

Reference No :COM/AIR/R/STC

Commercial Cargo
Standard Terms & Conditions
Air Import



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1. Air Freight - Standard Terms & Conditions & Documents requires.

1.1 DDU / DDP Consignments

- ✓ DDP Consignments – Shipper / Origin station must arrange advance payment towards settlement of duty/taxes/legalisation to us. Western Gulf Agency will not finance towards this duties/taxes/govt / port dues.
- ✓ DDP / DDU shipment will be attended provided Consignee (**importer**) must have valid Trade Licence (Commercial Registration in Qatar) fail in which Western Gulf Agency is not responsible for delay / storage / consequences and shipper must be notified towards this compliance.

1.2 Documents required for customs clearance.

1. Original Invoice should be prepared as follows :-

- Original Invoice must be issued by the supplier (on a company letter head)
- Invoice No. and Date should be mentioned on the top
- Invoice must be in English
- Description of goods with harmonized system / tariff commodity code (Each and every items to be segregated as per country of origin)
- Quantity, unit and total price of each item should be mentioned.
- Number of boxes / pieces / packages / pallets to be mentioned.
- Net weight should be mentioned.
- Gross weight mentioned, should tally with MAWB / HAWB
- IncoTerms should be specified in the commercial invoice and it shown in the Invoice DDU, DDP, FCA,DQ etc... the freight value and the insurance value to be shown separately if fail the invoice will consider as FOB then the customs department will take the freight amount from AWB in order to them levy the Duty.
- Currency should be specified (USD,EURO, STG etc...)
- Country of origin must be mentioned on the invoice (for example : **Country of origin – Italy**) Not to be indicated as one word like ‘European community’
- Should be stamped by the supplier (company seal to be affixed on the invoice)
- Should be signed by an authorised person (representing the company)
- Has to be attested by Chamber of Commerce at Origin.

2. Packing List should be prepared as follows:-

- Original Packing list to be issued by the supplier
- Should be stamped by the supplier (i.e. company seal to be affixed on the packing list)
- Should be signed by an authorised person (representing the company)
- Should list all the items in detail (i.e. Quantity, weight (Gross & Net)

3. Certificate of Origin should be as follows:-

Documents need only be notarized by the origin chamber of Commerce.

- Original certificate origin signed & stamped by the Chamber of Commerce



- Should show the Invoice Number & Country of Origin
- If the Certificate of Origin has been prepared on a shipper letter head / Shipper own format it is mandatory to obtain the emboss seal from the Chamber of Commerce on the Certificate of Origin and shipper Invoice, i/e if the Certificate of Origin is on a format of chamber of Commerce of origin, has been issued then the rubber stamp is accepted on the Certificate of Origin and shipper Invoice ,

Note:

- As per Qatar Customs new rules (**Effective: April 1st 2011**), all shipment bound to Qatar must be accompanied with Original Invoice and Original Certificate of Origin, Otherwise the shipment could be returned back to origin or at best be penalized and kept on hold at customs warehouse until the original documents are surrendered.
- We strongly recommend, that all shipments should be accompanied by original invoice and certificate of origin to avoid penalties and delays and storage charges.
- **Penalty:** The customs Authorities, as a first time offense, may release the shipment after imposing a penalty for non- original Documents. the penalty applied for non original invoice will be against (CIF value) with a min USD 150 or 1% whichever is higher and penalty for non original certificate of origin will be min USD150 max up to Max USD 300.00.
- **Storage Fees:** The cargo will be incurring heavy storage after the free time (5 days free from Date of arrival) the storage charges will be charges USD 0.88 per kg/per Day.

Legalisation for Non Food Items

Certificate of Origin & Invoice must be Attested & Legalised by the Commercial Department of the Qatari Embassy or any Arab Consulate in the country of origin or by the customs authorities at the point of entry into Qatar. Legalisation fees are levied on the basis of invoice value

Legalisation for Food Items

It is **Mandatory** to have the Certificate of origin, invoice, Health Certificate, Slaughter Certificate, Phytosanitary Certificate & Chemical Laboratory Certificate must be signed & stamped by the Chamber of Commerce an Attested & Legalized by the commercial Department of the Qatari Embassy in the country of Origin, **Legalisation Cannot be done in Doha at the point of entry into Qatar fro Food Items**

Document & Legalisation for Food Stuff

Food Stuff :- Must accompany with Health Certificate & Chemical Laboratory Certificate (Should show FREE FROM RADIATION and the products do not have any radioactive material) + Certificate of Origin & Invoice Packing List.

