# 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.

### <u>CLEARANCE WITHOUT COC FOR</u> <u>PAI APPROVAL</u>

- Tahoud (Guarantee Letter) is required from Consignee on letter head with authorized personnel on Shoun Ithamatowkya with a copy of shoun thamatowkya.
- 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

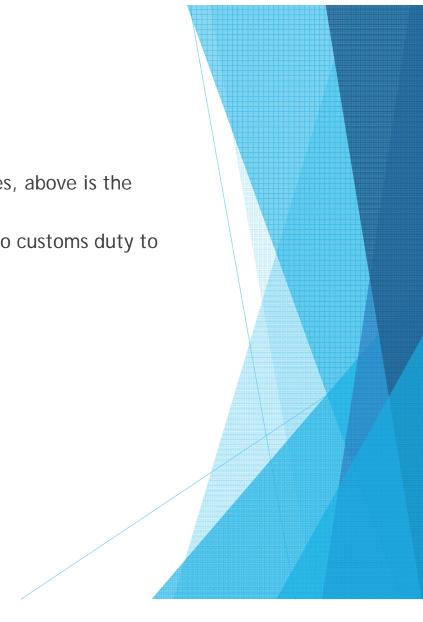
- Original Commercial Invoice signed by Authorized Signatory with Company seal.
- Original Packing List
- Original COO (for destination)
- Check-list / EO/ Export Letter respectively
- Iqrar / Driver Authorization Letter
- Copy of Customs Ithamatowkiya
- Copy of Company's Import License
- Copy of Company's 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.

- 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