

CUSTOMS & CLEARANCE AIRPORT

Procedures & Formalities

- 1.** Goods discharge from plane.
- 2.** The Clearance agency receives the delivery order with invoices & A.W.B.
- 3.** The documents are checked by customs and compared with plane's manifest.
- 4.** The Clearance Agency prepares the customs declaration by sorting each item to its customs tariff.
- 5.** The customs declaration takes a number.
- 6.** The formalities are checked and signed by staff.
- 7.** After first security, checking goods are transferred to inspection area.
- 8.** The inspector checks goods at inspection area.
- 9.** Documents are transferred for rechecking and control.
- 10.** The customs officer and the customs superintendent check on the customs declaration the following:
 - a-** If the customs tariff is correct.
 - b-** If the value of the customs duty is correct.
 - c-** If any license is required from any ministry.
- 11.** Once the required ministry approval is obtained, it is attached to the customs documents and the customs officer signs and approves the documentation usually on the next day.
- 12.** The Chief of Customs will check again all the documents and sometimes ask to recheck the goods.
- 13.** The customs declaration along with all pertaining documents is subjected to the scrutiny of a custom's committee who checks the contents. If there is any mistake or any document missing, they send for the Clearance Agency to correct the mistake or add any missing document.
- 14.** When the phase of payments is done for Port and customs duties, the Clearance Agency takes an official receipt.
- 15.** After security checking, the Clearance Agency takes an empty truck and transports the goods to A.U.B.

Additional Transactions

- A.** *If the shipment contains **shampoo and detergents**. It will require an approval from:*
- 1- The Ministry of Health.
 - 2- The Official Laboratory.
- B.** *If the shipment contains **chemicals** or any kind of **spray**. It will require:*
- 1- A laboratory report to determine the applicable customs tariff.
 - 2- A Ministry of Environment approval.
 - 3- A Ministry of Health approval.
- C.** *If the shipment contains **food stuff** it will require an approval from:*
- 1- The Ministry of Economy.
 - 2- The Ministry of Health.
- D.** *If the shipment contains **heavy duty machinery** it requires approval from:*
- 1- The Ministry of Industry.
- E.** *If the shipment contains **printed matters** it requires the approval of:*
- 1- The General Security.
- F.** *If the shipment contains any **magnesium oxide** it needs the approval and checking of:*
- 1- The Ministry of Interior.
 - 2- The Ministry of Defense.
 - 3- Laboratory Report.
- G.** *If the shipment contains any **medication** it needs the approval and checking of:*
- 1- Ministry of Health.
 - 2- Doctor's order.
 - 3- Pharmacist order.
 - 4- Pharmacist inspection.