

Ocean Freight Operations Procedure - 2016

Algeria, Algiers



Port	Algiers (ALG)
Working hours	08:30 – 17:00 Sunday – Thursday Friday and Saturday Off
Customs Clearance	08:30 – 17:00 Sunday – Thursday Friday and Saturday Off
Contact Person	Algeria freight team e-mail: alfreightops@aramex.com
National Holidays	Jan 1 st , May 1 st , Jul 5 th , July 7 + 8 th , Sept 13 + 14 th , Oct. 3 rd , Oct. 11 th , Nov 1 st , Dec 12 th

Service information:

Collect shipment: not allowed
Cash on delivery: not accepted
LCL consolidation: allowed

As per trade law in Algeria for cargo value over USD 1,000.00, shipments are always subject to letter of credit. Therefore, please check with Algeria office regarding terms and conditions prior confirming shipments with your clients.

Some cargos need special approval before importing it to Algeria (like promotional materials), therefore please double check with Algeria office before you proceed with the shipment.

Pre-alerts must be sent to Algeria office in advance to allow them to arrange the manifest with the sea liner with correct details in advance (shipper, consignee, address, telephone number, pieces, weight, Cubic measurement, container size, commodity descriptions and invoice value), otherwise there will be a penalty of USD. 250.00 imposed.

If you have a free domicile shipment please check with Algeria office if ok to proceed, they need the following information: Commodity description, number of pieces, weight, cubic measurement or container size, invoice value and complete consignee name, address and telephone numbers.

Bill of lading instructions:

MBL:

Consignee:
ARAMEX ALGERIA Sarl
Quartier D-10 Achour, 16035 Algiers
ALGERIA
Tel: +213-21 33 18 53
Fax: +213-21 33 15 54

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Ocean Freight Operations Procedure

NIF N°000816100204735

Att: ALG Freight OPS

HBL:

Consignee: actual consignee

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Full set of documents should be sent one week prior to vessel arrival.

And also Pre-alert should be sent by email to: alrfreightops@aramex.com

Required Documents:

For LC shipments, documents should match its requirements.

Documentation required per the L/C conditions this is very important

House B/L - originals.

Master B/L - originals.

Commercial invoice - original. On letter head of the exporter stamped and signed copy is not allowed

Packing list - original. On letter head of the company stamped and signed copy is not allowed at all

Certificate of origin – is a must otherwise we cannot clear shipments.

Certificate of conformity - from the manufacture's original stamped and signed.

Bahrain, Manama



Port	Shaik Khalifa Bin Salman (BAH)
Working hours	07:00 – 15:00 Saturday – Thursday Friday Off
Customs Clearance	07:00 – 13:30 Saturday – Thursday Friday and Saturday Off
Contact Person	Mr Hussain Omran / Operations Team Leader Sea e-mail: hussain.mohsin@aramex.com Mr. Jaleel Johar / Operation Supervisor Sea Import & Export e-mail: jaleel.johar@aramex.com Mr. Ahmed Jasim / Brokerage Team Member e-mail: ahmed.jasim@aramex.com Group ID: ALL_BAH_Freight_Sea_OPS@aramex.com
National Holidays	1 st May, 16 th Dec, 17 th Dec

Service information:

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Collect shipment: allowed.
Cash on delivery: not accepted

Please inform Bahrain office before you proceed with the shipment, if shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

For every incoming shipment to BAH, a copy of MBL should be sent to Bahrain office for checking

For Sea/Land shipment through Bahrain, MBL must be address to Aramex BAH, otherwise shipment will not be able to be transferred to warehouse at BLZ which will cause the following:

- . Clearance will be at seaport
- . Clearance process will take more time.
- . Container will be opened at the seaport and they might open each box for inspection
- . Shipments will be loaded onto truck as loose cartons not palletized which will be rejected at c/way customs.
- . Handling charges will be more expensive

Bill of lading instructions:

MBL:

Consignee
Aramex International (Bahrain)
Muharraq Town 224, PO BOX 26951
Tel # 17330434
Fax # 17330636
ALL_BAH_Freight_Sea_OPS@aramex.com

NOTIFY PARTY:-

Aramex International (Bahrain)
Muharraq Town 224, PO BOX 26951
Tel # 17330434
Fax # 17330636
ALL_BAH_Freight_Sea_OPS@aramex.com

HBL

Consignee: actual consignee
Notify Party: actual

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

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Full set of documents should be sent one week prior to vessel arrival, otherwise penalty of USD 100.00 will be paid to the ports authority.

And also Pre-alert should be sent by email to:

Hussain.Mohsin@aramex.com

Jaleel.Johar@aramex.com

ALL_BAH_Freight_Sea_OPS@aramex.com

Required Documents

House B/L - originals.

Master B/L - originals.

Commercial invoice - original.

Packing list - original.

Certificate of origin – required (if not, a payment of USD. 133.00 will be imposed & consignee will be responsible to submit an original COO within 90 days).

Bangladesh, Dhaka and Chittagong



Port	Chittagong (CGP)
Working hours	09:00 – 18:00 Sunday – Thursday Friday and Saturday Off
Customs Clearance	09:00 – 15:00 Sunday – Thursday Friday and Saturday Off
Contact Person	Mr Shoriful Islam e-mail: shoriful.islam@aramex.com Mr. Sayem Kashem e-mail: sayem.kashem@aramex.com
National Holidays	

Service information:

Collect shipments: allowed.

Cash on delivery: not accepted

Consolidation: Yes allowed.

Each shipment Aramex Bangladesh should be notified in advance with HBL and MBL details and if it's against originals or express release.

Consignee must have the following:

- Import permit (IP),
- Import registration certificate (IRC)
- Value added taxes/vat certificate.

For prescription drugs, consignee must have an import permit from the ministry of health in addition to the permits mentioned above.

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Live animals, controlled drugs, arms and ammunitions require special permission from government of Bangladesh "**before**" importing.

Personal effects are accepted under certain and specific conditions. Please contact AIC/DAC for more details "**before**" dispatch.

For shipments not against L/C, customs will apply penalties as per new regulation from NBR (national board of revenue) and Central Bank.

Bill of Lading instructions:

MBL:

Consignee:

Expo Express Services Ltd.

Ground Floor, 88-89, Al-Madina Tower,

Agrabad C/A, Chittagong 4000. Bangladesh.

Ain Number: 101090210

Ctc - Sayem Kashem

Tel - +880 01817 210 158

1. MBL should be consigned to EXPO EXPRESS LIMITED as above mentioned
2. Pre-alert should be sent 48 hours prior to vessel berthing.
3. Check the MBL draft with Bangladesh office before finalization.
4. If the instruction not followed properly then USD 280.00 penalty will be imposed.

Nature of the goods: As per shipper commercial Invoice & Packing List, both HBL & MBL should have same information.

For Collect shipments for sea shipments, please forward MBL prepaid and HBL collect with your debit note.

For Freight collect shipments: Origin should send the pre-alert in advance to be able to check if freight charges can be collected easily from consignee. For these shipments break bulk fee USD 45.00 / HAWB and 6% collect admin fee will be charged to consignee (if consignee refuse to pay it, charges will be billed to origin or deducted from the CC remittance due)

TCN (Time Consignee Notified): D/O will be released with relevant DOCS to consignee within two days of vessel arrived. (Upon collecting CC fee [if any])

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Must be sent to ARAMEX DAC, at least 48 hours prior to shipment arrival. Pre-alert should include copies of MASTER BILL OF LADING, HAWB, cargo manifest and invoices (*this is mandatory, as Aramex needs to file shipment data in customs IGM system min 24 hrs. prior to vessel arrival.*)

Pre-alert should be sent to: dacfreight@aramex.com, cc sayem.kashem@aramex.com

Required Documents

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Ocean Freight Operations Procedure

- Invoice
- Packing list
- Certificate of Origin

** Legalization to be done only if required by shipper or consignee.

Bulgaria, Sofia



Port	BOURGAS (BOJ) – VARNA (VAR)
Working hours	09:00 – 17:00 Monday - Friday Saturday and Sunday Off
Customs Clearance	09:00 – 17:00 Monday - Friday Saturday and Sunday Off
Contact Person	All SOF Freight Ops SOFFREIGHTOPS@aramex.com
National Holidays	1 st Jan, 03 rd Mar, 10 th Apr, 13 th Apr, 1 st May, 6 th May, 22 nd Sept 24 th – 26 th Dec

Service information:

Collect shipment: allowed
Cash on Delivery: not accepted

Please inform Sofia office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges. Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Bill of Lading instructions:

MBL:

Consignee:
Aramex International Courier Ltd
3, Capitan Dimitar Spisarevsky Street
1592 Sofia
Bulgaria.

HBL:

Consignee: actual

**Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON
AS SOON AS VESSEL DEPARTS PORT OF LOADING *****

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And also Pre-alert should be sent by email to:

SOFFREIGHTOPS@aramex.com

Required Documents

Telex release - accepted
House B/L - originals or copies
Master B/L - originals or copies
Commercial invoice - original
Packing list - original
Certificate of origin - not a must

Canada, Toronto



Port	Montreal (YUL), Halifax (YHZ), Vancouver (YVR)
Working hours	09:00 – 17:00 Monday - Friday Saturday and Sunday Off
Customs Clearance	Available all days with designated times on Saturday and Sunday
Contact Person	Ms. Shannon Thompson / Country Manager e-mail: Shannon.thompson@aramex.com Mr. Gerson Ruiz / Import Operations e-mail: Gerson.ruiz@aramex.com Mr. Mohd Hatamleh / Financial Manager e-mail: Mohd.hatmleh@aramex.com Ms. Carol Kosick / Business Development e-mail: Carol.kosick@aramex.com Ms. Albena Yordanova / Ocean Export Operations e-mail: albena.yordanova@aramex.com
Other Cities	Ottawa, Vancouver, Calgary, Edmonton, Winnipeg, Halifax. (we also handle Montreal SeaFreight)
National Holidays	JAN 1 ST , FEB 20 TH , March 29 th , MAY 20 st , JUL 1 ST , AUG 5 TH , SEP 2 nd , OCT 14 th , DEC 25 TH , DEC 26 TH .

Service information:

Collect shipment: allowed
Cash on delivery: accepted

Please inform Toronto office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.

Each shipment should include full shipment details including
(shipper, consignee, address, telephone numbers, pieces, weight,

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cubic measurement, container size, commodity description and invoice value).

Any shipments to Canada cities must be consigned to final destination (in example ... YYZ / YYC / YVR / YHZ / YEG / YOW/YUL), but the master bills of lading must be consigned as mentioned in Bill instructions.

Advanced commercial information (ACI), must be submitted through the carrier for all freight shipments. Failure to submit ACI will result in monetary penalties with Canada customs. Penalties can range from USD. 100.00 –USD 10,000.00 depending on the number of discrepant transactions handled by Aramex.

To avoid storage fees (5 days free storage) and speed up clearance, send copies of master Bills of lading / house bills of lading, commercial invoice & packing list, 5 days before arrival of shipments to Canadian destinations.

Approval required for personal effects shipments before sending to Canadian destinations. Custom clearance cannot be provided for personal effects. The consignee must arrange clearance themselves. YYZ can assist with the paperwork required.

Bill of Lading instructions:

MBL:

Consignee:
Aramex canada inc,
5810 ambler drive, unit 14 & 15
Mississauga, on, ca l4w 4j5
Tel # : 00 (905) 238 0440
Fax # : 00 (905) 238 0990

HBL:

Consignee: actual with full and telephone numbers.

House bills of lading never to be addressed from or to Aramex

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Pre-alert of all documents – is a must for all shipments.

Pre-alert should be sent by e-mail to:

Gerson.Ruiz@aramex.com,
Stewart.duque@aramex.com

Or via Fax: +9052380990.

Required Documents

House B/L - originals not required – express bills of lading accepted
Master B/L – originals not required – express bills of lading accepted
Commercial invoice – original not required, unless specified.
Copies accepted shipper must prepare, for each and every

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shipment, in English, either a Canada customs invoice or a commercial invoice which indicates HS codes, country of origin, value, currency and description of goods.

Packing list – original not required, unless specified. Copies accepted.

Certificate of origin – original not required, unless specified. Copies accepted. Shipper must prepare only as required by the consignee, in English which indicates HS codes, country of origin and description of goods.

Failure to provide these documents could result in delays in customs clearance, storage, inspection fees and fines which will be charged to the origin station if consignee refuses to pay these charges.

TCN (time consignee notified): day when shipments arrives. We will hand over documents to the consignee's broker or Canada customs and collect any charges if required.

China, Shanghai



Port	Shanghai (SHA), Ningbo (NGB), Tianjin (TSN), Qingdao (TAO), Dalian (DLC), Guangzhou (CAN), Shenzhen (SZX), Xiamen (XMN)
Working hours	09:30 – 18:30 Monday - Friday Saturday and Sunday Off
Customs Clearance	Available all days except Sunday and national holidays.
Contact Person	Mr. Baoguo Wan / General Manager e-mail: Baoguo.wan@aramex.com Mr. Dennis Don / Freight Manager e-mail: Dennis.don@aramex.com All SHA Freight e-mail: chinafreightops@aramex.com All SHA Freight – In Bound e-mail: chinafreightopsinbound@aramex.com
National Holidays	JAN 1 st –JAN 3 rd , FEB 6 th –FEB 13 th , APR 2 nd –APR 4 th , APR 30 th –MAY 2 nd , JUN 9 th –JUN 11 th , SEP 15 th –SEP 17 th , OCT 1 st –OCT 7 th

Service information:

Collect shipment: allowed

Cash on delivery: accepted

Free domicile: allowed

Inbound shipments into China: some materials need license to import into China (mentioned in the below customs regulations). Accordingly before accepting any shipment from shipper please send us the consignee full details in order to check with them if they have the appropriate docs and licenses required by customs and bureaus to import such items. After we confirm to forward the shipment, we need proper pre-alert before the ETA, each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight,

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cubic measurement, container size, commodity description and invoice value). Also, copy of MASTER BILL OF LADING, and HAWB is required before ETA.

Customs regulations:

Below mentioned are most of china import prohibitions

No. Commodity code commodity name notes

01 - 5069090.11 tiger bones that have been boiled off referring to those that have not been processed or boiled off

02 - 5071000.10 rhinoceros horns ...

03 - 13021100 opium fluids and opium extractors

29031400.10 carbon tetrachloride unless used for making cleaning agents

04 - 29031400.90 carbon tetrachloride unless used for making cleaning agents

29034300.90 trifluorotrchloroethane used for cleaning agents (cfc-113) promulgated by the ministry of foreign trade and economic cooperation on 2001-12-20

No. Commodity code commodity name notes

01 - 0501.0000 unprocessed human hair, no matter washed or not; wasted human hair

02 - 0502.1030 bristles and wasted bristles

03 - 0502.9020 badger hair and other wasted animal hair used for making brushes

04 - 0 503.0090.10 wasted horse hair

05 - 1703.1000 sugarcane molasses

06 - 1703.9000 other molasses

07 - 2517.2000 scoria, scruff and similar industrial draff

08 - 2517.3000 asphalt macadam

09 - 2620.2900 other calx and draff whose major ingredient is lead

10 - 2620.3000 calx and draff whose major ingredient is copper

11 - 2620.9910 calx and draff whose major ingredient is tungsten

12 - 2620.9990.90 calx and draff whose major ingredient is other metal or compound except for

2620.9990.10, the calx or draff whose major ingredient is vanadium pentoxide more than

10%

13 - 4004.0000.10 wasted tire and its dices

14 - 4115.2000.10 leather waste residue, ash, sludge and its powder

15 - 6309.0000 old clothing

16 - 8548.1000 wasted crushed aggregates of batteries and wasted batteries catalogue of commodities forbidden to import (the fifth batch) catalogue of junked electromechanical products (including components and parts, dismantled articles, broken articles, smashed articles unless it is other provided by law.)

