Shipping Instructions and Customs Information

DOCUMENTS REQUIRED

* 1st & 2nd Original Bill of Lading/ Express Release/Seaway Bill
* Manifest including the shipment details (volume, number of packages, weight) of each consignee
* HBL for each shipment in the Groupage
* Detailed Packing List in English for each consignee
* Copy of Client’s Passport & Valid UAE Residence Visa Copy (Stamped in the Passport) is a must for each consignee
* Local Contact Address, Telephone Number and E-Mail Address of each consignee
* Authorization Letter - to be filled by the consignees, template will be provided at destination
* Motor Vehicle: Copy of last traffic registration at origin with complete details of the car & proof of ownership
* All the above documents are required at least 7 days prior to arrival of the shipment

SHIPPING INSTRUCTIONS

LEADER RELOCATIONS LLC

OFFICE WN-3, DUBAI INVEST ENT PARK, JEBEL ALI P.O.BOX 16327, DUBAI, UAE

PHONE: +971 4 885 2204

FAX: +971 4 885 0724

E-MAIL: [import@leaderrelocations.com](mailto:import@leaderrelocations.com)

*NOTE: Shipment to be declared “Used Household Goods and Personal Effects”.*

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*Normal Customs Clearance & Delivery time is 5-7 Days.*

CUSTOMS

* Used household goods and personal effects being imported by the client are exempted from custom duties as long as the client has a UAE residence visa
* UAE customs these days are earmarking a lot of shipments for extensive customs examination wherein container is shifted to inspection zone, de-stuffed & inspected, goods scanned & then re-stuffed into container & then container shifted back to terminal. Many times Client’s presence is required during customs examination.
* Please note that Customs are closed on Weekends (Saturday and Sunday). Any shipments arriving on Friday Saturday or Sunday have a good chance of incurring Port Storage/ Liner Demurrage Charges.
* Literature, Video Tapes and Books Require Minimum Amount of Information for Approval and Can Be Detained By Customs for Screening. Items banned will be either destroyed or re-exported to the country of origin at the consignee’s expenses.
* There is no customs duty on used household items however customs may levy duty at their discretion. Both new and used motor vehicles/ boats incur customs duty of 5 % on value assessed by customs.



PROHIBITED ITEMS

Drugs, Narcotics, Alcohol, Pornographic Material, Political/ Religious Literature, Products of Israeli Origin, Pirated Goods, Fireworks, Ivory, Weapons & Ammunition, Chemicals, Fertilizers, Laser Pens, Radar Jammers, Wireless Radio,

Endangered Animal Species, and Any Objects, Sculptures, Paintings, Video Tapes or Books deemed offensive.

Leader Relocations LLC

Service Areas: Dubai, Abu Dhabi, Sharjah, Al Ain, Ajman, Fujairah, Ras al-Khaimah and Umm al-Quwain

Updated Feb 2015