

aramex Air Freight Operationl Procedure: Qatar

Working Days and Timings:

- Working Days: Sunday to Thursday , Saturday
- Working Hours: 08:30 till 05:30 , 8:30 till 5:30

Gateway(s):

- Doha International Airport Code: DOH

Contact Person(s):

- Walid Fawaz / Country Manager Mobile +974 55869063
- Anthony Fernandes / Cargo Operation Manager Mobile +974 55528499

Services:

- Consolidations: Yes
- Charges Collect: Yes
- Cash on Delivery: Yes
- 'Charges Collect' or 'Cash on Delivery' basis are acceptable but a pre-alert is a MUST in these cases to ensure the money is collectable from consignee(s) concerned.
- For all such shipments, a break bulk (B/B) fee of US\$21 per MAWB plus 2% "collect fee" to Aramex apply. Both charges will be deducted from the CC remittance due.
- In case this collect fee is to be collected from consignee(s) upon arrival, then this needs to be indicated to us in the pre-alert(s).

Alerting and Consigning AWBs:

- MAWBs should be consigned to:
Aramex International
Office Address:
Al-Ali building
Wholesale Market street
Opposite to Regency signal
P.O. Box: 23151 DOHA , Qatar
Phone: +974 (4) 4200100
Fax: +974(4) 4506622

- HAWB consigned to consignee:

Please always issue a HAWB from shipper to consignee, whether prepaid or collect.

Collect shipments routed to Doha must show "as agreed" (no charges showing) On the HAWB.

All documents must be Typed (any Hand written document will be rejected by customs).

QATR CUSTOMS - NEW RULE: 1st April 2011 - Regarding Strict on Documentation & Material Checking.

- With Immediate Effect from 1st April, 2011, Qatar Customs Imposing New Rules & Regulations for the Import Consignments to Doha, Qatar, This is going to be More Strict on the Documents & Material Inspection.
- We Hereby Request all of our Goods Customers to please instruct your shippers at Origin to Abide the Following Rules which is Mandatorily Required Now for the Import Shipments to Doha.

IMPORTANT NOTICE:-

- 1st April 2011 @ Doha Airport & Doha Seaport.
 1. Qatar Customs Will Only Accept Attested Invoice stamped by the shipper, Attested COO & Packing list mandatorily. Shipment without the Attested Documents will not be cleared even under Penalty & therefore, Goods shall be Return back to Origin.
 2. It is Mandatory to Mention the HS CODE of the Commodity in the Attested Invoices & Coo, otherwise Shipment will not be accepted for Clearance.
 3. "COUNTRY OF ORIGIN" OR "MADE IN" MARK MANDATORILY REQUIRED ON EACH PIECES / MATERIALS & ON CARTONS.
 4. "COUNTRY OF ORIGIN" OR "MADE IN MARK", DETAILS SHOULD BE THE SAME on the ATTESTED INVOICE & on ATTESTED CERTIFICATE OF ORIGIN & ON THE MATERISLS. (Any Discrepancy of Made In Mark which is not tallying with the Documents or the Goods - Shipment will be RETURNED BACK to origin Point).
 5. For European Origin of Goods: It is wise to Mention Clearly on the Certificate of Origin: Example: "Country of Origin: European Community - UK). If the Products are made from 2 countries.. It should show both Country of origin: Example: European

Community - UK & POLAND - also the Attested Invoice & materials should show the same.

Important Note:

- Qatar Freight Operations does not handle Personal effects (Inbound or Outbound).
- An Original set of documents are required to clear shipments in Qatar; copies are to be provided as support documents.
- Original MAWB and HAWB its must to clear any shipment in Doha customs.

