

SAUDI ARABIA

City_Jeddah

City_Riyadh

City_Dammam

Saudi_Via_King_Fahed_Causeway

City : Jeddah

Working Days and Timings:

- Working Days: Sunday to Thursday, (Saturday)
- Working Hours: 09:00 till 20:00 , 09:00 till 14:00

Gateway(s):

- Jeddah International Airport. Code: JED

Contact Person(s):

- Marouf Jaber Marouf.Jaber@aramex.com
- Ahmed Hussain AHMED.Hussain@aramex.com

Services:

- Consolidations: NO
- Charges Collect: Yes
- Cash on Delivery: Yes

CC's/COD's 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 breakbulk (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:

SAUDI TAL (ARAMEX)

P.O. BOX 15802, JEDDAH 21454

SAUDI ARABIA

PHONE: +9662 920027447

Fax : +96626834881

Notify: ULTIMATE CONSIGNEE NAME

ADDRESS/P.O.BOX , CITY , AREA CODE , TEL , FAX.

HANDOVER DOCS TO SAUDI TAL (ARAMEX) ONLY:

- JED AIRPORT IMPORT REGULATIONS:

The customs regulations, in general, Any shipment forwarded “Direct to Jeddah Airport” should have the exact commodity mentioned on the MAWB and will require the following documents to release the shipment from Jeddah Airport customs.

Note: If any shipment arrived at Jeddah Airport and the exact commodity is not mentioned on the MAWB, Then all the storage, penalties will be debited back to origin as the customs at Jeddah Airport will not release the shipment unless they receive the telex from Origin to amend the exact commodity on the MAWB.

- Customs:

CLEARANCE TIME (DOOR TO DOOR SHIPMENTS):

Need 3-4 working days from the day of receiving the Authorization Letter + CR Copy from consignee and D/O from Jeddah Airport with original chamber attested documents as follows

In case the customs ask for any further documents from the consignee, expect further delays unless we have the paper work on hand.

Required Documents From Shipper / Origin:

1. Original Chamber Attested Invoice / Regardless the Invoice value.
2. Original Chamber Attested Certificate of Origin.
3. Conformity certificate (SASO) Certificate is required for the goods such as Computers and Computer parts, Electronics, Foodstuff, Lighting Fixtures, Cosmetics & Perfumes, Spare Parts etc.
4. All shipments are subject to re-evaluation by Saudi customs, especially computers and electronics.
5. Some types of shipments may need an Agency certificate or Agents approval. Examples: Automobiles, Cellular phones and Electronics.
6. All printed materials are subject to Inspection at the ministry of information (MOI) and may be held prior to entry.
7. MADE IN / COUNTRY OF ORIGIN must be engraved or affixed - Non Removable Sticker on each Item and it should be printed on the Boxes / Cartons and It should match with the Original Attested Certificate of Origin sent with the shipment.

Required Documents From Consignee / Destination:

1. Consignee should provide an Authorization Letter to our customs broker on their company head letter with chamber attestation.
2. Consignee should be able to provide the valid commercial registration copy stating they are allowed to Import the sent contents. And proof of payment.
3. Valid ID copy for the Authorized Signatory along with his Mobile number.

aramex Air Freight Operational Procedure: Saudi Arabia

4. In case the sent commodity is PRINTED MATERIAL / BOOKS, Consignee should have the necessary MOI Approvals to release the shipment from Jeddah Airport customs.
5. In case goods sent as BRANDED with LOGOS of the BRANDS, Consignee should be able to provide an "Authorized Dealer Certificate" for the sent BRAND in Jeddah.
6. In case goods sent are Food Items, Consignee should be registered at SFDA.

Important Note:- PERSONAL EFFECTS shipments should not be routed "Direct to Jeddah Airport" unless the consignee is a Saudi Party whom can provide the required ID copy and Authorization Letter to our customs broker to clear the shipment from Jeddah Airport Customs.

Any shipment coming to Saudi Arabia 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 in a very complicated customs clearance procedure, including doubling of duty charges and possible re-export or destruction of the shipment.

Important info regarding customs duty exempt shipments to Saudi Arabia: (these are shipments usually going to govt/semi-govt agencies and shipper or consignee is responsible for advising us duty exempt status). These shipments must be consigned exactly as instructed by shpr/cnee.

**** ARAMEX name "must never" appears on MAWB or any other documents. ****

No collect shipments to government/semi-government agencies. **Be sure to pre-alert ARAMEX** all shipping information pertaining for these custom duty-exempt shipments.

**** COLLECT SHIPMENTS TO GOVERNMENTAL AGENCIES, SAUDI AIRLINES, AND BANKS ARE NOT ALLOWED.**

***** Below goods are recommended to move DTC, and direct to Airport not thru BAH Causeway*****

1. Pharmaceuticals, as it requires approval fm MOH.
2. Cosmetics, SASO is required plus Custom lab testing.
3. Personal effect, as it requires cnee's personal presence to Customs.
4. Government companies, having their own staff at Airport.
5. Royal family members, having their own way of clearance (24hrs)
6. Chemicals, as it requires approval from Ministry of Trade.
7. DGR, as it requires prior-to-shipping approval and release letter from Ministry of Trade.
8. Wireless, as it requires approval/release from CITC (Communication & Info Tech Commission)
9. Live animals, as it requires approval from Ministry of Agriculture.
10. Arms & ammunition, approval from MODA is required

- All approvals for the above mentioned should be obtained by clients/consignees themselves, as this is a very time consuming process with lots of requirements and delays. If it is done by aramex it will jeopardize ARAMEX other shipments clearance and might get our account with Customs blocked.....

Prealerts: On all AWBS, pre-alerts must be sent to Jeddah Freight- Import team:

- **Fax: 966 2 6834881**, attention imports dept., CC Marouf Jaber, always list AWB number and flight details.

TCN (Time Consignee Notified):

- Next working day from the time of receiving the D/O from Jeddah Airport. We will hand over delivery order and shipment documents to consignee, collect the CC (if any), and assist consignee in customs clearance, if required within 3-4 working days.

