

Personal Books Shipments:

For only used books and documents for academic use.

Recommended shipping method: Regular Parcel post service or via Airfreight Cargo (dealing with a local forwarding agent)

Airfreight shipments:

Recommended for personal effects and belongings (Clothing, books, tools, kitchenware etc...) not exceeding 300 Kgs otherwise it is preferable to ship it by Sea freight as LCL shipment (less than a container load). In both cases, you should deal with a local forwarding agent that will handle the shipping formalities.

Detailed packing list: Should be issued describing the contents of each numbered box. It's preferable to separate the AUDIO CDs, DVDs and Video tapes in the same box. Those items will be inspected by the general security.

Addressed to:

The shipments should be addressed and labeled to AMERICAN UNIVERSITY OF BEIRUT. AUB . Beirut-Lebanon Name of the faculty or department and then your name...

SEA FREIGHT:

I - Customs Regulations:

- All used household goods and cars shipments are subject to pay customs duties & VAT "Value Added Tax" (except the diplomatic shipments) unless documents for exemption are provided.
- All video tapes, CDs (Compaq discs), books, records, are inspected by the General Security Office.
- Satellite dish, receivers, fax machines, wireless telephone machines, are inspected by Ministry of Post & Telecommunications prior to delivery of shipment (it requires 3-4 days).

Prohibited Items:

All kinds of firearms, animations, drugs, narcotics, and porno graphics materials, swords, knives, even the decorative ones. Alcohol in little quantities.

Pre Arrival:

You have to deal with a forwarding agent to load and dispatch the container. If u send us your detailed address in advance we can provide you with the AUB forwarding agent in your area and u can deal with him since his agent in Beirut will handle the clearance in Beirut.

It is very important to get in hand with you an original copy of the Bill of lading once the Forwarding agent has load the container. This original Bill of lading should be presented in Beirut and it is an important required document for the clearance process.

II -Documents Required for Exemption from Customs Duties:

a) Lebanese Nationals:

1. Statement by the Lebanese Embassy, specifying that owner has been residing in the country of origin for more than 3 years and that he is moving back to his home country.
2. Detailed packing list duly authenticated by the Lebanese Embassy at the country of origin.
3. Lease or ownership of an apartment in Lebanon.
4. Original Lebanese passport showing the owner last entry date in Lebanon (Shipment should not arrive later than 3 months from the owner last entry date).
5. Original Bill of Lading.
6. Shipper and consignee should be the same name showing on the AWB / BL.
7. The presence of the shipper on time of the clearing is a must.

b) Other Nationalities:

1. Work contract with a Lebanese firm.
2. Work permit issued by the Lebanese Labor Office.
3. Residence permit issued by the Lebanese General Security Office.
4. Original detailed packing list.
5. Lease of a residential apartment in Lebanon.
6. Shipper and consignee should be the same name showing on the AWB / BL.
7. The presence of the shipper on time of the clearing is necessary.
8. (Shipment should not arrive later than 3 months from the owner last entry date).

Notes:

1. It is strictly important to note that failure to provide the above-required documents; the shipment would be subjected to pay the normal duties as per the custom tariff code issued by the Lebanese Customs authorities.
2. No exemption on new items at all.
3. Cars of 8 years old (from the date of manufacturing) can be imported to Lebanon with no exemption from duties except for diplomatic cars.

Upon Arrival to AUB:

Please Call Richard Fawaz on extension 2185 during working hours.

***Prepared by RICHARD FAWAZ,
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