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Qatar Import Custom Clearance Guideline Air Import & Sea Import to DOH/HIA Airport and Hamad Port

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DOCUMENTATION

Important Notes:

1. All shipping documents MUST be prepared under the name of a company that has the relevant activity mentioned in its Qatari Commercial Registration and that is having a valid import license for the goods imported.
2. For all shipments, the Certificate of Origin must originate from the country where the shipment is shipped from.
3. For Overland shipments, the shipping documents must be in Arabic or Arabic translation provided along with documents.

The following are the required shipping documents:

Original itemized Commercial Invoice on shipper's original letter head attested by local Chamber of Commerce, signed in blue ink and stamped by company seal (Original not Electronic) for Doha customs clearance. Zero value against any item is not acceptable by Customs. Discount structure need not appear on the invoice and invoice should only show net price after discount. This will avoid paying Customs Duty on the discounted amounts. The invoice must clearly contain the following information: delivery INCOTERM, shipper's name, consignee name, country of origin, currency, specific items description, HS Code, quantity, unit price & total price per item, grand total price, packing information such as total number of packages, net weight and gross weight per line item (see sample below). The gross & net weight must be exactly the same as that mentioned on the Bill of Lading & Packing List

SRNO	ITEM DESCRIPTION	H.S.CODE	OF 1COUNTRY ORIGIN	NO OF PKGS	Pieces Per PKG	Total Quantity	UNIT Price	TOTAL Price	NET WT {Kgs}	GROSS WT (Kgs)
1										
2										
			GRAND TOTAL	000	000	000		000	000 KGS	000 KGS

Note: Pro-Forma Invoice is not acceptable.

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- ❖ Original airway bill / bill of lading. The gross & net weight and total quantity must be exactly the same as that mentioned on the Commercial Invoice, Packing List and Certificate of Origin,
- ❖ Original packing list duly signed in blue ink & stamped by company seal. The gross & net weight and total quantity must be exactly the same as that mentioned on the Commercial Invoice & Bill of Lading,
- ❖ Original certificate of origin (should be typed & not hand written) duly signed & attested (Original not Electronic) by the local Chamber of Commerce from origin export country (NOTE: Notary Public or any other attesting bodies are not acceptable & attestation must be by the local Chamber of Commerce only). Certificate of Origin must contain the invoice number I H.S. Code in order to correlate it with the Commercial Invoice. Specific country name must appear i.e. UK & not European Union. In case of multiple origins, all countries must be mentioned,
- ❖ DG code and Material Safety Data Sheet (MSDS) for any chemical, hazardous or dangerous product,
- ❖ Dangerous Goods Note to be supplied if necessary as per IMDG code & DG declaration letter from the supplier will also be required. (Note; while arranging OG cargo the IMCO Class and UN number should be mentioned on the bill of lading and Invoice).

Depending on the delivery terms governing the order, the above documents must be handed over to the Forwarding Agent prior to shipping the material or prior to the Customs clearance in Qatar. This naturally is not applicable to Air Shipments where the documents would come along with the shipment.

It is advisable to share a complete set of documents with JSL Global for review and comments prior to attestation & affecting the shipment.

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COUNTRY OF ORIGIN

- Each individual item and its external packaging **MUST** have “Made In xxxxxx” either engraved or mentioned in non-removable sticker/marketing or silk-screened.
- The Country of Origin mentioned on the goods and their external packaging **MUST** match with that mentioned in all shipping documents.
- Country of Origin(s) shall be precise (for example: European Union is vague and is not acceptable; the specific country of origin must be indicated e.g. Made in Germany, Made in France, Made in Italy etc.)
- Every item/assembly must have made-in marking of a “single” country only. Having more than one country of origin appear on the same item/assembly is not allowed.
- The marking should read “Made in.....” & not “Product of.....”, “Assembled in.....” or any other wording

Failure in meeting above requirement will lead to cargo being withheld at the Qatar Customs’ Legal Department incurring penalties, demurrages and storage fees which will be back charged to the Supplier/Agent. In extreme cases, the shipment may be returned back to origin and the cost to return the goods to origin will also be back charged to the Supplier/Agent.

Some solutions to recurring issues pertaining to Made-In markings are as listed below:

- Various parts, of various origins, are packed in the same box, carton, crate etc. — In this case, each individual item must have made-in marking on it reflecting its origin & the exterior packaging (box/carton/crate) does not necessarily have to have made-in marking given that the contents are of various origins.
- The made in labels are peeling off— this is because you are using “Removable” stickers and not the required “Non-Removable” marking. Some of the examples of non-removable marking are as follows:
 - Silk-Screening (Spraying/Painting) — this can be done by using a stencil and is generally used to mark timber crates, flat steel surfaces, machinery etc. The paint/ink used should be permanent & should not be wiped off the surface easily.
 - Very strong adhesive labels — the adhesive must be strong enough that in case you try to remove the label, the label or the surface it is applied to get destroyed. This type of marking is the most common method given that labels can be of various sizes and can be applied to most surfaces.
 - Steel plates — This is usually used for large machinery & equipment
 - Other types of labeling depending on the nature of the product, but under all circumstances, they should be non-removable labels/markings and not ones that can be easily removed or wiped.