Documents Required & Acceptable

- CERTIFICATE OF ORIGIN
 - o ***Important: manufacturer's name and address must be typewritten on the face of the certificate of origin, as follows:
 - o "Manufactured by: name and address of manufacturer."
 - o If the shipper/manufacturer are same, show them at top of C.O. as Shipper and in the body of the C.O. as the "manufacturer". C.O. not required for personal effects
- COMMERCIAL INVOICE - 1 ORIGINAL AND 2 COPIES
 1. All shipments to **JED** Airport must have an original certificate of origin attested from Chamber of Commerce at Origin and original chamber Attested invoice along with the Packing list regardless the Invoice value of the shipment.
 2. Personal computers (lap-tops and pc's), **printed matters** will be checked by the ministry of information in Jeddah for programmed contents. Due to this procedure, expect custom delays for such shipments moving via Jeddah. Therefore, it is better to move such shipments via Riyadh

SHIPMENTS SENT DOOR TO DOOR

- Should be routed via King Fahed Causeway (Pls refer to ops Procedure of Causeway) except for below
- Food staff should move direct to the airport of final destination , Should be routed via King Fahed Causeway (Pls refer to ops Procedure of Causeway) except for below
- Chemical DGR should move direct to the airport of final destination

- Video tapes, CD's , DVD's and VCD should not move via King Fahed causeway
 - Pharmaceuticals
 - Exempted & Temporary Entry Shipments
 - Cosmetics
 - Hi tech telecommunications equipments that need special approvals
 - L/C (letter of credit states JED airport).
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- The HAWB should be sent together with the MAWB and consigned to the ultimate consignee showing all charges and shpt terms. Always alert shpts into focus. The notify party on the MAWB should read as per location information screen. still (consolidations are not allowed to Saudi Arabia)
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- The following documentation requirements have been agent advised:
 1. Original invoice with correct description and currency must be in country of origin of goods. I.e.: U.S. goods in U.S. dollars.
 2. Detailed packing list
 3. Certificate of origin
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- Documents required to accompany or to be attached to HAWB are:
 1. Original Commercial Attested Invoice.
 2. Original Certificate of origin to be attested from Chamber of Commerce at origin country.
 3. Packing list

Important Remarks Must Comply:

- If shipment is sent door to door the HAWB should be sent together with the MAWB and consigned to the ultimate consignee showing all charges and shpt terms. Always alert shpts. the notify party on the MAWB should read as above. Still (consolidations are not allowed to Saudi Arabia)
- Shipments of electrical parts need Saudi standard specification certificate to be submitted to SASO JED for approval. 24 hour delay.
- Shipments of video & cassette tapes - printed matter require approval from ministry of information with delay of 24 to 48 hours computer software must be original version and authorized.
- All collect shipments from your origin to Saudi Arabia should be routed to Bahrain unless they are tax exempt or you have been instructed otherwise. alert the HAWBs showing the actual destination but route the shipments (MAWBS) via BAH.

FOR SASO REQUIREMENT AND THE NOT ALLOWED ITEMS IN SAUDI ARABIA PLS REFER TO THE ORANGE TACT BOOK.

- Prohibited commodities:
 - Drinking alcohol and products containing drinking alcohol
 - All kinds of live parrots
 - Toys or statuettes representing animals or men
 - Films
 - Artificial pearls
 - Articles injurious to health
 - Adulterated ghee
 - Oil & foodstuffs (unless specifically exempted)
 - Arms & ammunitions for war purposes
 - Firearms
 - Fireworks
 - Articles representing and/or depicting members of the royal family or the Saudi Arabian armed forces
 - All kinds of holly Qura'an
 - Diamonds from Hong Kong
 - Christmas trees
 - Frog's meat
 - Old magazines & newspapers
 - Pasteurized milk (long life) more than 1 ltr contents
 - Night vision binoculars
 - Drugs of all kinds and shapes
 - Pork meat in any kind, shape or form
 - Satellite receivers, lnb, decoders or any part related to satellites
 - Religious & prayer books of any sort (all kinds of holy qara'an)

Calendars

- Mobile Phones With Built-In Cameras

The following commodities are not allowed via BAH/DHA CAUSEWAY:

- Foodstuffs and sweets
- Water
- Pharmaceuticals
- Cd's and video tapes
- Chemicals and dangerous goods
- (The slightest violation of the above 17 prohibitions will mean a fiscal penalty of \$20,000 minimum! Both sender and receiver of the confiscated prohibited items will be blacklisted in Saudi Arabia.)
- For more information refer to tact book regulations on commodities.

RESTRICTED COMMODITIES (IMPORT ALLOWED IF CERTAIN PREREQUISITES ARE MET):

- All goods arriving from a number of disease-infested countries (refer to ABC or tact book in force for their listing). Diseases like cholera, yellow fever & plague require authentic immunization certificate, duly legalized, to accompany goods.

- Plants & plant related agricultural materials: only if accompanied by health certificate proving they are free from pests and other agricultural diseases. However fresh fruits, vegetables and cooked foodstuff from cholera-infested areas are prohibited unless these are sterilized and prior clearance is obtained from Saudi quarantine authorities.
- Arms, ammunition & explosives, sporting goods, radioactive materials, & all communication equipment: prior import permit from the governor of Dhahran, Jeddah or Riyadh must be obtained. The carrier office at point of origin must have the written confirmation that consignee has the necessary import permit(s) prior to shipping.

HUMAN REMAINS

- PHARMACEUTICAL & CHEMICAL products (only if registered in the health ministry of Saudi Arabia): certificate from the health authorities in the country of export stating that the articles imported are used in the country origin under the same trade name and composition, stating also the name of each product, its formula, date of manufacture, and the permit number of its manufacturer.
- For more information refer to tact book regulations on commodities.
- Agricultural insecticides: import permit required and proper packing that must indicate "agricultural insecticide & type of product" in the Arabic language very clearly. Also the following information must be indicated: trade name, date of manufacture, duration of activity, and net weight of the product. Non-compliance with all these requirements means the Saudi Arabian customs will refuse to allow its entry into the country.
- Others - dangerous goods: prior permission from the Saudi customs is required before forwarding of goods. The written approval of Saudi customs must accompany shipment. However, prior to shipping, consignee must submit to customs and to carrier, the import permit showing his correct name, address, telephone number and also the exact description of item(s), number of pieces and weight of the consignment, plus a copy of the carrier's AWB that tallies identically with the import permit.
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- For more information refer to tact book regulations on commodities.
- Ocean information:
 - o Country manager - Salim Elkhoury
 - o Cargo Operations - Marouf Jaber
 - o Telephone: +9662 920027447
 - o Fax: 966 2 6834881
- Airports. Following items must have SASO approval prior to shipping. If any of these arrive without SASO certificate, shipment will suffer delay. Contact destination for more information if needed.