Meat :- Must accompany with Health Certificate & Slaughter Certificate + Certificate of Origin & Invoice Packing List.

Fruits & Vegetable:- Must accompany with Health Certificate, Phytosanitary Certificate from export and Chemical Laboratory Certificate (Should show FREE FROM RADIOACTIVE and the products do not have any radioactive material) + Certificate of Origin & Invoice Packing List.

It is **Mandatory** to have the Certificate of origin, invoice, Health Certificate, Slaughter Certificate, Phytosanitary Certificate & Chemical Laboratory Certificate must be signed & stamped by the Chamber of Commerce an Attested & Legalized by the commercial Department of the Qatari Embassy in the country of Origin, **Legalisation Cannot be done in Doha at the point of entry into Qatar for Food Items**

Failure to comply with the above information will be treated as incomplete and the same will be rejected by Doha Airport Customs.

For Dangerous Good (DGR)

For Dangerous Good (**DGR**) Qatar Customs will Request for an “EPC” (Environment Protection Conservation) Approval. To obtain an approval from EPC the Client has to be registered with the “EPC” (Environment Protection Conservation), and they will Request for the following Material Safety Data Sheet (MSDS), Technical Literature / Catalogues. The EPC approval as to be obtained by the Consignee (Client) Origin must get no objection from Western Gulf Agency prior to booking freight and we cannot assure delivery commitment **unless due permission obtained by the consignee (Client)**

Following is mandatory by customs Authority

- All documents are required by the Customs must be typed using same font. **HAND WRITTEN** documents are not accepted by Qatar customs.
- Following are **NOT** acceptable at Qatar customs ie. Will attract heavy penalty or it will be rejected By Qatar customs
 1. Printing an invoice in A4 sheet (without **using a original** company letter head)
 2. Hard copies (Fax invoice copy / not originals)
 3. Not signed invoices & Invoice without having company rubber stamp
 4. If the invoice & Certificate of Origin is Not Attested by Chamber of Commerce at origin or missing Details
 5. Zero value or Discount price show in invoice is not acceptable.

All details (weight, volume and description) given in the invoice, packing list and certificate of origin should match with the MAWB / HAWB which is mandatory, Failure to comply with the above information will be treated as incomplete and the same will be rejected by Doha Airport Customs.

Customs penalty is Applicable if the following are missing

- A. Original Suppliers Documents is **NOT attested by Chamber of Commerce at Origin** (Original invoice + Certificate of Origin) + if the invoice do not have All Details and the **Shippers Signature / Company Rubber Stamp**
- B. As per Qatar Customs Regulation All import shipment to \ Doha must have original suppliers documents and attested by Chamber of Commerce at Origin (Original Invoice + Certificate of Origin) otherwise customs will charge penalty of Min USD 150.00 or 1% of the CIF Invoice declared value whichever is higher against declared value in Commercial invoice. Customs Penalty will be charge each / per invoice or certificate of Origin.
- C. If the documents are **Not Original**, and if all the **Information / Content are correct** in the document as per the Qatar Customs Regulation, the shipment can be cleared by paying a customs penalty only for **Non Food items**.



Special Product:-

Few commodities are termed as Special commodity including Hazardous-Materials / Computer Parts, Communication or Tele-communication equipment, Food Stuffs, Oil & Gas, Fire Fighting Equipment, Cement, Radio Active, Steel, Flour, Alcohol, Pharmaceutical, Live Plant, Animals/Birds, Diplomatic Shipments, Govt Logistics (Military Shipment), Diplomatic Shipments, Ammunitions, requires special permission & department approval. Origin must get no objection from Western Gulf Agency prior to booking freight and we cannot assure delivery commitment **unless due permission obtained by the consignee (Client)**

Missing House / Master Air waybill original

With out the Original House or Master Air waybill **(ORIGINAL 2- (FOR CONSIGNEE - the Multiple Carbon Copy)** Doha Customs will charge a Customs Penalty **US \$ 850.00** for HAWB

Shipment pouch (all documents Original Invoice + Certificate of Origin + Packing List + HAWB must be send with the MAWB)

Before the shipment is Air lifted in to Doha, we need the draft documents in advance or copy of it for us to verify and to give you the OK, This way we save time and effort and avoid problems with storage and save money as well when shipment is at the Doha Airport..