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- An assembly is comprised of a number of components of various origins — This is quite common and in general, the highest component of the cost of the assembly would be the labour component. The made-in marking would therefore be of the country where the assembly was put together. For example, if an assembly is built in Turkey using components of 5 different origins, the assembly would be marked "Made in Turkey"
- Some of the spare parts are too small to stick a label to — In this case, small parts should be put in a transparent plastic bag, bag to be sealed properly, and non-removable sticker indicating the origin stuck to the plastic bag. You may combine the same parts together in one bag, but not mix various parts i.e. you may put Knobs together in one bag but not mix Switches with them.

The following will lead the shipment being detained and potentially returned to origin:

- No Tag of Country of Origin(s) on the items
- Tag of Origin can be removed or wiped off
- Tag of origins showing "European Union" instead of actual country of origin
- Under Value commercial invoices
- Under Value Freight charges
- Mismatching Country of Origin(s) between commercial invoice & certificate of origin
- Mismatching Country of Origin(s) between documents & marking on goods
- Any error of any sort in the documentation (refer "Documentation" above)
- Submission of several invoices with same invoice number for the same customs Declaration.
- Items which carry duplicated/forgery Trade Marks

In case a shipment is detained by Customs and referred to the legal department, no action can be done until the final report is produced; this may take up to 2-4 weeks. In the meantime, the shipment will incur demurrage/storage charges, which will be back charged to the Shipper/Agent along with the final penalty amount that will be declared by the committee.

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ADDITIONAL IMPORTANT INFORMATION

Qatar Customs Clearance Single Window (QCCSW)

All importers must be registered on the Qatar Customs Clearance Single Window System (QCCSW) to be able to clear goods into Qatar. Should importers wish for JSL Global to clear their shipments, they should authorize JSL Global as their clearance agent in the entry point (Air/Sea or Overland "Abu Samra Boarder").

Discrepancies

The Customs Authority is carrying out 100% inspection of cargo and therefore any discrepancy in declarations will be referred to the Legal Committee who will decide on the amount of penalty to be levied on the consignment. The consignment will not be allowed to be released from the port of entry until the resolution is given by the Legal Committee; therefore, Shipper/Agent adherence to the above is essential to avoid any issues with the Customs Department.

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- Tag of Origin can be removed or wiped off
- Tag of origins showing "European Union" instead of actual country of origin
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Temporary Import - Formalities and required documentation

Importing cargo in Qatar on temporary basis for the purpose of Exhibition, specific Job, and demonstration may be allowed based on certain conditions as mentioned below:

Temporary import approval should be taken prior to the arrival of the cargo in order to avoid any storage at the port of entry and cargo should be re-exported before the expiry of the approval validity date. Each product should have a **serial Number** on it. Cargo may be imported only with the prior approval from the Director of Customs. A request has to be submitted to Customs Department detailing the purpose for which the cargo is imported along with the copy of commercial documents — invoice, c/origin and AWB/B/L. The commercial documents and the AWB/B/L should clearly mention that Goods are sent as Temporary export and will be returned to origin after job completion in Qatar.

Normally, temporary import approval will be sanctioned by Customs if the cargo is imported for a project involving government or semi-governmental entities. A copy of the contract between consignee and the governmental body should be produced to get the sanction. Otherwise, it should be for any exhibition or similar event conducted by Authorized Recognized Agencies and a letter from them should be attached to the application.

Cargo should be returned to the Country of Origin within the time frame given by the Director of Customs or fines will apply. The full Customs Duty amount should be paid to Customs Department ahead of temporary import of goods.

After re-export of goods and submittal of all supporting documents, the amount is refunded by the Customs Department to the consignees account. If the cargo is not returned within the specified time, then Customs Department will treat the goods as permanent import and will retain the Customs Duty paid and issue a customs receipt for the amount.

Validity of the Temporary Import may be extended further with the permission of the Director of Customs by submitting a renewal application. In case no extension was submitted, the Customs Department will impose a fine.

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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 unit. 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.

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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

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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 chemical 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

- Firefighting 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.

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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.

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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 inspecting by an 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
- 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.

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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 require 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.

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U.S Army Shipments:

U.S Army base located in Qatar/Al 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 3 weeks 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 JSL GLOBAL QATAR 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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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 SINGLE 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.

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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-re- movable 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.

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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 inter- national 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 accept-
- 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.

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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:	

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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 indicating country of origin (Multi-countries should separate in invoice or CO)
- 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 is 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.

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LEGALIZATION 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.

NEW LEGALIZATION CHARGE			
COO	COO NOT ATTESTED	QAR	USD
		150	41
MOFA FEES PER INVOICE			
FROM	TO	MOFA	
1	15,000	500	137
15,001	100,000	1,000	274
100,001	250,000	2,500	685
250,001	1,000,000	5,000	1,370
1,000,001	AND MORE	0.6% FROM INVOICE VALUE	