brand name. 

4. Where product labeling is not possible due to size or product sensitivity the external packing should carry the required markings. 

5. Shipments/parts which do not have a country of origin stamp or sticker may be rejected for clearance by Qatar customs and be destroyed or returned to origin. 

6. Made in must be either printed or engrave or embossed on every product which means on every item (not on the cartons). 

7. Made in Stickers or Labels with Permanent adhesive are also acceptable but should be of good quality and NONREMOVABLE Paper made stickers/labels are not acceptable as they are easily removed / tampered. 

8. MADE IN on the outer packaging or cartons is not acceptable by Qatar customs. But if the nature of goods prevents the installation on product, non-removable stickers or printing on the outer packing shall be used. 

9. The phrase “PRODUCT OF __________” OR “MANUFACTURED BY __________” on the product is also not accepted by Qatar customs. 

10. Customs insist every item to have wordings “MADE IN __________.” 

11. Made in declared on the cert of origin must match with the Made in installed on the items. Any discrepancy would lead to re-export back to origin. 

12. Consignee must import only those items which are listed in their CR (commercial registration). Importation of Items outside the CR activities will lead detention and Re-export to Origin.
### UNITED ARAB EMIRATES

#### Gateways
- Dubai Airport (Air only)
- Abu Dhabi Airport (Air & Road)

#### DHL Clearance
- Yes

#### Broker Handover
- Yes

#### DTP
- Yes

#### Deminimus
- US$270.00
DOCUMENTATION REQUIREMENTS

The following documents are required to complete the clearance of a shipment into United Arab Emirates:

1. Airwaybill
2. Detailed Commercial Invoice
3. Packing List
4. Importer must have a valid import code

There are a number of Free Trade Zones in the UAE including Jebel Ali Free Zone and Dubai Airport Free Zone) where duty is not applicable. Imports to a UAE Free Trade Zone must be consigned to a registered company operating within the Free Trade Zone the shipment is to be delivered to. Import documentation requirements are the same for regular import shipments to the UAE.

The importer may be required to provide Ministerial approvals for restricted products such as telecommunications equipment, drugs, food items, CD’s, publications, and chemicals to facilitate customs clearance.
Documentation Requirements for Abu Dhabi

Shipments destined to Abu Dhabi with a value exceeding $13585.00 US (AED 50,000) require the following documents:

- Original Certificate of Origin with the Chamber of Commerce stamp
- Original Commercial Invoice with shipper company stamp and signature as well as the Chamber of Commerce stamp
- Pro Forma invoices will not be accepted even if attested by the Chamber of Commerce
- No imprint stating “ORIGINAL” or “TRUE COPY” can be accepted if it’s not stamped by the Chamber of Commerce at origin
- If these documents are not available at time of clearance the importer can clear the shipment by paying a deposit of AED 2000
- This deposit can then be reclaimed within 60 days from Abu Dhabi Customs Authorities upon the submission of original documents by the importer to Customs together with the deposit receipt
- If the original documents are not sent along with the shipment, due to export formalities then the original documents need to be sent to: DHL Express, AUH GTW, Abu Dhabi, UAE, Attn: Loreine Zaballa
- Please make sure you clearly mention “original document for shipment waybill no xxx xxxx” to make it easy to identify it as an original document for clearance

Import Clearance Requirements for Personal Shipments at Abu Dhabi GTW

Clearance of Dutiable shipments consigned to individuals (Personal) in Abu Dhabi is subject to the following:

1. Clearance and release is subject to approval by relevant Govt/statutory authorities (Customs, Health, Security, Municipality, TRA etc) regardless of declared Value.
   All approvals from relevant government / statutory authorities are to be obtained by the consignee, DHL cannot obtain approvals on behalf of consignee.
2. Shipments valued US$ 270 and above requires the importer to be registered with Abu Dhabi Customs and get an importer code.
3. Importer has to provide copy of his/her Emirates ID or passport with valid UAE residence visa page and a fee of AED 100.00 to make customs registration to obtain importer code valid for 1 year.
4. DHL will inform consignee in case additional documents, approval required for clearance.
### Commercial Invoice

**FOR DELIVERY OF COMMERCIAL GOODS (FOR SALE)**

**Sample on company letter head**

**COMMERCIAL INVOICE**

**Invoice number:** Invoice no 25  
**Date:** 01/04/2010

**Invoice Address (no private individuals):**  
Dubai, UAE  
Terminal 2, Al Twar

**INN:** 123546683

**Description Country of origin Net weight/kg HS Code Qty (pieces) Unit price, USD Total price, USD**

<table>
<thead>
<tr>
<th>Description</th>
<th>Country of origin</th>
<th>Net weight/kg</th>
<th>HS Code</th>
<th>Qty (pieces)</th>
<th>Unit price, USD</th>
<th>Total price, USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suit, mod, Business, art, S800040-29, trade mark Loops; wool(65%), silk(35%), lining viscose(100%)</td>
<td>Italy, Lignano spa</td>
<td>7.6 kg</td>
<td>61042900</td>
<td>15</td>
<td>760</td>
<td>11,400</td>
</tr>
<tr>
<td>Suit, mod, Business, art, S800040-29, trade mark Loops; wool(65%), silk(35%), lining viscose(100%)</td>
<td>Italy, Lignano spa</td>
<td>7.2 kg</td>
<td>610429000</td>
<td>15</td>
<td>760</td>
<td>11,400</td>
</tr>
<tr>
<td>Sweater, mod, Holiday, trade mark Mosiac; wool(98%), polyester(2%)</td>
<td>China, Shanghai Textile Co. Ltd</td>
<td>4.8 kg</td>
<td>520404000</td>
<td>20</td>
<td>45</td>
<td>900</td>
</tr>
<tr>
<td>Brushes for cleaning of clothes, plastic 100%</td>
<td>China, Shanghai Textile Co. Ltd</td>
<td>3.2 kg</td>
<td>950400000</td>
<td>10</td>
<td>45</td>
<td>450</td>
</tr>
<tr>
<td>Catalogues Loops</td>
<td>Italy, Lignano spa</td>
<td>6.3 kg</td>
<td>801110100</td>
<td>5</td>
<td>50</td>
<td>250</td>
</tr>
</tbody>
</table>

**Total price, USD:** 19,420

**Insurance cost, USD:** 500

**Freight cost, USD:** 1,500

**Total for payment, USD:** 21,420

**Gross Weight (total):** 30 Kg

**Signed by:**

---

**Notes:**

- An invoice number is mandatory for the invoice.
- The name and addresses should match the consignee's registration documents.
- Description needs to be as detailed as possible - commodity name, intended use, part/serial numbers, materials, components, sizes etc.
- Your Incoterm will also influence whether you include insurance and transport costs separately in the invoice.
- Realistic valuation required. Provide unit price as well as total price.
- HS Code essential as well as country of origin.
- Same currency throughout the invoice.
- Signature and company stamp.

