

CONSIGNMENT DETAILS & IMPORT DOCUMENTATION



CONSIGNMENT INSTRUCTIONS

Consignee: Name per passport
C/O: Fusion Specialized Shipping & Logistics L.L.C.
Off # 2304, 23rd Floor, API Towers,
Sheikh Zayed Road, Dubai, U.A.E.
Tel : 00971 4 3557200
Fax : 00971 4 3557211

Attn : Jocelyn Tamos
Email : jocelyn.tamos@fusionshipping.com

Notify: Same as above

Please send the draft for final confirmation.

Seaport and Airport of Entry in UAE:

All our shipments to the UAE will need to be sent only via **Port of Entry Jebel Ali for Sea shipments or Airport of Entry Dubai International Airport for Air shipments.**

Please **AVOID** sending shipments via Abu Dhabi seaport / airport, airport Dubai World Centre (DWC or Maktoum Airport) or any other seaports / airports in the UAE as additional charges and documentation will be applicable / required if shipments will arrive at other seaport / airport.

Documents Required for Import Clearance to be provided by the Origin Agent:

Please note that Pre-alert advising shipment details 7 days prior to arrival to Port / Airport of Entry.

Effective 16th July 2014, Emirates Airlines is only offering 24 Hrs free storage time with a minimum of US\$ 275.00 per Day (irrespective of the weight) & US\$ 0.07 / kg above the minimum point). To avoid any additional charge, we DO NOT RECOMMEND TO USE EMIRATES AIRLINES for airfreights to UAE.

If Sea shipments will have House Bill of Lading, please do ensure to forward the Master Bill of Lading. Exchange Bill of Lading charges will be billed back to origin agent accordingly.

1. Airway Bill / Bill of Lading stating **“Used Personal Effects and Household Goods”** in the “Description of Goods” column (Telex / Express release for sea shipments is more preferred);
2. Clear Copy of detailed packing inventory;
3. Motorized vehicles should be accompanied by registration certificate, insurance policy and invoice. Description of vehicle / motorbike should be noted under the Bill of Lading Description: Chassis Number, Engine Number, Year & Make, Model, Color of the Motorized Vehicle.
4. For Diplomatic shipments, please ensure to note

Documents Required from the Consignee / Owner of the goods for Import Clearance:

A. For Foreigners shipping used Personal Effects and House hold goods to the UAE

- A clear copy of consignee’s passport (only the personal identification page, photo, and signature – one used for the Visa)
- A clear copy of consignee’s UAE residence visa;
- Original signed Customs and Excise Authorization Letter (2 forms) completed by the consignee (**see pages 4 – 6 for shipment via Sea and pages 7 – 8 for shipment via Air**)

***If UAE Residence Visa is not available yet, consignee will need to present the following additional documents:**

- A clear copy of consignee’s U.A.E. employment visa (A4 size in Arabic and English);
- A clear copy of consignee’s immigration entry stamp as placed in the client’s passport upon entering the UAE.
- 2 original copies of Letter of Undertaking from the employer (authorized signatory with company letterhead and seal)

B. For UAE or GCC national* shipping used Personal Effects and House hold goods to the UAE

*GCC National from Saudi Arabia, Bahrain, Oman, Qatar and Kuwait only

- A clear copy of consignee's passport (only the personal identification page, photo, and signature)
- A clear copy of consignee's UAE Emirates Identification Card
- Original signed Customs and Excise Authorization Letter (2 forms) completed by the consignee

C. For Diplomatic clients shipping used Personal Effects and House hold goods to the UAE

- A clear copy of consignee's passport (only the personal identification page, photo, and signature)
- A clear copy of consignee's diplomatic Identification Card
- Original Exemption (Arabic) Letter from the Ministry of Foreign affairs (to be provided by the Consulate)
- Original signed Customs and Excise Authorization Letter (2 forms) completed by the consignee

Please make sure to check with the Ministry at Origin, the contact person at the consulate in UAE as we need to provide the copy of the Bill of Lading / Airway Bill to the Consulate prior to arrival of the shipment for processing of the Exemption Letter. Processing for the Exemption Letter with the Ministry of Foreign Affairs in UAE may take some time, hence please do expect that shipments may incur demurrage and port storage.

Some consulates will require a different format on the consignee details, please do reconfirm with the Ministry and inform Fusion Relocations import coordinator in advance to assist with checking with the consulate in UAE.

Any diplomatic shipments may still be subject for customs inspection. It is important that the Exemption Letter will need to specify the goods being shipped into the UAE and to notify Fusion Relocations in advance if there will be any restricted items that may be included in the shipment.

Original signed documents must be forwarded to the below address:

Fusion Specialized Shipping & Logistics L.L.C.

Off # 2304, 23rd Floor, API World Towers,
Sheikh Zayed Road, Dubai, U.A.E.

Tel: 00971 4 3557200

ATTN: RELOCATIONS IMPORTS DEPARTMENT /
Or to the coordinator handing the shipment

U.A.E. CUSTOMS CLEARANCE AND INFORMATION:

With regards to customs clearance, please note that it takes approximately 4-7 customs working days for Sea shipments and 3-5 working days for Air shipments to clear customs after shipment arrival, subject to having all the import clearance documents in place prior to shipment arrival. Customs clearance can only take place once the customer provides all the necessary import clearance documents to Fusion Relocations.

All sea shipments coming into Jebel Ali port are subject to 5-day free period at the port. For shipping line free period please contact your origin shipping.