No. Commodity code commodity name

01 - 8415.1010_ 8415.9090 air-conditioner

02 - 8417.8020 incinerator for radwaste

03 - 8418.1010_ 8418.9999 refrigerator

04 - 8471.1000_ 8471.5090 cyber-equipment

05 - 8471.6010 display

06 - 8471.6031_ 8471.6039 printer

07 - 8471.6040_ 8471.9000 other input-output parts for computers and other components of automatic data processing equipment

08 - 8516.5000 microwave

09 - 8516.6030 electric cooker

10 - 8517.1100_ 8517.1990 wired phone

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- 11 - 8517.2100_ 8517.2200 electrograph and tape machine
- 12 - 8521.1011_ 8521.9090 video tape recorder, record player and laser video cassette recorder
- 13 - 8525.2022_ 8525.2029 mobile communication equipment
- 14 - 8525.3010_ 8525.4050 vidicon, video camera recorder and digital camera
- 15 - 8528.1210_ 8528.3020 tv set
- 16 - 8534.0010_ 8534.0090 printing circuit
- 17 - 8540.1100_ 8540.9990 thermionic tube, cold cathode tube, light cathode tube
- 18 - 8542.1000_ 8542.9000 integrate circuit and microelectronic components
- 19 - 9009.1110_ 9009.9990 duplicating machine
- 20 - 9018.1100_ 9018.9090 medical appliance
- 21 - 9022.1200_ 9022.9090 radial application equipment

Packing:

Please arrange fumigation if the shipment is in wooden packing, otherwise there will be penalty and additional charge also delay in clearance.

Export to CAI:

Pre-inspection is a must for shipments ex China mainland, which will takes 2 weeks. In order to expedite the export procedure, please note that shanghai commodity inspection and quarantine (SCIQ) has below procedures that requires you attention and action. Below are the important issues.

SCIQ will check all the sales contract/ original commercial invoice/original packing list/ original CIQ from shipper.

- 1) Check if the shipper/selling title match all docs
- 2) Check if contract no and origin match all docs
- 3) Check if all commodity name match all docs
- 4) Check if marks match all docs.

Any difference will cause second round inspection which will require additional time and delay.

DG handling: besides normal export clearance docs, MSDS, chemical report (matching ocean mode) is a must to carriers and customs. DG container booking need 10-14 days booking in advance. We should adhere to shipping liners requirements for packing and other necessary certificate.

ENS requirement for export to EU

ENS (**entry summary declaration**) go into effect midnight December 31, 2010 for cargo transiting to or through the European community.

Please also note within the scope of this EU regulation, Norway and Switzerland have the same status as an EU member state.

Ocean and air carriers are responsible for the timely electronic transmission of the ENS. Ocean carriers must transmit no later than **24 hours prior to loading of any vessel**, and air carriers must transmit no later than **4 hours prior to arrival at the first port of entry** in the EU

Following data requirements are needed for EN filing.

- Full name and address of shipper (or EORI - economic operator registration and identification number)
- Full name and address of consignee (or EORI)
- Full name and address of notify party where goods are carried under a negotiable "to order" B/L (or EORI)
- Container number (if FCL)

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- Seal number (if FCL)
- Marks and numbers (if LCL)
- Full description of goods
- HS code at the 6-digit level (for AES purposes the full 10-digit schedule B number is required) number, type of package(s) and gross weight per package
un dangerous goods code (where applicable)

Consolidation-:

Allowed but there should be a detailed manifest on each and every house B/L.

Bill of Lading instructions:

Case by case

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Pre-alert should be sent by e-mail to:

linda.chen@aramex.com

Tina.li@aramex.com

Jason.hu@aramex.com

Yoyo.qian@aramex.com

Required Documents

HB/L - originals. Must include the consignee's complete name, complete address, contact person, telephone and fax numbers.

MB/L - originals.

Please read the operational procedure regarding MASTER BILL OF LADING.

Packing list - originals.

Certificate of origin –for food items only the rest don't need certificate of origin.

Commercial invoice - original. Must include pieces, weight and value.

Legalization-: not required

Important remarks:

It is very important that packing list should 100% match the content of the shipment, any discrepancy will cause extra cost and inspection by customs.

Cyprus, Nicosia



Port	Limassol (LML)
Working hours	08:00 – 17:30 Monday - Friday Saturday and Sunday Off

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Customs Clearance	Available all days except Saturday and holidays.
Contact Person	Mr. Moustapha M. Kaddouh / Country Manager e-mail: moustapha.kaddouh@aramex.com Ms. Gregoria Ioannou/ Ocean & Air Freight Operations e-mail: gregoria.ioannou@aramex.com
National Holidays	JAN 01 ST , 06 TH , FEB 23 RD , MAR 25 TH , APR 01 ST , 09 TH , 11 TH , 12 TH , 13 TH , MAY 31 ST , OCT 01 ST , 28 TH .

Service information:

Collect shipment: allowed.
Cash on delivery: not accepted

Please inform Cyprus office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.
Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Contact destination to see if free domicile is available for your particular shipment.
Free domicile is not available for shipments to schools.
Door delivery is not available for shipments to schools.

Consolidation-:

Allowed but there should be a manifest detailing each and every house bill of lading.

Bill of Lading instructions:

MBL:

Consignee:
Aramex Cyprus LTD
Spyrou Kyprianou Ave
Limassol – Cyprus
[Tel:+35725747708](tel:+35725747708) – Fax:+35725746971

HBL:

Consignee: actual consignee

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

And also Pre-alert should be sent by email to:

moustapha.kaddouh@aramex.com
gregoria.ioannou@aramex.com

Required Documents

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House B/L - originals. Must include the consignee's complete name, complete address, contact Person, telephone and fax numbers.

Master B/L - originals.

Packing list - original.

Certificate of origin -original must be notarized and stamped by a chamber of commerce at Origin. Legalization is required (see below).

Commercial invoice - original. Must include pieces, weight, cubic measurement and value. Legalization is required.

Czech Republic, Prague



Port	Hamburg (HAM) , Bremerhaven (BRE)
Working hours	08:00 – 19:00 Monday - Friday Saturday and Sunday Off
Customs Clearance	08:00 – 16:30 Monday - Friday Saturday and Sunday Off
Contact Person	Mr. Jan Zdobinsky / Operations Manager e-mail: Jan.zdobinsky@aramex.com Mr. Lukas Valter / Operations Export & Import e-mail: lukas.valter@aramex.com Mr. Yasar Zaza / Country Manager e-mail: Yasar.zaza@aramex.com
National Holidays	JAN 1 ST , APR 25 TH , MAY 1 ST , 8 TH , JUL 5 TH , 6 TH , SEP 28 TH , OCT 28 TH , NOV 17 TH , DEC 24 TH , 25 TH , 26 TH .

Service information:

Collect shipments: allowed

Cash on delivery: accepted

Please inform Prague office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.

Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Contact destination to see if free domicile is available for your particular shipment.

It's mandatory to inform Prague office before you send shipment to Czech Republic.

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Bill of lading instructions

Case by case

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Full set of documents should be sent one week prior to vessel arrival, otherwise penalty of USD. 100.00 will be paid to the ports authority.

Pre-alert should be sent by e-mail to: prgfreightops@aramex.com

Required Documents

Please check with PRG case to case basis

Djibouti, Djibouti



Port	Djibouti
Working hours	07:30 – 13:00, 16:00 – 19:00 Sunday – Thursday Friday and Saturday Off
Customs Clearance	08:30 – 17:00 Sunday – Thursday Friday and Saturday Off
Contact Person	Mr. Faiz Dada / Station Manager e-mail: faiz.dada@aramex.com
National Holidays	

Service information:

Collect shipment:

Cash on delivery:

Pre-alerts must be sent to Djibouti office in advance to allow them to arrange the manifest with the sea liner with correct details in advance (shipper, consignee, address, telephone number, pieces, weight, Cubic measurement, container size, commodity descriptions and invoice value).

- Weight: any weight difference will automatically be subject to red light; physical cargo inspection

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- Each item in the pallet must be marked with clear labels/ID stickers, as Djibouti Customs authorities might break down the pallets, so each item should be labeled individually even the package was shrink wrapped. If not then the entire lot will be held by customs, which will lead to fines and delays
- Labels must have these details: MBL number, HBL number, total number of container and destination port
- All licenses and registration in favor of EACS should be done as per rules and regulations

Bill of lading instructions:

MBL:

Consignee:

EACS DJIBOUTI/ GUEDE TRANSIT

DJIBOUTI-RDD

TEL : 0025321359409

E-MAIL : ALL_JIB_EXPRESS_INBOUND@ARAMEX.COM

Notify: Same as consignee

HBL:

Consignee: actual consignee

Pre-alert should be sent by email to:

Mr. Faiz dada: faiz.dada@aramex.com

Mr. Rami Sadik: rami.sadik@aramex.com

All_jib_express_inbound@aramex.com

Required Documents:

- Master bill of lading 3 copies
- House bill of lading 3 copies
- Manifest
- Original packing list
- Original invoice
- Certificate of origin (original for foodstuff shipment)

Egypt, Cairo



Port	Alexandria (ALY), Port Said (PSD), Damietta (DMT), Suez, Sokhnah
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Working hours	09:00 – 17:00 Saturday - Thursday Friday Off
Customs Clearance	09:00 – 14:00 Saturday - Thursday Friday Off
Contact Person	Mr. Hossam El Seidi / Country Freight Manager e-mail: Hossam.elseidi@aramex.com Ms. May Osman / FCL Freight Operation (Export) e-mail: May.Osman@aramex.com Ms. Ola Mohamed / FCL Freight Operation (Import) e-mail: Ola.Emam@aramex.com Ms. Amal Aly / LCL Operations (Import & Export) + FCL / LCL DDP & DAP Inquires e-mail: amal.waheeb@aramex.com Mr. Mohamed Shaaban / LCL Documentation e-mail: Mohamed.Metwally@aramex.com Mr. Amgad Soliman / Sales & Marketing e-mail: Amgad.Suleiman@aramex.com Mr. Ehab Aziz / Customer Clearance Alexandria & Port Said e-mail: Ihab.Abdelmotie@aramex.com
National Holidays	JAN 7 TH , 25 TH , APR 24 TH , 25 TH , MAY 1 ST , JUL 23 RD , AUG 7 TH , 8 TH , 9 TH , SEP 15 TH , 16 TH , 17 TH , 18 TH , OCT 6 TH

Service information:

Collect shipment: allowed.
Cash on delivery: not accepted

Please inform Cairo office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges. Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Contact destination to see if free domicile is available for your particular shipment. You must provide all of the following information.

Consolidation-:

Allowed only to Alexandria port.

Bill of Lading instructions:

MBL

Consignee:
Aramex international Egypt,
31 Mossadek St. El Dokki,
Giza,

aramex

Egypt.
Phone #: +202 16996
Fax # : +20 (2) 37482990
Mr. Hossam El Seidi

HBL:

Consignee: actual consignee

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

And also Pre-alert should be sent by email to:
CAIFreightOPSSeaAlex@aramex.com (SEA SHIPMENTS)
Hossam.elseidi@aramex.com

Required Documents

House B/L – originals or express release.
Master B/L – originals or express release.
Commercial invoice - original. Legalization or attested from chamber of commerce for all shipments due to new regulations here in Egypt (A legalized pro-forma invoice or legalized copy of the invoice will not be accepted by Egyptian customs)
Packing list - required. Copies are acceptable.
Certificate of origin - original legalization is required for most shipments.
Certificate of analysis - required only for shipments of perishables, chemicals & Pharmaceuticals.
It is the responsibility of the shipper and consignee to ensure this Document is provided and conforms to Egyptian regulations. Aramex's only Responsibility is to advise the shipper when this document is required.
Fumigation certificate: required only for wooden pallets shipments
Legalization-: required for the commercial invoice & certificate of origin
Basic documents required for customs-:
Import license, registration card, taxation I.D. certificate of customs exemption if any.

France, Paris



Port	Any French seaport
Working hours	09:00 – 18:00 Monday - Friday Saturday & Sunday Off
Customs Clearance	Available all days except Saturdays, Sundays and holidays
Contact Person	Ms. Fatima Riyad / Freight Manager e-mail: Fatima.riyad@aramex.com PAR Freight Communications e-mail: parfreightcommunications@aramex.com

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National Holidays	JAN 01 ST , APR 6 TH , MAY 01 ST , 08 TH , 14 TH , JUL 14 TH , AUG 15 TH , NOV 11 TH , DEC 25 TH .
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Service information:

Collect shipment: allowed but on prior approval from consignee.
Cash on delivery: accepted but on prior approval from consignee.
Free domicile & dap- yes but on prior approval from consignee.

For any kind of import shipment to France, origin needs to have Aramex France approval & offer before moving goods. If not origin will be responsible for any local charges incurred (demurrage, storage, penalty etc...).

Please inform Paris office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.
Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Consolidation-:

Allowed but there should be a manifest detailing each and every HBL.
An advance pre-alert from origin is mandatory to check feasibility with agent at the port of destination.

Customs regulations-: always check with Paris cargo dept. before sending any sea freight shipment, some kind of goods might require import license to be provided by consignee, or Phytosanitary certificate.

Bill of Lading instructions:

MBL:

Consignee:
Aramex France
Address 2 Rue des Voyelles, Zone de Frêt 4
P.O.Box:B.P.15242
ROISSY CDG Cedex,France
95700
Tel: +33 (1) 48167600

HBL:

Consignee: actual consignee

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

And also Pre-alert should be sent by email to:
parfreightcommunications@aramex.com

Required Documents

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House B/L- originals. Must include the consignee's complete name, complete address, Contact person, telephone and fax numbers.
Master B/L – originals (it is compulsory to add the container number in the B/L for FCL shipments).
Packing list - original.
Fumigation certificate: required for any wood packing
Certificate of origin & EUR 1- original must be notarized and stamped by a chamber of Commerce at origin and EUR 1 by government office.
Commercial invoice - original. Must include number of pieces, weight and value.
Legalization-: please check with Paris cargo dept. before sending any shipment, to find what kind of docs they require for clearance. You should mention the exact commodity, quantity, origin, value and port of discharge.

Please note: it is the sole responsibility of the shipper and consignee to ensure the above requirements are met. aramex's responsibility is to make the shipper aware of the regulation.

Hong Kong, Hong Kong



Port	Hong Kong (HKG)
Working hours	09:30 – 18:30 Monday - Friday Saturday & Sunday Off
Customs Clearance	Available all days except Sunday and national holidays
Contact Person	Mr. Yousef Kamhawi / General Manager e-mail: Yousef.kamhawi@aramex.com Ms. Yuki Ho / Cargo Manager – Hong Kong & South China e-mail: Yuki.ho@aramex.com Ms. Winnie Chan / Sea Freight Manager e-mail: Winnie.chan2@aramex.com Ms. Abby Hui / Sea Freight Operation Supervisor e-mail: Abby.hui@aramex.com Mr. Lenferly Chan / Sea Freight Operation Supervisor e-mail: lenferly.chan@aramex.com Ms. Wendy Lau / Operations Team Member e-mail: Wendy.lau@aramex.com Mr. Wai Leung / Operations Team Member e-mail: -Wai.leung@armex.com
National Holidays	JAN 1 st , FEB 8 th , 9 th , 10 th , MAR 25 th , 26 th , 28 th , APR 4 th , MAY 2 nd , 14 th , JUN 9 th , SEP 16 th , OCT 10 th , DEC 26 th , 27 th

Service information:

Collect shipment: allowed
Cash on delivery: accepted

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Free domicile- yes
Pick up - yes
Tran-shipment - yes
Storage - yes
Survey cargo - yes
RTRN- yes
China operation - yes
Macau operation – yes
Cog – no

Inbound shipments into Hong Kong: some materials needs license to import into Hong Kong (mentioned in the below **customs regulations**). Accordingly before accepting any shipment From the shipper at your end, please send us the consignee full details in order to check with Them if they have the right to import such items. After we confirm to forward the shipment, We need proper pre-alert before the eta, full information about the shipper, consignee name, Address and telephone numbers, pieces, weight, cubic measurement or container size, Commodity description and invoice value. Also, copy of master bill of lading, house bill of Lading is required before eta.

Customs regulations:

Below mentioned are most of china import prohibitions

No. Commodity code commodity name notes

01 - 5069090.11 tiger bones that have been boiled off referring to those that have not been processed or boiled off

02 - 5071000.10 rhinoceros horns ...