---
### Yemen

#### Gateways
- S’anna Airport (Air)
- Border (Road)

#### Line Haul
- Commercial Air
- DHL road movement

#### DHL Clearance
- No – Broker

#### Broker Handover
- Yes

#### DTP
- No

#### Deminimus
- US$0.00
DOCUMENTATION REQUIREMENTS

The following documents are required to complete the clearance of a shipment into Yemen

1. Airwaybill
2. Detailed Commercial Invoice
3. Packing List
4. Certificate of Origin
   - Required for all shipments valued >US$250.00
   - The COO must be attested by the Yemeni Embassy

The importer may be required to provide Ministerial approvals for restricted products such as telecommunications equipment, drugs, food items, CD’s, publications, and chemicals to facilitate customs clearance.
### COMMERCIAL INVOICE

**FOR DELIVERY OF COMMERCIAL GOODS (FOR SALE)**

**PRINTED ON CONSIGNEE’S LETTERHEAD SHOWING LEGAL ADDRESS**

#### YEMEN

**COMMERCIAL INVOICE**

An invoice number is mandatory for the invoice.

The name and addresses should match the consignee’s registration documents.

Description needs to be as detailed as possible - commodity name, intended use, part/serial numbers, materials, components, sizes etc.

Signature and company stamp

---

<table>
<thead>
<tr>
<th>Description</th>
<th>Country of origin</th>
<th>Unit weight/kg</th>
<th>HS Code</th>
<th>Qty (pieces)</th>
<th>Unit price, USD</th>
<th>Total price, USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suit, model Business, art., 23840-27, trade mark Loops; wool (65%), silk (35%), lining viscose (100%)</td>
<td>Italy, Lignano spa</td>
<td>7.4 kg</td>
<td>61042900</td>
<td>15</td>
<td>7,600</td>
<td>114,000</td>
</tr>
<tr>
<td>Sweater, model Holiday, trade mark Mosiac; wool (98%), polyester (2%)</td>
<td>Italy, Lignano spa</td>
<td>7.2 kg</td>
<td>61042900</td>
<td>15</td>
<td>7,600</td>
<td>114,000</td>
</tr>
<tr>
<td>Brush for cleaning of clothes, plastic 100%</td>
<td>Malaysia, Intertrade ltd</td>
<td>6.4 kg</td>
<td>4909101900</td>
<td>18</td>
<td>6,800</td>
<td>122,400</td>
</tr>
<tr>
<td>Catalogues Loops</td>
<td>Italy, Masterprint srl</td>
<td>6.3 kg</td>
<td>4911101000</td>
<td>5</td>
<td>130</td>
<td>650</td>
</tr>
</tbody>
</table>

**Total price, USD: 264,000**

Insurance cost, USD: 200

Freight cost, USD: 600

Total for payment, USD: 262,200

Gross Weight (total): 30 Kg

Signature and company stamp
CERTIFICATE OF ORIGIN

Certificate of origin is issued by the local chamber of commerce in IN THE ORIGIN COUNTRY and an invoice and the certificate of origin is legalized by the nearest Yemen Embassy or Consulate in the origin country.

When countries unite in trading agreements, they may allow Certificate of Origin to state the trading bloc as the origin, rather than the specific country i.e. EU.

For shipments that require a Certificate of Origin endorsement by the Chamber of Commerce of the Invoice is sufficient.
BROKER ARRANGEMENTS

1. DHL does not have a broker license in Yemen and must use the services of a 3rd party broker to clear shipments on behalf of the importer.
2. This is standard practice with the courier industry in Yemen where shipment clearance is outsourced.
3. The importer has the option to use their own broker or to engage the services of the DHL broker.
4. If the consignee uses their own broker, DHL will hand over the clearance documents to the nominated broker and they will be responsible for clearance and delivery of the shipment.
5. If the consignee uses the DHL broker, we will be responsible for the clearance and delivery of the shipment.
6. Brokerage charges are as follows:

<table>
<thead>
<tr>
<th>Weight KGS</th>
<th>Rate</th>
<th>Weight KGS</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-50</td>
<td>$110</td>
<td>1001-1100</td>
<td>$468</td>
</tr>
<tr>
<td>51-100</td>
<td>$138</td>
<td>1101-1200</td>
<td>$495</td>
</tr>
<tr>
<td>101-200</td>
<td>$165</td>
<td>1201-1300</td>
<td>$523</td>
</tr>
<tr>
<td>201-300</td>
<td>$193</td>
<td>1301-1400</td>
<td>$550</td>
</tr>
<tr>
<td>301-400</td>
<td>$220</td>
<td>1401-1500</td>
<td>$578</td>
</tr>
<tr>
<td>401-500</td>
<td>$275</td>
<td>1501-1600</td>
<td>$605</td>
</tr>
<tr>
<td>501-600</td>
<td>$303</td>
<td>1601-1700</td>
<td>$633</td>
</tr>
<tr>
<td>601-700</td>
<td>$330</td>
<td>1701-1800</td>
<td>$660</td>
</tr>
<tr>
<td>701-800</td>
<td>$358</td>
<td>1801-1900</td>
<td>$688</td>
</tr>
<tr>
<td>801-900</td>
<td>$385</td>
<td>1901-2000</td>
<td>$715</td>
</tr>
<tr>
<td>901-1000</td>
<td>$440</td>
<td>Add for any a100Kg above</td>
<td>$33</td>
</tr>
</tbody>
</table>

Demurrage Charge

per day per kg 4.5 YE
### Lebanon

<table>
<thead>
<tr>
<th><strong>Gateways</strong></th>
<th>Beirut Airport</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Line Haul</strong></td>
<td>Commercial Air DHL road movement</td>
</tr>
<tr>
<td><strong>DHL Clearance</strong></td>
<td>No – Broker clearance</td>
</tr>
<tr>
<td><strong>Broker Handover</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>DTP</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Deminimus</strong></td>
<td>US$0.00</td>
</tr>
</tbody>
</table>
DOCUMENTATION REQUIREMENTS

The following documents are required to complete the clearance of a shipment into Lebanon:

1. Airwaybill
2. Detailed Commercial Invoice
3. Packing List
   - DHL does not have a brokerage license to clear shipments and instead use a 3rd party broker to clear shipments into Lebanon
   - The importer has the option to use the DHL broker or their own broker

Note – the use of 3rd party brokers is industry practice in Lebanon and all courier companies are operate in the same way.

4. By law all invoices must mention the Tax ID number of entity importing the goods into Lebanon. The IOR’s Tax ID number should be entered in the “Receiver’s VAT /GST” field on the DHL HAWB and mentioned on the INVOICE in order to ensure accurate duty billing in Lebanon.