Group One - Food and Agricultural Products.

1. Chicken, whole (chilled/frozen)
2. Sheep and other meats (chilled/frozen)

3. Meat and meat products
4. Beef, other meats (chilled/frozen)
5. Cheese 6. Rice 7. Tea
6. Vegetable oil and fats
7. Baby food, canned
8. Non-alcoholic beverages
9. Sugar
10. Cigarettes

Group Two - Electrical Products.

- | | |
|---|-----------------------------------|
| 1. Room air conditioners | 24. Water heater 40, press cooker |
| 2. Cassette tape recorder | 25. Elect cables up to 1000 v. |
| 3. Compact disc players | 26. Vacuum cleaners |
| 4. Videocassette recorder | 27. Electric heaters |
| 5. Motors up to 12 kw | 28. Water cooler |
| 6. Electric heating unit | 29. Evaporative air cooler |
| 7. Lamp holder | 30. Electric fans |
| 8. Switches up to 3 a | 31. Cooling unit, household |
| 9. Florescent lamp | 32. Generators up to 1000 kw |
| 10. Ballast for lamp | 33. Rubber insulated cables up to |
| 11. Starters for lamp 450/750 v. | |
| 12. Plugs and sockets | 34. Cooking heater |
| 13. Electric luminaries | 35. Household elect clothes |
| 14. Dry batteries wash machines/drying machines | |
| 15. Ac adaptors, 220 | 36. Household electric irons |
| 16. Microwave oven | 37. Food processor, household |
| 17. Electric ovens | 38. Meat chopper/grinders |
| 18. Photocopy machine | 39. Lifts/elevators, incl motors |
| 19. Computers | 40. Swimming pool lights |
| 20. Power transformers | 41. Dry battery terminals |
| 21. Refrigerators, household | 42. Water pumps |
| 22. Telephone sets, basic | 43. T.v. sets |
| 23. Radio 39, cordless phones | 44. Watt, hour mete |

Group Three - Automobiles and Accessories

1. Automobiles
2. Auto windshield and glass
3. Brake fluid for autos
4. Car tires

Group Four - Chemicals

1. Motor oil and hydraulic oils
2. Paints
3. Perfumes and cosmetics
4. Pesticides, insecticides

Group Five - MISC

1. Aluminum products
2. Steel and iron alloy pipes
3. Gold bouillons, gold and silver jewelry
4. Head dress for man, cotton yashmagh
5. Fire extinguishers
6. Cement
7. Safety matches
8. Pressure regulators
9. Tissue paper

City : Riyadh

Working Days and Timings:

- Working Days: Sunday to Thursday
- Working Hours: 08:30 till 13:30 and 16:30 till 19:30
- Friday & Saturday: Weekend

Gateway(s):

- Riyadh International Airport, KKIA. Riyadh Airport is the point of entry and destination to the Central Province main cities of Hafer Al Baten, Buraidah, Hail, Kharj, Wadi Al Dawaser, Arar, Skaka Al Jouf, Al Qurayyat and Riyadh.
Code: RUH

Contact Person(s):

- Hussein Dokarli
- Ahamd Omran

Services:

- Consolidations: NO
- Charges Collect: Yes
- Cash on Delivery: Yes
- CC's/COD's 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 breakbulk (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).
- EXCEPTION: MULTI HAWBS ALLOWED ON SINGLE MAWB IF ALL TO THE SAME CONSIGNEE. HAWB does not count for clearance at RUH AP, whereas it is required for incoming thru BAH gateway.....

Alerting and Consigning AWBs:

- Master AWB Consigned To:
SAUDI TAL (ARAMEX)
RIYADH 11583
FAX: 966 11 2754003

CONSOLIDATIONS ARE NOT ALLOWED

Exception: multi HAWBS allowed on single MAWB if all to same consignee

- Below goods are recommended to move DTC, and direct to RUH Airport not thru BAH Causeway
 1. Pharmaceuticals, as it requires approval fm SFDA.
 2. Cosmetics, SASO is required plus Custom lab testing.

3. Personal effect, as it requires cnee's personal presence to Customs.
 4. Government companies, having their own staff at Airport.
 5. Royal family members, having their own way of clearance (24hrs)
 6. Chemicals, as it requires approval from Ministry of Trade.
 7. DGR, as it requires prior-to-shipping approval and release letter from Ministry of Trade.
 8. Wireless, as it requires approval/release from CITC (Communication & Info Tech Commission)
 9. Live animals, as it requires approval from Ministry of Agriculture.
 10. Arms & ammunition, approval from MODA is required
- All approvals for the above mentioned should be obtained by clients/cnees themselves, as this is a very time consuming process with lots of requirements and delays. **This is cannot be done by Aramex.** If it is done by aramex it will jeopardize ARAMEX other shpts clearance and might get our account with Customs blocked.....

Prealerts: On all AWBs, pre-alerts must be sent to Riyadh:

- Fax 966-11-2754003
- Attn: Hussein.Dokarli@aramex.com ; RUHFreightOpsImport@aramex.com; Ahmad.Omran@aramex.com
- Always list AWB number and flight details. Also, hard copies of the MAWB & HAWB are needed.

Important Info Regarding Customs Duty Exempt Shipments to Saudi Arabia:

- (These are shipments usually going to govt/semi-govt agencies and shipper or consignee is responsible for advising us duty exempt status). These shipments must be consigned exactly as instructed by shpr/cnee.
- ** ARAMEX name "must never" appear on MAWB or any other documents.**
- no collect shipments to government/semi-government agencies. Be sure to pre-alert to ARAMEX all shipping information pertaining to these Customs duty-exempt shipments.

COLLECT NOT ALLOWED ON SHIPMENTS TO GOVERNMENTAL AGENCIES

Prealerts: On all AWBs, pre-alerts must be sent to Riyadh Fax 966-11-2754003

Attn: Hussein.Dokarli@aramex.com ; RUHFreightOpsImport@aramex.com; Ahmad.Omran@aramex.com

Always list AWB number and flight details. Also, hard copies of the MAWB & HAWB are needed.