03 - 13021100 opium fluids and opium extractors

29031400.10 carbon tetrachloride unless used for making cleaning agents

04 - 29031400.90 carbon tetrachloride unless used for making cleaning agents

29034300.90 trifluorotrichloroethane used for cleaning agents (cfc-113) promulgated by the ministry of foreign trade and economic cooperation on 2001-12-20

No. Commodity code commodity name notes

01 - 0501.0000 unprocessed human hair, no matter washed or not; wasted human hair

02 - 0502.1030 bristles and wasted bristles

03 - 0502.9020 badger hair and other wasted animal hair used for making brushes

04 - 0 503.0090.10 wasted horse hair

05 - 1703.1000 sugarcane molasses

06 - 1703.9000 other molasses

07 - 2517.2000 scoria, scruff and similar industrial draff

08 - 2517.3000 asphalt macadam

09 - 2620.2900 other calx and draff whose major ingredient is lead

10 - 2620.3000 calx and draff whose major ingredient is copper

11 - 2620.9910 calx and draff whose major ingredient is tungsten

12 - 2620.9990.90 calx and draff whose major ingredient is other metal or compound except for

2620.9990.10, the calx or draff whose major ingredient is vanadium pentoxide more than

10%

13 - 4004.0000.10 wasted tire and its dices

14 - 4115.2000.10 leather waste residue, ash, sludge and its powder

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- 15 - 6309.0000 old clothing
16 - 8548.1000 wasted crushed aggregates of batteries and wasted batteries catalogue of commodities forbidden to import (the fifth batch) catalogue of junked electromechanical products (including components and parts, dismantled articles, broken articles, smashed articles unless it is other provided by law.)
No. Commodity code commodity name
01 - 8415.1010_ 8415.9090 air-conditioner
02 - 8417.8020 incinerator for radwaste
03 - 8418.1010_ 8418.9999 refrigerator
04 - 8471.1000_ 8471.5090 cyber-equipment
05 - 8471.6010 display
06 - 8471.6031_ 8471.6039 printer
07 - 8471.6040_ 8471.9000 other input-output parts for computers and other components of automatic data processing equipment
08 - 8516.5000 microwave
09 - 8516.6030 electric cooker
10 - 8517.1100_ 8517.1990 wired phone
11 - 8517.2100_ 8517.2200 electrograph and tape machine
12 - 8521.1011_ 8521.9090 video tape recorder, record player and laser video cassette recorder
13 - 8525.2022_ 8525.2029 mobile communication equipment
14 - 8525.3010_ 8525.4050 vidicon, video camera recorder and digital camera
15 - 8528.1210_ 8528.3020 TV set
16 - 8534.0010_ 8534.0090 printing circuit
17 - 8540.1100_ 8540.9990 thermionic tube, cold cathode tube, light cathode tube
18 - 8542.1000_ 8542.9000 integrate circuit and microelectronic components
19 - 9009.1110_ 9009.9990 duplicating machine
20 - 9018.1100_ 9018.9090 medical appliance
21 - 9022.1200_ 9022.9090 radial application equipment

Consolidation-:

Allowed but there should be a detailed manifest in each and every H/BL.

Bill of Lading instructions:

MBL:

Consignee:

Aramex Hong Kong Ltd

Unit C-E, 18/F., Billion Plaza 2,

10 Cheung Yue Street,

Lai Chi Kok, Kowloon, Hong Kong

Tel: 852-3556 7250, 852-3556 7230

EMAIL : HKGFRTOPSInbound@aramex.com

NOTIFY PARTY:

Same as consignee

EMAIL : HKGFRTOPSInbound@aramex.com

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Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

And also Pre-alert should be sent by email to:

HKGFRTOPSInbound@aramex.com

Yuki.ho@aramex.com

Ally.chan@aramex.com

Required Documents

House B/L - originals. Must include the consignee's complete name, complete address, Contact person, telephone and fax numbers.

Master B/L - originals.

Packing list - originals.

Certificate of origin – c/o is not required

Commercial invoice - original. Must include pieces, weight and value. Legalization is Required (see below).

Legalization-: not required

India, New Delhi



Port	Nhava Sheva (XNH) / Chennai (MAA) / Cochin (COK) / Kolkata / Mundra (MUN) / Pipavav - inland container depot in India (ICD).
Working hours	09:30 - 18:00 Monday – Friday. 09:30 - 13:30 Saturday.
Customs Clearance	Available all days with designated times on Saturday and Sunday
Contact Person	Bangalore: Mr. Anthony Simon / Assistant Manager, Freight OPS e-mail: anthony.simon@aramex.com Mr. Sandeep Behl / SeaFreight Manager e-mail: Sandeep.behl@aramex.com Ms. Renu Arora / Country Manager Operations E-mail: Renu.arora@aramex.com Mr. Soumendra Samal / Regional Manager (South) e-mail: Soumendra.samal@aramex.com Bombay: Mr. Rajiv Chindarkar / Manager OPS e-mail: rajiv.chindarkar@aramex.com Mr. Jitan Laktwani / Regional Manager (West) e-mail: jitan.laktwani@aramex.com

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	<p>Mr. Sandeep BEHL / SeaFreight Manager – India e-mail: Sandeep.behl@aramex.com</p> <p>Ms. Renu Arora / Country Manager OPS e-mail: Renu.arora@aramex.com</p> <p>Chennai:</p> <p>Mr. Rajarathnam Seshaiya / Manager – Freight Operations e-mail: Rajarathnam.seshaiya@aramex.com</p> <p>Mr. Sandeep Behl / SeaFreight Manager – India e-mail: Sandeep.behl@aramex.com</p> <p>Ms. Renu Arora / Country Manager OPS e-mail: Renu.arora@aramex.com</p> <p>Mr. Soumendra Samal / Regional Manager (South) e-mail: Soumendra.samal@aramex.com</p> <p>Cochin:</p> <p>Ms. Baby Samuel / Freight Coordinator e-mail: Baby.samuel@aramex.com</p> <p>Mr. Abey George / Assistant Manager-Freight e-mail: Abey.george@aramex.com</p> <p>Mr. Sandeep Behl / SeaFreight Manager – India e-mail: Sandeep.behl@aramex.com</p> <p>Ms. Renu Arora / Country Manager OPS e-mail: Renu.arora@aramex.com</p> <p>Mr. Soumendra Samal / Regional Manager (South) e-mail: Soumendra.samal@aramex.com</p> <p>Delhi:</p> <p>Ms. Deepika Khattar / Assistant Manager e-mail: deepika.khattar@aramex.com</p> <p>Mr. Bipul Singh / Manager Operations e-mail: Bipul.singh@aramex.com</p> <p>Mr. Sandeep Behl / Seafreight Manager – India e-mail: Sandeep.behl@aramex.com</p> <p>Mr. Ashish Dorlikar / Regional Manager Freight (North) e-mail: Ashish.dorlikar@aramex.com</p> <p>Ms. Renu Aroro / Country Manager OPS e-mail: Renu.arora@aramex.com</p> <p>Hyderabad:</p> <p>Mr. Mohandaas Kovilakathpadi / Freight Sales Manager e-mail: mohandaas.kovilakathpadi@aramex.com</p> <p>Mr. Sandeep Behl / Seafreight Manage – India e-mail: Sandeep.behl@aramex.com</p> <p>Ms. Renu Arora / Country Manager OPS e-mail: Renu.arora@aramex.com</p> <p>Mr. Soumendra Samal / Regional Manager (South) e-mail: Soumendra.samal@aramex.com</p> <p>Kolkata:</p> <p>Mr. Vikesh Bhasin / Freight Sales e-mail: vikesh.bhasin@aramex.com</p> <p>Mr. Sandeep Behl / Seafreight Manager – India e-mail: Sandeep.behl@aramex.com</p> <p>Ms. Renu Arora / Country Manager OPS</p>
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	e-mail: Renu.arora@aramex.com Mr. Subhashish Paul / Station Manager (East) e-mail: Subhashish.Paul@aramex.com
Other Cities	Bangalore/ Mumbai/ Chennai/ Cochin/ Delhi/ Hyderabad/Coimbatore/Kolkata
National Holidays	

Service information:

Collect shipment: allowed.

Cash on delivery: not accepted

Please inform India office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges. Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Contact destination to see if free domicile is available for your particular shipment. You must provide all of the following information:

S/line overseas agent's complete details at port of departure has to be mentioned on the M/BL. Marks & numbers as per the package / container number / seal number. Payment terms has to be mentioned correctly (shipment pre-paid / charges collect).

Additional free detention period (if any) has to be mentioned on the M/BL & H/BL.

M/BL surrendered / if express release at load port, it should be mentioned on the M/BL. (please send the telex message by e-mail ...).

Payment terms-: pre-paid preferred. The reason being for CC shpts consignee has to bear extra charges like cc fees, currency adjustment factor (CAF) , increase in exchange rate, remittance fees ETC ... to avoid these additional charges it is always preferable that M/BL is on pre-paid basis.

The M/BL & H/BL issuing date has to tally - the reason being while manifesting the IGM, shipping line also adds bill of lading issuing date and in case if the IGM has filed as per M/BL instead of H/BL, then, while amending the IGM most of the times shipping lines oversights to amend the B/L date and this causes lots of problems to consignee during clearance.

Surrender notice & additional detention notice has to be scanned along with the pre-alert as most of the times shipping lines here denies the receipt of the same from their principal office and delays the delivery order release.

Debit / credit notes needs to be scanned along with pre-alert copies - to avoid any confusion in selling & buying rates.

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Note: Nhava Sheva/JNPT are the ports outside Bombay limit's and are gateways for major internal container depots (ICD) like – Delhi / Jaipur / Nagpur / Ahmedabad / Hyderabad etc.

For any shipments with the final destination being outside Bombay, service confirmation must be taken before executing the shipment as we do not have services to all the places outside Bombay.

Very important –

Inland container depot (ICD) for FCL cargo trans-shipment.

Full container load (20' or 40') shipments from your origin to inland container depot (ICD) in transit via Nhava Sheva port to Mumbai / Madras or Cochin ports, the shipment gets offloaded at these particular trans-shipment port and the containers moved to the rail depot where as per the shipping line agreement with the rail or road transport authorities, the container is taken to the respective inland container depot (ICD) in India.

Kindly note in such shipment's port of final destination, in example, shipments for **ICD – Hyderabad** or **ICD – Bangalore** via **Nhava Sheva port**, the master bills of lading should bear the **Hyderabad – GTSPL office address** or the **Bangalore GTSPL office address** and the place of delivery / final destination will be **ICD Hyderabad** or **ICD Bangalore**.

Very important –

Prior to move any (LCL) shipment to inland container depot (ICD) in India, kindly check and confirm with the shipping line at origin, their counterpart (shipping line) at destination has service to that particular ICD in India.

Consolidation-: allowed

Bill of Lading instructions:

MBL

Bangalore:

Consignee:

Global transportation services private limited.

No. 220, 3rd main,

6th cross, Indiranagar 1st stage

Land mark: behind Airtel showroom

Bangalore – 560 038

Tel # : 0091 80 39419900

Fax # : 0091 80 25210878

Bombay

Consignee:

Global transportation services private limited.

107 marol co-operative industrial estate

M.v. road, behind times square BLDG.

Andheri (east) ,

Mumbai 400 059

India

Tel # : 0091 22 39419900

aramex

Fax # : 0091 22 28248760

Chennai (madras)

Consignee:

Global transportation services private limited.

Plot no 1, poomagal street,

Ekatuthangal (behind Olympia Tech Park)

(opp to decon chronicle)

Chennai - 600 097, India.

Tel # : 0091 44 39419900 ext 312

Fax # : 0091 44 22253892

Cochin

Consignee:

Global transportation services private limited.

K.c.jacob building

Opp. Cial air cargo complex

Nedumbassery

Pin – 683572

Cochin.

Ph.no. 0484 2611575

Delhi

Consignee:

Global transportation services private limited.

L-74, road no -7,

Mahipalpur extention, n.h.-8

New Delhi – 110037

Tel: 0091 11-39815800

Fax: 0091 11-42005399

Hyderabad

Consignee:

Global transportation services private limited.

Plot no: 4 & 5, survey no. 130

Bapujinagar x road, near indian oil petrol bunk,

Hasmathpet road, secunderabad

Pin code-500011 ts india

Tel # : 0091 40 39419900-

Fax # : 0091 40 30934050

Kolkata -

Consignee:

Global transportation services private limited.

1st floor, 3 sardar sankar road

P.s tollygunge,

Rashbihari

Kolkata - 700026

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H/p : vikesh : +91-8336922595 / 8478922966

H/p : subhashish : +91-8335877447

HBL

Consignee

Actual consignee complete details (telephone numbers most important) has to be mentioned. In case if shipment consigned to bank (letter of credit shipment), actual consignee details has to be inserted in the notify column.

Marks & numbers as per the package / container number / seal number, gross weight, chargeable weight, commodity, cubical measurement and payment terms has to be mentioned correctly.

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

To be send to the respective email ID in the appropriate stations on the day of vessel departure at origin to avoid amendments –

As the docs has to be filed with the shipping lines 10 days prior to the vessel arrival at port of discharge for IGM manifesting as per h/bl. Failing to do so in time will result in wrong IGM manifesting which warrants amendment and incurs additional charges. Any and all additional charges incurred due to non-receipt of pre-alerts on time, will be debited to the origin.

Pre-alert shipments to Bangalore should be sent by e-mail to:

Anthony.Simon@aramex.com

Sandeep.behl@aramex.com

Renu.arora@aramex.com

Soumendra.samal@aramex.com

blrintlfrt@aramex.com

Pre-alert shipments to Bombay should be sent by e-mail to:

Rajiv.Chindarkar@aramex.com

Sandeep.behl@aramex.com

Renu.arora@aramex.com

BOMFreightoffice@aramex.com

Pre-alert shipments to Chennai should be sent by e-mail to:

Rajarathnam.Seshaiya@aramex.com

Sandeep.behl@aramex.com

Renu.arora@aramex.com

Soumendra.samal@aramex.com

All MAA FREIGHT@aramex.cm

Pre-alert shipments to Cochin should be sent by e-mail to:

Baby.samuel@aramex.com

Abey.george@aramex.com

Sandeep.behl@aramex.com

Renu.arora@aramex.com

Soumendra.samal@aramex.com

COKFreightOps@aramex.com

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Pre-alert shipments to Delhi should be sent by e-mail to:

deepika.khattar@aramex.com
Bipul.singh@aramex.com
Sandeep.behl@aramex.com
Delinternationalcargo@aramex.com

Pre-alert shipments to Hyderabad should be sent by e-mail to:

Mohandaas.Kovilakathpadi@aramex.com
Sandeep.behl@aramex.com
Renu.arora@aramex.com
Soumendra.samal@aramex.com
HYDFreightOps@aramex.com

Required Documents

Commercial invoice - 3 original + 2 attested copies.

Packing list - 3 original + 2 attested copies.

Certificate of origin -original. Must be notarized and stamped by a chamber of Commerce at origin.

Indonesia, Jakarta



Port	Tanjung (TNJ), Priok, Jakarta (JKT)
Working hours	08:30 – 17:00 Monday - Friday 08:30 – 12.00 Saturday (half day) Sunday Off
Customs Clearance	09:00 – 13:30 Monday – Friday Saturday & Sunday off
Contact Person	Mr. Rudy Haryanto / Freight Sales & Operations Manager e-mail: rudy.haryanto@aramex.com Mrs. Tri Handayani / Freight Operations Member e-mail: Tri.Handayani@aramex.com
National Holidays	JAN 1 ST & 03 RD , FEB 19 RD , MAR 21 ST , APR 03 RD , MAY 1 ST 14 TH & 16 TH , JUN 02 ND , JUL 17 TH 18 TH , AUG 17 TH , SEP 24 TH , OCT 14 TH , DEC 25 TH .

Service information:

Prepaid - yes

Collect - yes Cod - no

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Free domicile - no

Please inform Jakarta office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.

Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Bill of Lading instructions:

MBL:

Shipper: aramex or agent address (to be advised)

Consignee: ultimate consignee – complete address in Indonesia is required

Notify party: PT. Permata Bhakty Utama,

Jl. Raya Bekasi Timur Km 18 No. 99

Klender, Jakarta 13930 Indonesia.

Tel: 021 29603333, Fax: 021 47881760

HBL:

Shipper : ultimate shipper address

Consignee : ultimate consignee - complete address in Indonesia is required

We can also accept telex release. In this case, origin will have to provide us with the original house B/L "copy non-negotiable" to be used by customs authority at sea port for clearance.