Below is the link for the latest custom guide FYI only

The importer may be required to provide Ministerial approvals for restricted products such as telecommunications equipment, drugs, food items, CD’s, publications, and chemicals to facilitate customs clearance.
COMMERCIAL INVOICE

FOR DELIVERY OF COMMERCIAL GOODS (FOR SALE)
PRINTED ON CONSIGNOR'S LETTERHEAD SHOWING LEGAL ADDRESS

COMMERCIAL INVOICE

Invoice number: 25
Date: 01/04/2010

Invoice Address (no private individuals):
Dubai, UAE
Terminal 2, Al Twar
INN 123546683

Description | Country of origin | Unit weight/kg | HS Code | Qty (pieces) | Unit price, USD | Total price, USD |
--- | --- | --- | --- | --- | --- | --- |
Suit, mod, Business, art, 23840-27, trade mark Loops; wool(65%), silk(35%), lining viscose(100%) | Italy, Lignano spa | 34 | 61042900 | 10 | 7,6 | 75,00 |
Sweater, mod, Holiday, trade mark Mosiac; wool(98%), polyester(2%) | China, Bailihua Trade ltd | 3,1 | 3924909000 | 150 | 34 | 1,020,00 |
Brush for cleaning of clothes, plastic 100% | Malaysia, Intertrade ltd | 6,3 | 4911101000 | 5 | 5,0 | 25,00 |
Catalogues Loops | Italy, Masterprint srl | 1,3 | 8430101000 | 10 | 45 | 450,00 |

Total price, USD: 2,000,000

Insurance cost, USD: 200
Freight cost, USD: 1,000
Total for payment, USD: 2,030,000

Gross Weight (total): 21 kg

Signature and company stamp
1. DHL does not have a broker license in Lebanon and must use the services of a 3rd party broker to clear shipments on behalf of the importer.

2. This is standard practice with the courier industry in Lebanon where shipment clearance is only possible through licensed brokers.

3. The importer has the option to use their own broker or to engage the services of the DHL broker.

4. If the consignee uses their own broker, DHL will hand over the clearance documents to the nominated broker and they will be responsible for clearance and delivery of the shipment.

5. If the consignee uses the DHL broker, we will be responsible for the clearance and delivery of the shipment.

6. Brokerage charges are based on shipments value and as follows:

### Inbound Clearance Charge At The Airport

#### Table A - Informal Clearance Charges (in LBP)

<table>
<thead>
<tr>
<th>Value To</th>
<th>Value To</th>
<th>Clrnc Fees</th>
<th>Stamps</th>
<th>Overtime</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>20,000</td>
<td>12,000</td>
<td>2,000</td>
<td>3,000</td>
<td>17,000</td>
</tr>
<tr>
<td>21,000</td>
<td>50,000</td>
<td>13,500</td>
<td>2,000</td>
<td>3,000</td>
<td>18,500</td>
</tr>
<tr>
<td>51,000</td>
<td>100,000</td>
<td>17,500</td>
<td>2,000</td>
<td>3,000</td>
<td>22,500</td>
</tr>
<tr>
<td>101,000</td>
<td>150,000</td>
<td>28,000</td>
<td>2,000</td>
<td>3,000</td>
<td>33,000</td>
</tr>
<tr>
<td>151,000</td>
<td>250,000</td>
<td>46,000</td>
<td>2,000</td>
<td>3,000</td>
<td>51,000</td>
</tr>
<tr>
<td>251,000</td>
<td>350,000</td>
<td>59,000</td>
<td>2,000</td>
<td>3,000</td>
<td>64,000</td>
</tr>
<tr>
<td>351,000</td>
<td>450,000</td>
<td>67,000</td>
<td>2,000</td>
<td>3,000</td>
<td>72,000</td>
</tr>
<tr>
<td>451,000</td>
<td>550,000</td>
<td>73,000</td>
<td>2,000</td>
<td>3,000</td>
<td>78,000</td>
</tr>
<tr>
<td>551,000</td>
<td>750,000</td>
<td>83,000</td>
<td>2,000</td>
<td>3,000</td>
<td>88,000</td>
</tr>
<tr>
<td>751,000</td>
<td>1,000,000</td>
<td>89,000</td>
<td>2,000</td>
<td>3,000</td>
<td>94,000</td>
</tr>
<tr>
<td>1,001,000</td>
<td>1,500,000</td>
<td>100,000</td>
<td>2,000</td>
<td>3,000</td>
<td>105,000</td>
</tr>
</tbody>
</table>

#### Table B - Formal Clearance Charges (in LBP)

<table>
<thead>
<tr>
<th>Type</th>
<th>Value To</th>
<th>Clrnc Fees</th>
<th>Stamps</th>
<th>D.O.</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tasfiha</td>
<td>0</td>
<td>2,499,999</td>
<td>115,000</td>
<td>70,000</td>
<td>190,000</td>
</tr>
<tr>
<td>Bayan</td>
<td>2,500,000</td>
<td>∞</td>
<td>322,500</td>
<td>70,000</td>
<td>404,500</td>
</tr>
</tbody>
</table>

#### US Dollars @ 0.00066

<table>
<thead>
<tr>
<th>Value To</th>
<th>Clrnc Fees</th>
<th>Stamps</th>
<th>Overtime</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.2</td>
<td>7.92</td>
<td>1.32</td>
<td>1.98</td>
<td>11.22</td>
</tr>
<tr>
<td>33</td>
<td>8.91</td>
<td>1.32</td>
<td>1.98</td>
<td>12.21</td>
</tr>
<tr>
<td>66</td>
<td>11.55</td>
<td>1.32</td>
<td>1.98</td>
<td>14.85</td>
</tr>
<tr>
<td>99</td>
<td>18.48</td>
<td>1.32</td>
<td>1.98</td>
<td>21.78</td>
</tr>
<tr>
<td>165</td>
<td>30.36</td>
<td>1.32</td>
<td>1.98</td>
<td>33.66</td>
</tr>
<tr>
<td>231</td>
<td>38.94</td>
<td>1.32</td>
<td>1.98</td>
<td>42.24</td>
</tr>
<tr>
<td>297</td>
<td>44.22</td>
<td>1.32</td>
<td>1.98</td>
<td>47.52</td>
</tr>
<tr>
<td>363</td>
<td>48.18</td>
<td>1.32</td>
<td>1.98</td>
<td>51.48</td>
</tr>
<tr>
<td>495</td>
<td>54.78</td>
<td>1.32</td>
<td>1.98</td>
<td>58.08</td>
</tr>
<tr>
<td>660</td>
<td>58.74</td>
<td>1.32</td>
<td>1.98</td>
<td>62.04</td>
</tr>
<tr>
<td>990</td>
<td>66</td>
<td>1.32</td>
<td>1.98</td>
<td>69.3</td>
</tr>
<tr>
<td>1650.00</td>
<td>75.9</td>
<td>3.3</td>
<td>46.2</td>
<td>125.4</td>
</tr>
<tr>
<td>&gt;1650</td>
<td>212.85</td>
<td>7.92</td>
<td>46.2</td>
<td>266.97</td>
</tr>
<tr>
<td>Documentation Requirements</td>
<td>Commercial Invoice</td>
<td>Broker Arrangements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------------</td>
<td>--------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JORDAN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Gateways**
- Amman Airport (Air & road)

