



**ALMERSAL**  
ALAFDAL



### **Full Guide to Customs Clearance in Dubai & UAE**

There are many things to consider when it comes to shipping your goods through customs in Dubai and the rest of the United Arab Emirates. The customs clearance procedure can be often difficult to understand. So in this article, our focus is to tell you everything you need to know about Customs Clearance in Dubai and the rest of the UAE.

This article covers important topics like Import-Export Code (IEC), FTA-TRN Linking, import-export procedures, clearance documentation prerequisites.

#### **Get it done fast**

ALMERSAL ALAFDAL CUSTOMS BROKER LLC is a one-stop shop for all your import/export needs. Our global network of specialists are ready 24/7 to answer all your questions, clear your shipment, and ensure everything is delivered on time.

#### **We're here for you**

Our team is fully committed to ensuring that nothing gets in the way of your success at any stage of the process – from helping you find the right shipping partner, to handling the complete logistics project.

Get in touch with us today. We'd love to hear from you! Please feel free to contact us for a free consultation with our experts.

#### **About the Founder and Director**

Firas Bouyahya, a UAE-born with a passion for logistics, who transformed ALMERSAL ALAFDAL CUSTOMS BROKER LLC into a leading force in the industry. With a vision to expand and modernize the company, he introduced new dimensions

وقت اقل, انجاز اكبر  
**LESS TIME , GREATER ACHIEVEMENT**





**ALMERSAL**  
ALAFDAL

such as freight forwarding, trucking, and logistics solutions. Under his leadership, has grown significantly.

### **Which Customs Broker to Choose and Why?**

It is not absolutely essential to avail the services of a customs broker but it is better to be safe. You are solely responsible for properly understanding the regulations and requirements in order to submit the papers. However many businesses and organizations engage custom brokers to avoid costly mistakes or because they lack sufficient knowledge of the customs clearance process.

While choosing a customs broker, kindly ensure they:

- Are reliable and dedicated
- Have experience of your industry.
- Are licensed and approved.
- Are able to handle your cargo volume.
- Are acquainted with the trade route of your cargo (origin and destination).

A skilled customs broker can help you save money by assisting you with the necessary paperwork and product inspection. When it comes to foreign trade, the clearance process can be complicated. So importers often hire a customs broker to assist them with the customs clearance process to avoid any hassles.

وقت اقل, انجاز اكبر  
**LESS TIME , GREATER ACHIEVEMENT**





**ALMERSAL**  
ALAFDAL



### **Customs clearance experience in large variety of products**

We have experience in importing highly regulated products e.g. (cars, heavy equipment, food items, cosmetics, pharmaceutical, building materials, valuable shipments, personal effects, general cargo, etc...)

Our team of experts at custom clearance and brokerage services will help you stay compliant and save your time and money. With over two decades of experience in the industry, we know the ins and outs, so we can handle everything from creating an original bill of lading to submitting all import documentation at any port in the world.

### **Customs Clearance & Ministry Approvals**

Almersal alafdal provides custom clearance and brokerage services for import and export. With a global network of experts, we simplify your logistics process so you can focus on what matters to your business.

Have you had delays in receiving your goods because they are stuck in customs? This is a common case if your customer brokerage partner is not well aware of the processes & procedures for ministry approvals customs clearance in Dubai and the rest of UAE.

All 7 emirates have different customs clearance protocols for ministry approvals and they also differ based on the type of products being imported. We at Almersal Alafdal have been doing customs clearance in Dubai & across GCC.

Being aware of the procedures are not enough, it is also critical to have a network. We are well integrated with the following entities across UAE:

وقت اقل, انجاز اكبر  
**LESS TIME , GREATER ACHIEVEMENT**





**ALMERSAL**  
ALAFDAL

### 34. Appendix I - Restricting Authorities:

Controlling Authorities	Goods Categories
Ministry Of Climate Change & Environment	Live Animals and product of animal origin
Ministry Of Interior	Explosives, Arms, Ammunitions and their parts / accessories
Dubai Municipality	Vegetable Product, Prepared Food Stuff, Products of Chemical
Dubai Police	Alcoholic beverages
Ministry Of Economy	Industrial Raw Materials
Ministry Of Health	Pharmaceutical products and Medical/ Surgical instrumental and apparatus
Emirates Authority for Standardization and Metrology	Tires/Drinking Water
National Media Council	Printed books, newspapers and similar products, Work Art, collectors "Pieces and Antiques"
DMCC	Pearls, Diamonds, Rough Diamonds etc.
General Secretariat Of Municipalities	Lasers, Dangerous waste.
Telecommunications Regulatory Authority	Telecommunication equipment
Federal Authority for Nuclear Regulation	Nuclear reactors and Radio Transmitters.
H.Q. Coast Guard Group	Boats, Cruise Ships etc.

