

**GUIDELINES FOR DAP DELIVERY TO RBA**

**Door To Door Delivery - Incoterms DAP RBA yard Jebel Ali**

Ritchie Bros. Auctioneers Jebel Ali auction site is a bonded zone and goods must be formally entered into the zone.

In order for Ritchie Bros. to receive the goods at our yard, ALL of the shipping documents Drafts must be sent to us on email [dubai\\_csms@rbauktion.com](mailto:dubai_csms@rbauktion.com) and to UNHCR representative that is in charge of coordination, immediately after the departure of the vessel from the loading port for checking and advising on needed changes.

Once we check and confirm the DRAFT's, only then create the final documents.

The following documents must be in the name of Ritchie Bros:

**1. Pictures** - Pictures of the plates of the machines, as well as pictures of the punched serial numbers. One picture of the plate and one picture of the serial number punched on the machine – examples attached. In case one of the pictures is not available please send the other, and mention in the email the missing one.

**2. Original Bill of Lading** - Port of discharge and final destination must be "Jebel Ali Free Zone" and not "Dubai" as this will result in offloading at Port Rashid which is located outside the Free Zone. The name of the vessel's agent in UAE with telephone, fax number and email is required on the B/L.

**-- Please note Telex Release/Surrender BL is also accepted. --**

Consignee: Ritchie Bros. Auctioneers (ME) Limited  
P.O. Box 16897  
Jebel Ali Free Zone  
Jebel Ali, United Arab Emirates  
Tel: +971-4-812-0600  
Email: [dubai\\_csms@rbauktion.com](mailto:dubai_csms@rbauktion.com)

Port of Discharge: Jebel Ali Free Zone Final Destination: Jebel Ali Free Zone

**3. Original Commercial / Pro-forma Invoice & Packing list** – showing the following details. Each should be manually signed and duly stamped.

- a) Invoice must mention all the cost of items including but not limited to, insurance cost, freight charges the final total should state **"DAP RBA yard Jebel Ali"**. The Invoice should have Invoice No. and Date mentioned on it.
- b) HS Code for each item. – which we will advise upon the receipt of the draft documents
- a) Country of Origin for each item. Please use the correct country of manufacture of the units and not country of origin from where the shipment has been shipped to Dubai.
- c) Payment Terms: Bank Transfer

- d) Condition: Used, Unused.
- e) Make, Model and Year of Manufacture
- f) Chassis No.
- g) Engine no. and capacity (in cc)
- h) Number of passengers + 1 (driver)
- a) Color
- b) Drive: Left/Right

**\*Packing List** - this should include the year of manufacture, make, and model, weight, dimensions, machines and engine serial numbers. Each copy should be manually signed and duly stamped.

**Please see attached template for your convenience to be used, that has all required details.**

**4. Certificate of Origin** - required for all the cargo and must be attested by city, country Chamber of Commerce or UAE Embassy / Consulate from where the goods are being shipped.

If not possible to obtain, the clearing agent in Dubai can pay a fine here in Dubai Customs (1000 AED).

**The fine of 1000 AED is also applicable if original documents are not presented but copies.**

**Please note that the fine of 1000 AED is only applicable once and would cover missing COO and/or missing original documents**

**5. Spare Keys** - a spare set of keys for goods **must be forwarded to our Jebel Ali office with the above documents and not sent with the goods.** Spare keys are essential for items that require unique or special keys (as opposed to general master key).

In case the keys of the vehicles are not available or forwarded to us, an additional cost for: new keys and all and any offloading and yard processes will be applicable on case to case basis.

Late documents will cause delays in cargo clearance and any additional charge will be at the Consignor's cost.

All of the above stated required document DRAFTS must be sent to us to check and verify **before arrival of the shipment** along with the contact details of the agent that will be doing the clearing in Jebel Ali port on your behalf, so we can easily communicate with them when the clearing time comes.

**6. Once items arrive in Jebel Ali port** your agent is advised to follow the below:

The Customs code to use is, E-Mirsal 1: T1644 / E-Mirsal 2: AE-1005172

Please make sure that all the information in the Customs Declaration should be matching on all the papers.

- b) Description column of Customs Declaration: For each HS code please only mention quantity, type of unit and invoice no. (for eg. 2 units wheel loaders as per invoice no. xxxx) /// For unit having dismantled parts please mention in the description "1 unit vehicle as per invoice no. xxxx dismantled into xxx packages")
- c) Vehicle details section: Please select vehicle type, mention year and complete 17 digit stamped (engraved) chassis no. only.
- i) The HS Codes to use will be provided- which we will advise upon the receipt of the draft documents
- d) Please send us a draft of the Customs declaration **before submission.**
- e) **Please double check the units physically before processing.**

Please note that if there is any incomplete or discrepant information on the Customs Declaration you will have to get the Customs Declaration amended which will include paying all amendment related costs.

**7. For delivery** to the RBA yard from Port, the clearing and transport agent has to contact and coordinate with RBA yard contacts Mr. Asif Ali +971.56.686.6954 [aali@rbauktion.com](mailto:aali@rbauktion.com) and Mr. Jacob Mamachan +971.56.683.1956 [jmamachan@rbauktion.com](mailto:jmamachan@rbauktion.com) at least a day before delivery, informing them of the Consignor's/Shipper's name. Please also send a copy of the packing list with the driver.

Kindly note that since the Incoterms are DAP RBA Yard Jebel Ali, there is a cost at our yard that will be deducted from your Auction proceeds as per the below:

Charges for items arriving in containers:

- Crane hire for grounding stuffed container and loading empty container onto trailer - \$ 250 per container
- Unstuffing container - \$ 350 per container (estimate depending on the load)

Charges for items arriving on trailers:

- Any item of 4 tons and less (with a balanced load) will be FOC (Free of Charge)
- Any item that is drivable from a lowbed is FOC.
- Any item that is above 4 tons and less than 30 tons we will need a crane to offload - \$ 200 per offload
- Any item that is above 4 tons and less than 30 tons and needs spreader beam - \$ 600 (we will need a days notice to order spreader beam)
- Any item that needs 2 cranes 30 tons and above - \$ 400 per offload

***Note: Any other work not in the above scope will be quoted case-to-case basis, upon arrival of the units.***

**8. After delivery** of the shipment, the clearing agent must deliver the following papers all together to our office in Jebal Ali Free Zone:

- 1 x Customs Declaration endorsed with the stamp of the agent who did the clearing
- 1 x clear copy of printout of invoice details and vehicle details from Dubai Trade

- 1 x original Delivery Order
- 1 x clear copy of port receipt
- 1 x original or clear copy of Invoice, Packing List and Certificate of Origin
- 1 x clear copy of Bill of Lading

Once the documents are received and units delivered at our yard, upon our team's inspection we will advise the agent if it is good to complete closing of the file in Dubai Customs.

**9. Amendments** - If any discrepancies are discovered during our inspection, we will advise the agent to make the amendment in Dubai Customs. In this case Consigner will have to provide amended documents to their agent and also cover any and all costs pertaining to the amendment.