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Please send e-mail to jktfreightimport@aramex.com , JKT cargo team must submit the inward manifest to shipping line at least 3 days prior vessel arrival. So pre-alert must be sent before at least 4 days prior vessel arrival and it must include copy of the following

Original documents pre-alert:

All original documents, master B/L, house B/L, commercial invoice, packing list, certificate of origin (if required by JKT cargo team for the clearance) must be sent to JKT cargo team at least 72 hours prior vessel arrival otherwise a penalty of USD 150.00 (no official receipt) will have to be paid to port authorities for the delay in submission of documents and the same will be billed back to origin.

Required Documents

Master B/L,

House B/L,

Commercial Invoice,

Packing list,

Certificate of Origin (if required)

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Submitting late the inward manifest to customs will raise high charges (penalty) to do the amendment manifest (penalty amount could be more than USD 1000, with no official receipt) and the same will be billed back to origin. Also it will take 2 to 3 weeks and sometimes longer to do such amendment. By that time, demurrage and storage charges will also get accumulated. Failing to follow the above instructions, Aramex Indonesia will not be responsible for any penalty that might occur at time of clearance and the same will be billed back to the origin. Usually, the penalty imposed by customs authorities is very heavy.

Iraq, Basra



Port	Umm Qasr (UQR)
Working hours	08:00 – 14:00 Saturday – Wednesday 08:30 – 13:00 Thursdays Friday Off
Contact Person	Mr. Taha Jameel / Operation Team Member e-mail: taha.jameel@aramex.com Noor Abdul Hadi / Operation Team Member noor.abdulhadi@aramex.com
National Holidays	Left for update

Service information:

Please inform Basra office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges. Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Bill of Lading instructions:

MBL:

ARAMEX INTERNATIONAL COMPANY.
IRAQ (IQ) AL ELWIYHA / SALMAN FAIQ STR.
HAY AL WAHDA/AREA 904 / BLDG. # 49 P.O.BOX
BAGHDAD,IRAQ, PHONE +964 (790) 1913625
ATTN: MR. TALAL ASAAD SHARIF

HBL:

Shipper: actual
Consignee: actual

Pre-Alerts: BGWFreightTeam@aramex.com

Required Documents

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Depends on commodity. For General cargo we need [Import license, Attested COO & Invoice from Iraqi consulate, BV]

Iran, Tehran

Port	Bandar Abbas (BND), Khoramshahr (KHO)
Working hours	08:30 – 16:30 Saturday – Wednesday 08:30 – 13:00 Thursdays Friday Off
Customs Clearance	09:00 – 13:00 Saturday – Wednesday. No clearance on Thursday & Friday
Contact Person	Ms. Robab Beheshit /Cargo Team Leader e-mail: Robab.beheshti@aramex.com Tehran Freight Ops THRFREIGHTOPS@aramex.com
National Holidays	Left for update

Service information:

Collect shipment: allowed - check with destination station in advance.

Cash on delivery: not accepted

Free domicile- check with destination in advance

Shipments to Iran is only allowed to be sent to DXB and/or Jebel Ali where Aramex DXB will handle the re-exporting of these shipments once the thorough security check is completed. The procedure is as follows:

1. Origin will send Shpt to DXB, with following Bill of lading instructions:
MBL: Should be consigned to Aramex DXB, and put "DXB in transit" in the handling information.
HBL: Should be consigned to the ultimate CNEE in Iran.
2. Once the Shpt arrives DXB and the documents handed over to Aramex DXB, it will be processed for re-exportation. This procedure might take 1-2 days as it's controlled by DXB customs.
3. Required documents mentioned below should accompany the shipment

Knowing that this would mean extra cost and longer transit time, but Aramex DXB will offer a competitive standard re-exportation fee that will be debited to the origins.

In case a shipment is held by DXB customs for any reason, or Aramex DXB was asked to re-export it back to the origin, please note that the related charges would be debited back to the origin station.

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Please inform Tehran office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges. Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Contact destination to see if free domicile is available for your particular shipment. You must provide all of the following information:

Bill of lading instructions:

MBL:

It must be checked on case-by-case basis

If we agreed to be the consigner, M/BL should be consigned as per below address:

Armak Int co,
Aramex. No 224 , Mollasadra Ave.,
Tehran,
Iran.
Tel # : 0098 21 89720000
Fax # : 0098 21 88617393

HBL:

Should be consigned to actual consignee or the bank

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

THRFREIGHTOPS@aramex.com
Robab.beheshti@aramex.com

Required Documents

House B/L - originals.
Master B/L - originals.
Commercial invoice - original.
Packing list - original.
Certificate of origin – Attested
A catalogue describing the commodity could be requested by the customs.

Ireland, Dublin



Port	Dublin (DUB)
Working hours	09:00 - 17:30 Monday – Friday.

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	Saturday & Sunday off
Customs Clearance	Apx 24 hours – upto 72 hours if called for customs examination
Contact Person	Dublin: Ms. Grace McMahon / Air & Seafreight Manager e-mail Grace.mcMahon@aramex.com Ms. Brenda Tully / Freight Administrator e-mail Brenda.tully@aramex.com Cork: Ms. Rebecca Mulcahy / Freight Administrator e-mail: Rebecca.mulcahy@aramex..com Ms. Deborah O'sullivan / Air & Ocean Manager e-mail: Deborah.osullivan@aramex.com Shannon: Mr. Denise King / Air, Sea, Express Manager e-mail: Denise.king@aramex.com Ms. Sinead Hennessy / Freight Administrator e-mail: Sinead.hennessy@aramex.com Ms. Jennifer Sheehan / Freight Administrator e-mail: Jennifer.sheehan@aramex.com
Other Cities	Cork, Shannon
National Holidays	Jan 1, Mar 17, May 2, Jun 6, Aug 1, Oct 31, Dec 25 -27

Service information:

Collect shipment: allowed
Cash on delivery: accepted

Personal effects – you must request permission from Dublin station in order to send such shipments forward

Please inform Dublin office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges. Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Contact destination to see if free domicile is available for your particular shipment.

Bill of Lading instructions:

MBL

Dublin:

Consignee:
Aramex/ Twoway Forwarding & Logistics
Bellinstown,, Ballyboughill Co.,
P.O.Box:
Dublin,Ireland

aramex

Phone +353 (1) 8078000

Cork:

Consignee:

Aramex

Unit E, Barryscourt Bus, PK Carrigtwohill Cork

P.O.Box:

Cork,Ireland

Phone +353 (21) 4881122

Shannon:

Consignee:

Aramex

1 East Park, Smithstown, Shannon, co. Clare,

P.O.Box:

Shannon,Ireland

Phone +353 (61) 362600

HBL

Consignee: actual

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Full set of documents should be sent within one week of vessel departure from
Origin – LCL & FCL

Pre-alert shipments to Dublin should be sent by e-mail to:

Grace.mcMahon@aramex.com

Pre-alert shipments to Cork should be sent by e-mail to:

Rebecca.mulcahy@aramex.com

Deborah.osullivan@aramex.com

Pre-alert shipments to Shannon should be sent by e-mail to:

Denise.king@aramex.com

Sinead.hennessy@aramex.com

Jennifer.Sheehan@aramex.com

Required Documents

House B/L - originals or copies.

Master B/L - originals / copy if B/L is on "express release".

Commercial invoice - original or copies.

Packing list - original or copies.

Certificate of origin – original required if necessary

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Jordan, Amman



Port	Aqaba (AQJ)
Working hours	08:30-17:30 Sunday – Thursday 09:00-14:00 Saturday Friday closed (weekend holiday)
Customs Clearance	Sunday – Thursday
Contact Person	Mr. Alaa Saoudi / country Manager e-mail: Alaa.Saoudi@aramex.com Ms. Reem Al Jabari / Ocean Freight Product Manager e-mail: Reem.aljabari@aramex.com
National Holidays	JAN 01 ST , 30 TH , FEB 22 ND , MAY 01 ST , 02 ND , 25 TH , JUN 09 TH , 10 TH , SEP 12 TH , NOV 14 TH , DEC 25 TH

Service information:

Collect shipment: allowed.
Cash on delivery: case by case

Please inform Amman office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.
Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Contact destination to see if free domicile is available for your particular shipment.

Procedures:

As all SeaFreight shipments based on master bills of lading and house bills of lading, a cancellation for master B/L must be submitted with a new manifest stating details of house b/l. This procedure and the amended manifest must be performed and submitted to shipping line agent and Jordan customs department 5-7 days prior to vessel arrival to Aqaba port.

Consequently, after 48 hours of vessel departure from the loading port, the booking office must send a scanned copy of house and master bills of lading to us, in order to proceed with the needed amendment. In case if we did not submit the needed amendments, shipment will be treated as consigned to Aramex and we will face lots of additional procedures, expenses, delays, container demurrage and clients inconvenience.

All above amendments are needed because we don't have the legal rights to endorse any bills Of lading consigned to Aramex.

Shipments to other free zones:-

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If the shipment's final destination is the airport free zone, Zarqa free zone, Al-Hasan industrial Free zone, al Tajamouat industrial free zone, or any other free zone or industrial estate Facility in Jordan, the name of the free zone or industrial estate must be shown on the bill of lading.

Shipments to Iraq or other neighboring countries

All freight shipments destined to Iraq or to any neighboring countries must be stated with in-transit phrase, with in the remarks or in the description column. Please bear in mind that shipping lines prohibits transporting goods in containers. As such, goods must be discharged in the port and stuffing on the truck will take place in the terminal.

Bill of Lading instructions:

MBL:

Consignee:

Aramex Jordan Limited

P.O. box 3371, Amman 11181, Jordan

HBL:

Consignee: actual

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

AMMSeaFreight@aramex.com

Reem.aljabari@aramex.com

Required Documents

House B/L - full set of original B/L (if not available copy).

Master B/L - full set of original bills of lading

Commercial invoice - original, certified by the chamber of commerce/industry and legalized the Jordanian embassy.

Packing list - original.

Certificate of origin - original, certified by the chamber of commerce/industry and legalized the Jordanian embassy.

In case of LC - letter of credit "all required documents must be provided.

Legalization-:

(For both commercial invoice and certificate of origin)

A. If the cargo is moving as freight collect and is secured by destination, check with Amman to determine whether legalization will be required for the shipment. If the shipment is secured by origin and freight is collect, please ask shipper to check with consignee in Jordan to determine if legalization will be required for the shipment. If the shipper advises that legalization will not be required, make sure that you have those instructions in writing.

B. If the shipment is secured by origin and freight is prepaid, advise the shipper that legalization of documents is normally

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required. If the shipper advises that legalization will not be required, make sure that you have those instructions in writing.

Certification-:

(For both commercial invoice and certificate of origin)

There is an additional charge of 0.5% of total value (per document) if the commercial invoice and the certificate of origin is not certified by the origin chamber of commerce/industry. If moving freight collect, determine whether the 0.5% charge is greater or less than the cost of the certification and act accordingly. If moving freight prepaid, notify the shipper of this situation and have the shipper provide instructions in writing how they want to handle this.

Shipments to Aqaba special economic zone (ASEZA)-:

All freight shipments destined to the Aqaba special economic zone must show the final Destination on the house B/L and master B/L as "Aqaba special economic zone". You can no longer state "Aqaba free zone" as the final destination on any shipping documents. Please make sure that the consignee must be registered in the Aqaba special economic zone authority in order to be able to receive their shipments.

Kenya, Mombasa



Port	Mombasa port (MBA)
Working hours	08:30 - 17:30 Monday -Friday 08:30 – 12:30 Saturday
Customs Clearance	4 to 5 working days
Contact Person	Mr. Zaher Ali / Operation Manger email : zaher.ali@aramex.com Mr. Elmadard Ouya / Operation team email : Elmadard.ouya@aramex.com Mr. Jackson Anyumba / Operation team email : jackson.anyumba@aramex.com
National Holidays	Jan 1 ST ,April 17 th -20 th ,May 1 st ,Jun 1 st ,Jul 1 st ,Oct 20 th ,Dec 12 th ,25 th and 26 th

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Pre-alert should be sent to:

[Zahir Ali \(Jaffer.Hussain@aramex.com\)](mailto:Zahir.Ali (Jaffer.Hussain@aramex.com))
Elmadard.Ouya@aramex.com
Jackson.Anyumba@aramex.com

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Bill of Lading Instructions:

MBL:

Consignee: actual

Notify:

Aramex Kenya Limited

Mombasa Branch

Sheetal Plaza, Modar Mohammed Road

Off Moi Avenue, Near Uhuru Gardens.

Tel +254 412316354/6/7/8

HBL: actual shipper and consignee

Required documents:

1. Original commercial invoice
2. Original packing list
3. Original certificate of conformity is mandatory for every shipment
4. Original Master Bill of Lading
5. Authority letter from the consignee
6. Exemption letter from Government if applicable (charities, major projects, government organizations etc.)

All above documents must be sent to Mombasa team at least 7 days prior to vessel arrival to avoid losing valuable time.

Kuwait, Kuwait



Port	Shuwaikh
Working hours	08:30 – 17:00 Sunday-Thursday 08:30 – 14:00 Saturday
Customs Clearance	Available from Sunday to Thursday
Contact Person	All KWI Freight / Air Sea email : KWIFreightOPS-Air-Sea@aramex.com
National Holidays	JAN 1ST, , FEB 25TH, 26TH, 5 TH MAY , JULY 7 TH -JULY 9 TH , SEP 12 TH -SEP 15 TH , OCT 3 RD , DEC 12 TH

Service information:

Collect shipments: allowed.

Cash on delivery: accepted

Free domicile- check with destination

For import shipments coming as 'freight collect' or 'cash on delivery' basis, the origin should send a pre-alert to the

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destination to contact the consignee and ensure the money is collectable. Do not move the shipments without pre-approval.

Duty exempted shipments to Kuwait:-

- Direct Kuwait customs duty exempt shipments must be consigned as per sender/consignee instructions exactly.
- Documentation requirements as instructed by sender and Aramex cargo Kuwait's name should not appear on any of the documents.
- For customs clearance exempt shipments, request KWI freight for clearance and delivery and other handling charges and requirements.
- Send message to Kuwait to have Aramex cargo obtain acceptance of charges from the consignee and to ensure clearance.

In case if the consignee; for any reason cannot clear the shipment or cannot pay destination charges to the liner, demurrage, detention and other related charges, such as penalties, customs duties, port handling will be automatically debited back to the origin till the consignment's disposal.

Products required COC:-

- Radio audio and/or video items
- Household microwave ovens
- Power transformers and voltage stabilizers (including any item that also use power chargers like laptops and notebooks)
- Intercoms, phone sets (including mobiles, cordless telephones)
- Electric power cables, extension cable cords and cable reels
- Appliances for heating liquids
- Incandescent lamp holders whether separate or forming part of luminaries and chandeliers
- Radio receivers and electric clocks
- All kind of toys

Day after day, the customs are re-enforcing the conformity requirement for more items from the list. Please always coordinate with KWI freight OPS team for updates for above list.

Limitations

No MBL should be consigned to aramex Kuwait for below as we are not authorized to endorse or clear these shipments)

- A) If the consignee is US military (please refer to US military instruction below)
- B) If the consignee is located at Kuwait free trade zone.
- C) If the consignee is national express co or national express c/o customs public ware house.
- D) If the consignee is Kuwait duty free.
- E) If the consignee is customs general ware house.

General notes:

1. 0 value or no commercial value is not accepted in Kuwait

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2. Gross weight & number of pieces on the MBL should always match that mentioned on invoice, packing list and certificate of origin.
3. Pre-alert must also be sent to aramex Kuwait.
4. All documents should be typed and not hand writing
5. Kuwait customs prohibits shipments to be destroyed or re-exported to origin without completing the customs clearance process first.
6. All ministry approvals as required by Kuwait customs will have to be procured by the consignee or his representative only.
7. The country of origin should be stamped or engraved on any item (no stickers allowed).
8. Legalization is required but it can be done in Kuwait

9. If consignee for any reason cannot clear the shipment or cannot pay the destination charges to the liner, demurrage, detention and other related charges will be debited back to the origin till the consignment is disposal.