TCN (Time Consignee Notified):

- Next working day from when shipment arrives to Riyadh . 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:

- DOCUMENTS REQUIRED ACCOMPANYING, OR BE ATTACHED TO AWB ARE:
 1. Original Commercial invoice and original cert of origin to be legalized regardless of shpt value if value of invoice is more than \$2665.00 USD.
 2. Packing list.
 3. Proof of payment of goods
 4. Importer ID copy & mobile number
- ***Legalized docs "not" required for shipments valued under \$2665.00***
- No more Saudi Embassy Leg is required, rather only Chambre of Commerce and it is a must for all invoices.
- COMMERCIAL INVOICE - 1 ORIGINAL AND 2 COPIES
- IMPORTANT: manufacturer's name and address must be typewritten on the face of the certificate of origin, as follows:
 - o "Manufactured by: name and address of manufacturer."
 - o If the shipper/manufacturer are same, show them at top of c.o. as shipper and in the body of the c.o. as the "manufacturer".
 - o C.O. not required for personal effects.
 - o ALL COLLECT SHIPMENTS FROM THE USA TO SAUDI ARABIA SHOULD BE ROUTED TO BAHRAIN UNLESS THEY ARE TAX EXEMPT OR YOU HAVE BEEN INSTRUCTED OTHERWISE. ALERT THE HAWBS SHOWING THE ACTUAL DESTINATION BUT ROUTE THE SHIPMENTS (MAWBS) VIA BAH

Important Remarks Must Comply:

- Shipments sent door to door, SHIPMENTS SENT DOOR TO DOOR should be routed via King Fahed Causeway (Pls refer to ops Procedure of Causeway) except for below
 - o Food stuff should move direct to the airport of final destination **on DTC** ,
 - o Chemical & DGR **must be sent DTC**
 - o Video tapes, CD's , DVD's and VCD should not move via King Fahed causeway
 - o Pharmaceuticals. **Must be sent DTC.**
 - o Exempted & Temporary Entry Shipments
 - o Cosmetics
 - o L/C (letter of credit states RUH airport.
 - o Hi tech telecommunications equipments that need special approvals.
 - o Royal Family members, **must be sent direct to cnee.**
- Still (consolidations are not allowed to Saudi Arabia)

1. No more attestation from Saudi Embassy is required, rather only by Chambre of Commerce @ origin. Attested Commercial invoice and certificate of origin required if shipment value is over \$2600.00 USD.

Customs:

- FOR SASO REQUIREMENT AND THE NOT ALLOWED ITEMS IN SAUDI ARABIA PLS REFER TO THE ORANGE TACT BOOK.
- PROHIBITED COMMODITIES:
 - o Drinking alcohol and products containing drinking alcohol
 - o All kinds of live parrots
 - o Toys or statues representing animals or men
 - o Films
 - o Artificial pearls
 - o Articles injurious to health
 - o Adulterated ghee
 - o Oil & foodstuffs (unless specifically exempted)
 - o Arms & ammunitions for war purposes
 - o Firearms
 - o Fireworks
 - o Articles representing and/or depicting members of the royal family or the Saudi Arabian armed forces
 - o All kinds of holy qara'an
 - o Diamonds from Hong Kong
 - o Christmas trees
 - o Frog's meat
 - o Mobile phones with cameras. Can be crossed out
 - o Old magazines & newspapers
 - o Pasteurized milk (long life) more than 1 ltr contents
 - o Night vision binoculars
 - o Drugs of all kinds and shapes
 - o Pork meat in any kind, shape or form
 - o Satellite receivers, lnb, decoders or any part related to satellites, accepted by approval from Ministry of Info
 - o Religious & prayer books of any sort (all kinds of holy qara'an)
 - o Calendars
- The following commodities are not allowed via bah/dha causeway:
 - o Foodstuffs and sweets
 - o Water
 - o Pharmaceuticals
 - o Cd's and video tapes
 - o Chemicals and dangerous goods
 - o Shipments to Royal Family Members
- (The slightest violation of the above 17 prohibitions will mean a fiscal penalty of \$20,000 minimum! Both sender and receiver of the confiscated prohibited items will be blacklisted in Saudi Arabia.)

- For more information refer to tact book regulations on commodities.
- Restricted commodities (import allowed if certain prerequisites are met):
 - o All goods arriving from a number of disease-infested countries (refer to ABC or tact book in force for their listing). Diseases like cholera, yellow fever & plague require authentic immunization certificate, duly legalized, to accompany goods.
 - o Plants & plant related agricultural materials: only if accompanied by health certificate & Phytosanitary certificate & approval from Ministry of Agriculture obtained by cnee proving they are free from pests and other agricultural diseases. However fresh fruits, vegetables and cooked foodstuff from cholera-infested areas are prohibited unless these are sterilized and prior clearance is obtained from Saudi quarantine authorities.
 - o Arms, ammunition & explosives, sporting goods, radioactive materials, & all communication equipment: prior import permit from the governor of Dhahran, Jeddah or Riyadh must be obtained. The carrier office at point of origin must have the written confirmation that consignee has the necessary import permit(s) prior to shipping.

HUMAN REMAINS

- Pharmaceutical & chemical products (only if registered in the health ministry of Saudi Arabia): certificate from the health authorities in the country of export stating that the articles imported are used in the country origin under the same trade name and composition, stating also the name of each product, its formula, date of manufacture, and the permit number of its manufacturer.
- For more information refer to tact book regulations on commodities.
- Agricultural insecticides: import permit required and proper packing that must indicate "agricultural insecticide & type of product" in the Arabic language very clearly. Also the following information must be indicated: trade name, date of manufacture, duration of activity, and net weight of the product. Non-compliance with all these requirements means the Saudi Arabian customs will refuse to allow its entry into the country.
- OTHERS - dangerous goods: prior permission from the Saudi customs is required before forwarding of goods. The written approval of Saudi customs must accompany shipment. However, prior to shipping, consignee
- Must submit to customs and to carrier, the import permit showing his correct name, address, telephone number and also the exact description of item(s), number of pieces and weight of the consignment, plus a copy of the carrier's AWB that tallies identically with the import permit.
- For more information refer to tact book regulations on commodities.
- Saudi Arabian standards organization (SASO) in action at DHA/RUH/JED Airports. Following items must have SASO approval prior to shipping. If any of these arrive without SASO certificate, shipment will suffer delay. Contact destination for more information if needed.

aramex Air Freight Operational Procedure: Saudi Arabia

Group One - Food and Agricultural Products.