### Customs Clearance & Ministry Approvals

1. Ports Customs and Free Zone Corporation - Tasreeh
2. Federal Tax Authority
3. MOFA (Ministry of Foreign Affairs)
4. DM (Dubai Municipality)

وقت اقل، انجاز اكبر  
LESS TIME , GREATER ACHIEVEMENT





**ALMERSAL**  
ALAFDAL

5. ATLP - Advanced Trade & Logistics Platform.
6. NMC (National Media Council)
7. Dubai Chambers
8. Security Industry Regulatory Agency
9. MOCCA (Ministry of Climate Change and Environment)
10. ESMA (Emirates Authority for Standardization & Metrology)
11. TRA (Telecommunications Regulatory Authority)
12. Ministry of Industry and Advanced Technology
13. H.Q. COAST GUARD
14. DCA (Dubai Civil Aviation Authority)

**Our Services:**

- 1. BOE Customs Clearance. ( Import, Export, Transit, Transfer, Temporary Admission)**
- 2. Attested Invoices With MOFAIC.**
- 3. Issuance of Delivery Orders.**
- 4. Issuance of New Importer Code & Renewal.**
- 5. Customs Inspection Services.**
- 6. DP world Payments.**

وقت اقل، انجاز اكبر  
**LESS TIME , GREATER ACHIEVEMENT**





**ALMERSAL**  
ALAFDAL

- 7. Link FTA TRN Number with Dubai Customs.**
- 8. Documents Collection From Anywhere.**
- 9. Digital services Available 24/7.**
- 10. Transportation and Delivery Services.**
- 11. Payment Options via Bank Transfer is available.**

### **Import Clearance Procedure**

Import customs clearance is determined by the importing country's policies and procedures, the nature of goods, and the trade agreement between the two countries. You will need a certain set of documents in original to import goods in UAE.

### **What are the Documents needed for Customs Clearance in UAE?**

#### **Documents required for Business Registration:**

1. Copy of valid Trade License.
2. Passport copy of Authorized Person, Visa Copy, copy of Emirates ID.
3. Undertaking Letter (applicable to professional companies only)

#### **For Customs Code (Importer/Exporter)**

1. Trade License Copy.
2. A copy of your passport, Visa Copy, copy of Emirates ID

وقت اقل, انجاز اكبر  
**LESS TIME , GREATER ACHIEVEMENT**





**ALMERSAL**  
ALAFDAL

3. VAT Certificate.

**Import** (Personal effects)

1. A copy of your passport, Visa Copy, copy of Emirates ID
2. Bill of Landing.
3. Commercial Invoice.
4. Authorization letter.

**Import** (commercial)

1. Bill of Landing AWB/HBL/MBL. (Surrendered BL, Express release, SEA Waybill).
2. Commercial Invoice.
3. Packing list.
4. Certificate of Origin.
5. Authorization letter

**Export** (commercial)

1. MSDS.
2. Commercial Invoice.
3. Packing list.
4. Certificate of Origin from dubai chamber (if required)

وقت اقل, انجاز اكبر  
**LESS TIME , GREATER ACHIEVEMENT**





**ALMERSAL**  
ALAFDAL



#### Other Supported Documents:

1. **Letter of Duty Exemption.** Proof of the Goods Exempted from the Duty in UAE like GAFTA, EUR.1
2. **Health Certificate** –Food Safety Department works on enhancing confidence in food safety by designing integrated systems to ensure food safety in accordance with best practices.
3. **Halal Certificate** – Halal certification bodies ensure that products and services meet the required standards for consumption by Muslims, and many companies worldwide seek halal ...
4. **Certificate of Analysis** – certificate of analysis (COA) is a formal laboratory-prepared document that details the results of one or more laboratory analyses.
5. **Phytosanitary certification** – verifies phytosanitary worthiness. These certificates are used to attest consignments meet phytosanitary import requirements and are undertaken by a National Plant Protection Organization.
6. **Food Contact Certificate** – For Safe Public Consumption.
7. **Certificate of Conformity** – (Registration and issuance of a conformity certificate according to the Emirates Conformity Assessment Program (ECAS) confirm its conformity with the approved ..
8. **Radiation free Certificate** – Federal Authority for Nuclear Regulation

وقت اقل , انجاز اكبر  
LESS TIME , GREATER ACHIEVEMENT







**ALMERSAL**  
ALAFDAL

9. **Fumigation certificate** – A fumigation certificate, sometimes referred to as a pest-control certificate, is a document that serves as confirmation that any wooden packing materials (ie, pallets) used in a cargo shipment have been fumigated.
10. **Fisheries certificate** - Certification according to the MSC Fisheries Standard confirms sustainable practices, using a credible, independent, third-party assessment process.