US military shipments to Kuwait:

MBL and all documents for all us military shipments must be consigned to below exactly and notify aramex cargo

Us military
Central receiving & shipping & point,
Camp Arifjan,
Kuwait.
Valid POC name -
Valid POC Tel no

General notes for us military shipments:

- All US military shipments are always free domicile and all local charges are always billed back to shipper. Local charges such as, demurrages, KAC charges, PWC charges legalization, and or any other official tax/duties implemented at the time of clearance, all these charges will be at actual against official receipts.
- Clearance and delivery charges for such shipments are to be pre agreed on case to case basis, it's not considered as normal clearance and delivery.
- Always sent draft copies for all document including BL to pre check and approve, once pre alerts are received all document will be sent to the valid POC to arrange for AK 302 form, this form to be processed by the military and approved by Kuwait customs

Bill of Lading instructions:

MBL:

MBL should be consigned to the CNEE directly and notify Aramex Kuwait

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING * The main mandatory pre-alert must be on FTS**

KWIFreightOPS-Air-Sea@aramex.com

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Required Documents

- Original invoice, it must give an itemized listing with the complete description of the contents, HS codes, quantity, unit price, total price, total gross weight, number of cartons/boxes, total value and the country of origin.
- Packing list
- Certificate of origin, it must be certified by the origin chamber of commerce
- Statistical export declaration for shipments from GCC
- Radiation certificate for any shipments from Japan
- Brand letter if the items are branded.

Personal shipment:

Aramex Kuwait will not handle any consignment for an individual /person. However, you can mention Aramex as notify party on such MBL's

Clearance documents required from consignee side:-

- Declaration (IQRAR) – original
- Customs verified signature for the current year (ETEMAD TAWQIA).
- Original import license.
- Civil I.D copy of authorized person.
- Office license (RUKSAT MAHAL).
- Driver authorized letter to be signed by the customs verified signatory.

Release approvals:

- MOC (Ministry of Communications) required on all telecommunication products that range from (phones, computers, laptops, gateways etc.).
- MOH (Ministries of Health) required on cosmetics, perfumes, medical items/machines etc.
- MOI (Ministry of Information) required on printed matters, CDS, etc
- EPA (Environment Public Authority) required on chemicals, paints, ink cartridge (cnee should have chemical import license to get the approval)
- Ministry of interior - required on security systems, security cameras, etc.
- Municipality approval - required on all kind of foodstuff.
- Fire station approval - required for fire extinguisher and related products.
- Radiation approval - required for laser products, radiation certificate should be available for any shipment from Japan.
- Authority of industry approval - required on all electrical items and some industrial items and all kind of toys. It can be overlooked if a certificate of conformity COC is available.

Certificate of conformity (COC)

Customs in Kuwait have started re-enforcing the international conformity certification program (ICCP), to ensure the compliance of certain (regulated) imported products, with applicable Kuwaiti standards (KSS) and technical regulations, (i.e. mandatory requirements).

Here is the link approved certification / inspection bodies.

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<https://www.pai.gov.kw/portal/page/portal/pai/kucas/cib>

Documents required for US military shipments:

- Original commercial invoice, it must give an itemized listing with the complete description of the contents, HS codes, quantity per item, unit price per items, total price, total gross weight, number of cartons/boxes, total value must and the country of origin.
- Invoice must show us military, valid POC name and valid POC Tel no.
- Original certificate of origin required for all shipments with invoice value over USD 1500.00.
- Packing list detailed (copy will do).

Lebanon, Beirut



Port	Beirut (BEY)
Working hours	8:00 - 17:00 Monday – Friday. 8:00 - 14:00 Saturday Sunday closed
Customs Clearance	Available
Contact Person	Mr. Abbas Hazimeh / Cargo OPS Team Leader e-mail: Abbas.Hazimeh@aramex.com Mr. Elie Ibrikji / Product Manager e-mail: Eie.ibrikji@aramex.com Ms. Nisrine Rouhayem / Operations Supervisor e-mail: Nisrine.rouhayem@aramex.com
National Holidays	

Service information:

Collect shipments: allowed.

Cash on delivery: accepted

Free domicile- **yes ...** but on condition to notify the value of goods in order for Beirut office to let the origin know of the exact amount of duty & taxes to be paid to customs and get approval on same.

Please inform Beirut office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.
Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

For shipments to be sent on temporary basis - please refer to BEY sea freight for handling, rates & procedures.

For shipments destined to Beirut free zone - please refer to BEY logistics for handling, rates & procedures.

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N.B – for personal effects shipments - please refer to: bey.seafreightteam@aramex.com
For the requirements especially if customs exemption is needed.

The following are regulations and documents necessary **to clear personal effects shipments** from Lebanese nationals permanently returning to Lebanon.

1. Must be a Lebanese national.
2. Must have residency outside Lebanon for at least 3 consecutive years.
3. Include a letter of permanent leave, prepared and legalized by the Lebanese embassy.
4. Include a detailed list of all items, prepared and legalized by the Lebanese embassy. This list must include the number of pieces, contents of each piece and the gross and net weights.
5. Consignee must be in Beirut when the goods arrive because we need to have the *original* passport in hand with a new entry seal to Lebanon.
6. New items will *not* be exempted from customs. The shipper should provide receipts for all personal effects that may appear to be new to prove that they are really used items.
7. Basic electrical appliances (such as refrigerators, microwaves, etc.) Must be shipped as one piece each since additional pieces will be considered additional items and will not be exempted.
8. Consignee must have in Lebanon a valid apartment rental lease or apartment owner register.
9. Consignee must provide a certificate from his local mayor in Lebanon certifying that he is or will be living at the address specified in item #8.
10. A commitment endorsed to Lebanese customs must be signed by the consignee stating that his personal effects being shipped will definitely be used at his address specified in item #8, and that he will not import any other personal effects within a minimum of 3 years.

Non-Lebanese citizens may also benefit from custom exemption providing they have in addition to items #4 - #9 above, a valid work permit, a valid residence and a work contract.

Please take note all of the above and make sure that its followed and properly prepared.

**** Rules and regulations importing used cars:**

1. Car must not be more than 8 years old.
2. Must provide original car registration book.
3. Must provide a legalized invoice (from chamber of commerce & industry and the Lebanese council or embassy).

In line with our continuous efforts to develop, audit and care for all customers and client's **(personal effect shipments)** whether be it land/sea or air, kindly abide by the below set procedures for all your personal effects shipments into Lebanon:

Origin procedures:

- 1) Origin should check the packing process, and make sure that each item is packed properly and according to international procedures (specially glassware's /paintings & antiques)
- 2) In case of weak packing, piece should be opened /inspected and if it needs to be repacked then we should do it after informing client.
- 3) Origin should take photos of all pieces before loading
- 4) Origin should take another photo of the container after loading

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- 5) Origin should leave space for the customs inspector to go inside the container in case of inspection needed
- 6) Origin should put the fragile boxes on top of all pieces and mark them well

Lebanon procedures and responsibilities:

- 1) Destination must take photos upon the opening of the container and before inspection
- 2) Destination should take photos after the inspection
- 3) Consignee must be available upon inspection loading / unloading of his/her stuff
- 4) Consignee should be aware that no tips to be paid to any porters or aramex staff without informing aramex Lebanon
- 5) Aramex Lebanon, should have their own staff upon inspection in the presence of client, and also upon unloading at consignee's premises to make sure that everything was done according to procedures and clients' needs

Legalization for personal effects: for exemption inquiry, detailed packing list should be legalized from Lebanese embassy at origin. A supported letter as well stamped and signed from the embassy stating that cnee has stayed more than 3 years at subject country and wants to leave totally to Lebanon.

Additional info:

- Effective Feb 1st, 2002, all incoming shpts into BEY are subject to 10% vat applied on CIF value (cost of goods, insurance, freight charges, pickup charges if shpt on cc basis), on customs duties, on clearance & delivery, formalities, portage. Vat does not apply on legal stamps however.
- Customs duties in Lebanon is calculated based on the CIF value as well and not only the value of goods stated on the commercial invoice for FCA/fob shpts
- Electrical items, chemicals, cosmetics, ceramic tiles, etc...are subject to the inspection and approval of the IRI (Industrial Research Institute) that works and is backed up with a technical assistance agreement of bureau VERITAS worldwide and that approves or rejects goods conformity to Lebanese code of standards.
The list of items subject to IRI is not yet finalized so kindly check with BEY sea freight in regard to that subject. Charges would be on case by case basis.
- For the import / export of food items, please refer to BEY sea freight for the required documents

In case of non-compliance to the above and the standards of ISPM # 15, the wpm will not be allowed to enter the country and will be re-exported back to origin or destroyed by Lebanese authorities.

The implementation of this decree has been suspended by the Lebanese government until further notice

Bill of Lading instructions:

MBL:

Consignee:
Aramex
Sin El Fil, Aramex Center.
P.O.Box:55606

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Beirut, Lebanon
Phone +961 (1) 518600

HBL:

Consignee: Actual

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING * THE MAIN MANDATORY PRE-ALERT IS ON FTS:**

And also Pre-alert should be sent by email to:

BEY.seafreightteam@aramex.com

** The full telephone number of the consignee must appear on the HAWB/MASTER BILL OF LADING/pre-alert for all your freight shipments to BEY. If the phone number is not on the paperwork it causes major delays and aramex BEY is not responsible on the storage amount that may occur due to this. *****

Required Documents

House B/L - originals. Or express release

Master B/L - originals. Or express release

Commercial invoice - original. (No need to be legalized by the Lebanese consulate at Origin.)

Packing list - original.

Certificate of origin -original. (No need to be legalized by the Lebanese consulate at Origin).

For Exports:

- 2 original invoices
- 2 original packing lists
- Original certificate of origin (if required by destination country)
- Shipper'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)
 - Commercial circular. (For companies).
 - Financial register certificate from ministry of finance (for both individuals & companies)

For Imports:

- Original bill of lading
- Original invoice – **not a pro-forma** showing the following details:
 - Clear description of goods (not coded)
 - Quantity of each
 - Unit price
 - Total value (honest & logical value must show)
 - Currency

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- Total number of packages
- Gross weight (the same mentioned on AWB)
- Country of origin of goods (if there is more than one COO then you have to mention next to each item its country of origin)
- Shipper's signature & stamp
- It shouldn't include sentences such as: "no commercial value" or "value for customs purposes only" as they are not acceptable by Lebanese customs.
- Original detailed packing list clarifying the contents of each package and the number of cartons inside each pallet if goods are palletized
- Proof of payment if required
- 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)
 - Commercial circular. (For companies).
 - Customs value confirmation declaration form / declaration of element's value DEV (signed & stamped by cnee)
 - Financial register certificate from ministry of finance (for both individuals & companies)

Freight will not be cleared at destination without all of the above required documentation.

Libya, Tripoli



Port	Tripoli (TIP) / Al Khoms / Misurata (MRA)/ Benghazi (BEN)
Working hours	09:00 – 17:00 Saturday – Thursday Closed Friday & holidays
Customs Clearance	Available
Contact Person	Mr. Tariq Hajeer / Station Manager e-mail: Tariq.Hajeer@aramex.com Mr. Muhammad Yamin / Freight Operations e-mail: Muhammad.Yamin@aramex.com Tip Freight OPS e-mail: Tipfreightops@aramex.com
National Holidays	

Service information:

Collect Shipment: Case by case prior approval is required from Tripoli office

Cash on delivery: Case by case prior approval is required from Tripoli office

Free domicile: Case by case prior approval is required from Tripoli office

Please inform Tripoli office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.
Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

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Bill of Lading instructions:

MBL:

Shipper: actual

Consignee: actual

Notify:

Aramex

Hay Al Andalus, Gergarish St. Next to Farooj Resturant

P.O.Box:93350

Tripoli, Libya

Tel: +218 (91) 8804628

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING * ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING *****

Tipfreightops@aramex.com

Tariq.Hajeer@aramex.com

Muhammad.Yamin@aramex.com

Required Documents

Master B/L- originals.

Packing list- original.

Certificate of origin -original must be notarized and stamped by a chamber of commerce at origin. Legalization is required (see below).

Commercial invoice- must be notarized and stamped by a chamber of commerce at origin. Legalization is required (see below).

Legalization: invoice and certificate of origin should be legalized by the Libyan embassy At origin.

Customs regulations: please check on case by case basis.

Malaysia, Kuala Lumpur



Port	Port Kelang (PTK) / Penang (PEN) / Pasir Gudang (PGU)
Working hours	08:30 – 18:00 Monday – Friday Saturday & Sunday OFF
Customs Clearance	08.30 – 18.00 Monday – Saturday No clearance on Saturday
Contact Person	Mr. A.H. Nathan / Freight Operations Manager e-mail: Hyacinth.Arulananthar@aramex.com KUL Freight

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	KuLfreight@aramex.com
National Holidays	JAN 25 th , FEB 8 th & 9 th & 20 th , MAY 2 nd & 21 st , JUN 4 th & 22 nd , JUL 6 th & 7 th , AUG 31 st , SEP 12 th & 16 th , OCT 3 rd & 31 st , 14 th , DEC 12 th & 26 th

Service information:

Export – routed order – yes

Import – prepaid – please see below

Please be informed that aramex Malaysia is not linked to a K4 (shipping manifest system) and will not be able to receive inbound LCL or FCL shipments by Oceanfreight. All stations must send the cargo on DTC basis if prepaid.

If on collect or LC (letter of credit) based export please provide us the details in advance in order for us to advise on how to consign the MBL (OBL)

Do be advised that as we are using a 3rd party to issue the k4 manifest to the shipping line, there will be a cost of USD 50.00 applicable for this job.

For customs clearance – we must be appointed by the client to process the customs paper work.

Bill of Lading instructions:

MBL:

Consignee:

Aramex (Malaysia) Sdn Bhd
No.12C Hedgheford Innovation Park
Jalan Tandang, 46050 Petaling Jaya
Selangor Darul Ehsan, Malaysia
Contact Number : 603.77878787

HBL:

Consignee: actual

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Hyacinth.Arulananthar@aramex.com

KuLfreight@aramex.com

Required documents:

Documents needed invoice with description & value stated.

Packing list not mandatory but will be good if they can provide.

PROFORMA Invoice will not be accepted for customs clearance.

Malta, Valletta



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Port	Malta (MLA)
Working hours	09:00 – 17:00
Contact Person	Mr. Andrew Malkin / Branch Manager e-mail: Andrew.malkin@aramex.com
National Holidays	

Service information:

Please note that Malta office needs the following details to handle your shipment at their side.

Clear description of goods (not coded)
Harmonized code(s) if possible
Quantity of each
Unit Price
Total Value (Logical Value must show)
Freight cost
All consignee VAT numbers to be inserted wherever possible
Packing List

Document needed from the Consignee;
Importer VAT Number

Bill of lading instructions:

MBL:

Aramex
Units 6 & 7, Off / Triq San Gwakkin, Mriehel Industrial Estate, Mriehel BKR3000, MALTA,
P.O.Box:
Mriehel, Malta
BKR3000
Phone +356 (23) 984 000

HBL:

Consignee: actual

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING **

andrew.malkin@aramex.com

Required documents:

Original Invoices
Packing List
Original certificates of origin



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Morocco, Casablanca

Port	Casablanca (CAS)
Working hours	08:30 – 12:30 & 14:30 - 18:30 Monday – Friday. 08:30 –13:00 Saturday. Sunday holiday.
Customs Clearance	08:30 am till 16:30 pm Monday – Friday.
Contact Person	Mr. Zouhair Amoudi / Product Consultant e-mail: Zouhair.amoudi@aramex.com Mrs. Amina Najeh / Freight Manager e-mail: amina.najeh@aramex.com CAS sea Freight OPS e-mail: casseafreightops@aramex.com
National Holidays	Will be communicated case by case.

Service information:

Collect shipment: allowed

Cash on delivery: not accepted

Free domicile - yes. Prior approval is required rates are to be approved case by case

Bill of lading instructions:

MBL:

Consignee:

Aramex International Morocco

193, Angle Bd de la résistance et Rue Hammada Arraouia

Casablanca, Morocco

Phone +212 (522) 271414

HLB:

Consignee: Actual

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Amina.Najeh@aramex.com

Zouhair.amoudi@aramex.com

casseafreightops@aramex.com

Required Documents

House B/L - originals. Must include the consignee's complete name, complete address, contact person, telephone and fax numbers.

Master B/L - originals. Or telex release send in advance.

Packing list - original.

