

# IMPORT DOCUMENTATION FOR CUSTOM CLEARANCE



## CUSTOMS IMPORT CODE

All companies are required to be registered with customs and possess a valid customs import/export code. This document makes a company legally authorized to make import/export activities. Permission for importing items will be as per the commercial activity of the company as mentioned in the Commercial Registration (CR), and companies can only import the materials as permitted in their respective CR.

## Special note

Aside from Import code - Doha Qatar customs implemented their access system called SNIGLE WINDOW online system and all the importers should register with their online system.

## SINGLE WINDOW

Civil Aviation Announcement under Circular No. (3) 2012, The Single Window System (Electronic Cargo Information System) is in effect from 18/12/2012 to Doha Airport customs. As per the Announcement all the shipment details will update and submit through online.

## MADE IN COUNTRY ON PRODUCTS

Country of origin of the product must be clearly shown on each sales unit by screen-printing or engraving/embossing. But if the nature of goods prevents this installation, non-removable labels, knitting or writing with indelible ink must be done. The country of origin shown on C.O and packages must be the same as of the original goods. Discrepancies if any, is considered as a criminal offence and subject to legal proceedings.

## DOCUMENTATION REQUIREMENT

1. Commercial Invoice / Packing List and Certificate of Origin
  - Certificate of Origin must be chamber attested from country of origin (Scanned/Electronic/color print not acceptable)
  - Invoice must occupy shipper stamp and chamber attestation (Scanned/Electronic/color print not acceptable)
  - Air Freight: AWB (Original No.2)
  - Sea Freight: (Original BL)
  - Packing list (Original)
2. Customs Duty - 5% of CIF Commercial invoice value
3. Hand written documents not acceptable.

## COMMERCIAL INVOICE

A commercial invoice is a document used in foreign trade. It is used as a customs declaration provided by the person or corporation that is exporting an item across international borders. The Chamber of Commerce must in original with supplier stamp and signature duly attest the supplier invoice from the origin.

- Must have shipping terms (C&F/CIF/FOB) etc.,
- Shipping Invoice/Sales Invoice not acceptable and it should be Commercial Invoice.
- Discount value/0.00 Value/customs purpose value and FOC value are not acceptable.

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- HS code (Supplier Invoice and Certificate of Origin must mention the correct H.S code of each item.)
- Type of currency, quantity, unit price, total price, gross weight, volume, number of packages.
- Made in Country. If the goods are made in many countries, then the country of origin of each item should be mentioned on the invoice.
- Invoice must mention 100% actual value of the goods. The valuation committee will check the prices and if there is any discrepancy, the same will be forwarded to custom legal dept. This may cause long delays.
- Copy Invoice can be payable Invoice penalty as per Invoice value. If original documents are not presented, there will be custom penalty of minimum QAR 500.00 (USD 140.00) or 1% of the invoice value whichever is higher + QAR 500.00 (USD 140.00)
- EEC (European Economic Countries) must specify in invoice & certificate of origin which country in Europe. EEC not accepted in the custom server.

## Sample Invoice Copy below,

This template is for your guideline. It is not necessary for supplier to follow the format in Invoice, as long all the data mention on our template is there.

SHIPPER LETTER HEAD								
CONSIGNEE DETAILS						INVOICE NO:		
						DATE:		
						MODE:		
S.No	Item Code	Description	H.S. Code	Qty/Pcs	Unit price	Total price	Gross weight	Country Of Origin
Shipping Terms:								
Freight:		(where applicable)						
Insurance:		(where applicable)						
TOTAL: (currency)								
				Total Number of pkgs:				
				Total Gross weight:				

## CERTIFICATE OF ORIGIN

A certificate of origin (CO) is an important International trade documents attesting that goods in a particular export shipment have been wholly obtained, produced, manufactured or processed in particular country. It is also a declaration by the exporter.

- The chamber of commerce must attest the CO; customs will not accept any Electronic/Scanned or color print.
- CO must have supplier commercial number, number of package, gross weight and volume
- CO must be indicate country of origin (Mutli-countries should separated in invoice or CO)

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- Hand written CO is not acceptable.
- The chamber attestation must read as CHAMBER OF COMMERCE in word, other than the chamber name other all stamp are not acceptable.
- Customs will not accept any penalty for CO
- EEC (European Economic countries) must specify in invoice & CO which country in Europe. EEC not accepted in the custom server.

## PACKING LIST

A packing list is a shipping document that accompanies delivery packages, usually inside an attached shipping pouch or inside the package itself. It commonly includes an itemized detail of the package contents and does not include customer pricing. It serves to inform all parties, including transport agencies, government authorities, and customers, about the contents of the package. It helps them deal with the package accordingly.