**Line Haul**
- Commercial Air
- DHL road movement

**DHL Clearance**
- No – Broker clearance

**Broker Handover**
- Yes

**DTP**
- Yes

**Demimimus**
- US$0.00
The following documents are required to complete the clearance of a shipment into Jordan:

1. Airwaybill
2. Detailed Commercial Invoice
3. Packing List

- DHL can clear shipments up to US$100.00
- DHL does not have a brokerage license to clear shipments >US$100.00 and instead use a 3rd party broker to clear shipments into Jordan
- The importer has the option to use the DHL broker or their own broker

Note – the use of 3rd party brokers is industry practice in Jordan and all courier companies are operate in the same way.

The importer may be required to provide Ministerial approvals for restricted products such as telecommunications equipment, drugs, food items, CD’s, publications, and chemicals to facilitate customs clearance.
COMMERCIAL INVOICE

FOR DELIVERY OF COMMERCIAL GOODS (FOR SALE)
PRINTED ON CONSIGNEE'S LETTERHEAD SHOWING LEGAL ADDRESS

Invoice No: 25
Date: 01/04/2010

Invoice Address (no private individuals):
Dubai, UAE
Terminal 2, Al Twar
INN 123546683

Delivery terms (Incoterms): CIF

Description | Country of origin | Net weight/kg | HS Code | Qty (pieces) | Unit price, USD | Total price, USD
--- | --- | --- | --- | --- | --- | ---
Suit, mod, Business, art. 23840-27, trade mark Loops; wool(65%), silk(35%), lining viscose(100%) | Italy, Lignano spa | 7.4 kg | 61042900 | 10 | 7,6 kg | 6104290000 | 15 | 45 | 500 | 500 | 45 | 5000 | 5000 | 24280 | 24280 | 30 Kg | 3000 |
Suit, mod, Business, art. 23840-29, trade mark Loops; wool(65%), silk(35%), lining viscose(100%) | Italy, Lignano spa | 7.2 kg | 61042900 | 15 | 580 | 7030 |
Sweater, mod, Holiday, trade mark Mosiac; wool(98%), polyester(2%) | China, Shantou, trade mark Golden | 1.2 kg | 50042000 | 34 | 45 | 1520 |
Brush for cleaning of clothes, plastic 100% | China, Shantou, trade mark Golden | 0.4 kg | 96129190 | 5 | 5 | 25 |
Catalogues Loops | Italy, Milan | 3.2 kg | 8011131400 | 5 | 18 | 50 |

Total price, USD: 24280

Insurance cost, USD: 100
Freight cost, USD: 1000
Total for payment, USD: 25400

Gross Weight (total): 30 Kg

Signed by: [Signature, Stamp]
BROKER ARRANGEMENTS

1. DHL does not have a broker license in Jordan and must use the services of a 3rd party broker to clear shipments on behalf of the importer.

2. This is standard practice with the courier industry in Jordan where shipment clearance is only possible through licensed brokers.

3. The importer has the option to use their own broker or to engage the services of the DHL broker.

4. If the consignee uses their own broker DHL will hand over the clearance documents to the nominated broker and they will be responsible for clearance and delivery of the shipment.

5. If the consignee uses the DHL broker we will be responsible for the clearance and delivery of the shipment.

6. Brokerage charges are based on shipments value and range from JD 40.00 to JD 60.00.
SYRIA CUSTOMS GUIDE
SYRIA

Gateways | Damascus Airport (Air)
Line Haul | Commercial Air
DHL Clearance | Yes
Broker Handover | Yes
DTP | No
Deminimus | US$0.00
DOCUMENTATION REQUIREMENTS

The following documents are required to complete the clearance of a shipment into Syria:

1. Airwaybill
2. Detailed Commercial Invoice
3. Packing List
4. Certificate of Origin
   - Shipments > 50 kg ex China or manufactured in China should have a COO certified by Syrian Embassy in China

The importer may be required to provide Ministerial approvals for restricted products such as telecommunications equipment, drugs, food items, CD’s, publications, and chemicals to facilitate customs clearance.
COMMERCIAL INVOICE

FOR DELIVERY OF COMMERCIAL GOODS (FOR SALE)
PRINTED ON CONSIGNOR'S LETTERHEAD SHOWING LEGAL ADDRESS

Invoice on company letter head

Invoice number is mandatory for the invoice.

The name and addresses should match the consignee’s registration documents.

Description needs to be as detailed as possible - commodity name, intended use, part/serial numbers, materials, components, sizes etc.

Realistic valuation required. Provide unit price as well as total price

HS Code essential as well as country of origin

Same currency throughout the invoice.

Signature and company stamp
EGYPT

<table>
<thead>
<tr>
<th>Gateways</th>
<th>Cairo Airport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Haul</td>
<td>Commercial Air</td>
</tr>
<tr>
<td>DHL Clearance</td>
<td>Yes</td>
</tr>
<tr>
<td>Broker Handover</td>
<td>Yes</td>
</tr>
<tr>
<td>DTP</td>
<td>No</td>
</tr>
<tr>
<td>Deminimus</td>
<td>US$0.00</td>
</tr>
</tbody>
</table>
The following documents are required to complete the clearance of a shipment into Egypt:

1. Airwaybill
2. Detailed Commercial Invoice
3. Packing List
4. Certificate of Origin
   - Required for shipments valued at >US$1,999.00
   - COO must be endorsed by the Egyptian Embassy
   - Required for commercial / resale shipments
5. China (Origin only) shipper must issue Certificate of Inspections & Quarantine “CIQ”
6. Importation registration
7. Bank Transfer form (proof of payment for commercial shipments)
   - Proof of payment required for commercial shipments valued >$ 5000 USD
8. Company or Private use forms

Under Egyptian Postal Authority regulations the maximum weight permissible under a single Airwaybill as a courier shipment into Egypt is 100 kilos. Shipments above 100 kilos will be transferred to main cargo for customs clearance incurring clearance delays of up to 5 days.