NEED ON A LETTAR HEAD

INVOICE NO. 123456

DATE. 28/09/2004

COMMERCIAL INVOICE

SHIPPER

CONSIGNEE OR SHIP TO

SL. NO	DESCRIPTION Harmonized System / Tariff Commodity Code	QTY	UNIT PRICE	EXTENDED PRICE
SPECIMEN				


TOTAL AMOUNT:

TOTAL AMOUNT IN WORDS:

NO. OF PACKAGES	: (AS PER THE HAWB)
NET WEIGHT & GROSS WEIGHT	: (AS PER THE HAWB)
COUNTRY OF ORIGIN	: (AS PER THE GOOD & C/O)
CURRENCY	: USD / EURO /
INCOTERMS	: CIF / C & F
MODE OF SHIPMENT	: AIR FREIGHT / SEA FREIGHT

**AUTHORIZED SIGNATORY &
 COMPANY RUBBER STAMP**



1 Absender - Consignor - Expéditeur - Expedidor	A 207182	ORIGINAL
2 Empfänger - Consignee - Destinataire - Destinatario	EUROPÄISCHE GEMEINSCHAFT EUROPEAN COMMUNITY - COMMUNAUTÉ EUROPEENNE - COMUNIDAD EUROPEA <hr/> URSPRUNGSZEUGNIS CERTIFICATE OF ORIGIN - CERTIFICAT D'ORIGINE - CERTIFICADO DE ORIGEN	
4 Angaben über die Beförderung - means of transport - expédition - expedición	3 Ursprungsland - Country of origin - Pays d'origine - País de origen	
5 Bemerkungen - remarks - observations - observaciones		
6 Laufende Nummer; Zeichen, Nummern, Anzahl und Art der Packstücke; Warenbezeichnung Item no., marks, nos., number and kind of packages, description of goods No. de pcs., marquage, nos., nombre et nature des colis, description de marchandises No. de orden, marcas, nos., cantidad y naturaleza de los bultos, descripción de las mercancías	7 Menge Quantity Quantité Cantidad	
<p>8 DIE UNTERZEICHNENDE STELLE BESCHENIGT, DASS DIE OBEN BEZEICHNETEN WAREN IHREN URSPRUNG IN DEM IN FELD 3 GENANNTEN LAND HABEN <i>The undersigned authority certifies that the goods described above originate in the country shown in box 3</i> <i>L'autorité soussignée certifie que les marchandises désignées ci-dessus sont originaires du pays figurant dans la case No. 3</i> <i>La autoridad infrascrita certifica que las mercancías arriba mencionadas son originarias del país que figura en la casilla no. 3</i></p> <div style="text-align: center;">  <p>Industrie- und Handelskammer Ostwestfalen zu Bielefeld i.A.</p> <p><i>Höner</i> Höner</p> <p>Bielefeld, 16. April 2009</p> </div> <p>Ort und Datum der Ausstellung; Bezeichnung, Unterschrift und Stempel der zuständigen Stelle <i>Place and date of issue; name, signature and stamp of competent authority</i> <i>Lieu et date de délivrance; désignation, signature et cachet de l'autorité compétente</i> <i>Lugar y fecha de expedición; nombre, firma y sello de la autoridad competente</i></p>		

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 66222 Frankfurt/M., Telemannstr. 13, Telefon 0 69/27 20 25, 97 + 98, Telefax 0 69/27 27 96
 53115 Bonn, Postfach 10 15 53, Telefon 0 228/38 30 05, 0 228/38 30 24, Telefax 0 40/33 77 23
 53115 Bonn, Postfach 10 15 53, Telefon 0 228/38 30 05, 0 228/38 30 24, Telefax 0 40/33 77 23
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WILHELM KÖHLER VERLAG
 Bestell-Nr. U 09


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