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Certificate of origin –according to the entity of origin (Arab certificate of origin, eur1, euro-med)

Commercial invoice - original. Must include pieces, weight and value.

Legalization: not needed.

Customs regulations: all goods originated from Israel are prohibited for imports.

Netherlands, Rotterdam



Port	Rotterdam (RTM)
Working hours	08:30 – 17:30 Monday – Friday
Customs Clearance	Yes (fiscal representation limited)
Contact Person	Mr. Leen Ras / Branch Manager e-mail: Leen.ras@aramex.com Mr. Cees Ketting / Sales Manger e-mail: Cees.ketting@aramex.com Mr. Raymond Van Lent / Team Leader Import / Export e-mail: Raymond.vanlent@aramex.com <u>Customer service</u> Ms. Cilla Kraan Mr. Michel Van Es Mr. Max Brouwer Mr. Pascal Pieterse Team (group) Mail: rtmoceanexport@aramex.com rtmoceanimport@aramex.com <u>Inside Sales - Quotations</u> Ms. Brenda Van Rossen Mr. Raymond Ramlal Team (group) Mail: rtmoceanrates@aramex.com <u>Accounting</u> NLaccounting@aramex.com
National Holidays	January 01, April 06, April 27, May 05, May 14, May 25, December 25, December 26

Service information:

Seafreight (Only) – Yes (import & export)

Collect shipment – Yes (on request)

Prepaid – Yes (on request)

Cash on delivery – Yes (on request)

Free domicile - Yes (on request)

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SRN – mandatory for Aramex Stations/FTS users

Please inform Rotterdam office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges. Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Bill of Lading instructions:

MBL:

Consignee + Notify party : (same as Consignee allowed)

Aramex

Reeweg 24

3088 KA Rotterdam

The Netherlands

Tel: +31 10 4287211

Ctc: rtmoceanimport@aramex.com

House B/L:

Actual shipper

Actual Consignee

HBL to reflect 'Party to contact for cargo release': Aramex Rotterdam (as above)

Pre-alerts:

FTS users/ Aramex stations: Mandatory on FTS, confirm on board as per company policy.

Pre-alert (HBL/MBL/CI/PL) by email to: rtmoceanimport@aramex.com

Required Documents

- House B/L – original (Express / Surrendered allowed)
- Master B/L – seaway bill/express release preferred (original allowed)
- Commercial invoice – yes (copy allowed with HS code)
- Packing list – yes (copy allowed)
- Certificate of origin / EUR 1 / FORM A – original mandatory (required subject to customs tariff # and origin (pre-check !))

Oman, Muscat



Port	Sohar port, Muscat port (MCT)
Working hours	08:00 – 19:00 Sunday - Thursday, Friday and Saturday off

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Customs Clearance	Available
Contact Person	Mr. Fadi Rayes / Country Manager e-mail: Fadi.Rayes@aramex.com Mr. Ifitkhar Burki / Operations Manager e-mail: Iftikhar.burki@aramex.com Mr. Mouayad Fakhoury / Freight Senior e-mail: mouayad.fakhoury@aramex.com Mr. Houssam Khatab / Customer Accounts Manager e-mail: Houssam.khatab@aramex.com
National Holidays	FEB 13 TH , 24 TH , 25 TH , NOV 5 TH , 6 TH , 7 TH , 18 TH , 28 TH , DEC 05 TH , 07 TH , 08 TH .

Service information:

Collect shipment: allowed.

Cash on delivery: not accepted

Please inform Muscat office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.
Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Collect shipments cannot be accepted for the following consignees:
Royal Oman police, royal flight, royal air force, Diwan of royal court
Oman aviation,
Petroleum development of Oman,
Oman ministries.
Any government organization

Contact destination to see if free domicile is available for your particular shipment. You must provide all of the following information:
Commodity description, number of pieces, weight, cubic measurement or container size, invoice value and complete consignee name, address and telephone numbers.

Bill of Lading instructions

MBL

Consignee: actual

Notify :

aramex Muscat LLC,
P.o. box 1642, p. Code 114 muttrah,
Muscat, sultanate of Oman.
Contact: Iftikhar Burki or Fadi Rayes
Tel: 968-24473000 / fax: 00968-24473001

HBL:

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Consignee: actual

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

And also Pre-alert should be sent by email to:

Iftikhar.burki@aramex.com

Mouayad.Fakhoury@aramex.com

Required Documents

Master B/L- originals.

House B/L- originals.

Commercial invoice - original if the CIF value shown on the invoice is over USD 2,500 the invoice must be legalized. The invoice must also show the number of pieces being shipped, HS codes for each item, the manufacturers name, the gross cargo weight, the net cargo weight and the country of origin of the goods & H.S. code with each content. The commercial invoice must be in the currency of the country of origin of the shipment. CIF value must be shown on the invoice & certificate of origin also required for all shipments.

Packing list - original. Must show the number of pieces being shipped.

Send all documents to aramex (MCTOC mailing address), ATTN: Iftikhar Burki or Mouayad Fakhoury

Customs regulations-:

Mobile phones: for shipments of mobile phones to Oman, the consignee must provide aramex a "no objection letter" from the Omani ministry of telecommunications, which gives the consignee authorization to import mobile phones into Oman. All shipments should be under inspection as per rules, cost OMR. 50.00

Note: Consignee must have valid custom code, without custom code shipment cannot be cleared. Consignee must get online user name and customs code also should authorize Oman office broker online. All approvals should be done online

Qatar, Doha



Port	Doha (DOH)
Working hours	08:00am – 5:30pm Sunday – Thursday. Closed Fridays Saturdays (Skeleton Staff)
Customs Clearance	07:00-13:00 Sunday – Thursday Saturday & Friday Off
Contact Person	Mr. Walid Fawaz / Country Manager e-mail: Walid.Fawaz@aramex.com Hanibaal Eid / Product Manager (Air & Sea FRT) e-mail : Hanibaal.Eid@aramex.com Kader Mohideen Freight Operations Leader

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	e-mail: Kader.Mohideen@aramex.com Anthony Fernandes / Cargo Operation Manager e-mail: Anthony.Fernandes@aramex.com
National Holidays	18 TH DEC, Qatar national day.

Service information:

Collect shipment: allowed.
Cash on delivery: not accepted
Free domicile- check with destination.

Single window registration at sea port

Customs at seaport has introduced new system for customs clearance called "single window".

Customers in Qatar will be required to register online at the Qatar Customs Online site for importing goods into Qatar. For registration, the client must login to www.ecustoms.gov.qa and authorize 'aramex' as the nominated clearing agent. aramex Commercial Registration number is 52034/1. The client must select the freight mode (Land, Sea or Air) Freight clearance option when authorizing aramex.

Once registration is completed, the client must provide aramex with their Customs Code which is necessary to clear shipments via the 'Single Window' system.

Qatar Customs are offering support if needed through their call center at 136, or through the following email address: callcenter@customs.gov.qa

To ease the clearance process, we recommend that to advise all suppliers to include the following information on the Commercial Invoice accompanying inbound shipments to Qatar:

- 1- Goods value and currency
- 2- Goods' HS Code
- 3- Good's clear description
- 4- Good's country of origin
- 5- Consignee's (recipient) full name and address
- 6- Commercial invoice number

The Commercial Invoice must be printed on the supplier's letterhead with all the information typed and not hand written.

DG shipment

Consignee has to arrange the approval from environment protection committee & Doha sea port (Qatar navigation) and we have to provide these documents to the co-loader before shipment arrival at Jebel Ali port. Co-loader will load the shipment from Jebel Ali to Doha only after getting these approvals. There will storage charges if we couldn't provide these approvals before arriving the shipment at Jebel Ali.

Bill of Lading instructions

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MBL

Consignee:

aramex international,
Al-Ali building. Wholesale Market Street. Next to regency signal
P.O.box:23151, Doha, Qatar
Tel# +974 44200100, fax# +974 44506622.

Notify: final consignee name & address

As per the new procedure, if the MBL consigned to the freight forwarder, freight forwarder has to inform the final consignee details to the liner and the liner has to file the manifest before arriving the shipment at Doha sea port otherwise the consignee on the MBL should be final consignee.

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

And also Pre-alert should be sent by email to:
Hanibaal.Eid@aramex.com

Required Documents

1. MBL
2. HBL
3. Original invoice signed/stamped by the shipper, and attested from the chamber of commerce, following details are mandatory on the invoice to ease shipment processing :
 - Weight
 - No of pieces
 - Country of origin
 - H.S. code
 - Unit price
 - Currency
4. Original certificate of origin attested from the chamber of commerce.
5. Packing list mentioning total no. Of packages and gross weight on it.

Saudi Arabia, Dahrn



Port	Dammam (DMN)
Working hours	08:30 - 13:30 & 16:30 – 19: 30 Sunday – Thursday. Fridays & Saturdays off
Customs Clearance	Available
Contact Person	Mr. Mohammed Mujeeb / Freight Operation Manager e-mail: mohammed.molvi@aramex.com Mr. Husam Alshakhshir e-mail: Husam.Shakhshir@aramex.com

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	SeaFreight Sales e-mail: DAHSales@aramex.com SeaFreight Ops Team e-mail: ALL_DHA_Freight_Sea@aramex.com
National Holidays	Sep 23 rd , national day and Ramadan Eid and Zilhaj holidays

Service information:

Collect shipment: allowed.
Cash on delivery: not accepted.
Free domicile- check with destination.

Please inform Dammam office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.
Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Collect shipments to governmental agencies, Saudi airlines and banks are never allowed. Contact destination to see if free domicile is available for your particular shipment. You must provide all of the following information:

Commodity description, number of pieces, weight, cubic measurement or container size, invoice value and complete consignee name, address and telephone numbers.

Please note
Special instructions and notes are too numerous and change frequently to list completely. Penalties for violating Saudi port laws are very harsh. Also note that any shipment to Dammam port should arrive on pallets any container that is not loaded on pallets will pay penalty.

Proof of payment for import and export

Customs duty exempt shipments to Saudi Arabia:-
These are shipments usually going to government or semi-government agencies. It is the responsibility of the shipper or consignee to advise aramex of the duty-exempt status. These shipments must be consigned exactly as instructed by the shipper or consignee.

aramex's information must never appear on the MB/L or any other documents for these types of shipments.

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).

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- 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 Qur'an.
- Diamonds from Hong Kong.
- Christmas trees.
- Frog's meat.
- Old magazines & newspapers.
- Pasteurized milk (long life) more than 1 litre contents.
- Night vision binoculars.
- Drugs of all kinds and shapes.
- Pork meat in any kind, shape or form.
- Satellite receivers, Inb, decoders or any part related to satellites.
- Religious & prayer books of any sort (all kinds of holy Qur'an).
- Calendars.

(The slightest violation of the above 24 prohibitions will mean a fiscal penalty of USD 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.

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.

Agricultural insecticides:

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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 B/L that tallies identically with the import permit.

For more information of custom regulations Saudi Arabia:

http://www.ameinfo.com/saudi_arabia/ and www.ports.gov.sa/

For more information refer to tact book regulations on commodities.

Shippers can obtain SASO certificates from the following locations:

California: 818-293-8649.

Florida: 305-593-7455, fax 305-593-1528.

Texas: 713-475-2082, fax 713-475-2083.

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

Group one - food and agricultural products.

Chicken, whole (chilled/frozen)	Tea
Chicken, whole (chilled/frozen)	Vegetable oil and fats
Meat and meat products	Baby food, canned
Beef, other meats (chilled/frozen)	Nonalcoholic beverages
Cheese	Sugar
Rice	Cigarettes

Group two - electrical products.

Room air conditioners	Water heater 40, press cooker
Cassette tape recorder	Elect cables up to 1000 v
Compact disc players	Vacuum cleaners
Video cassette recorder	Electric heaters
Motors up to 12 kw	Water cooler
Electric heating unit	Evaporative air cooler
Lamp holder	Electric fans



Switches up to 3 a	Cooling unit, household
Florescent lamp	Generators up to 1000 kw
Ballast for lamp	Rubber insulated cables up to 450/750v.
Starters for lamp	Cooking heater
Plugs and sockets	Household elect clothes
Electric luminaries	Wash machines/drying machines
Dry batteries	Household electric irons
Ac adaptors, 220	Food processor, household
Microwave oven	Meat chopper/grinders
Electric ovens	Lifts/elevators, including motors
Photocopy machine	Swimming pool lights
Computers	Dry battery terminals
Power transformers	Water pumps
Refrigerators, household	Television sets
Telephone sets, basic	Watt, hour meter
Radio 39, cordless phones	

Group three - automobiles and accessories.

1. Automobiles.
2. Auto wind shield 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 – miscellaneous.

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

Cargo has to be palletized otherwise penalty will be imposed.

Bill of Lading instructions:

MBL:

Consignee: actual consignee

Notify:

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Aramex
King Faisal Road, Al Bustan Area, Al Khobar
P.O.Box:1916
Dhahran, Saudi Arabia
31441
Phone +966 () 920027447

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

And also Pre-alert should be sent by email to:
mohammed.molvi@aramex.com
ALL_DHA_Freight_Sea@aramex.com

Required Documents

House B/L - originals.

Master B/L - originals.

Note: to collect the delivery order from shipping line we need original MB/L.

Original MB/L should be sent to aramex-DHA cargo center.

Commercial invoice - original must be legalized at origin. Must be in the currency of the Country of origin of the commercial invoice.

Packing list - original.

Certificate of origin - original. Must be legalized, notarized & stamped by a chamber of Commerce at origin.

Documents from Consignee - Authorisation, Trade License, Proof of Payment.

Clearance formalities - Minimum Seven days for date of submission of documents to Customs.

Documents and MBL need 5 days prior to arrival of Vessel/Shipment.

Saudi Arabia, Jeddah



Port	Jeddah (JED)
Working hours	09:00 - 17:00 Sunday – Thursday Friday and Saturday off
Customs Clearance	Available
Contact Person	Mr. Marouf Jaber / Cargo Manager e-mail: Marouf.Jaber@aramex.com Mr. Ahmed Hussein / Cargo Supervisor e-mail: Ahmed.Hussain@aramex.com
National Holidays	14 th July, 23 rd July, SEPT 23 RD , Sept 21 TH - Sept 28 TH .

Service information:

Collect shipment: allowed.

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Cash on delivery: not accepted.

Please inform Jeddah office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.
Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Collect shipments to governmental agencies, Saudi airlines and banks are never allowed.

Contact destination to see if free domicile is available for your particular shipment. You must provide all of the following information:

Commodity description, number of pieces, weight, cubic measurement or container size, invoice value and complete consignee name, address and telephone numbers.

Country of origin

The country of origin/made in - must be mentioned (engraved, or affixed - non-removable sticker) on each item of product. The country of origin/made in ... must also be printed on the boxes/cartons. Failure to comply will result in cargo being returned to origin at the shippers/consignees expense

Customs duty exempt shipments to Saudi Arabia:-

These are shipments usually going to government or semi-government agencies. It is the responsibility of the shipper or consignee to advise aramex of the duty-exempt status. These shipments must be consigned exactly as instructed by the shipper or consignee.

Aramex's information must never appear on the B/L or any other documents for these types of shipments.

Collect shipments are never allowed to government or semi-government agencies. Be sure to pre-alert aramex with all shipment details for any customs duty-exempt shipment.

Prohibited commodities:-

Drinking alcohol and products containing drinking alcohol.

All kinds of live parrots.

Toys or statuettes representing animals or human being.

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 Qur'an (holy moslems book)

Diamonds from Hong Kong.

Christmas trees.

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Frog's meat.

Pork meat in any kind, shape or form.

Old magazines & newspapers.

Pasteurized milk (long life) more than 1 litre contents.

Night vision binoculars.

Drugs of all kinds and shapes.

Religious & prayer books of any sort (all kinds of holy Qur'an).

Calendars.

(the slightest violation of the above 24 prohibitions will mean a fiscal penalty of USD20,000 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 B/L that tallies identically with the import permit. For more information refer to tact book regulations on commodities.

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Following items must have a COC (conformity certificates for goods exported to Saudi Arabia / replacement of SASO) approved prior to shipping. If any of these arrive without COC certificate, shipment will suffer delay. Contact destination for more information if needed. This certificate confirms that the goods exported to Saudi Arabia are approved & as per the Saudi standards. The same can be obtained from any accredited lab/organization at origin

Group one - food and agricultural products.