The importer may be required to provide Ministerial approvals for restricted products such as telecommunications equipment, drugs, food items, CD’s, publications, and chemicals to facilitate customs clearance.
## CUSTOMS CLEARANCE PAPERWORK

### Paperwork Required for Investment Companies
- Ministry Of Investment approval
- Customs dealing Card
- Taxes Card
- Commercial Registration Card
- Authorization Letter

### Paperwork Required for Petroleum Companies
- EGPC declaration for exemption purposes
- Customs dealing Card
- Non Exemption clearance process will require
- Co’s registration
- Taxes Card

### Paperwork Required for Diplomatic Entities
- Ministry Of Foreign Affairs approval required to release shipments without inspection & for duty exemption purposes.
- Customs dealing Card
- Authorization Letter

### Paperwork Required for Industrial Companies
- Industrial License
- Customs dealing Card
- Taxes Card
- Commercial Registration Card
- Form 6 (For Company use)
- Form 5 (For industrial use)
- Bank form 4 for industrial use - declare value is + US$ 5,000.00

### Paperwork Required for Commercial Companies
- Import License
- Customs dealing Card
- Taxes Card
- Commercial Registration Card
- Internal use form stamped and signed
- Bank Form 4 for industrial use where value > US$ 5,000.00
- Authorization Letter

### Paperwork Required for Free Zone Companies
- Customs dealing Card
- Free Zone declaration original form

### Paperwork Required for Repair & Return “R&R”
- Customs dealing Card
- Taxes Card
- Commercial Registration Card
- Bank Form 4 for industrial use where value > US$ 5,000.00
- R&R Invoice shows repair cost
- Serial number must be engraved on all parts
- If shipment arrives with a different serial number, customs will treat shipment as a new unit (subject to duty and taxes)
## Special Approvals for Inbound Shipments

<table>
<thead>
<tr>
<th>Description of Goods</th>
<th>Regulatory Authorities Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food or food samples</td>
<td>Ministry of Health</td>
</tr>
<tr>
<td>Seeds / Plants</td>
<td>Ministry of Agriculture &amp; Land Reclamation</td>
</tr>
<tr>
<td>Video cassettes, CDs, DVDs</td>
<td>The Public Authority For Audio &amp; Visual Works Censorship</td>
</tr>
<tr>
<td>Color printer, Scanners</td>
<td>The Ministry of Interior Public Security Department</td>
</tr>
<tr>
<td>Telephones (regular/cellular) and telecom equipment, GPS</td>
<td>Ministry Of Telecommunication</td>
</tr>
<tr>
<td>Satellite receiver</td>
<td>Ministry Of Telecommunication</td>
</tr>
<tr>
<td>Books, Brochure, Magazine</td>
<td>Ministry Of Culture</td>
</tr>
<tr>
<td>Drugs, medical product, Cosmetics: Dental instruments:</td>
<td>Ministry of Health Population. Central Administration of Pharmaceutical Affairs</td>
</tr>
<tr>
<td>Films</td>
<td>Films Import &amp; Export Licenses Committee</td>
</tr>
<tr>
<td>Wooden products</td>
<td>Ministry of Agriculture &amp; Land Reclamation</td>
</tr>
</tbody>
</table>
**COMMERCIAL INVOICE**

- **Invoice number:** mandatory for the invoice.
- **Name and addresses:** should match the consignee’s registration documents.
- **Description:** needs to be as detailed as possible - commodity name, intended use, part/serial numbers, materials, components, sizes, etc.
- **Invoice on company letterhead.**
- **Your Incoterms will influence whether you include insurance and transport costs separately in the invoice.**
- **Realistic valuation required. Provide unit price as well as total price.**
- **HS Code essential as well as country of origin.**
- **Same currency throughout the invoice.**
- **Signature and company stamp.**

<table>
<thead>
<tr>
<th>Description</th>
<th>Country of origin</th>
<th>Net weight/kg</th>
<th>HS Code</th>
<th>Qty (pieces)</th>
<th>Unit price, USD</th>
<th>Total price, USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suit, mod, Business, art. 69000, trade mark Loops; wool(65%), silk(35%), lining viscose(100%)</td>
<td>Italy, Lignano spa</td>
<td>3.5</td>
<td>916529000</td>
<td>15</td>
<td>7,600</td>
<td>114,000</td>
</tr>
<tr>
<td>Sweater, mod, Holiday, trade mark Mosiac; wool(98%), polyester(2%)</td>
<td>China, Shanghai Textile</td>
<td>2.8</td>
<td>3924909000</td>
<td>34</td>
<td>505</td>
<td>17,170</td>
</tr>
<tr>
<td>Brush for cleaning of clothes, plastic 100%</td>
<td>Malaysia, Intertrade ltd</td>
<td>1.4</td>
<td>4908420000</td>
<td>10</td>
<td>100</td>
<td>1,000</td>
</tr>
<tr>
<td>Catalogues Loops</td>
<td>Italy, Masterprint srl</td>
<td>0.3</td>
<td>9011190000</td>
<td>5</td>
<td>10</td>
<td>50</td>
</tr>
</tbody>
</table>

**Total price, USD:** 195,320 USD

- **Insurance cost, USD:** 200
- **Freight cost, USD:** 1000
- **Total for payment, USD:** 21,580

**Gross Weight:** 31.5 kg

**Signature and company stamp.**
CERTIFICATE OF ORIGIN

Certificate of origin is issued by the local chamber of commerce in IN THE ORIGIN COUNTRY and an invoice and the certificate of origin is legalized by the neareast Egypt Embassy or Consulate in the origin country.

When countries unite in trading agreements, they may allow Certificate of Origin to state the trading bloc as the origin, rather than the specific country i.e. EU.

For shipments that require a Certificate of Origin endorsement by the Chamber of Commerce of the Invoice is sufficient.
Gateways: Basra, Baghdad and Erbil Airports
Line Haul: DHL & Commercial Air
DHL Clearance: Yes
Broker Handover: Yes
DTP: No
Deminimus: US$0.00
DOCUMENTATION REQUIREMENTS

The following documents are required to complete the clearance of a shipment into Iraq

1. Airwaybill
2. Detailed Commercial Invoice
3. Packing List
4. Import License is required for all Shipments. In Erbil if no import license is provided then the importer pays 25% of the duty as a fine

See separate slide on import requirements for the Oil and Gas industry in Southern Iraq.
The importer may be required to provide Ministerial approvals for restricted products such as telecommunications equipment, drugs, food items, CD’s, publications, and chemicals to facilitate customs clearance.
OIL & GAS IMPORTS FOR SOUTHERN IRAQ

Dutiable Shipments
1. Commercial Invoice (English & translated into Arabic)
2. Packing list (English & translated into Arabic)
3. Certificate of Origin (endorsed by Iraqi Embassy)
4. Certificate of Conformity (only required by the Iraqi authorities)
5. Import license from relevant ministry – based on the imported product (example: medicine – need approval from Ministry of Health)