Peralerts should be sent to Aramex either on:

- Attention DOH Freight Ops
- Phone: +974 (4) 4200100
- Fax: +974 (4) 4506622

New Import Rule - Dec 2012:

Air Freight :

- Shipping documents for clearance (CI, COO ,PL) , shall be coming from the origin and not from official distributors in any Gulf countries. That is , if your company tries to import items from Europe , who has a main distributor in Dubai , from which before the same Dubai agent prepares the attested shipping documents in the emirates , will not be accepted any longer .
- Items coming from a country in Europe should prepare the shipping documents in that same country in Europe and no agent in any gulf countries, or any country in that case , will be preparing the shipping documents for them .

Above Rule is effect from 02.12.2012

New Import Rule - June 2012:

As per the new rules in Doha customs regarding the clearing documentations (Original invoice & C.O.) ,and in addition to the old requirements “shipper stamp & attestation from chamber of commerce“ the shipment invoice should mention the following particulars for Each and every item, otherwise the invoice will not be accepted by customs strictly.

- Weight
- No. Of PCS
- Country of Origin
- H.S. code
- Unit Price

TCN (Time Consignee Notified):

- Next working day from when shipment arrives to Doha; we will hand over delivery Order and shipment documents to consignee, collect the CC (if any), and assist Consignee in customs clearance, if required.

Documents Required & Acceptable for export:

- Certificate of origin - required on all shipments **
- Commercial invoice - 1 original attested by chamber of commerce at origin+ATrue copy attested by the coc
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- Export formalities:
 1. All invoices must be original, bear the serial numbers & be addressed to the consignee.
 2. All shipments must be accompanied by a packing list, showing gross weight and number of pieces.
 3. Certificate of Origin is a must for any export shipment
 4. HAWB “Original 2 for Consignee” for clearance, if this document is missing there will be penalty of \$ 822/-

- Any shipment coming to Qatar at any customs point of entry by any mode of transportation (air, sea or land) *must* be marked with the country of origin on the product. if the country of origin is not marked on the product, then customs will hold the shipment resulting a very complicated customs clearance procedure. If it happens more than once, the company will be black-listed.

Duties +Legalziation

LEGALIZATION FEES IN QATARI RIAL (To convert to USD\$, divide the amount in Qatar Ryal by 3.65).

- INVOICES VALUE LEGALIZATION CHARGES
 - QRS 1 - 5000 QRS 250
 - 5001 - 15000 350
 - 15001 - 50000 650
 - 50001 - 100000 1050
 - 100001 -150000 1450
 - 150001 - 250000 1950
 - 250001 - 500000 2350
 - 500001 -1000000 3150
 - ONE MILLION QRS AND ABOVE =0.4% + 150
 - \$1.00 USD = 3.65 QRS
- In addition to the above customs duty of 5%, a 1% tax on the commercial value will also be added. Duties are payable as per invoice value. Commercial samples and advertising material are exempted from duties.
- Exempted from duties & legalization are certificate of origins issued from GCC (gulf Cooperation council); In addition all medical supplies such as medicines and blood Samples are exempt.
- The above is applicable to both cargo and courier shipments.

Important Remarks Must Comply:

- Air Freight Requirements
 - A. All Air Shipments (all docs should be original):
 1. MAWB
 2. HAWB
 3. Invoice
 4. Packing List
 5. Cert of Origin

- From 01st APR 2007 Doha Airport Customs require the below for all cargo shipments (Low & High value):
 - o Original invoice + original CO + original packing List with all the shpts
 - o Invoice must be stamped by chamber of commerce from the origin
 - o packing List is required from today on for all the shpts
 - o Invoice must be in supplier letter head & must be stamped by the supplier
 - o & the country of origin must be typed on the original invoice if there is no CO

Storage Charges:

- 6th and 7th day storage charges will be 0.28 USD\$ per Day/KG.
- 8th day and above storage charges will be 0.55 USD\$ per Day/KG.