Gross weight, volume, number of packages and quantity should tally with the Invoice and Certificate of Origin.

## AIRWAY BILL

The Air Waybill (AWB) is the most important document issued by a carrier either directly or through its authorized agent. It is a non-negotiable transport document. It covers transport of cargo from airport to airport. By accepting a shipment, an IATA cargo agent is acting on behalf of the carrier whose air waybill is issued.

AWBs have eleven digit numbers, which can be used to make bookings, check the status of delivery, and current position of the shipment.

## BILL OF LADING

A bill of lading (B/L or BOL) is a document used in the transport of goods by sea. It serves several purposes in international trade, both as transit information and title to the goods. It is a legal document between the shipper of a particular good and the carrier detailing the type, quantity and destination of the good being carried.

The bill of lading also serves as a receipt of shipment when the good is delivered to the predetermined destination. This document must accompany the shipped goods, no matter the form of transportation, and must be signed by an authorized representative from the carrier, shipper and receiver.

## LETTER OF CREDIT

If the documents are through bank, L/C number must be mentioned on each document by the shipper. Alterations/Corrections are not acceptable without correction stamp. Manual corrections on printed documents are not acceptable.

## LEGALISATION CHARGES

As per Qatar Import Law, Qatar Embassy or Consulate must attest invoice and the CO from the country of export. If it is not done, the same can be obtained from Qatar Customs Authority by paying charges as per the tariff issued by Ministry of Foreign Affairs.

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## DOCUMENTATION FOR SOME SPECIAL ITEM

**Food Stuff:** Food is any substance consumed to provide nutritional support for the body. It is usually of plant or animal origin, and contains essential nutrients, such as carbohydrates, fats, proteins, vitamins, or minerals. The substance is ingested by an organism and assimilated by the organism's cells in an effort to produce energy, maintain life, or stimulate growth.

There are some special requirements for food clearance at Doha customs, below are the import documentation:

- Invoice, packing list and the CO is a must with all documentation requirement
- Legalized Health Certificate issued by concerned health department/Ministry and should attest by the ARAB consulate from Origin.
- The date of production and expiry must be clearly shown on each and every sale units. Stick- on labels is not acceptable.
- The ingredients of each item should be printed both in Arabic and English language with indelible ink with correct quantity and weight.
- Phytosanitary certificate for leaves and vegetables, issued by NPPO (National Plant Protection Organization) from the Origin.
- Non-Radiation certificate from the shipment from European Union and Japan and should attest by any ARAB consulate from Origin.
- The shipment must have +60% shelf life while arriving in Qatar. Otherwise PHD will destroy the items at consignee's expense.

**Communication Equipment:** Telecommunications equipment is hardware used for the purposes of telecommunications. These items are restricted to Import and need prior approval from the department of ICT as well as Ministry of Interior. The importer should possess permission to import these kinds of items or else Qatar customs will not allow releasing the shipment from customs Authority. Consignee must apply each shipment to the departments for physical verification of the items before custom clearance.

### ICT (Information And Communication Technology)

- Computers / Antenna / Telephones (Mobile & Land line) / Digital Camera

### MOI (Ministry Of Interior)

- Wireless Phone / Network Equipment / Security camera

**Dangerous Goods (Hazardous/Flammable):** Dangerous goods (DG) are solids / liquids or gases that can harm people, other living organisms, property, or the environment. The dangerous goods are more commonly known as hazardous materials.

As per Qatar rules and regulation, all the DG cargo should obtain EPC (Ministry of Environment Protection Committee), Fire approval (Ministry of Civil Defense)

- The importer should possess permission to import DG/Flammable material to Qatar.
- Final documents such as Invoice, CO and packing list with the AWB/MBL are needed in advance to make the manifest in order to obtain the EPC approval.
- Need MSDS (Material Safety Data Sheet) from shipper with the details of the chem-

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ical method (radioactive, flammable, explosive, biohazard or allergenic) and also required are the details of UN code, Toxicity Level and Hazardous Index in MSDS.

- Prior approval from the Ministry of Civil Defense and Ministry of Environment has to be obtained by submitting MSDS with filled application for custom clearance.
- Should apply official letter to the Airline / Shipping line priority, with all chemical details.
- All items must have UN approved stickers/labels on the package. If it is FCL, stickers/labels have to be affixed on all sides. The Customs and Ports Authority will not approve containers without this for custom clearance.

## Fire Protection Items

- Fire fighting equipment such as Alarm/Safes/Hoses etc. need advance approval from the Civil Defense prior to import and custom clearance.
- Prior approval from the Municipality is mandatory before placing an order for items such as Soil.