Non Dutiable / South Oil Company (SOC) Contract
1. Commercial Invoice (English & translated into Arabic)
2. Packing list (English & translated into Arabic)
3. Certificate of Origin (endorsed by Iraqi Embassy)
4. Copy of the Contract with SOC (translated into Arabic)
5. Letter from the consignee declaring whether shipment is temporary or permanent import (also needs to be translated into Arabic)
6. Original HAirwaybill copy (provided by DHL)

Important Notes:
Exemptions for O&G shipments are only applicable to importers/Consignees that have contracts with the SOC and the imported items are part of the agreed contracted list of items. SOC manage and regulate all O&G imports into the Southern Governate of Iraq and work hand in hand with the customs. SOC determine what paperwork and documentation are required in clearance and they are the only ones authorized to issue permits for exemption material in South Iraq. SOC Brokers are employees of SOC working for the SOC – they are not 3rd party independent brokers thus DHL cannot replace them or perform their activities.

Any shipment arriving without a COO will be detained in customs and there will be a deposit fee of (Iraqi Dinar) ID 250,000 to ID 750,000 depending on the declared value. Be advised that values are reassessed by customs if deemed to be low based on internal Iraqi Custom Guidelines.

If COO is not produced within 30 days – the deposit will be CONFISCATED and official receipt will be provided.
## COMMERCIAL INVOICE

### FOR DELIVERY OF COMMERCIAL GOODS (FOR SALE)

<table>
<thead>
<tr>
<th>Description</th>
<th>Country of origin</th>
<th>HS Code</th>
<th>Qty (pieces)</th>
<th>Unit price, USD</th>
<th>Total price, USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suit, mod, Business, art, 23840-29, trade mark</td>
<td>Italy Lignano spa</td>
<td>61042900</td>
<td>10</td>
<td>500</td>
<td>5000</td>
</tr>
<tr>
<td>Suit, mod, Business, art, 23840-27, trade mark</td>
<td>Italy Lignano spa</td>
<td>61042900</td>
<td>15</td>
<td>500</td>
<td>7500</td>
</tr>
<tr>
<td>Sweater, mod, Holiday, trade mark Mosiac; wool</td>
<td>China Bailihua</td>
<td>50049030</td>
<td>20</td>
<td>150</td>
<td>3000</td>
</tr>
<tr>
<td>Brush for cleaning of clothes, plastic 100%</td>
<td>Malaysia Intertrade Ltd</td>
<td>40111010</td>
<td>50</td>
<td>50</td>
<td>2500</td>
</tr>
<tr>
<td>Catalogues Loops</td>
<td>Italy Masterprint srl</td>
<td>81111310</td>
<td>10</td>
<td>300</td>
<td>3000</td>
</tr>
</tbody>
</table>

**Total price, USD:**

- **Insurance cost, USD:**
- **Freight cost, USD:**
- **Total for payment, USD:**

**Signatures:**

- **Signed by:**
- **Signature:**
- **Company stamp:**

### REQUIREMENTS

An invoice number is mandatory for the invoice.

The name and addresses should match the consignee's registration documents.

Description needs to be as detailed as possible - commodity name, intended use, part/serial numbers, materials, components, sizes etc.

Signature and company stamp

---

Your Incoterms will also influence whether you include insurance and transport costs separately in the invoice.

Realistic valuation required. Provide unit price as well as total price.

HS Code essential as well as country of origin.

Same currency throughout the invoice.
CERTIFICATE OF ORIGIN

Certificate of origin is issued by the local chamber of commerce in IN THE ORIGIN COUNTRY and an invoice and the certificate of origin is legalized by the nearest Iraq Embassy or Consulate in the origin country.

When countries unite in trading agreements, they may allow Certificate of Origin to state the trading bloc as the origin, rather than the specific country i.e. EU.

For shipments that require a Certificate of Origin endorsement by the Chamber of Commerce of the Invoice is sufficient.
AFGHANISTAN

<table>
<thead>
<tr>
<th>Gateways</th>
<th>Kabul Airport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Haul</td>
<td>DHL</td>
</tr>
<tr>
<td>DHL Clearance</td>
<td>Yes</td>
</tr>
<tr>
<td>Broker Handover</td>
<td>Yes</td>
</tr>
<tr>
<td>DTP</td>
<td>No</td>
</tr>
<tr>
<td>Deminimus</td>
<td>US$0.00</td>
</tr>
</tbody>
</table>
**DOCUMENTATION REQUIREMENTS**

The following documents are required to complete the clearance of a shipment into Afghanistan:

1. Airwaybill
2. Detailed Commercial Invoice
3. Packing List
4. Authorization letter for DHL to act as importers broker

Approval from Kabul US Embassy is required to proceed with any import exemptions. Approval will be granted after letter of exemption is received from the Military/ISAF.

Exemption process takes an average of 2-3 weeks for standard cargo & 4-5 weeks for any medical shipments, military supplies.

The importer may be required to provide Ministerial approvals for restricted products such as telecommunications equipment, drugs, food items, CD’s, publications, and chemicals to facilitate customs clearance.
## COMMERCIAL INVOICE

### Requirements:
1. **An invoice number is mandatory for the invoice.**
2. **The name and addresses should match the consignee’s registration documents.**
3. **Description needs to be as detailed as possible - commodity name, intended use, part/serial numbers, materials, components, sizes etc.**
4. **Your Incoterms will also influence whether you include insurance and transport costs separately in the invoice.**
5. **Realistic valuation required. Provide unit price as well as total price.**
6. **HS Code essential as well as country of origin.**
7. **Same currency throughout the invoice.**
8. **Signature and company stamp.**

### Example Invoice:

#### General Information:
- **Invoice No:** 25
- **Date:** 01/04/2010
- **Contact:** Vikram Mahef
  - **Phone:** +971 56 1547700

#### Details:
- **Invoice Address:**
  - **To:** Terminal 2, Al Twar, Dubai, UAE
  - **From:** Masterprint srl, Italy, Lignano spa

