

DOCUMENTS REQUIRED FOR CUSTOMS CLEARANCE IN KUWAIT

AIR / SEA / LAND

AIR EXPORT

- ▶ Original Commercial Invoice signed by Authorized Signatory with Company seal.
- ▶ Original Packing List
- ▶ Original COO (for destination)
- ▶ Check-list
- ▶ Iqrar - optional
- ▶ AWB
- ▶ Copy of Customs Ithamatowkiya
- ▶ Copy of Company's Import License
- ▶ Copy of Company's Commercial License
- ▶ Copy of Civil ID - Authorized Signatory.

AIR IMPORT

- ▶ Original Chamberized Commercial Invoice
- ▶ Original COO
- ▶ Packing List
- ▶ Air Way Bill - Delivery order
- ▶ Original Iqrar
- ▶ Copy of Customs Ithamatowkiya
- ▶ Copy of Company's Import License
- ▶ Copy of Company's Commercial License
- ▶ Copy of Civil ID - Authorized Signatory.

SEA EXPORT

- ▶ Original Commercial Invoice signed by Authorized Signatory with Company seal.
- ▶ Original Packing List
- ▶ Original COO (for destination)
- ▶ Empty Release, Export Order, & Export Shipping Note (from Shipping Line)
- ▶ Iqrar
- ▶ Sea Export Kitab
- ▶ Driver Authorization letter - Signed & Sealed - Tafweed.
- ▶ Copy of Customs Ithamatowkiya
- ▶ Copy of Company's Import License
- ▶ Copy of Company's Commercial License
- ▶ Copy of Civil ID - Authorized Signatory.

SEA IMPORT

- ▶ Original Chamberized Commercial Invoice
- ▶ Original Packing List
- ▶ Original COO
- ▶ Bill of Lading, Delivery Order & Container Release.
- ▶ Statistical Bayan - only for GCC Imports
- ▶ Iqrar
- ▶ Copy of Customs Ithamatowkiya
- ▶ Copy of Company's Import License
- ▶ Copy of Company's Commercial License
- ▶ Copy of Civil ID - Authorized Signatory.
- ▶ Driver Authorization letter - Signed & Sealed

LAND EXPORT

- ▶ Original Commercial Invoice signed by Authorized Signatory with Company seal - 2 sets
- ▶ Original Packing List - 2 sets
- ▶ Original COO (for destination)
- ▶ Iqrar
- ▶ Inland Export letter
- ▶ Copy of Customs Ithamatowkiya
- ▶ Copy of Company's Commercial License
- ▶ Copy of Civil ID - Authorized Signatory.
- ▶ Export Bayan with truck & driver details.
- ▶ Truck way Bill

LAND IMPORT

- ▶ Original Commercial Invoice with HS code & Unit price
- ▶ Original Packing List
- ▶ Original COO
- ▶ Customs Manifest collection - Authorization Letter
- ▶ Iqrar
- ▶ Copy of Customs Ithamatowkiya
- ▶ Copy of Company's Import License
- ▶ Copy of Company's Commercial License
- ▶ Copy of Civil ID - Authorized Signatory
- ▶ Re-valuation form - if required
- ▶ Truck way Bill

MINISTRY APPROVALS

- For PAI Approval, Cargo details with catalogue is required.
- For EPA Approval - Chemical License in Consignee name along with items list is required.
- For Fire Approval - KFD Approval list is required.
- For MOC Approval, Barazima (Clearance certificate) is required along with catalogue.
- For Duty Exemption approval, Consignee's Duty exemption certificate with items list & HS Code is required.
- Mechanical Certificate is issued mainly for vehicles. For any kind of equipments like crane, loader, etc., Agency Letter is required for issuing Mechanical Certificate.

CLEARANCE WITHOUT COC FOR PAI APPROVAL


- Tahoud (Guarantee Letter) is required from Consignee on letter head with authorized personnel on Shoun Ithamatowkya with a copy of shoun thamатовkya.
- If required, sample of the items shipped need to be submitted to lab for testing & report.
- With the test report, need to obtain PAI approval & COC.
(Detailed explanation on the exact procedure will be given)

TEMPORARY EXPORT AIR/SEA/LAND

- ▶ Original Commercial Invoice signed by Authorized Signatory with Company seal.
- ▶ Original Packing List
- ▶ Original COO (for destination)
- ▶ Check-list / EO/ Export Letter - respectively
- ▶ Iqrar / Driver Authorization Letter
- ▶ Copy of Customs Ithamatowkiya
- ▶ Copy of Company's Import License
- ▶ Copy of Company's Commercial License
- ▶ Copy of Civil ID - Authorized Signatory.
- ▶ Temporary export letter with Serial number(s) & Invoice number(s) is required from Consignee in order to obtain Customs Approval for Temporary Export.

TEMPORARY IMPORT AIR/SEA/LAND

- ▶ Original Chamberized Commercial Invoice
- ▶ Original Packing List
- ▶ Original COO.
- ▶ BL/AWB, Delivery Order & Container Release, Statistical Bayan - only for GCC Imports, Land Manifest Letter
- ▶ Iqrar / Driver Authorization Letter
- ▶ Copy of Customs Ithamatowkiya
- ▶ Copy of Company's Import License
- ▶ Copy of Company's Commercial License
- ▶ Copy of Civil ID - Authorized Signatory.

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- ▶ Consignee need to have KOC/ KNPC / Ministry projects. Contract copy need to submit to customs at the clearance.
 - ▶ Temporary import letter with Serial number(s) & Invoice number(s) is required from Consignee in order to obtain Customs Approval for Temporary Import clearance.
 - ▶ Temporary import approval will take min 3 to 5 working days.
 - ▶ 5% customs duty deposit + 4% of customs duty deposit as customs service charge has to be made for import clearance.
 - ▶ Customs duty deposit will be re-imbursed at the of shipment return.
 - ▶ It has to be returned to the same country where it is imported from.
 - ▶ Temporary import is valid for only 6 months. We have to renew every months if required.
 - ▶ Renewal charges would be 4 % of the customs duty deposit amount and handling charges of KD 50/ shipment will be applicable.

- ▶ If the cargo is not manufactured in any of the GCC countries, above is the process.
- ▶ If the cargo is manufactured in any of the GCC countries, no customs duty to be paid and can be cleared as normal import.

*Thank
you*