1. Chicken, whole (chilled/frozen)
2. Sheep and other meats (chilled/frozen)
3. Meat and meat products
4. Beef, other meats (chilled/frozen)
5. Cheese
6. Rice
7. Tea
6. Vegetable oil and fats
7. Baby food, canned
8. Non-alcoholic beverages
9. Sugar
10. Cigarettes

Group Two - Electrical Products.

- | | |
|---|-----------------------------------|
| 1. Room air conditioners | 24. Water heater 40, press cooker |
| 2. Cassette tape recorder | 25. Elect cables up to 1000 v. |
| 3. Compact disc players | 26. Vacuum cleaners |
| 4. Videocassette recorder | 27. Electric heaters |
| 5. Motors up to 12 kw | 28. Water cooler |
| 6. Electric heating unit | 29. Evaporative air cooler |
| 7. Lamp holder | 30. Electric fans |
| 8. Switches up to 3 a | 31. Cooling unit, household |
| 9. Florescent lamp | 32. Generators up to 1000 kw |
| 10. Ballast for lamp | 33. Rubber insulated cables up to |
| 11. Starters for lamp 450/750 v. | |
| 12. Plugs and sockets | 34. Cooking heater |
| 13. Electric luminaries | 35. Household elect clothes |
| 14. Dry batteries wash machines/drying machines | |
| 15. Ac adaptors, 220 | 36. Household electric irons |
| 16. Microwave oven | 37. Food processor, household |
| 17. Electric ovens | 38. Meat chopper/grinders |
| 18. Photocopy machine | 39. Lifts/elevators, incl motors |
| 19. Computers | 40. Swimming pool lights |
| 20. Power transformers | 41. Dry battery terminals |
| 21. Refrigerators, household | 42. Water pumps |
| 22. Telephone sets, basic | 43. T.v. sets |
| 23. Radio 39, cordless phones | 44. Watt, hour mete |

Group Three - Automobiles and Accessories

1. Automobiles
2. Auto windshield and glass
3. Brake fluid for autos
4. Car tires

Group Four - Chemicals

1. Motor oil and hydraulic oils
2. Paints
3. Perfumes and cosmetics
4. Pesticides, insecticides

Group Five - MISC

1. Aluminum products
2. Steel and iron alloy pipes
3. Gold bouillons, gold and silver jewelry
4. Head dress for man, cotton yashmagh
5. Fire extinguishers
6. Cement
7. Safety matches
8. Pressure regulators
9. Tissue paper

IMPORT REGULATIONS:

- The customs regulations, in general, governing all imports into Saudi Arabia and the documents needed for these imports are as follows:
 1. For entry via private aviation terminals (at RUH & JED) airports then attested invoice & certificate of origin are required for values exceeding US\$2,600.00 plus proof of payment and importer ID copy and his mobile number; whereas via BAH causeway, which are handling all the courier materials only:
 - a. Original invoice only if shipment valued less than \$13,000.00.
 - b. Original invoice + certificate of origin if shipment valued over \$13,000.00.
 - c. Proof of payment of goods.
 - d. Importer ID copy & mobile number
 2. For entry via cargo terminals or any Saudi border that handles normal freight:
 - a. Original invoice only if shipment valued less than \$2600.00 or SR 10,000.
 - b. Proof of payment of goods.
 - c. Importer ID copy & Mobile number.
 3. For entry via all customs points in Saudi Arabia a SASO certificate is required for goods such as computers and computer parts, electronics, lighting equipments, home appliances...etc.
 4. All shipments are subject to re-evaluation by Saudi customs, Some types of shipments may need a BRAND certificate from Ministry of Trade or General Agents. Examples are automobiles, cellular phones and electronics. **All International Brands.**
 5. All printed materials are subject to Approval from ministry of information (moi) obtained by importer.

- All shipments should bear COUNTRY OF ORIGIN physically. In case of lack of CoO shipment will be held by Customs for following:
 - a) Importer is required to fix the CoO inside Customs Area.
 - b) He should submit a guarantee letter not to import such shipments again.
 - c) He should pay a fine of SAR5,000.00/US\$1,466.00.
 - d) Repeated violation will result in seizure of shipment and penalty of 3 times custom duty amount be paid.

City : Dammam

Working Days and Timings:

- Working Days: Sunday to Thursday , Saturday
- Working Hours: 08:00 till 19:00 , 09:00 till 14:00

Gateway(s):

- KING FAHED INTERNATIONAL AIRPORT DAMMAM Airport is the point of entry and final airport of destination to the Eastern Province main cities of Al Khobar, Dammam, Qatif, Rahima, Safwa, Seihat, Rastanura, Jubail, Hofuf, Abqaiq, and Dhahran
Code: DHA

Contact Person(s):

- Omar Abdel Ati Omar.Abdelati@aramex.com
- Husam Shakhshir Husam.Shakhshir@aramex.com
- Syed Shaheeruddin Syed.Shaheeruddin@aramex.com
- ALL DHA Freight - Air Import ALL_DHA_Freight_Air_Import@aramex.com

Services:

- Consolidations: NO
- Charges Collect: Yes
- Cash on Delivery: Yes

CC's/COD's 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

- Master AWB Consigned To:
SAUDI TAL (ARAMEX) / Ultimate consignee name
Consignee Address
Consignee Tel #
Consignee Fax #
SAUDI ARABIA

aramex Air Freight Operational Procedure: Saudi Arabia

Alerting and Consigning AWBs (DTC)

- Master AWB Consigned To:

THE ULTIMATE CONSIGNEE /
FULL ADDRESS
SAUDI ARABIA
TEL#
FAX

If you consigned the Master AWB To:

SAUDI TAL (ARAMEX)
P.O. BOX 1916, DAMMAM 31441
SAUDI ARABIA
TEL# 8877333
FAX 8877222

A penalty of \$500.00 USD will be imposed by the customs to aramex DHA which will be debited origin station

CONSOLIDATIONS ARE NOT ALLOWED

Exception: multi HAWBS allowed on single MAWB if all to same consignee

Pre alerts: On all AWBS pre-alerts must be sent to Dhahran:

- ALL DHA Freight - Air Cargo Notifications
ALL_DHA_Freight_Air_Cargo_Notifications@aramex.com

AIRPORT IMPORT REGULATIONS:

- MAWB MUST be stamped by the airlines
- The customs regulations, in general, Any shipment forwarded "Direct to Dammam Airport" should have the exact commodity mentioned on the MAWB and will require the following documents to release the shipment from Airport customs.

