

# IMPORT CUSTOMS CLEARANCE HANDLING

**Maxx Arabia Projects Solutions** have key success providing exclusive and personalized services handling import and export customs clearance at any port (s)/ border in Kingdom of Saudi Arabia. We are serving to our project customers from decades and our project management team understand the process and philosophy of handling import and export process for projects material. We have excellent working track record for our performance and several appreciation being issued by our respective customers globally. We offer in-house customs clearance services at Dammam/ Jubail/ Jeddah seaports, Dammam/ Jeddah Airport as well as at Batha border for cross borders countries. Our team focus each and every shipment progress very carefully and providing eleventh hours updates for all on-going shipments to our project client as per the set **DAILY SHIPMENT UPDATED REPORT**.

Our project management team (PMT) provides latest updates on customs regulations issues by director general (DG) of port authority and giving suggestion and recommendations to minimize errors in shipping documents and clearing all shipments in minimum process time at port of entries in Saudi Arabia.

In order to review and check we suggest all our clients to provide copy shipping documents by email well in advance so our expert team can post our comments, all set of original legalized shipping documents must be dispatch to our office at least seven (7) working days prior to the arrival of the vessel at seaport in Saudi Arabia so as to enable us to start translation work. In case original documents are not available but shipment need to clear without such original documents than shipment can be cleared on copy documents subject to providing a Bank Guarantee in favor of Shipping lines/Agent to issue the delivery order and a letter of guarantee to Director of Customs stating that Original Shipping Documents will be submitted within (90) days. But in case of Duty Exempted shipments, original shipping documents are must.

## ***Following shipping documents are required :***

- **Original Bill of Loading duly endorsed by consignee**
- **Original Commercial Invoice**
- **Packing List**
- **Original Certificate of Origin**
- **Laboratory Certificate whenever required**
- **Insurance Certificate**
- **Payment proof (PoP)**
- **SASO whenever required**
- **Chemical Permit for chemical and raw materials**
- **SFDA notification for foodstuff**

## **SPECIAL N O T E :**

- **Commercial Invoices and Certificate of Origin must be endorsed from Saudi Consulate or chamber of commerce at country of origin.**
- **Each cargo item must have the name of manufacturing country.**
- **Commercial Invoices should contain unit prices and extended prices not lumpsum invoiced amount**
- **Manufacturer's name and address must be shown clearly on Certificate of Origin**
- **Packing list should be clear with proper with mark and number**

It is very important that contents of Bill of Lading (B/L), Commercial Invoices, Packing List and Certificate of Origin must be identical i.e., no. of packages, weight, measurement, value of cargo etc., because sometime it happens that quantity shown in packing list differs from the Bill of Lading and sometime extended unit price differs from total invoice amount. Normally such differences delay the clearance and result in payment of port demurrage. Furthermore, contents and description of the cargo should be similar to the exemption list duly approved in case cargo is duty exempted.

**On receipt of shipping documents, following process are required to clear the cargo from Customs**

1. Translation of Commercial Invoice into Arabic
2. Preparation of Customs documentation in Arabic with cargo details and itemized pricing, allocating customs Tariff number, Rate of duty and total duty amounts. Most of the items are dutiable in the Kingdom with a ranges of 5-12%.
3. If the Importer have customs duty exemptions, a copy of such exemption will be attached with the documents while processing for clearance to customs.
4. Collection of Delivery Order from Shipping Agent on presentation of Original Bill of Lading or Bank Guarantee
5. Broker has to encode all shipment details with Saudi Electronic Data System. (Saudi EDI)
6. Submit the file to Port Authority for obtaining confirmation of the cargo, the area of its storage, date stored and no. of packages etc.
7. Port charges will be paid at USD. 9.40/ MT = Per ton (1000 Kgs.) or fraction apart thereof, for break bulk USD. 5.40 per ton for bagged cargo and USD. 72/= Per 20' Container and USD. 111/= Per 40' Container.
8. After payment of Port Fee, file will be submitted to Documents Review Dept. and Black List Dept
9. The file will be collected and forwarded to the Customs Group Head who give a file number and fix the date and time for inspection.
10. In case of Container, Broker will pay **SR. 360/= per container** to Port Contractor to un-stuff the cargo from containers, and in case of Break Bulk, Broker will arrange few laborers to open the boxes and all boxes must be opened prior to customs inspection.
11. After Customs Inspection, Group Head will review the file and match with Physical inspection of the material, and Customs Duty rates, amount and change the Tariff, if he is not satisfied Custom will print the Bill of Entry (Bayan).
12. After its approval, Broker will pay Customs Duty and in case of exemption, we will submit the file to Customs Exemption Dept.
13. After payment of Customs Duty or approval of Customs Exemption as the case may be, file will be forwarded to Director of Customs for Signature
14. After sign and approved by Director, Broker can arrange the loading of cargo and release from the Port

Generally, it takes about **seven (5)** working days to complete the clearing process for containerized cargos, if all documents are in order but urgent shipments may be cleared in less than seven (5) working days

Seven (7) days are free days to clear the cargo from customs, thereafter port demurrage will be charged at **USD. 5.40/= Per Ton Per Day** for conventional cargo and same amount for container shipment but including the weight of empty container too, and three days are free to take cargo from port if cleared within free days.