ARAMEX Land Freight Operation Guidelines

Country: BAHRAIN

City: Manama

Office Working Hours: SAT-THU: 08:00-18:00
FRI: WEEKEND

Gateway: IT's GLS – Bahrain international airport.

Land Freight Requirements and General Guidelines

General cargo (LTL/FTL):
* Original invoice along with HS code and country of origin and certificate of origin. If no C/O, then a BD50/= penalty applies. Consignee should have a valid import CR.

- Magazines, printed matter & DGR shipments: need special approval from the Ministries (on case to case basis)

Shipments coming from GCC (duty paid) must accompanied with statistical declaration (duty paid) matching the invoice Value & number of pieces.

Temporary Import:
- Temporary Import depends on the approval of the Customs Manager, and the value of the material. Serial Numbers should be mentioned on the commodity.

- Unacceptable items for temporary import:

1. Auto parts
2. Tiers
3. Batteries
4. Any consumable item used in Projects and construction

Country: JORDAN

City: Amman

Office Working Hours: SAT-THU 8:30-13:30 & 15:30-18:30
FRI: WEEKEND

Gateway/customs clearance border

Queen Alia international Airport free zone, Amman customs and Alzarqa free zone.

Customs Working Hours:
Airport Free Zone: 8:30-3:30 Saturday- Thursday

Land Freight Requirements and General Guidelines

1) Itemized commercial invoice
2) Detailed packing list must accompany the shipment.
3) Certificate of origin/ Arab league certificate of origin: Required. An Arab league certificate exempts the Arab made shipments from customs duty only.
4) J-FDA approval for shipments contains Cosmetics, Foodstuff, Medicine and Medical devices.

Documents required from consignee:
1) Set of authorizations (depending on the customs center).
2) Import license.
3) Income Tax number.
4) Shipment original documents.

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City: Kuwait

Office Working Hours: SUN-THU: 08:30-17:00
                     SAT: 08:30-14:00
                     FRI: WEEKEND

Gateway/customs clearance border
Sulaybia Land customs,

Land Freight Requirements and General Guidelines

- From Origin:
  - Commercial Invoice
  - Certificate of origin
  - Packing list is preferable.

- From Consignee:
  - Customs verified signatory
  - Civil ID copy of person on the customs verified signatory (Copy)
  - Import license (Copy)
  - Declaration of legal address of cnee. (Copy)
  - Commercial license of company (copy).

Clearance Standard:
24 – 48 hrs provided all clearance documents required by Kuwait customs from the consignee end, along with the original documents from origin are in order.
**Products Required COC:**
RADIO, Household Microwave ovens, Electric Items, Telephones, Power Transformers, & All kind of Toys

- Unacceptable items for temporary import:
  1. Auto parts
  2. Tiers
  3. Batteries
  4. Any consumable item used in Projects and construction

**Country:** LEBANON

**City:** Beirut

**Office Working Hours:** MON-FRI: 0800–1700  
SAT: 0800-1400  
SUN: WEEKEND

**Gateway/customs clearance border**
Masnaa Border

**Land Freight Requirements and General Guidelines**

1) Itemized commercial invoice
2) Original Detailed Packing List clarifying the contents of each package and the number of cartons inside each pallet if goods are palletized.

**PROFORMA INVOICES ARE NOT ACCEPTED NO MATTER WHAT!!**

**Consignee’s Legal Documents:**
- Consignee’s ID card of authorized person to sign as per commercial circular.
- Commercial register certificate. (For companies).
- Valid Clearance certificate from National Social Security Fund (NSSF) (For companies).

If a person is an individual without the legal documents stated above, we can clear the shipment using his ID card by applying a one-time registration number at airport in condition that the shipment is not for commercial use and it is the first time that client imports / exports goods into or out of BEY using his own name.

**Temporary Import:**
- Temporary Import depends on the approval of the Customs Manager, and the value of the material. Serial Numbers should be mentioned on the commodity.

- Unacceptable items for temporary import:
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![Country: OMAN](image)

**City:** MUSCAT.

**Office Working Hours:** SAT-THU 8:00-19:00
FRI : WEEKEND

**Gateway/customs clearance border**

Aramex Muscat warehouse-in house clearance.

**Land Freight Requirements and General Guidelines**

CERTIFICATE OF ORIGIN – Required on all shipments.
ITEMIZED COMMERCIAL INVOICE - Required on all shipments,
DETAILED PACKING LIST - Required on all shipments.

MOBILE PHONES

Mobile phone shipments to Oman must be accompanied by a "no objection" letter from the ministry of telecommunications. Mobile phone imports are not allowed without this letter.

Temporary Import:
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- Unacceptable items for temporary import:
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Country: Qatar

City: Doha

Office Working Hours:
- Working Days: Sunday to Thursday,
- Working Hours: 08:30am till 05:30pm

Gateway/customs clearance border
Abu Samrah Border passing point
Land Freight Requirements and General Guidelines

- Invoice to be stamped by the shipper and also from the chamber of commerce.
- Certificate of origin should be original and electronically attested by the chamber of commerce.
- If the customs duty paid in UAE (Statistical Bayan) NO need for the above originals and it will be free from any legalized authority payment.
- Any shipments made in GCC and have a GCC certificate it will be entered without paying duty and legalization charges.
- Customers in Qatar will be required to register online at the Qatar Customs Online site for importing goods into Qatar and authorize ‘Aramex’ as the nominated clearing agent.
- 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.

Temporary Import:
- Temporary Import depends on the approval of the Customs Manager, and the value of the material. Serial Numbers should be mentioned on the commodity.

- Unacceptable items for temporary import:
  1. Auto parts
  2. Tiers
  3. Batteries
  4. Any consumable item used in Projects and construction
Country: SAUDI ARABIA

Gateway FTL & LTL: Saudi cause-way (King Fahad Bridge) via Bahrain, Batha, DBRZ (Dammam Bonded & Re export Zone) Haditha, Diba

Office Working Hours: SUN-THURS: 08:00-18:00
FRI & SAT: WEEKEND

Documents required and Acceptable: for LTL via Saudi Cause-way
A- Commercial itemized Invoice.
B- Certificate of Origin.
C- Authorization letter of Saudi consignee and his company’s commercial registration copy. Must be supplied prior to export.

Shipments coming from GCC (duty paid): must be accompanied by a statistical declaration (duty paid) matching the invoice Value & number of pieces.
A- Commercial Invoice.
B- Attested Certificate of Origin.
C- Original Duty Paid statistical Declaration

Shipments coming from GCC (made in GCC): must be accompanied by a GCC certificate of origin, manufacturer name & country of origin must be mentioned on the items (engraved)

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 it is NOT accepted by the customs.

Commodities that need SASO (conformity Certificate)
1. All kind of Electronics, Electricals & Electrical Household, Lighting, Vehicle Spare Parts, Monitors and Computers, & Mobile Phones.
**Prohibited Commodities:**
- Alcohol, live animals, Toys or statuettes, Films - Artificial Pearls,
- Oil, Foodstuffs, the Holly Qur’an & Christmas Trees