



# Leader Relocations

International Moving & Relocation Services

Unit WN-3, Dubai Investments Park, Jebel Ali  
P.O.BOX 16327, Dubai, United Arab Emirates  
TEL: +971 4 885 2204, Toll Free: +971 800 LEADER  
[www.leaderrelocations.com](http://www.leaderrelocations.com) | [import@leaderrelocations.com](mailto:import@leaderrelocations.com)



## Documents & Shipping Instructions

### Documents Required

- Express Release (or Original BL via courier)/ Airway Bill (AWB)
- Packing List in English
- Passport, UAE Residence Visa and Emirates ID copies
- Client's Local Address, Mobile Number and E-Mail
- Air Freight:** One set of original documentation should be attached to the shipment.
- Vehicles:** Bill of Lading should mention the make, model, chassis number, engine number, colour and type of car. Documents required are copy of the last traffic registration with complete details of the car, origin export certificate issued by traffic department, title of ownership, commercial invoice, insurance policy and the car condition report at the time of loading. The Name in the Title of ownership of the car should be the same as that mentioned in the UAE visa. *Vehicles older than 10 years and right-hand drive vehicles cannot be imported/ registered with local traffic authorities. Classic cars regardless of age may be imported – please contact us for more details.* Post clearance at the time of vehicle handover, client will be provided with the VCC (Vehicle Clearance Certificate) and Customs Duty Receipt which will enable them to register the vehicle with the local traffic department.
- Diplomatic:** Household goods shipments to Dubai should be marked and consigned to the Embassy. Documentation required for diplomatic shipments include letter from the UAE's Ministry of Foreign Affairs (MOFA) and Letters from the Local Embassy addressed to shipping line and to Customs (draft available on request). Please contact us for diplomatic consign instructions and shipment declaration guidelines.
- All the above documents are required at least 7 days prior to arrival of the shipment**

### SHIPPING INSTRUCTIONS

- Client's Name (As It Appears on Passport)
- C/O Leader Relocations LLC
- Office WN-3, Dubai Investment Park, Jebel Ali  
P.O.Box 16327, Dubai, UAE
- Phone:** +971 4 885 2204
- E-Mail:** [import@leaderrelocations.com](mailto:import@leaderrelocations.com)

### Dubai Customs

- Used Personal Effects & Household Goods:** Newcomers entering the country for the first time for residency are exempt from Customs Duty on Used Personal Effects and Household Goods. Shipments must be imported in the name of the concerned person. Items must be imported in appropriate quantities – if imported in commercial quantities, will incur 5% Customs Duty.
- Vehicles:** Used or New Vehicles are not exempt from Customs Duty.
- New Items/ Commercial Quantities/ Vehicles:** 5% Customs duty will apply based on Customs Examination and CIF Valuation. Commercial invoice is required for dutiable shipments. Invoice value exceeding AED 10,000/ USD 2,700 requires UAE's MOFA (Ministry of Foreign Affairs) attestation – cost \$110 (can be arranged at destination).
- Examination:** Customs often choose shipments for examination wherein container is shifted to inspection zone, de-stuffed, inspected/ scanned. *Client presence may be required during customs examination.*
- Normal Clearance Timelines:** 4-5 Working days for Sea shipments and 3-4 Working days for Air shipments. Customs are closed on Weekends (Saturday and Sunday).

### Prohibited/ Restricted Items



Alcohol, Tobacco, Medicines, Narcotics, Gambling Materials, Political/ Religious Literature and any Items, Sculptures, Paintings, Video Tapes or Books Deemed Offensive, Weapons, Ammunition, Explosives, Fireworks, Items of National Security Concerns (Wire and Wireless Communications Equipment, Transmitters, Receivers, Radios, Drones and Radar Jammers), Laser Pens, Counterfeit/ Fake Currencies, Pirated Goods, Live Animals or Insects, Plants, Pesticides, Fertilizers, Chemicals, Biologicals, Crude Ivory, Rhinoceros's Horn and Products of Endangered Animals.

### Payment Details & Key Contacts

#### USD Payment Details:

**Bank:** National Bank of Ras Al Khaimah (P.S.C)  
**Beneficiary:** Leader Relocations LLC  
**IBAN:** AE580400000033430923062  
**Swift Code:** NRAKAEAK  
**Bank Address:** Umm Hurair Branch, RAK Building, Bur Dubai, Dubai, UAE, P.O.Box 1531

**Bank Charges:** Please add \$35 to the remittance amount  
**Credit Terms:** Payment before arrival unless prior credit terms agreed

### Key Contacts:

#### Imports Manager

Sunita Singh  
Mobile: +971 55 603 9243  
[import@leaderrelocations.com](mailto:import@leaderrelocations.com)

#### Managing Director

Ankit Bhalla  
Mobile: +971 55 603 9077  
[ankit@leaderrelocations.com](mailto:ankit@leaderrelocations.com)

### Leader Relocations LLC

International Moving | Household Goods, Personal Effects and Automobile Shipping  
Online Rates 24/7 – Movers POE: [moverspoe.biz](http://moverspoe.biz) | Matt: [mattcloud.co](http://mattcloud.co)  
Service Areas: Dubai, Abu Dhabi, Al Ain, Sharjah, Ras Al Khaimah and other Cities Upon Request