**Medicine:** Medicine is the applied science or practice of the diagnosis, treatment, and prevention of disease.

- The importer should possess permission to import Medicines to Qatar
- The Importer must obtain the approval from ministry of Health for each shipment.
- Medicine or related items require 100% physical inspection by doctors authorized by the Ministry of Public Health.

## Cosmetics & Toiletries

- Health Certificate is required on each particular item.
- Should obtain approval from Department of Pharmacy and Pharmaceutical Control under the ministry of health department.
- Each item will be inspect by a Authorized cosmetics Doctor
- If requires approval from Metrology Department which consignee should apply to the Ministry of Metrology.

**Shampoo & Conditioner:** Shampoo is a hair care product used for the removal of oils, dirt, skin particles, dandruff, environmental pollutants and other contaminant particles that gradually build up in hair.

All shampoo and conditioner product requires document (refer below) and it requires approval from Metrology Department which consignee should apply to the Ministry of Metrology.

- Original Test Report Certificate from the Municipality (Origin)
- Factory Certificate (ISO) stating fit for Human consumption.
- Product Test certificate - this certificate from the Government Lab or Factory lab stating, the contents used to make the shampoo with % and should certify by the Arab consulate from origin.
- Letter from the Factory/ Manufacturer stating chemical Dioxin 1.4 is not included.
- Name of the Shampoo with ML.
- Batch number of the Shampoo.
- Barcode number of the Shampoo.
- Company letter about the Shampoo.



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- Metrology letter request- the consignee to apply to Metrology for an approval and subject approval from Metrology.
- Consignee has to check with Ministry for any updated requirements prior to import.

**Toys:** A toy is any item that can be used for play. Toys are generally played with/by children and pets. Playing with toys is often thought to be an enjoyable means of training the young for life in human society.

Additional documents required in clearing TOYS.

- TEST Certificate of each toy valid for 1(one) year
- Photos of each Toy
- Letter to Metrology Dept. - Declaration of Conformity. Letter should be in Arabic

**Tire:** A tire is a ring-shaped covering that fits around a wheel's rim to protect it and enable better vehicle performance. Pneumatic elastomeric tires, such as those for automobiles and bicycles, provide traction between the vehicle and the road while providing flexible cushion that absorbs shock.

- GSO Certificate on each particular tire model and it should be valid for two (2) years.
- Letter to Metrology Dept. - letter in Arabic

**Motor Vehicle Spare Parts:** Importing motor vehicle spare parts like; wheel rings, brake pads, safety belts requires Conformity Certificate issued by an approved body from the country of origin to prove conformity with the approved Qatari Standards.

- Consignee should obtain import permit for motor vehicles and safety materials
- Shipper must be prepared quality ISO standard certificate for each shipment.
- Consignee should apply to Qatar standard affairs, under the EPC department (Ministry of Environment Protection Committee)

**Books And Printed Matters:** Release of books/printed matter is subject to approval from Ministry of Education/ Ministry of Heritage and Culture Dept.

- Customer should have import permit for Books.
- Need to obtain Supreme Council of Education (Ministry of Education) approval for each shipment reach Doha.
- Books that are used for the education purpose, Duty will not be applicable.
- Adultery photo print, Books are not acceptable in Qatar and customs have full Authority to hold the shipment without any further notice.

**U.S Army Shipments:** U.S Army base located in Qatar/AI Wakra Area, and this is the biggest basecamp in the Middle East.

- U.S Army shipments are free from customs duties subject to issuance of duty waiver request.
- Since issuance of letter takes minimum 2 to 3weeks time, it is advised not to ship the cargo prior to issuance of tile letter.
- Storages/demurrage charges are applicable. (For waiver, letter from the Army force is required)
- Documents required, copy documents will be applicable (CO/Invoice and Packing list)

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**Live Animals:** The import of pets is permitted, however certain large breeds of dogs namely: Boxer, Bulldogs, Rottweiler, Great Danes and Dobermans are not granted entry.

Rabies is not present in Qatar; however dogs and cats being imported must be vaccinated against it.

- Photography of pet
- Veterinary Certificates / passport
- Health certificate from government approved vet at origin (dated no earlier than two weeks prior to the pet's arrival in Qatar)
- Copy of pet vaccination records (with valid vaccinations)
- Copies of your passport / visa for Qatar
- Copy of the AWB (Airway bill) for pet's travel

It is important to note that Airlines have their own procedures with regards to the carriage of animal in the cargo hold; travel kennels must meet these standards.

The information provided in this document is only for your information and BFL is not responsible for any changes to the above provided information and to be used as a guideline. Changes may apply without prior notice.

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