

QATAR CUSTOMS IMPORT REGULATIONS

The Customs Department in the State of Qatar has very strict regulations and a number of requirements that must be adhered to by suppliers wishing to export their goods to Qatar. Non-compliance to these regulations / requirements will result in holding/delaying the cargo clearance by Customs Department and will attract high penalty, demurrage & storage charges. In extreme cases, Customs may insist on returning the goods to origin. If the non-compliance was proven to be caused by the shipper/agent, all penalty, demurrage, storage, Return to Origin and any other relevant costs will be charged to the shipper/agent's account.

This document summarizes the key requirements of the Customs Department and serves as a guideline for all those wishing to ship goods to Qatar. The content is regularly updated to reflect any newly introduced changes to the regulations; hence, it is essential to stay abreast with the changes by carefully reviewing the document once communicated to you. It is important to note that laws & regulations and any related modifications introduced by the Qatari Customs Department are displayed on public notice boards in the Cargo Section at the various entry points. In rare occasions would an official advice be available for JSL Global to share with the suppliers and for that we have consolidated the most important laws & regulations in this document. Clarifications to the contents may be addressed to JSL Global personnel at any time. Suppliers/agents may also clarify and further confirm the requirements by contacting the closest Qatari Embassy to the country the goods will be exported from.

Suppliers/agents are requested to comply with the contents of this document at all times to avoid any delay hurdles in the clearance of the goods in Qatar. Details of Qatar Customs Import Regulations are as summarized below:

DOCUMENTATION

Important Notes:

1. All shipping documents MUST be prepared under the name of a company that has the relevant activity mentioned in its Qatari Commercial Registration and that is having a valid import license for the goods imported.
2. For all shipments, the Certificate of Origin must originate from the country where the shipment is shipped from.
3. For Overland shipments, the shipping documents must be in Arabic or Arabic translation provided along with documents.

The following are the required shipping documents:

- ❖ Original itemized Commercial Invoice on shipper's original letter head attested by local Chamber of Commerce, signed in blue ink and stamped by company seal (Original not Electronic) for Doha customs clearance. Zero value against any item is not acceptable by Customs. Discount structure need not appear on the invoice and invoice should only show net price after discount. This will avoid paying Customs Duty on the discounted amounts. The invoice must clearly contain the following information: delivery INCOTERM, shipper's name, consignee name, country of origin, currency, specific items description, HS Code, quantity, unit price & total price per item, grand total price, packing information such as total number of packages, net weight and gross weight per line item (see

sample below). The gross & net weight must be exactly the same as that mentioned on the Bill of Lading & Packing List

SRNO	ITEM DESCRIPTION	H.S.CODE	OF 1COUNTRY ORIGIN	NO OF PKGS	Pieces Per PKG	Total Quantity	UNIT Price	TOTAL Price	NET WT (Kgs)	GROSS WT (Kgs)
1										
2										
			GRAND TOTAL	000	000	000		000	000 KGS	000 KGS

Note: Pro-Forma Invoice is not acceptable.

- ❖ Original airway bill / bill of lading. The gross & net weight and total quantity must be exactly the same as that mentioned on the Commercial Invoice, Packing List and Certificate of Origin,
- ❖ Original packing list duly signed in blue ink & stamped by company seal. The gross & net weight and total quantity must be exactly the same as that mentioned on the Commercial Invoice & Bill of Lading,
- ❖ Original certificate of origin (should be typed & not hand written) duly signed & attested (Original not Electronic) by the local Chamber of Commerce from origin export country (NOTE: Notary Public or any other attesting bodies are not acceptable & attestation must be by the local Chamber of Commerce only). Certificate of Origin must contain the invoice number I H.S. Code in order to correlate it with the Commercial Invoice. Specific country name must appear i.e. UK & not European Union. In case of multiple origins, all countries must be mentioned,
- ❖ DG code and Material Safety Data Sheet (MSDS) for any chemical, hazardous or dangerous product,
- ❖ Dangerous Goods Note to be supplied if necessary as per IMDG code & DG declaration letter from the supplier will also be required. (Note; while arranging OG cargo the IMCO Class and UN number should be mentioned on the bill of lading and Invoice).

Depending on the delivery terms governing the order, the above documents must be handed over to the Forwarding Agent prior to shipping the material or prior to the Customs clearance in Qatar. This naturally is not applicable to Air Shipments where the documents would come along with the shipment.

It is advisable to share a complete set of documents with JSL Global for review and comments prior to attestation & affecting the shipment.

COUNTRY OF ORIGIN

- Each individual item and its external packaging MUST have “Made In xxxxxx” either engraved or mentioned in non-removable sticker/markings or silk-screened.
- The Country of Origin mentioned on the goods and their external packaging MUST match with that mentioned in all shipping documents.
- Country of Origin(s) shall be precise (for example: European Union is vague and is not acceptable; the specific country of origin must be indicated e.g. Made in Germany, Made in France, Made in Italy....etc.)
- Every item/assembly must have made-in marking of a “single” country only. Having more than one country of origin appear on the same item/assembly is not allowed.
- The marking should read “Made in.....” & not “Product of.....”, “Assembled in.....” or any other wording.

Failure in meeting above requirement will lead to cargo being withheld at the Qatar Customs' Legal Department incurring penalties, demurrages and storage fees which will be back charged to the Supplier/Agent. In extreme cases, the shipment may be returned back to origin and the cost to return the goods to origin will also be back charged to the Supplier/Agent.

