

**SOP for SEAFREIGHT SHIPMENTS to DUBAI SEAPORT (Jebel Ali) or SHARJAH SEAPORT**

**Below SOP need to be followed when you consign the shipments to us in DUBAI SEAPORT (Jebel ali) or SHARJAH SEAPORT**

1	<b>SEAPORT OF DESTINATION</b>	This SOP is applicable for the SEA shipments destined to JEBEL ALI SEAPORT & SHARJAH SEAPORT
2	<b>MAWB CONSIGNEE -</b> (If shipment to Jebel ali - DUBAI OR Sharjah SEAPORT)	HAKTRANS GLOBAL LOGISTICS LLC P.O. Box 124089, Dubai, U.A.E. Tel : +9714 35 95 139 Fax :+9714 35 95 149 Email: <a href="mailto:haktrans@eim.ae">haktrans@eim.ae</a> , <a href="mailto:irfanshah@haktrans.com">irfanshah@haktrans.com</a> (Contact Mr. Irfan / Savin )
3	<b>DESCRIPTION TO BE MENTIONED ON MBL</b>	Actual Commodity declared by shipper
4	<b>HBL SHIPPER &amp; CONSIGNEE DETAILS</b> <b>HBL COMMODITY</b>	HBL SHPR & CNEE DTLS should as per the instruction from shipper Actual commodity as per commercial docs
5	<b>PRE-ALERT to be sent to us (For Seafreight Import)</b>	Pls sent the pre-alert to our office email ID <a href="mailto:haktrans@eim.ae">haktrans@eim.ae</a> / <a href="mailto:irfanshah@haktrans.com">irfanshah@haktrans.com</a>
6	<b>Documents to be sent with PREALERT</b>	Below copy documents must be scanned with the PRE-ALERT to us MBL, HBL, Commercial Invoice, Packing List, Certificate of Origin & Your Freight Debit Note if freight amnt to be collected from consignee
7	<b>ORIGINAL DOCUMENTS REQUIRED for General Cargo</b>  <b>Original documents required for FOODSTUFF shpt</b>	Below original documents are required for customs clearance purpose in Jebel Ali seaport & Sharjah Seaport  1) Original Commercial Invoice duly signed & Stamped by Shipper 2) Original Packing List duly signed & Stamped by shipper 3) Certificate of Origin 1) If the shpt is FOODSTUFF / EDIBLE / FRUITS etc etc, then Original Health Certificate is required in addition to the above mentioned docs (Sr. # 1 to 3 )
8	<b>FINE in absence of Original documents</b>	Above original documents are required for Customs Clearance purpose by consignee in Jebel ali port & Sharjah Seaport In absence of above Original documents, customs will put fine on consignee for USD 275.00. Hence pls ask shipper to arrange all the origina documents and curier the same to consignee. Pls also ensure that the Org Commercial invoice & P/L issued by shipper is being stamped & signed by shipper failing which Customs will fine consignee for USD 275
9	<b>Your debit Note for Freight Amnt</b>	If Freight amount to be collected from consignee, please raise your Debit Note to HAKTRANS GLOBAL LOGISTICS LLC

10	<p><b>Importer in UAE should have the following registration with the Authorities in UAE which is required for Customs Clearance purpose</b></p>	<p>If the shipment is a commercial cargo, then the IMPORTER in UAE must have the following :</p> <ol style="list-style-type: none"> <li>1) Valid Trade License authorising to Import / Export</li> <li>2) Customs Import/Export Code Number</li> <li>3) Importer must have the VAT registration number as UAE Government has implemented 5% VAT on Goods &amp; Services with effect from 1st Jan 2018 and importer must pay the same to Federal Tax Authority on the Commercial Invoice Value plus on the 5% Customs Duty amount at the time of clearance.</li> <li>4) For import shipment of Foodstuff, Edible items, Fruits etc etc, the importer must have the approval from local Municipality Dept for Customs clearance purpose.</li> </ol> <p>In absence of above, the consignee will not be able to clear the goods</p>
11	<p><b>REMARKS</b></p> <p><b>For safer side, pls always surrender the MBL at your end with shipping line to avoid loss of ORIGINAL B/L thru courier.</b></p> <p><b>Once you surrender the MBL with shipping line at your end, pls forward the surrender msg to us enabling us to authorise Shipping line at our end to issue the DELIVERY ORDER in the name of ultimate consignee/3rd party shown on HBL</b></p> <p><b>If the shipping line is APL pls DO NOT issue SEAWAY BILL as if you issue SEAWAY BILL of APL, their office in DUBAI do not issue the delivery order in the name of ultimate consignee or any 3rd party as for customs clearance purpose</b></p> <p><b>HAKTRANS has to authorise shipping line to show the ultimate consignee/notify party name on the DELIVERY ORDER.</b></p> <p><b>You need to ask them to issue MBL and surrender the same at Origin and forward the surrender msg to us.</b></p>	