Chicken, whole (chilled/frozen)	Tea
Chicken, whole (chilled/frozen)	Vegetable oil and fats
Meat and meat products	Baby food, canned
Beef, other meats (chilled/frozen)	Nonalcoholic beverages
Cheese	Sugar
Rice	Cigarettes

Group two - electrical products.

Room air conditioners	Water heater 40, press cooker
Cassette tape recorder	Elect cables up to 1000 v
Compact disc players	Vacuum cleaners
Video cassette recorder	Electric heaters
Motors up to 12 kw	Water cooler
Electric heating unit	Evaporative air cooler
Lamp holder	Electric fans
Switches up to 3 a	Cooling unit, household
Florescent lamp	Generators up to 1000 kw
Ballast for lamp	Rubber insulated cables up to 450/750v.
Starters for lamp	Cooking heater
Plugs and sockets	Household elect clothes
Electric luminaries	Wash machines/drying machines
Dry batteries	Household electric irons
Ac adaptors, 220	Food processor, household
Microwave oven	Meat chopper/grinders
Electric ovens	Lifts/elevators, including motors
Photocopy machine	Swimming pool lights
Computers	Dry battery terminals
Power transformers	Water pumps
Refrigerators, household	Television sets
Telephone sets, basic	Watt, hour meter
Radio 39, cordless phones	

Group three - automobiles and accessories.

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

Group four – chemicals.

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

Group five – miscellaneous.

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

Bill of Lading instructions:

MBL

Consignee:

Aramex

Medinah Road, Between Quraishi & Heraa Streets, Al Bawadi District

P.O.Box:15802

Jeddah,Saudi Arabia

Jeddah 21454

Phone +966 () 920027447

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Please note special instructions and notes are too numerous and change frequently to list completely. Penalties for violating Saudi port laws are very harsh. For all first time users, Please coordinate with jedseafreightops@aramex.com prior to shipping to get full, detailed instructions regarding your commodity.

And also Pre-alert should be sent by email to:

JEDSeaFreightOPS@aramex.com

Required Documents

House B/L - originals. Consigned to the ultimate consignee name (full name contact and address including telephone number, which is a must)

Master B/L – ultimate consignee

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Please ensure that you have to mention the full name, address & telephone number for the Shipping line agent at the destination in order to contact to get the delivery order and the arrival details.

(If a duty exempt shipment see below re. Duty exempt.)

Commercial invoice - original must be attested from chamber of commerce at origin Country. Must be in the currency of the country of origin of the commercial invoice with the serial numbers of each item.

Commercial invoice should be translated in Arabic language by the shipper or the consignee.

Packing list - original. – should be translated in Arabic language by the shipper.

Certificate of origin - original. Must be attested, notarized & stamped by a chamber of Commerce at origin.

Free days: 7 days from the vessel arrival, then demurrage charges will be considered

Saudi Arabia, Riyadh



Port	Riyadh (RUH)
Working hours	08:30 - 13:30 & 16:30 – 19: 30 Sunday – Thursday. Fridays & Saturdays off
Customs Clearance	Available
Contact Person	Mr. Mohammad Sabri / Freight Operations e-mail: Mohammad.Sabri@aramex.com
National Holidays	JULY 17 TO 26, AUG, 25 TH , NOV 09 TH , TO 16 TH

Service information:

Collect shipment: allowed.

Cash on delivery not accepted.

Free domicile- yes.

Please inform Riyadh office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.

Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Collect shipments to governmental, public agencies **and royal family members** are not allowed.

All government agencies & companies, royal and personal shipments are to be sent on direct to consignee term.

Country of origin

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The country of origin/made in - must mention (**engraved, or affixed - non-removable sticker**) on each item of product **physically**. Always original attested invoice & certificate of origin are required. Failure to comply will result in either:

- A. Shipment seizure by customs.
- B. Return back of the shipment.
- C. Penalty of SAR 5,000.00.

All shipping documents needs to be attested by Chamber of Commerce. All items to have ' Made in ' printed on each item and on packing too. Clearance takes 7 - 10 days after submission of documents to Customs. Proof of payment is mandatory ...

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.

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 Qur'an.

Diamonds from Hong Kong.

Christmas trees.

Frog's meat.

Old magazines & newspapers.

Pasteurized milk (long life) more than 1 litre contents.

Night vision binoculars.

Drugs of all kinds and shapes.

Pork meat in any kind, shape or form.

Satellite receivers, Inb, decoders or any part related to satellites.

Religious & prayer books of any sort (all kinds of holy Qur'an).

Calendars.

(The slightest violation of the above 24 prohibitions will mean a fiscal penalty of USD20,000 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, ebola...etc require authentic immunization certificate, duly legalized, to accompany goods.

Plants & plant related agricultural materials: only if accompanied health certificate proving they are free from pests and other

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agricultural diseases and an approval from ministry of agriculture is required as well to be obtained by cnee. 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, radioactive materials, & all communication equipment: prior import permit from the relative ministry 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, cosmetics, chemical products along with importers companies **(are to be registered in Saudi food & drug authority) prior to shipping**: 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. And an approval from ministry of health is required as well to be obtained by cnee.

For more information refer to tact book regulations on commodities.

Agricultural insecticides: import permit required **prior to shipping** 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 & ministry of trade 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 bill of lading that tallies identically with the import permit. For more information refer to tact book regulations on commodities.

Shippers can obtain **(conformity certificate for goods exported to Saudi Arabia – SASO previously)** certificates from the following quality check companies:

Intertek, BVQ, SGS, TUV

Following items must have SASO attached to shpt docs and shpt. If any of these arrive without SASO certificate, shipment will **not be cleared**. Contact destination for more information if needed.

Group one - food and agricultural products.

Chicken, whole (chilled/frozen)	Tea
Chicken, whole (chilled/frozen)	Vegetable oil and fats
Meat and meat products	Baby food, canned
Beef, other meats (chilled/frozen)	Nonalcoholic beverages
Cheese	Sugar

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Rice

Cigarettes

Group two - electrical products.

Room air conditioners	Water heater 40, press cooker
Cassette tape recorder	Elect cables up to 1000 v
Compact disc players	Vacuum cleaners
Video cassette recorder	Electric heaters
Motors up to 12 kw	Water cooler
Electric heating unit	Evaporative air cooler
Lamp holder	Electric fans
Switches up to 3 a	Cooling unit, household
Florescent lamp	Generators up to 1000 kw
Ballast for lamp	Rubber insulated cables up to 450/750v.
Starters for lamp	Cooking heater
Plugs and sockets	Household elect clothes
Electric luminaries	Wash machines/drying machines
Dry batteries	Household electric irons
Ac adaptors, 220	Food processor, household
Microwave oven	Meat chopper/grinders
Electric ovens	Lifts/elevators, including motors
Photocopy machine	Swimming pool lights
Computers	Dry battery terminals
Power transformers	Water pumps
Refrigerators, household	Television sets
Telephone sets, basic	Watt, hour meter
Radio 39, cordless phones	

Group three - automobiles and accessories.

1. Automobiles.
2. Auto wind shield 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 – miscellaneous.

1. Aluminium products.
2. Steel and iron alloy pipes.
3. Gold bullions, gold and silver jewellery.
4. Head dress for man, cotton yashmagh.
5. Fire extinguishers.
6. Cement.
7. Safety matches.
8. Pressure regulators.

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9. Tissue paper.

Collect shipments are never allowed to government or semi-government agencies.
Be sure to pre-alert aramex with all shipment details for any customs duty-exempt Shipment.

Bill of Lading instructions:

MBL

Consignee:

Saudi Tal for Commerce and Contracts LTD - aramex

King Fahed road to the north which leads to Qaseem road at intersection of king Salman road

P.O.Box: 53173

Riyadh, Saudi Arabia, 11583

Phone +966 () 920027447

HBL

Consignee: actual consignee

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

And also Pre-alert should be sent by email to:

RUHFreightOpsImport@aramex.com

CC: mohammad.sabri@aramex.com

Required Documents

House B/L

Master B/L

Commercial invoice - original must be legalized at origin from chamber of commerce.

Packing list - original.

Certificate of origin – original, must be legalized, by a chamber of commerce at origin.

Customs duty exempt shipments to Saudi Arabia-:

These are shipments usually going to government or semi-government agencies or industry plants. It is the responsibility of the shipper or consignee to advise aramex of the duty-exemption status.

These shipments must be consigned exactly as instructed by the shipper or consignee.

Importers should provide ministry of trade & industry exemption certificate

Or approval prior to shipping.

It products, mobile phones and many other items are duty exempted with effect from 1st of January 2007. Always please refer to RUH freight ops to have a list of HS codes exempted. Shipments to royal family members must be addressed to them directly.

Aramex's information must never appear on the MB/L or any other documents for These types of shipments.

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South Africa, Johannesburg



Port	Johannesburg (JNB), Durban (DUR), Richards Bay (RCB), Cape Town (CPT), Pe, Coega
Working hours	08:00 – 17:00 Monday – Friday Saturday and Sunday Off
Customs Clearance	08:00 – 17:00 Monday – Friday Saturday and Sunday off
Contact Person	Ms. Raaeza Mohamed / Seafreight Operations Manager e-mail: raaeza.mohamed@aramex.com Mr. Jake Producers / Freight Commercial Manager, Trade Lane Development e-mail: jake.producers@aramex.com General Operations – Sea Freight e-mail: all_jnb_freight@aramex.com General Estimates e-mail: all_jnb_accounting_estimates@aramex.com
Cities	Johannesburg, Durban, Cape Town, Port Elizabeth
National Holidays	JULY 17 TO 26, AUG, 25 TH , NOV 09 TH , TO 16 TH

Service information:

LCL consolidation is allowed but FCL consolidation is not allowed. Please inform Durban office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.

Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Contact destination to see if free domicile is available for your particular shipment. You must provide all of the following information:

Commodity description, number of pieces, weight, cubic measurement or container size, invoice value and complete consignee name, address and telephone numbers.

Bill of Lading instructions:

MBL:

Consignee:
Aramex South Africa (PTY) Ltd.
28 Island Circle,
Riverhorse Valley,
Effingham Heights, 4051
Tel +27 31 581 5850

HBL:

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Consignee: actual

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Full set of documents should be sent one week prior to vessel arrival, any storage charges due to late receipt of documents will be charged back to the origin station

And also Pre-alert should be sent by email to:

all_jnb_freight@aramex.com

Required Documents

House B/L – originals/express
Master B/L – originals/express
Commercial invoice - original.
Packing list - original.
Certificate of origin – on request

Sri Lanka, Colombo



Port	Colombo (CMB)
Working hours	08:30 – 17:30 Monday – Friday. 09:00 – 13:30 Saturday. Sunday, Holidays.
Customs Clearance	Available
Contact Person	Mr. Daham Kandanarrachchi / Operations Manager e-mail: Daham.Kandanarrachchi@aramex.com Mr. Samath Gammampila / Country Manager e-mail: samath.gammampila@aramex.com
National Holidays	JAN 15, 23 / FEB 4, 22 / MAR 22 / APRIL 13, 14 , 21 / MAY 21 / JULY 19 / AUG 17 / SEP 16 / OCT 15 / NOV 14 / DEC 12 , 13

Service information:

Collect shipment: allowed.
Cash on delivery: accepted

Please inform Colombo office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.
Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

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Contact destination to see if free domicile is available for your particular shipment. You must provide all of the following information:
Commodity description, number of pieces, weight, cubic measurement or container size,
Invoice value and complete consignee name, address and telephone numbers.

Bill of Lading instructions

MBL:

Consignee:
Aramex Freight Corporation Lanka (Pvt) Ltd
No 307, Negombo Road
Peliyagoda
Sri Lanka
Tel: +94 11 4728100 fax: +94 11 4628443

HBL:

Consignee: actual

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Must be sent **minimum 4 working days** prior to vessel approx. berth in CMB port to submit manifest. If not there will be a penalty which will be billed back to origin.

And also Pre-alert should be sent by email to:

CMBFreightOPS@aramex.com

Required Documents

House B/L – original or express release
Master B/L - express release. Or seaway
Packing list – original must be manually signed.
Certificate of origin – original must be manually signed & stamped by a chamber of Commerce at origin. (Not mandatory)
Commercial invoice - original. Must be manually signed.
Legalization: not required.
E-mail attachments to: cmbfreightops@aramex.com

Clearance standard-: ocean freight clearance and delivery facility available.

Sudan, Khartoum



Port	Port Sudan (PZU)
Working hours	09:00 – 17:00 Sunday – Thursday

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	Friday & Saturday off
Customs Clearance	08:00 – 14:30 Sunday – Thursday. Friday & Saturday off
Contact Person	KRT Freight e-mail: KRTFreight@aramex.com Mr. Elharith Adam / Freight Operations Team Member e-mail: elharith.adam@aramex.com Ms. Hind Hussein / IND Solutions Manager e-mail: Hind.Hussein@aramex.com Mr. Mohamed Tahseen / Country Manager e-mail: Mohamed.tahseen@aramex.com
National Holidays	

Service information:

Collect shipment: allowed.
Cash on delivery: accepted

General condition:

Please inform Khartoum office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.
Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Contact destination to see if free domicile is available for your particular shipment. You must provide all of the following information: commodity description, pieces, weight, cubic measurement or container size, invoice value and complete consignee name, address and telephone numbers.

Bill of Lading instructions:

MBL:

Consignee: actual consignee

A penalty of USD 100 will apply in case aramex-KRT mentioned in both consignee and notify party on MBL

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Full set of documents should be sent one week prior to vessel arrival, otherwise penalty of USD 100.00 needs to be paid to the ports authority.

Pre-alert should be sent by e-mail to:

KRTFreight@aramex.com

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Required Documents

House B/L - originals.
Master B/L - originals.
Commercial invoice - original.
Packing list - original.
Certificate of origin
Id tax number
IM form

Tanzania, Dar Es Salam



Port	Dar Es Salam (DAR)
Working hours	08:00 – 17:00 Monday – Friday Saturday 08:00 – 13:00, Closed On Sunday
Customs Clearance	08:00 – 17:00 Monday – Friday. Saturday 08:00 – 13:00
Contact Person	DAR Freight Ops e-mail: DARFREIGHTOPS@aramex.com DAR Customer Service e-mail: DARCustomerService@aramex.com
National Holidays	

Service information:

Collect shipment: allowed.
Cash on delivery not accepted
Free domicile: yes
LCL: import only

Bill of Lading instructions

MBL

Shipper: Actual shipper
Consignee: Actual consignee
Notify:
Aramex Tanzania
Nyerere Road, P.O.Box:77877
Dar Es Salaam, Tanzania
Phone +255 (22) 5500330

**Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON
AS SOON AS VESSEL DEPARTS PORT OF LOADING *****

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Full set of documents should be sent 10 days prior vessel arrival

And also Pre-alert should be sent by email to:

DARFREIGHTOPS@aramex.com

Required Documents

House B/L - originals.

Master B/L - originals.

Commercial invoice - original.

Packing list - original.

PVOC certificate – required (if not a payment of 15% of the invoice value penalty will be applied to be cleared).

Tunis, Tunisia



Port	Rades, Sfax(SFA), Bizerte
Working hours	08:00 – 17:00 Monday – Friday Saturday 08:00 – 12:00, Closed On Sunday
Customs Clearance	08:00 – 17:00 Monday – Friday. Saturday 08:00 – 13:00
Contact Person	Customer service e-mail: tuncustomerservice@aramex.com Clearance department e-mail: ALL_TUN_Freight_Clearance@aramex.com Mr. Mohamed Jeljli / Business development Manager e-mail: Mohamed.jeljli@aramex.com
National Holidays	

Service information:

A penalty would be applied once the customer exceed 6 days from the coming date of the shipment

Bill of Lading instructions

MBL:

Consignee: Actual

Notify:

Aramex Tunisia

Lot 02 16 03, BERGES DU LAC,

aramex

P.O.Box:
Tunis,Tunisia
2045
Phone +216 (71) 160800

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Full set of documents should be sent 10 days prior vessel arrival

And also Pre-alert should be sent by email to:
Mohamed.jeljli@aramex.com

Required Documents

HLB
MBL
Original Invoice
Original Packing list
EUR 1 for CEE
Original certificate (coo if required by the provenance origin)

Turkey, Istanbul



Port	Istanbul (IST), Mersin (MER), Izmir (IZM) ,
Working hours	09:00 – 18:00 Monday – Friday. 09:00 – 13:00 Saturday. Closed Sunday, Holidays.
Customs Clearance	09:00 - 17:00 Monday – Friday. Saturday and Sunday off
Contact Person	Ms. Elif Toker / Freight Operations Manager e-mail: Elif.toker@aramex.com Mr. Tolgahan Bulut / Station Manager e-mail: Tolgahan.bulut@aramex.com Freight Operations e-mail: istfreightops@aramex.com
National Holidays	1 JAN , 23 APR , 1 MAY , 19 MAY , 30 AUG , 19 AUG , 28 OCT - 29 OCT , 28 NOV

Service information:

Collect shipment: allowed.