Certificate of origins

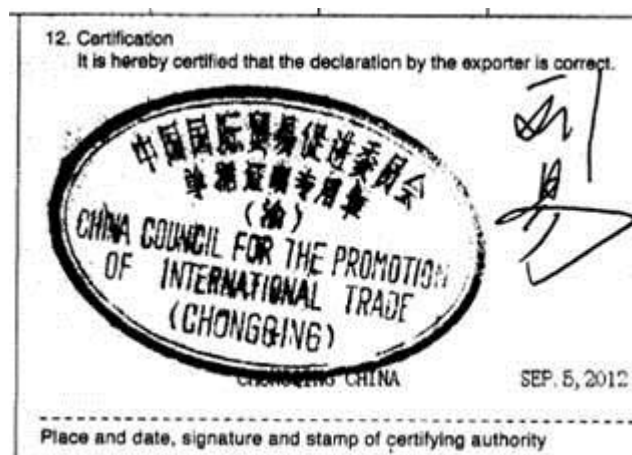
China Certificate of origin, the Chamber of commerce stamp is a must on the certificate, “China Council for the Promotion of International Trade” is not acceptable.

Below is just an example for you why to mention it in the procedure..

Right stamp



Not accepted stamp



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European chamber of commerce , electronic attestation is approved only from U.K and Ireland only .

country of origin “European community ” is not acceptable as the country of origin should be specified

Lebanese and other Arab certificates of origin , “Made in Foreign” is not acceptable as the country of origin should be specified

Approvals

All the below Approvals must be obtained by the consignee in DOHA and DOH Freight ops will provide the needed docs (TCN /Invoice/Draft Bayan) to the customer management teams who will in return follow up with the consignee/ client in Qatar.

All the Approvals will be issued by the concerned departments only if the consignee has the license to import goods into Qatar and after a physical inspection at Abusamra borders.

MINISTRIES AND DEPARTMENTS	ITEMS/COMMODITY	LICENCE AND APPROVALS	
Information and communication technology(ICT)	Laptops	W/LAN	
	Mobile Phones	GSM LICENSE	
	IP Phones	PABX LICENSE	
	Routers	W/LAN + TYPE APPROVAL	
	Satellite Receivers	DTH	
	Antenna	DTH	
	Telecommunication equipment's	TELECOM	
Ministry of Interior	CCTV cameras+Alarams		
Ministry of Education (Supreme council)	Education books		
MINISTRIES AND DEPARTMENTS	ITEMS/COMMODITY	LICENCE AND APPROVALS	

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Ministry of information	Books /Magazines / CD+DVD Etc	
Civil defence	Fire Alarms' +Fire Extinguishers	
Ministry of Environment	Oil, Ink, Chemical, Liquids, Po wder any DGR Shipments (as per MSDS)	
Standardization	Toys, Tyres, shampoo, brakepad, new cars, Melamine plates, Building materials, fans, Iron box, hairdryer, brake pads, Rims, seatbelt,	
Health Authority (origin)	Food items/Medicines/some cosmetics	Health certificate should be legalized by Qatar Embasst at origin.
Ministry of Agriculture	Plants	
Ministry of Animal resources	Animal Foods	

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Note: Government /Semi Government are exempted from paying duties and we need to have the **RFR (Request for Financial Reconciliation)** , this has to be provided by the consignee before moving the shipment from origin..

REQUIRED RFR (DUTY EXEMPTION LETTER)	DOLPHIN ENERGY
	QATAR AIRWAYS
	QATAR PETROLEUM
	QATAR GAS
	QATAR SHELL
	QATAR FOUNDATION
	QATAR ELECTRICITY & WATER QChem (Qatar Chemical Co), QAFAC (Qatar Fertilizers), Qatar Vinyl, QASCO (Qatar Steel) Qatar Petrochemical (QAPCO), All Ministries : Ministry of Interior Ministry of Education Ministry of information Ministry of Culture, Arts & Heritage Ministry of Economy & Finance Ministry of Islamic Affairs Ministry of Foreign Affairs Ministry of Justice Ministry of Labor