#### Description:

<table>
<thead>
<tr>
<th>Description</th>
<th>Country of origin</th>
<th>Net weight/kg</th>
<th>HS Code</th>
<th>Qty (pieces)</th>
<th>Unit price, USD</th>
<th>Total price, USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suit, mod, Business, art. 23840-22, trade mark Loops; wool(65%), silk(35%), lining viscose(100%)</td>
<td>Italy, Lignano spa</td>
<td>7.4 kg</td>
<td>61042900</td>
<td>15</td>
<td>500</td>
<td>7500</td>
</tr>
<tr>
<td>Suit, mod, Business, art. 23840-27, trade mark Loops; wool(65%), silk(35%), lining viscose(100%)</td>
<td>Italy, Lignano spa</td>
<td>7.6 kg</td>
<td>6104290000</td>
<td>15</td>
<td>500</td>
<td>7500</td>
</tr>
<tr>
<td>Sweater, mod, Holiday, trade mark Mosiac; wool(98%), polyester(2%)</td>
<td>China, Shanghai Trade Ltd</td>
<td>2.5 kg</td>
<td>5011109000</td>
<td>10</td>
<td>500</td>
<td>5000</td>
</tr>
<tr>
<td>Brush for cleaning of clothes, plastic 100%</td>
<td>China, Shanghai Trade Ltd</td>
<td>1.5 kg</td>
<td>6104009000</td>
<td>20</td>
<td>200</td>
<td>4000</td>
</tr>
<tr>
<td>Catalogues Loops</td>
<td>Italy, Lignano spa</td>
<td>6.3 kg</td>
<td>8431190000</td>
<td>5</td>
<td>19</td>
<td>95</td>
</tr>
</tbody>
</table>

#### Totals:
- **Total price, USD:** 24280
- **Gross Weight (total):** 30 kg
- **Signed by:**
MAURITANIA CUSTOMS GUIDE
<table>
<thead>
<tr>
<th>Gateways</th>
<th>Nouakchott</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Haul</td>
<td>Commercial Air</td>
</tr>
<tr>
<td>DHL Clearance</td>
<td>Yes (under subcontracting)</td>
</tr>
<tr>
<td>Broker Handover</td>
<td>Yes</td>
</tr>
<tr>
<td>DTP</td>
<td>NO</td>
</tr>
<tr>
<td>Deminimus</td>
<td>US$100</td>
</tr>
</tbody>
</table>
CLEARANCE REQUIREMENTS

Documentation Requirements
- HAWB
- Commercial Invoice
- Packing List

Customs Clearance
- All clearances are managed through 3rd party brokers
- Consignee must appoint broker for clearance of shipments over USD100 or ask DHL for clearance through subcontracting broker

Additional Information
1. All WPX must have a commercial invoice
2. Cnee is fully responsible for clearance of WPX shipments
3. If the value of the shipment is less than 100 USD it will be inspected by customs and delivery can take 1 day after shpmt arrival
4. Request for RTO is not possible without first completing customs clearance
MOROCCO

<table>
<thead>
<tr>
<th>Documentation Requirements</th>
<th>Special Approvals</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gateways</td>
<td>Casablanca</td>
<td></td>
</tr>
<tr>
<td>Line Haul</td>
<td>DHL 757 Commercial Air</td>
<td></td>
</tr>
<tr>
<td>DHL Clearance</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Broker Handover</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>DTP</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Deminimus</td>
<td>US$55.00</td>
<td></td>
</tr>
</tbody>
</table>
1. Waybill (information should match with commercial invoice)
2. Commercial Invoice should indicate the following information:
   - Shipper name and complete address on head paper
   - Consignee name and complete address should be the same on waybill
   - Full description of imported items (commodity name, part/serial numbers, components, sizes, net weight of each item)
   - Detailed and true value of each item (each item pays duty rate different to others, if not true the customs declaration will be reevaluated by customs value office and then clearance lead time increase)
   - HS code (facilitate clearance processing before and after establishing customs declaration)
   - Origin country (avoid customs fine in case of declaration error)
   - Currency
   - Shipper stamp and signature
3. Packing List
4. IOR Commerce Register validated on customs’ system
5. Regulatory agencies authorization if required.
6. Bank Transfer form (Proof of payment for commercial shipments)
   a) This document is to be prepared by IOR and validated by his bank
   b) This is required whenever shipment is with commercial value
   c) It is needed for any import with financial transaction (To allow banks to transfer invoice amount to providers)
SPECIAL APPROVALS FOR INBOUND SHIPMENTS

The importer may be required to provide Ministerial approvals for restricted products such as:

1. ANRT approval for telecommunication equipments (Telephones, GPS, Modems, Satellites receivers … etc)
2. Fraud approval for food items
3. Health ministry approval for medicines, cosmetic products and dental instruments
4. Ministry of agriculture approval for seeds and plants (local authority is basing on original phytosanitary stamped at origin authority)
5. MCI approval for some restricted industrial items
6. Ministry of communication for books, magazines
7. Weight and balance for measure tools
8. Sertissage office approval (control) for jewelers
9. CCM approval for films recorded on video cassettes, CDs, DVDs
10. Duty exemption approval for embassies and international organization delivered by Ministry of Foreign Affairs
11. Donation certificate and Duty exemption request to be provided for non-profit associations
ADDITIONAL INFORMATION

DHL clears formal high value shipments.

DHL clearance charges are 50 EUR + Extra charges if DHL would provide MCI authorization (50 EUR).

Tax and duties often reach 50% of declared value - customs authority may revalue imported items and additional duty will be applied.

Pro Forma invoices unacceptable by Customs.

WPX High Value to be accompanied with commercial invoice even if value declared for customs purpose only.

Operations covered by an ATA carnet are subject, where applicable, to the formalities required by the specific local laws and regulatory additional paperworks (Fraud authorization, veterinary control, approval of the National Agency of Telecommunications ANRT, the MCI from Ministry of Commerce and Industry, CCM for cinematographic movies etc.)

Goods imported temporarily under cover of an ATA carnet must be re-exported within the same state or shape as that in which they were imported. The re-export of goods must be made within the limits of the validity of the carnet ATA.
<table>
<thead>
<tr>
<th><strong>CLEARANCE REQUIREMENTS</strong></th>
</tr>
</thead>
</table>

**TUNISIA**

<table>
<thead>
<tr>
<th><strong>Gateways</strong></th>
<th>Tunis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Line Haul</strong></td>
<td>DHL 757 Commercial Air</td>
</tr>
<tr>
<td><strong>DHL Clearance</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Broker Handover</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>DTP</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Demimimus</strong></td>
<td>US$0.00</td>
</tr>
</tbody>
</table>
CLEARANCE REQUIREMENTS

Documentation Requirements
- HAWB
- Commercial Invoice
- Packing List

Customs Clearance
- All clearances are managed through the Tunisian Post Office
- Consignee must appoint broker for clearance of shipments over US$30
- No DHL managed clearance process
- Invoice descriptions must be in French or English

Additional Information
1. Importer is fully responsible for clearance of WPX shipments
2. Importer must appoint a 3rd party broker to complete clearance formalities
3. All shipments above 30 USD must have commercial invoice
4. Importers are informed by of shipments arrival with instructions to arrange for a broker to clear the shipment
5. Shipments if not cleared by the importer within 2 months or arrival they are returned to origin
6. Shipments are delivered by Rapid Poste. POD’s are available
### ALGERIA