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Consolidation-:

Allowed only to Kumport/Ambarli & Haydarpasa

Bill of Lading instructions:

MBL:

Consignee:

Aramex Intl Hava Kargo Ve Kurye as

Mimar Sinan Cad. Serhat sok. No:35

Ikitelli – Istanbul

Turkiye

Tel: 212-494 36 36

Fax: 212-494 37 84

HBL:

Ultimate consignee's full name.

Complete address/contact name.

Phone number; fax number.

In case receiver doesn't clear the shipment from customs due to various reason and left to customs all possible charges which occurred for this shipment will be debited to origin.

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Pre-alert should be sent to attn. of istfreightops@aramex.com two days before prior to vessel arrival, otherwise possible demurrage charges will be charged as penalty to the origin without confirmation.

Required Documents

House B/L – originals or on express release.

Master B/L – originals or on express release.

Packing list - required. Copies are acceptable.

Certificate of origin - original legalization is required for most shipments.

Uganda, Mombasa



Port	Mombasa (MBA)
Customs Clearance	Available all days except Fridays and holidays
Contact Person	Fiona Syovarta / Operation Supervisor e-mail: Fiona.syovarta@aramex.com
National Holidays	01 st Jan, 26 th Jan, 01 st May, 03 rd June, 09 th June, 09 th October, 25 th - 26 th Dec.

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Service information:

Collect shipment: allowed.

Please inform Mombasa office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.

Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Bill of Lading instructions:

MBL:

Consignee: Actual

Notify:

Aramex Uganda Limited

Yusuf Lule Road, Plot 21, Course View Towers, Kampala

P.O.Box:27170

Kampala City, Uganda

Phone + 256 (020) 0260000

HBL:

Consignee: actual consignee

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Pre-alert should be sent to:

Fiona.syovarta@aramex.com

Required Documents

MBL

Commercial invoice

Packing list

Certificate of Incorporation

TIN certificate

United Arab Emirates, Abu Dhabi



Port	Abu Dhabi (AUH)
Working hours	08:00 – 19:00 Sunday– Thursday. 08:00 – 17:00 On Saturday. Closed Fridays, Holidays.

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Customs Clearance	Available all days except Fridays and holidays
Contact Person	Mr. A Labella Jissari / Ocean Freight Operations e-mail: Alavudeen.Jissari@aramex.com Mr. Lalu Dev / Ocean Freight Operations e-mail: Lalu.Dev@aramex.com Mr. Shadi Abuhijleh / Freight Operations Manager e-mail: Shadi.Abuhijleh@aramex.com Mr. Bashar Kikoloff / Station Manager e-mail: Bashar.Kikoloff@aramex.com
National Holidays	JAN 01 ST , 31 ST , FEB 01 ST , 21 ST , MAY 01 ST , AUG 06 TH , SEP 12 TH , NOV 13 TH , 14 TH , DEC 02 ND

Service information:

Collect shipment: allowed .

Please inform Abu Dhabi office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges. Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Door delivery & free domicile- check with destination.

Contact destination to see if door delivery /free domicile service is available for your Particular shipment. You must provide all of the following information:

Commodity description, pieces, weight, cubic measurement or container size, invoice value And complete consignee name, address and telephone numbers.

Door delivery /free domicile are not available for shipments to schools.

Consolidation-:

Not allowed, only back to back is allowed.

Multi suppliers are allowed, but consignee should be the same one & only one H/BL is allowed

Customs regulations-: wireless communication equipment-:

All wireless communication equipment's are not allowed into the U.A.E. unless the consignee has acquired special permission (from TRA) to import such equipment's.

Mobile telephones are not affected by this regulation.

If restricted items are imported without pre-approval, they will be held at customs until the approval is obtained from the relevant ministry in U.A.E.

Agricultural products-: agricultural products (plants, seed, seedlings, fertilizers, soil conditioners, pesticide) are not allowed into U.A.E. without an import license that has been issued by the ministry of agriculture & fisheries. It is the responsibility of the consignee in U.A.E. to make all arrangements to secure the appropriate license.

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Agricultural products (plants and non-processed produce) are not allowed in to U.A.E. without a phytosanitary certificate.

Medicines, cosmetics & medical equipment's -: should be approved by the "Ministry of Health", it is the responsibility of the consignee in U.A.E. to obtain and provide approval from Ministry of Health.

Food stuffs: should approved by the municipality health section & "Ministry of Health", it is the responsibility of the consignee in U.A.E. to obtain and do the self-clearance.

DGR goods-: DGR shpts and non DG chemicals, battery, cartridges & oil should be approved by environmental research and wildlife development agency (ERWDA), if cnee have the "import permit" for this commodity, aramex can take approval from ERWDA on behalf of cnee" (MSDS is a must on this case) . So please make sure material safety data sheet also should be with the shpt, in addition to the commercial docs. If MSDS is not available, then it is the responsibility of the consignee in U.A.E. to get/provide approval from "ERWDA".

Please note it is the sole responsibility of the shipper and consignee to ensure the above requirements are met. aramex's responsibility is to make the shipper & cnee aware of the regulation.

Bill of Lading instructions:

MBL:

Consignee:
Aramex Abu Dhabi LLC
P.O. Box # 27449
Abu Dhabi, UAE.
Tel # 00971 2 5025 816 /817
Fax# 00971 2 5025 111

Always on PP basis and originals

HBL:

Consignee: actual consignee

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Pre-alert should be sent to:
Alavudeen.Jissari@aramex.com
AUHFreightOPS@aramex.com

Required Documents

House B/L
Master B/L
Commercial invoice - original. Must have reasonable value, harmonized code, country of Origin, number of pieces and gross weight.

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Legalization not required (for the time being) - subject to the confirmation from customs Authority/government rule.

Certificate of origin - original (for European countries, only individual countries

Certificate of origin is valid in Abu Dhabi). Just European community coo not allowed.

Legalization not required (for the time being) - subject to the confirmation from customs Authority/government rule (see below). Must be notarized and stamped by a chamber of Commerce at origin.

Packing list-original. Must shows the no of pieces & gross weight –as same as H/BL with the concerned commercial INV number.

United Arab Emirates, Dubai



Port	Jebel Ali (JEA)
Working hours	08:00-17:00 Saturday – Thursday. 09:00 – 13:00 Saturday Closed on Friday & Holidays
Customs Clearance	08:00-16:00 Sunday-Thursday, 08:00 – 13:00 On Saturdays
Contact Person	Ms. Sara Achkar / Product Manager – SeaFreight e-mail: sara/achkar@aramex.com Ms. Sara Achkar / Business Development e-mail: sara.achkar@aramex.com Mr. Hazem Hzeirni / Senior Operations Leader e-mail: hazem.hzeirini@aramex.com Import Ops e-mail: dxbfreightopsimports-f@aramex.com SeaFreight Rates e-mail: dxbseafreightrates@aramex.com
National Holidays	JAN 01 ST , 31 ST , FEB 01 ST , 21 ST , MAY 01 ST , AUG 06 TH , SEP 12 TH , NOV 13 TH , 14 TH , DEC 02 ND

Service information:

Collect Shipment: allowed

Cash on delivery: not accepted

DDU / DDP- yes (if same accepted by final destination customer)

Please inform Dubai office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.

Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Contact destination to see if free domicile is available for your particular shipment. You must provide all of the following

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information: commodity description, pieces, weight, cubic measurement or container size, invoice value and complete consignee name, address and telephone numbers.

Consolidation:

Allowed for FCL & LCL

Very important - **the appropriate harmonized customs code must be shown on the invoice for each item listed on the invoice. Country of origin, quantity, weight and value should be separately provided for each HS code**

Health certificate- original. Required only for shipments of foodstuffs. Must be issued by the Appropriate government authority at origin.

Aramex must have all original documents prior to the vessel's arrival for pre arrival clearance.

Legalization: only for the duty exempted documents.

Customs regulations-:

All wireless communication equipment is not allowed into the U.A.E. unless the consignee has obtained special permission to import such equipment. Mobile telephones do not fall under this category.

If restricted items are imported without prior approval, they will be held at customs until the approval is obtained from the relevant ministry in the u.a.e.

A prior -approval must be given by the u.a.e. department of health before pharmaceuticals can be imported to the u.a.e. the import permit must be attached to the freight upon the freight's arrival to the u.a.e. the permit is issued by the u.a.e. ministry of health. Shipments cannot be cleared if the permit is not attached to shipments of pharmaceuticals.

The consignee must secure the import permit and the product should be listed / registered with The ministry of health Abu Dhabi. The shipper should obtain a fax copy of the import permit from The consignee and is required to attach a copy to each piece of the shipment. If the cargo Arrives without the permit attached, it will be held by the ministry of health until the permit is obtained.

Ata carnet / carnet de passage is acceptable for exhibition goods or tourist vehicles, notification should send to dxb in this regard prior to departure of the vessel with the copy of carnet de passage / ata carnet

Additional information:

Shipments destined to the Jebel Ali free zone requires an original packing list in addition to an original commercial invoice. Both these documents must show the country of origin of the goods and must show the harmonized customs code for each item. These documents do not Need to be legalized.

For in bound tax exempted freight shipments to the U.A.E:

If the shipment is tax exempted and the consignee's address is showing Dubai, then the not

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Shipment is to be held at origin and a message should be sent to DXBOC, requesting shipping instructions. You must include in your message, shipper details, consignee details, pieces, Weight, cubic meter or container size, commodity description and value of the shipment.

Bill of Lading Instructions:

MBL:

Consignee:

Aramex Emirates LLC,
Plot wf 07,
Dubai logistic city,
Dubai.

United arab emirates.

Tel # : 00971 4 8707344

Fax # : 00971 4 8707735.

E mail: dxbfreightopsimports-f@aramex.com

Attn. : Muhammad Siddiqui

Notify Party:

Aramex Emirates LLC,
C/O (Actual Consignee On the HB/L)
Plot wf 07,
Dubai logistic city,
Dubai.

United arab emirates.

Tel # : 00971 4 8707344

Fax # : 00971 4 8707735.

E mail: dxbfreightopsimports-f@aramex.com

HBL:

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Pre-alert should be sent to:

Muhammad.Siddiqui@aramex.com

DXBFreightOPSImports-F@aramex.com

Required Documents

House B/L- Must be unrated. Do not include freight charges on original house B/L's as this causes problem during clearance. If the house bill of lading is collect, indicate "freight collect as agreed" in the body of the house bill of lading & send an additional rated copy to aramex for collection purposes.

Express release: acceptable

Master B/L

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Packing list - original. Must be 'on colour letter head' & stamped with blue ink by the shipper/supplier & should contain # of packages tallying with BL description.
Certificate of origin - original. Must be legalized only for the duty exempted Documents (see legalization part) and stamped by a chamber of commerce at origin.
Commercial invoice - original. Must be 'on colour letter head' stamped with blue ink by the Shipper/supplier & should contain: complete name and address of the supplier, Invoice number, invoice date, HS code per item, currency details and INCO terms

Legalization is only required for duty exempted shipments (e.g. raw materials for industrial purposes, shipments for government departments either direct or as end user).

United Kingdom, Manchester 

Port	Felixstowe (FXT) /Southampton (SOU) /Tilbury (TIL)/ Thamesport (THP)/Liverpool (LIV) /Humbeside/Tee sport/Grange mouth
Working hours	09:00 – 17:30 Monday – Friday
Customs Clearance	
Contact Person	Mr. Ciaran Raftery / Freight Operation Manager e-mail: Ciaran.Raftery@aramex.com Jerome Mcdermott / Sea Freight Operations e-mail: Jerome.mcdermott@aramex.com Tony Grimes / Sea Freight Operations e-mail: tony.grimes@aramex.com
Cities	Birmingham
National Holidays	JAN 1 ST , 25 th , 28 th March, MAY 2nd, MAY 30 TH , AUG 29 th , DEC 26 th ,27 th

Service information:

Manchester office now covers all clearance / handling for the whole of the UK.

Collect shipment: allowed.
Cash on delivery: accepted
Free domicile yes

Please inform Manchester office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.
Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

Contact destination to see if free domicile is available for your particular shipment. You must provide all of the following information:

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Commodity description, number of pieces, weight, cube or container size, invoice value and complete consignee name, address and telephone numbers.

Personal effects shipments not handled by UK offices

Prohibited and restricted Goods

Authorization MUST be received from aramex Manchester before the goods depart origin on the following items.

Dangerous Goods
Perishables;
Foodstuffs;
Live animals;
Products of Animal Origin
Alcohol;
Tobacco;
Military Goods.
Weapons and Ammunition
Wooden packing, pallets etc

Customs Information

To Import commercial goods in to the U.K. Consignee's must have an Economic Operator Registration and Identification (EORI) without the 'EORI' goods cannot be entered for clearance to UK Customs.

- Duty is calculated on the CIF Value.
- Customs duties are HS code specific and Customs have the final say over any classification.
- If a duty rate on a commodity is required, Please advise the HS Code of the product and we will advise the duty rate applicable

Bill of Lading instructions:

MBL:

Consignee:
Address Master B/L to
Aramex (UK) Ltd
Suite 11c
Manchester International Office Centre
Styal Road
Manchester
M22 5WB
Tel No. + 44 161 908 3900

HBL:

Consignee: actual

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Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Pre-alert should be sent to:

Manoceanimports@aramex.com

Required Documents

House B/L - originals.
Master B/L - originals.
Commercial invoice - original.
Packing list - original.
Certificate of origin –

Full set of documents should be sent one week prior to vessel arrival

United States, New York



Port	All USA ports
Working hours	09:00 – 17:00 Monday – Friday. Closed Saturdays, Sundays And Holidays
Customs Clearance	Available all days except Saturday, Sundays and holidays.
Contact Person	Mr. Marcus Shehada / Operations OceanFreight e-mail: Marcus.Shehada@aramex.com Ms. Suzette Blake / Operations Supervisor e-mail: Suzette.blake@aramex.com JFK Imports e-mail: JFKImports@aramex.com
National Holidays	Left for update

Service information:

All ocean export shipments must be alerted to YYZ station

Collect shipment: allowed.

Cash on delivery: not accepted.

Free domicile- check with destination. Origin must get AIC JFK's approval before shipping.

Please inform New York office before you proceed with shipment, if this shipment not secured by destination and consignee doesn't have account with Aramex to collect freight charges.

Each shipment should include full shipment details including (shipper, consignee, address, telephone numbers, pieces, weight, cubic measurement, container size, commodity description and invoice value).

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Contact destination to see if free domicile is available for your particular shipment. You must provide all of the following information: commodity description, pieces, weight, cubic measurement or container size, invoice value and complete consignee name, address and telephone numbers.

All business undertaken or performed hereunder shall be subject furthermore to the -standard trading conditions - of the Canadian international freight forwarders association INC. - which complete the provisions and are hereby incorporated by reference. A copy of the said -standard trading conditions - in French or in English are available upon request. Where an inconsistency or conflict exists between the said - standard trading conditions - and the specific provisions of this document exists, the specific provisions of this document will prevail.

Pre-Alerts: ** THE MAIN MANDATORY PRE-ALERT IS ON FTS AS SOON AS VESSEL DEPARTS PORT OF LOADING ***

Pre-alert should be sent to:
JFKImports@aramex.com

Required Documents

ISF (Importer Security Filing) 10+2 form -Needs to be sent to the Importer / Broker 72hrs prior to loading onto the vessel
House B/L - originals. Must include the consignee's complete name, complete address, Contact person, telephone and fax numbers.
Master B/L - originals.
Packing list - original.
Commercial invoice- original.

Some commodities like garments need a very detailed invoice and visa might be required.

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