Required Documents From Shipper / Origin:

1. Original Chamber Attested Invoice / Regardless the Invoice value.
2. Original Chamber Attested Certificate of Origin.
3. Conformity certificate (SASO) Certificate is required for the goods such as Computers and Computer parts, Electronics, Lighting Fixtures etc.
4. All shipments are subject to re-evaluation by Saudi customs, especially computers and electronics.
5. Some types of shipments may need an Agency certificate or Agents approval.
1. Examples: Automobiles, Cellular phones and Electronics.
6. All printed materials & CD's are subject to Inspection at the ministry of information (MOI) and may be held prior to entry.

7. MADE IN / COUNTRY OF ORIGIN must be engraved or affixed - Non Removable Sticker on each Item and it should be printed on the Boxes / Cartons and it should match with the Original Attested Certificate of Origin sent with the shipment.
8. Saudi food & drug authority (SFDA) is required for all food stuff.

Required Documents From Consignee / Destination:

1. Consignee should provide an Authorization Letter to our customs broker on their company head letter with chamber attestation.
2. Consignee should be able to provide the valid commercial registration copy stating they are allowed to Import the sent contents.
3. Proof of Payment Receipt (Wire Transfer / Bank Cheque)) For Shipments regardless of the commercial invoice value
However if Consignee doesn't have the payment receipts and has the agreement with supplier for the Credit, Then Consignee has to provide the Explanation/Guarantee letter on their company head letter with Chamber Attestation to clear the shipment and later they have to submit the copy of the bank transfer receipt once the payment processed to their supplier.
4. Attested Renewal information letter (RIL), for clients clearing shipment at Dammam airport through aramex for the first time.
5. In case the sent commodity is PRINTED MATERIAL / BOOKS, Consignee should have the necessary MOI Approvals to release the shipment from Airport customs.
6. In case goods sent as BRANDED with LOGOS of the BRANDS, Consignee should be able to provide an "Authorized Dealer Certificate"

Clearance

Need 2-4 working days from the day of receiving the Authorization Letter + CR Copy from consignee and D/O from Dammam Airport

KFIA working Days & Timing

- Working Days: Sunday to Thursday
- Working Hours: 08:00 till 15:00
- No clearance on Fridays & Saturday

Any shipment coming to Saudi Arabia 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

Below goods are recommended to move DTC, and direct to Airport not thru BAH Causeway

1. Pharmaceuticals, as it requires approval from MOH.
2. Cosmetics, SASO is required plus Custom lab testing.
3. Personal effect, as it requires cnee's personal presence to Customs.
4. Government companies, having their own staff at Airport.
5. Royal family members, having their own way of clearance (24hrs)

6. Chemicals, as it requires approval from Ministry of Trade.
7. DGR, as it requires prior-to-shipping approval from (MOC) ministry of commerce and release letter from Ministry of Trade.
8. Wireless, as it requires approval/release from CITC (Communication & Info Tech Commission)
9. Live animals, as it requires approval from Ministry of Agriculture.
10. Arms & ammunition, approval from MODA is required

All approvals for the above mentioned should be obtained by clients/cnees themselves, as this is a very time consuming process with lots of requirements and delays.

COLLECT SHIPMENTS:

- CC are acceptable at 4% collect fee to ARAMEX
- Collect shipments accepted as follows: pre alert is a must before moving the shipment to DMM airport since we need cnee's approval for all the charges involve & to collect our money in advance.
- ARAMEX accepts no responsibility for non-collection of charges as the Mawb consigned DTC
-

TCN (Time Consignee Notified):

- Same time of pre-alert receipt we will contact CNEE to advise shipment en route and offer. When shipment arrives to Dhahran. We will hand over delivery order and shipment documents to consignee, collect the CC (if any), and assist consignee in customs clearance, if required.

PROHIBITED COMMODITIES

Refer to the tact book for complete and current listing

- Drinking alcohol and products containing drinking alcohol
- All kinds of live parrots
- Toys or statuettes representing animals or men
- Films
- Artificial pearls
- Articles injurious to health
- Adulterated ghee
- Oil & foodstuffs (unless specifically exempted)
- Arms & ammunitions for war purposes
- Firearms
- Fireworks
- Articles representing and/or depicting members of the royal family or
- The Saudi Arabian armed forces
- All kinds of holly qara'an
- Diamonds from Hong Kong
- Christmas trees
- Frog's meat
- Old magazines & newspapers

- Pasteurized milk (long life) more than 1 liter contents
- Night vision binoculars
- Drugs of all kinds and shapes
- Pork meat in any kind, shape or form
- Satellite receivers, lnb, decoders or any part related to satellites
- Religious & prayer books of any sort (all kinds of holy qara'an)

The following commodities are not allowed via bah/dha causeway:

- Foodstuffs and sweets
- Water
- Pharmaceuticals
- Cd's and video tapes
- Chemicals and dangerous goods

(The slightest violation of the above prohibitions will mean a fiscal penalty of \$20,000 minimum! Both sender and receiver of the confiscated prohibited items will be blacklisted in Saudi Arabia.)

For more information refer to tact book regulations on commodities.

Restricted commodities

Commodities allowed for import if certain prerequisites are met

- All goods arriving from a number of disease-infested countries (refer to ABC or tact book in force for their listing). Diseases like cholera, yellow fever & plague require authentic immunization certificate, duly legalized, to accompany the goods.
- Plants & plant related agricultural materials: only if accompanied by health certificate proving they are free from pests and other
- Agricultural diseases. However fresh fruits, vegetables and cooked foodstuff from cholera-infested areas are prohibited unless
- These are sterilized and prior clearance is obtained from Saudi quarantine authorities.
- Arms, ammunition & explosives, sporting goods, radioactive materials, & all communication equipment: prior import permit from the governor of Dhahran, Jeddah or Riyadh must be obtained. The carrier office at point of origin must have the written confirmation that consignee has the necessary import permit(s) prior to shipping.

Saudi Arabian standards organization (SASO)

Following items must have SASO approval prior to shipping. If any of these arrive without SASO certificate, shipment will suffer delay. Contact destination for more information if needed.

Group One - Food and Agricultural Products.