<table>
<thead>
<tr>
<th><strong>Gateways</strong></th>
<th>Algiers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Line Haul</strong></td>
<td>Embraer 120 on Day1-4 and ATR 72 on Day6 (Swiftair) Commercial Air for Heavy weight</td>
</tr>
<tr>
<td><strong>DHL Clearance</strong></td>
<td>Yes (under subcontracting)</td>
</tr>
<tr>
<td><strong>Broker Handover</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>DTP</strong></td>
<td>NO</td>
</tr>
<tr>
<td><strong>Deminimus</strong></td>
<td>US$20</td>
</tr>
</tbody>
</table>
CLEARANCE REQUIREMENTS

Documentation Requirements
- HAWB
- Commercial Invoice
- Packing List
- Copy of Trade Register
- Copy of Fiscal identification
- Regulatory agencies authorization if required
- Bank domiciliation

Customs Clearance
- All clearances are managed through 3rd party brokers
- Consignee must appoint broker for clearance of shipments over US$50 or ask DHL for clearance through subcontracting broker
- DHL can provide customs clearance through a 3rd party broker

Additional Information
1. All WPX with values > $50.00 must have a commercial invoice
2. Cnee is fully responsible for clearance of WPX shipments
3. If shpt is subject to bank transfer, original invoice is needed for all values
4. Shipment will be seized by customs after 141 days and automatically destroyed without prior notice
5. Request for RTO is only possible if cnee provides proof of no bank transfer and letter explain the reason of RTO
6. Max. weight per shpt: 300.0 KG (660.0 LB) Max. weight per piece: 30.0 KG (66.0 LB)
7. Shpts in excess of weight limits may experience additional delays of 24 - 72 hours
8. All shipments subject to bank transfer can not be returned if clearance cannot be completed
CLEARANCE REQUIREMENTS

IRAN

<table>
<thead>
<tr>
<th>Gateways</th>
<th>IKIA Airport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Haul</td>
<td>Commercial Air</td>
</tr>
<tr>
<td>DHL Clearance</td>
<td>Yes – up to $1,000.00</td>
</tr>
<tr>
<td>Broker Handover</td>
<td>Yes – Broker must clear shipments valued at &gt;$1,000.00</td>
</tr>
<tr>
<td>DTP</td>
<td>No</td>
</tr>
<tr>
<td>Deminimus</td>
<td>US$50.00</td>
</tr>
</tbody>
</table>
CLEARANCE REQUIREMENTS

DHL Express Clearance
DHL Express can clear shipments with values <$1,000.00 US and where ministerial approval is not required.

Broker Clearance
Broker is required to clear shipments where the declared value is >$1,000 US or where ministerial approval is required.

Power Of Attorney
Required for formal clearance process i.e. high value shipments and shipments require a special permit (i.e. Ministry of Health or PTT).
A blanket PoA can be issued for a period of time i.e. 3 or six months, maximum is one year.

Restricted Commodities
Regardless of value some products such as mobile phones or pharmaceuticals require a permit from PTT or the Ministry of Health. The consignee is responsible for providing the required documents.
A broker is required to clear these shipments.
CLEARANCE REQUIREMENTS

Documentation Requirements

- AWB
- Commercial invoice
- Packing List
- Certificate of origin*

* A COO may be requested when the shipment is high value. If no COO available shipment can be released on a deposit refundable when the COO is produced.

Additional Information

DHL Express can clear shipments with values < $1,000.00 US.
A broker is required to clear shipments with values > $1,000 US.
Value limit for informal clearance for private individuals and private companies is USD50 and goods must not be for resale.

Shpt $50 can be imported only if:

1. Consigned to Government or Government related organization
2. Cnee is in possession of required permit from Min. Of Commerce
3. Consigned to production lines

- Duty may not assessed on invoice value – customs may revalue shipment if declared value is considered too low
- Individual receipts for duty are not normally issued
- Any Government agency fees i.e. Lab/Health are charged to cnee
<table>
<thead>
<tr>
<th>Gateways</th>
<th>Tripoli</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Haul</td>
<td>Commercial Air</td>
</tr>
<tr>
<td>DHL Clearance</td>
<td>Yes</td>
</tr>
<tr>
<td>Broker Handover</td>
<td>Yes</td>
</tr>
<tr>
<td>DTP</td>
<td>Yes</td>
</tr>
<tr>
<td>Deminimus</td>
<td>US$0.00</td>
</tr>
</tbody>
</table>
CLEARANCE REQUIREMENTS

Documentation Requirements
- HAWB
- Commercial Invoice
- Packing List
- Certificate of Origin if value >$650.00 US

Additional Information
Import license may be required for items over $300.
## ADDITIONAL SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Importer of Record</td>
<td>DHL cannot act as an importer of record but can assist in identifying an entity that can act as an IOR in the destination country.</td>
</tr>
<tr>
<td>Repair &amp; Return</td>
<td>DHL can support repair and return services in most countries.</td>
</tr>
<tr>
<td>Temporary Import Services</td>
<td>DHL can support temporary import services in most countries.</td>
</tr>
<tr>
<td>Documentation Services</td>
<td>DHL can provide documentation services such as Certificate of Origin, SASO, Certificate of Conformity and invoice legalization either directly or through 3rd party service providers.</td>
</tr>
<tr>
<td>Break Bulk Services</td>
<td>DHL can support Break Bulk services in a number of countries.</td>
</tr>
<tr>
<td>Duty Exemptions</td>
<td>DHL can support the importation of goods that are exempted from duty once the importer has the required exemption approvals.</td>
</tr>
<tr>
<td>Ministerial Approvals</td>
<td>DHL can assist the importer in obtaining ministerial approvals but is unable to act on behalf of the importer where they are required to make the application directly with the relevant ministry / agency.</td>
</tr>
</tbody>
</table>
# Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliver Duty Paid (DTP)</td>
<td>Duty is paid at destination and billed back to the shipper.</td>
</tr>
<tr>
<td>Certificate of Origin (COO)</td>
<td>Required in certain countries to demonstrate true origin of the shipment.</td>
</tr>
<tr>
<td>Authorization Letter (AL)</td>
<td>Approval from the importer to permit DHL to act as their broker.</td>
</tr>
<tr>
<td>Importer of Record (IOR)</td>
<td>Registered importer of goods into country of final destination.</td>
</tr>
</tbody>
</table>
DISCLAIMER

The information included in this guide is designed to provide general guidance on the basic import requirements for countries in the Middle East region. It is not a definitive document and should be used primarily as a basic introduction to customs requirements across the region.

Should you have more specific questions regarding import regulations and requirements the DHL customs and operational teams will be happy to respond in detail.

Please contact your dedicated DHL Account Manager for further information.