



## SOP for AIRFREIGHT SHIPMENTS to DXB, DWC or SHJ (Sharjah) AIRPORT

Below SOP need to be followed when you consign the shipments to us in DUBAI airport or SHARJAH airport

1	AIRPORT OF DESTINATION	This SOP is applicable for the AIR shipments destined to DUBAI ( <b>DXB &amp; DWC</b> ) Airport & SHARJAH ( SHJ) Airport
2	MAWB CONSIGNEE - (If shipment to DUBAI ro Sharjah Airport)	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:savin@haktrans.com">savin@haktrans.com</a> Contc: IRFAN / SAVIN
3	DESCRIPTION TO BE MENTIONED ON MAWB	Consol Cargo As per attachd Manifest
4	HAWB SHIPPER & CONSIGNEE Details HAWB Commodity	HAWB shipper & cnee dtls to be prepared as per instruction from shipper Actual commodity to be mentioned as per the commercial docs
5	HAWB RATING	PLS MENTION ONLY - AS AGREED ON HAWB Pls do not mention the rates on HAWB
6	PRE-ALERT to be sent to us	Pls sent the pre-alert to our office on below email ID <a href="mailto:haktrans@eim.ae">haktrans@eim.ae</a> / <a href="mailto:savin@haktrans.com">savin@haktrans.com</a>
7	Documents to be sent with PREALERT	Below copy documents must be scanned with the PRE-ALERT to HAKTRANS Team <ol style="list-style-type: none"> <li>1) MAWB COPY</li> <li>2) HAWB COPY</li> <li>3) Commercial Invoice copy duly signed &amp; stamped by shipper</li> <li>4) Packing List copy duly signed &amp; stamped by shipper</li> <li>5) Health Certificate copy if thes shipment is EDIBLE/FOOD products</li> <li>6) Your Freight Debit Note if freight amnt to be collected from consignee</li> <li>7) <b>Certificate of Origin is required if Destination airport is SHARJAH (SHJ)</b> For Dubai Airport, Certificate of Origin is not mandatory for customs clearance</li> </ol>
8	ORIGINAL DOCUMENTS+A6:C24 REQUIRED for General Cargo  Original documents required for FOODSTUFF / EDIBLE / FRUITS etc etc	Below original documents are required for customs clearance purpose in Dubai for Air shpts and same need to be inserted in the consol pouch and forwrded with the shipment <ol style="list-style-type: none"> <li>1 Original Commercial Invoice duly signed &amp; Stamped by Shipper</li> <li>2 Original Packing List duly signed &amp; Stamped by shipper</li> <li>3 Consignee set of HAWB</li> <li>4 Copies of Consol Manifest</li> <li>5 <b>Original Certificate of Origin is required if Destination airport is SHARJAH (SHJ)</b></li> <li>6 If Destn Airport is Dubai ( DXB OR DWC ), Certificate of Origin is not mandatory for Customs Clearance.</li> <li>5) If the shpt is FOODSTUFF / EDIBLE / FRUITS etc etc, then Original Health Certificate is required in addition to the above mentioned docs.</li> </ol>
9	Customs Clearance under copy docs in absence of Original docs by keeping CUSTOMS DEPOSIT to Customs	Above original documents need to be inserted in the CONSOL POUCH and sent with the shipment for customs clearance purpose at our end. In absence of above Original documents, CUSTOM will allow the consignee to clear the Shipment on copy docs by keeping a DEPOSIT of <b>USD 275.00</b> to Customs. Once the ORIGINAL DOCS are submitted to Customs within 7 working days of

		<p>Customs clearance by the consignee or their Customs Broker, then CUSTOMS will refund <b>USD 225/-</b> after deducting USD 50/- and the refund process will take 30 to 45 days from the date of submission of Original docs. Hence pls obtain Original documents from consignee and insert same in the Consol Pouch and forward with shipment. Pls also ensure that the Org Commercial invoice &amp; P/L issued by shipper is being stamped &amp; signed by shipper failing which Customs will fine consignee for <b>USD 275.00</b></p>
10	<b>Your debit Note for Freight Amnt</b>	<p>If Freight amount to be collected from consignee, please raise your Debit Note to HAKTRANS GLOBAL LOGISTICS LLC</p>
11	<b>Importer in UAE should have the following registration with the Authorities in UAE which is required for Customs Clearance purpose</b>	<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 mus have the VAT registration number as UAE Government has implemented 5% VAT on Goods &amp; Services with effective 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 amnt at the time of clearance.</li> <li>4) For import shpt 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>
12	<b>IMPORT DUTY &amp; TAXES IN UAE</b>	<ol style="list-style-type: none"> <li>1) Import Duty of 5% need to be paid to UAE Customs irresepctive of the type of Commodity except Liquor and Tobacco which attracts higher duty rate.</li> <li>2) On the top of 5% Customs Duty on the CIF value, the importer will also have to pay 5% VAT on the Commercial Invoice plus on the Customs Duty.</li> </ol>