Please note that Friday is a weekend in Dubai and for Dubai Customs. Hence, no customs clearance and inspection can take place during this day.

The consignee's presence maybe required for Customs clearance in case if contrabands are found in the shipment (note that in most cases shipper is NOT present).

- Personal effects and household goods are subject to physical inspection by UAE customs therefore any customs related charges can only be informed once the inspection is completed.
- Books, literature, CDs, DVDs, computer software may be detained by Customs authorities and could be subject to screening. This process through the Ministry of Information takes approximately 3 weeks. Material deemed suitable will be returned to the consignee. Material deemed unsuitable will be confiscated and either destroyed or shipped to origin at the consignee's expense.
- Customs duties on motorized vehicles, new or commercial items are 5% of the customs assessed value + 5% UAE VAT.
- Please be informed that UAE Custom is applying VAT of 5% on HHG import shipment based on declared/CIF value from 1st January 2018.

U.A.E. PROHIBITED ITEMS LIST:

Weapons, firearms (real or ornamental), ammunition, fire crackers, swords, daggers, spears etc., military uniform & equipment, alcohol, spirits, narcotics of all kinds, even poppy seeds and flowers, leaves etc., banned drugs and medicines, medicines in large quantities, even obtained under prescription and for the consignee's use, radio transmitter or communication equipment, any kind of gambling games, statues and figures of animals with religious undertone, carvings and statues of humans, especially in nude, pornographic materials, food stuff in large quantities, Ivory products, Remote or cordless telephones, Swords or Spears, Walki-talkie and satellite dishes, drones, products of Israeli origin or items on the Israeli blacklist, religious books other than dealing with Islamic beliefs, controversial political literature and materials contrary to an Islamic State's principles.

Please note that Rules regarding Dubai customs clearance are subject to change without prior notice.

FUSION RELOCATIONS CONTACT INFORMATION:

- **Manager - International Mobility Services**
Mr. Benson Davis

E: benson.davis@fusionshipping.com

- **Move Coordinator**
Ms. Jocelyn Tampos

E: jocelyn.tampos@fusionshipping.com

- **Physical Address:**

Fusion Specialized Shipping & Logistics L.L.C.

Off # 2304, 23rd Floor, API World Towers,
Sheikh Zayed Road, Dubai, U.A.E.

Tel: +971 4 3557200

Fax: +971 4 3557211

ATTN: RELOCATIONS IMPORTS DEPARTMENT /

Or to the coordinator handing the shipment

Date:

To,
The Manager,

Dubai, U.A.E.

Sub: Release of Delivery Order for BL#

Dear Sir,

I, (**shippers name per passport**), an/a (**nationality**), holding Passport No# (**_____**) hereby request your assistance to release the Delivery Order under my name c/o Fusion Specialized Shipping & Logistics LLC for above mentioned B/L no., which is expected to arrive in Dubai on board vessel.

I hereby authorize Fusion Specialized Shipping & Logistics LLC to collect the delivery order and clear the shipment on my behalf.

Trust that you will do the needful and oblige.

Thanking you.

Sincerely,

(Shippers name with signature as per passport)
UAE Mob. #

Date:

To
The Director Dubai Customs
Jebel Ali
Dubai U.A.E.

Dear Sir,
Ref: OBL No.

Sub: My Old & Used Personal & Household Effects shipment

I hereby authorize Fusion Specialized Shipping & Logistics LLC, Dubai to represent us at the time of Customs Inspection and customs clearance process and to deliver my Personal & Household Effects to my residence.

Sincerely,

(Shippers name with signature as per passport)
UAE Mob. #

P O Box 120250

Dubai, UAE

Dear Sirs,

Bill of Lading no. :

Container no. :

Vessel name :

Bill of lading for above mentioned shipment is a seaway bill / is an express release / are surrendered at origin (**strikeout not-applicable one).

I, (**shippers name as passport**) request you to kindly issue the delivery order in favor of the following party, who is the ultimate consignee for subject shipment.

Name of the party: - (**SHIPPERS NAME AS PER PASSPORT**)

Importer code no.: P9999

The above request is entirely under our risk and responsibility.

In consideration of your complying with our above request, we hereby indemnify you / your servants, Principal / Carrier and their agents and undertake to hold all of you harmless in respect of any liability, loss, damage or expenses, of whatsoever nature, that you may sustain by reason of issuing the delivery order in accordance with our request.

We also undertake to return the empty containers in sound condition within the delivery order validity, failing which, we shall settle detention, damage, cleaning and / or any other costs that may occur, immediately upon receipt of your invoice.

Thanking you.

Yours faithfully,

(Name and signature of the shipper as per passport)

UAE Contact number:

CUSTOMS AUTHORIZATION FORM – AIR

Date:

The Director of Customs, Dubai Cargo Village, Dubai, U.A.E.

Dear Sir,

Ref: AWB No.

Sub: My Old & Used Personal & Household Effects shipment

I hereby authorize Fusion Specialized Shipping & Logistics LLC, Dubai to represent us at the time of Customs Inspection and customs clearance process and to deliver my Personal & Household Effects to my residence.

Sincerely,

(Shippers name and signature as per passport)

Passport Number:

UAE Mobile #

Date:

DNATA Dubai Cargo Village U.A.E.

Dear Sir,

Ref: AWB No.

Sub: My Old & Used Personal & Household Effects shipment

I hereby authorize Fusion Specialized Shipping & Logistics LLC, Dubai to represent us for the collection of delivery order.

Sincerely,

(Shippers name and signature as per passport)

Passport Number:

UAE Mobile #