1. Chicken, whole (chilled/frozen)
2. Sheep and other meats (chilled/frozen)
3. Meat and meat products
4. Beef, other meats (chilled/frozen)

5. Cheese
6. Rice
7. Tea
6. Vegetable oil and fats
7. Baby food, canned
8. Non-alcoholic beverages
9. Sugar
10. Cigarettes

Group Two - Electrical and Electronic Products.

- | | |
|---|-----------------------------------|
| 1. Room air conditioners | 24. Water heater |
| 2. Cassette tape recorder | 25. Elect cables up to 1000 v. |
| 3. Compact disc players | 26. Vacuum cleaners |
| 4. Videocassette recorder | 27. Electric heaters |
| 5. Motors up to 12 kw | 28. Water cooler |
| 6. Electric heating unit | 29. Evaporative air cooler |
| 7. Lamp holder | 30. Electric fans |
| 8. Switches up to 3 a | 31. Cooling unit, household |
| 9. Florescent lamp | 32. Generators up to 1000 kw |
| 10. Ballast for lamp | 33. Rubber insulated cables up to |
| 11. Starters for lamp 450/750 v. | |
| 12. Plugs and sockets | 34. Cooking heater |
| 13. Electric luminaries | 35. Household elect clothes |
| 14. Dry batteries wash machines/drying machines | |
| 15. Ac adaptors, 220 | 36. Household electric irons |
| 16. Microwave oven | 37. Food processor, household |
| 17. Electric ovens | 38. Meat chopper/grinders |
| 18. Photocopy machine | 39. Lifts/elevators, incl motors |
| 19. Computers | 40. Swimming pool lights |
| 20. Power transformers | 41. Dry battery terminals |
| 21. Refrigerators, household | 42. Water pumps |
| 22. Telephone sets, basic | 43. T.v. sets |
| 23. Radio | 44. cordless phones |
| | 45. Watt, hour mete |
| | 46, press cooker |

Group Three - Automobiles and Accessories

1. Automobiles
2. Auto windshield and glass
3. Brake fluid for autos
4. Car tires

Group Four - Chemicals

1. Motor oil and hydraulic oils
2. Paints
3. Perfumes and cosmetics
4. Pesticides, insecticides

Group Five - MISC

1. Aluminum products
2. Steel and iron alloy pipes
3. Gold bouillons, gold and silver jewelry
4. Head dress for man, cotton yashmagh
5. Fire extinguishers
6. Cement
7. Safety matches
8. Pressure regulators
9. Tissue paper

- **Pharmaceutical & chemical products** (only if registered in the health ministry of Saudi Arabia): certificate from the health authorities in the country of export stating that the articles imported are used in the country origin under the same trade name and composition, stating also the name of each product, its formula, date of manufacture, and the permit number of its manufacturer.
- For more information refer to tact book regulations on commodities..
- **Agricultural insecticides:** import permit required and proper packing that must indicate "agricultural insecticide & type of product" in the Arabic language very clearly. Also the following information must be indicated: trade name, date of manufacture, duration of activity, and net weight of the product. Non-compliance with all these requirements means the Saudi Arabian customs will refuse to allow its entry into the country.
- **Dangerous goods**
prior permission from the Saudi customs is required before forwarding of goods. The written approval of Saudi customs must accompany shipment. However, prior to shipping, consignee must submit to customs and to carrier, the import permit showing his correct name, address, telephone number and also the exact description of item(s), number of pieces and weight of the consignment, plus a copy of the carrier's AWB that tallies identically with the import permit
- **Personal effect shipments**
Aramex DHA do not handle personal effect shipments , consignee must clear himself

Shipping To Saudi Via King Fahed Causeway

- Shipment to Saudi Arabia Via Bahrain airport
- HAWB'S must always be consigned to the ultimate cnee in Saudi.
- MAWB'S must always be consigned to:
 - Aramex International Courier
 - 3 & 4 Gate 18, GLS Compound, Muharraq Town 224,
 - Kingdom of Bahrain, Telephone +973(17)330434, Fax
 - +973(17)330636
-
- MAWB to Saudi Arabia consigned direct to consignee should not be routed via the causeway/BAH
- The Country of Origin (Made In) is a must to be mentioned/Engraved on each & every item in the shipment and it should be irremovable, if it's Mentioned/printed on the outer packing only is NOT accepted by the customs.

PRE-ALERTS and/or all inquiries MUST always be sent to:

- SaudiCausewayTeam@aramex.com & BAHFreightOps@aramex.com

DOCUMENTATION NEEDED & OPS PROCEDURES:

(4.1) For Shipments Whose Total Declared Value Is Less Than SR 50,000 or US\$ 13000:

(4.1A) Invoice (copy or original)

(4.1B) Certificate of origin (C/O copy or original)

(4.1C) Packing list (either copy or original will do).

(4.1D) Authorization letter of the Saudi consignee is not required for clearance here.

(4.1E) POP (Proof Of Payment)

(4.2) For Shipments Whose Total Declared Value Is SR 50,000 Or More:

(4.2A) Invoice (original and Attested by the chamber of commerce at origin, both a MUST).

(4.2B) Certificate of origin (C/O original and Attested by the chamber of commerce at origin, both a must).

(4.2C) Packing list (either copy or original will do).

(4.2D) Authorization letter of Saudi consignee and his company's commercial registration are both definitely required for clearance.

(4.2E) POP (Proof Of Payment)

- Invoice should be detailed per item.
 1. Each item should have a HS code.

2. Each item should show the country of origin.
 3. Value for each item is required.
 4. Item quantity is required.
- Shipment contains Spare parts, then the invoice should show in details what kind of spare parts are the contains. (break pads, air filters, water pumps,,,, etc)
 - General description is not allowed, example:
 - Shipment contains Computer Products: then the invoice should show in details what kind of Computer products are the contains, (mouse, motherboard, keyboard ,,,, etc)

EXCEPTIONS TO ABOVE:

- The above routing is only for shipments that may/can be imported via BAH airport/ Causeway bridge and will be cleared at the Causeway and delivered up to consignee door. However, kindly note that there are EXCEPTIONS where some shipments to Saudi must fly directly to the final Saudi airport-of-destination like DMM, JED, RUH without going via BAH or any other airport, and these are as follows:
 - (5.1) Tax exempt shipments (i.e. to Aramco or other such projects): these must be sent to final destination and never to BAH.
 - (5.2) L/C shipments that specify the airport of arrival (to be a Saudi one, not BAH) unless the L/C is amended.
 - (5.3) Consignee does not want us to clear, rather he wants his shipment up to airport in Saudi (DMM, JED or RUH) directly.In all cases above, do not (repeat NOT) forward such shipments to or via BAH whatsoever but directly to the final Saudi airport-of-destination as required.
 - (5.4) Temporary Entry Shipments. To be sent directly to the Saudi airports JED, RUH or DMM
 - (5.5) Shipments Which Require SASO Certificate:
SASO certificate is not accepted by the causeway customs...so they have to send samples of the shipment to the Labs for checking which might take long time. So these kind of shipments to be sent direct to the Saudi airports (JED, RUH or DMM)
 - (5.6) Perishables shipments: which needs special cool temperature as this is not available at the causeway.
 - (5.7) Chemicals, Ink, Powder, Liquid & DGR Shipments:
These shipments can NOT be cleared at the bridge/Causeway unless we have an approval from the Saudi Ministry of Interior in advance and prior to arrival. So, we prefer that you will route all such shipments as single line directly to destination airport (in Saudi). Better be safe than sorry when it comes to such shipments of delicate nature like the DGR's. Before route shipment via Causeway take approval from Causeway team before moving the cargo.
 - (5.8) CD's Of All Kinds:

The Consignee need to get special approvals from the Saudi Ministry of Information & from Customs Department in the capital Riyadh, which might take long time, So please note, all CD's, tapes, magazines or any other shipments that need an approval from the Saudi Ministry of Information must avoid coming to BAH and Causeway But move directly to the Saudi airport of destination (DMM, JED or RUH).

Important Notes

(6.1) Tax Exempted Shipments:

All such shipments can be cleared at the bridge/Causeway only if prior arrangements are made prior to dispatch to BAH with our Saudi Causeway Team e-mail : SaudiCausewayTeam@aramex.com Otherwise all tax-exempt shipments must be sent directly to the ultimate destination being DMM, JED or RUH.

(6.2) Foodstuffs & Water Shipments:

All such shipments need approval from the official "Dammam Laboratory", and this might take between 7 to 14 working days, so please note it's recommended not move such shipments through BAH/Causeway.

(6.3) Pharmaceutical Shipments:

All pharmaceutical shipments need the approval of the Saudi Ministry of Health for entry into the Kingdom through any gateway whether the direct airport(s) or through the bridge (Causeway). So please note this fact well too.

(6.4) Mobile Phones:

Need original invoices and certificate of origin and both should be Originals and Attested by the Chamber of Commerce at origin regardless the value, with Authorization letter from the Saudi consignee and valid Commercial Registration.

(6.5) Toys , like plastic toys or dolls for human, remote control cars, pistol guns need

special approval from the ministry of Trade

(6.6) Wireless Equipments:

Needs special approval from the ministry of Telecommunications.

(6.7) Security and Alarm systems:

These commodities should be mentioned in the consignee's Commercial Registration activity.

(6.8) Country of Origin (Made In) :

The Country of Origin (Made In) is a must to be mentioned/Engraved on each

& every item in the shipment and it should be irremovable, if it's Mentioned/printed on the outer packing only is NOT accepted by the customs.

- Commodities that need Lab Checking via King Fahed Causeway

1. Cosmetics, Shampoo, Perfumes and beauty care products.

2. Water & Foodstuff shipment.

3. Electricals & Electrical House Holds items like (Cameras, TV, lightings)

- 4. Vehicles Spare Parts
- 5. Monitors for Computers.

7. Prohibited Commodities :

- Drinking Alcohol and products containing drinking alcohol
- All kinds of live animals
- Toys or statuettes representing animals or men/women
- Films
- Artificial Pearls
- Oil, Foodstuffs and all kinds of perishables/dry Meat, Chicken, Fish, Milk.....etc
- Arms and ammunitions for war purposes
- Firearms
- Fireworks
- Army Wears
- Articles representing and/or depicting members of the royal family or the Saudi armed forces
- The Holly Qura'an
- Christmas Trees
- Old magazines & newspapers
- night vision binoculars
- Drugs of all kinds and shapes
- Religious books and prayer books of any sort
- Valuable Shipments (Gold, Silver, Diamond....)
- Shipments related to the Royal Family or any Prince in Saudi Arabia.

- Contact Person For Saudi Causeway Shipments via Bahrain
 - o Ibrahim Al Shayib , Ali El Zoul & Mohd Rafeekh
SaudiCausewayTeam@aramex.com

- For General Cargo thru Dammam Airport and Seaport .
 - o Mohammed Mujeeb, Arafat Majeed DHAFreightOps@aramex.com

- For more information refer to TACT book regulations on commodities and the following site:http://www.saudia-online.com/shipping_documents.htm

Batha Crossing

- Rules and regulation to send General Cargo and Flowers
- Via Batha Border.
- Export General Cargo:
- DOX Required:
 - 1) Certificate of Origin matches all the Invoice and Items Details.
 - a. Country of Origin should be clear on the items its self, It should be irremovable either engraved or stick.
 - 2) Attested Invoice by chamber of commerce on Co. Letter Head.
 - 3) Packing List.
- Note: The above required regardless the declared value.
 - 4) Consignee Authorization Letter to Aramex.
 - a. Consignee Activities on the Authorization letter should match the Consignee activities mentioned on the commercial registration
 - b. Copy of the Consignee Commercial Registration.
 - 5) SASO (Saudi Arabia Standard Organization) Certificate for all Electronic and Spare Parts items imported to Saudi.
 - 6) Arabic Invoice and Manifest.
 - 7) 3-4 Entry Trucks can join in one Bayan assume that all are for one consignee.
 - 8) Aramex can work as transporter for goods which will be cleared by Third Party at Batha Border. In This Case, It's mandatory for the teams to check with the shipper if his Consignee has his own Broker at Batha Border. If Yes, Consignee Broker Details to be Obtained and sent with Prior Notice along with the FTL/SRN Form to the Operations Staff.

Export Flowers:

- DOX Required:
 - Certificate of Origin.
 - Attested Commercial Invoice.
 - Validity Certificate frm the Agriculture Authority in UAE. (H/Certificate).
 - Only Saudi Plate Reefers can be used.
 - Import Flowers prior Approval from the Saudi Ministry of health, or to be mentioned on his company Commercial registration (CR).
 - Being Perishables, truck does not take much time in clearance. Max 1-2 hours