**Reason for Not Required Original Certificate of Origin:**

1. Personal effects via Postal & value < 3000
2. Publicity material
3. Remains of Dismantled Freezone Factories
4. Remains of Dismantled Freezone Warehouse
5. Remains of Ships
6. Samples & Models of MP goods (Val < 3000)
7. Vessels
8. Used vehicles / Motorbikes of Personal Use
9. Grants / Donations to Govt Ministries / Depts Organizations
10. Goods Sold by Auction
11. Total Goods value is <= AED 5000

وقت اقل, انجاز اكبر  
**LESS TIME , GREATER ACHIEVEMENT**





**ALMERSAL**  
ALAFDAL

12. Used Personal Effects

13. Used Vehicles

**Exemptions Types For Customs Clearance:**

11. Aircrafts

12. Charitable societies

13. Courier service

14. DIAMONDS (RAW, CLEF AND POLISHED)

15. DIPLOMATIC, CONSULAR INTL ORGANIZATION

16. Duty / Deposit already paid with previous bill

17. Free Trade Agreement

18. Goods to be destructed

19. Industrial Exemption

20. Police & Military

21. Products of AGCC countries

22. Return goods

23. Short landed goods

24. Special Needs (for physically challenged)

25. Used personal effects

وقت اقل، انجاز اكبر  
**LESS TIME , GREATER ACHIEVEMENT**





**ALMERSAL**  
ALAFDAL



### **Greater Arab Free Trade Agreement (GAFTA)**

Goods produced in any of the GAFTA member country shall be exempted from duty in any other member country provided that the shipment is accompanied by the specific certificate of origin issued by the competent authority of the producing member country. Refer to Dubai Customs Policy 25 for more details.

#### **GAFTA member countries:**

1. Hashemite Kingdome of Jordan
2. Republic of Tunisia
3. Republic of Sudan
4. Republic of Syria
5. Republic of Iraq
6. Republic of Lebanon
7. Republic of Morocco
8. Palestine
9. Republic Libya
10. Republic of Egypt
11. Republic of Yemen

#### **14.2. FTA Between Republic of Singapore and GCC Member States**

Customs Duties on specific goods manufactured in Republic of Singapore been exempted when they are imported to any of the GCC Member States. Refer to Policy No.40 issue by Dubai Customs in January, 2015 for more details.

#### **14.3. FTA between GCC and EFTA States**

All the products originating in the European Free Trade Association (EFTA) States except those specified in Annexes of the Agreement as specified in Customs Policy No. 42 issued in 2015 shall be exempted from Duty when they are imported directly to any of the GCC states. The products of EFTA origin shall be accompanied by "Movement Certificate EUR.1" duly issued and certified by the customs authorities in the country of origin.

EFTA states comprise of:

- Republic of Iceland
- Principality of Liechtenstein
- Kingdom of Norway
- Swiss Confederation.

وقت اقل, انجاز اكبر  
**LESS TIME , GREATER ACHIEVEMENT**





**ALMERSAL**  
ALAFDAL

12. Republic of Algeria

13. GCC States

**Following scenarios are excluded from EDAS attestation and declaration changes:**

1. Invoices with values less than 10,000 AED.
2. Owner of the declaration is Passenger or Personal Customer or Government Entities
3. Invoice containing the items belonging to
4. Police & Military,
5. Diplomatic, Charitable societies & International Organization
6. Special needs of physically challenged people
7. Used Personal belongings
8. Shipments of Return goods and Short Landed goods
9. Import of products originating from GCC countries
10. Import from GCC Country with duty already paid at origin
11. B2C E-Commerce movements

وقت اقل, انجاز اكبر  
**LESS TIME , GREATER ACHIEVEMENT**





**ALMERSAL**  
ALAFDAL



**Applicable declaration types to capture Invoice Attestation number**

Declaration Type	Applicable for Attestation
Import to Local from ROW	Yes
Import to Local from FZ	Yes
Import to Local from CW	Yes
Import Statistical Declaration	Yes
Import for Re Export to Local from ROW	Yes
Import for Re Export to Local from FZ	Yes
Import for Re Export to Local from CW	Yes
Import to Local After Temporary Admission	Yes

وقت اقل, انجاز اكبر  
LESS TIME , GREATER ACHIEVEMENT