Some solutions to recurring issues pertaining to Made-In markings are as listed below:

- Various parts, of various origins, are packed in the same box, carton, crate....etc — In this case, each individual item must have made-in marking on it reflecting its origin & the exterior packaging (box/carton/crate) does not necessarily have to have made-in marking given that the contents are of various origins.
- The made in labels are peeling off— this is because you are using “Removable” stickers and not the required “Non-Removable” marking. Some of the examples of non-removable marking are as follows:
 - Silk-Screening (Spraying/Painting) — this can be done by using a stencil and is generally used to mark timber crates, flat steel surfaces, machinery....etc. The paint/ink used should be permanent & should not be wiped off the surface easily.
 - Very strong adhesive labels — the adhesive must be strong enough that in case you try to remove the label, the label or the surface it is applied to get destroyed. This type of marking is the most common method given that labels can be of various sizes and can be applied to most surfaces.
 - Steel plates — This is usually used for large machinery & equipment
 - Other types of labeling depending on the nature of the product, but under all circumstances, they should be non-removable labels/markings and not ones that can be easily removed or wiped.
- An assembly is comprised of a number of components of various origins — This is quite common and in general, the highest component of the cost of the assembly would be the labour component. The made-in marking would therefore be of the country where the assembly was put together. For example, if an assembly is built in Turkey using components of 5 different origins, the assembly would be marked "Made in Turkey"
- Some of the spare parts are too small to stick a label to — In this case, small parts should be put in a transparent plastic bag, bag to be sealed properly, and non-removable sticker indicating the origin stuck to the plastic bag. You may combine the same parts together in one bag, but not mix various parts i.e. you may put Knobs together in one bag but not mix Switches with them.

ADDITIONAL IMPORTANT INFORMATION

Qatar Customs Clearance Single Window (QCCSW)

All importers must be registered on the Qatar Customs Clearance Single Window System (QCCSW) to be able to clear goods into Qatar. Should importers wish for JSL Global to clear their shipments, they should authorize JSL Global as their clearance agent in the entry point (Air/Sea or Overland "Abu Samra Boarder").

Discrepancies

The Customs Authority is carrying out 100% inspection of cargo and therefore any discrepancy in declarations will be referred to the Legal Committee who will decide on the amount of penalty to be levied on the consignment, The consignment will not be allowed to be released from the port of entry until the resolution is given by the Legal

Committee; therefore Shipper/Agent adherence to the above is essential to avoid any issues with the Customs Department.

The following will lead the shipment being detained and potentially returned to origin:

- No Tag of Country of Origin(s) on the items
- Tag of Origin can be removed or wiped off
- Tag of origins showing "European Union" instead of actual country of origin
- Under Value commercial invoices
- Under Value Freight charges
- Mismatching Country of Origin(s) between commercial invoice 84 certificate of origin
- Mismatching Country of Origin(s) between documents & marking on goods
- Any error of any sort in the documentation (refer "Documentation" above)
- Submission of several invoices with same invoice number for the same customs Declaration.
- Items which carry duplicated/forgery Trade Marks

In case a shipment is detained by Customs and referred to the legal department, no action can be done until the final report is produced; this may take up to 2-4 weeks. In the meantime, the shipment will incur demurrage/storage charges, which will be back charged to the Shipper/Agent along with the final penalty amount that will be declared by the committee,

Dangerous Goods Approval

A prior approval from the Environmental Protection Committee (EPC) and Civil Defence in Doha must be obtained before moving any DG shipments from the country of origin. For this, the relevant MSDS, copy of the invoice & AWB/BL must be presented to us prior to moving the shipment to obtain the approval. At the discretion of the [PC Committee and the Civil Defence, approvals may only be granted to consignees who have an approved DG warehouse.

Other Special Approvals

Other products such as Telecommunication Equipment, Printed Books, Steel and Medicines will require Special approvals from government bodies such as 1CT, Ministry of Education, Standardization 84 Metrology Department, Ministry of Health, Qatar Steel. etc. Suppliers will be notified of the need for special approval and the required documents/certificates at the time of placing the order.

Free of Cost, Sample or Promotional items

Free of Cost, Sample or Promotional shipments require the same set of documents as a normal shipment. The value of the goods should still appear on the commercial invoice indicating "for customs clearance purpose only" on the invoice. Zero value invoices are not acceptable. All above mentioned information also applies to Free of Cost, Sample and Promotional items.

Package Markings

The name of the consignee and the relevant Purchase Order number must clearly appear on at least 4 sides of each parcel or box.

Temporary Import - Formalities and required documentation

Importing cargo in Qatar on temporary basis for the purpose of Exhibition, specific Job, and demonstration may be allowed based on certain conditions as mentioned below:

Temporary import approval should be taken prior to the arrival of the cargo in order to avoid any storage at the port of entry and cargo should be re-exported before the expiry of the approval validity date. Each product should have a **serial Number** on it. Cargo may be imported only with the prior approval from the Director of Customs. A request has to be submitted to Customs Department detailing the purpose for which the cargo is imported along with the copy of commercial documents — invoice, c/origin and AWB/B/L. The commercial documents and the AWB/B/L should clearly mention that Goods are sent as Temporary export and will be returned to origin after job completion in Qatar. Normally, temporary import approval will be sanctioned by Customs if the cargo is imported for a project involving government or semi governmental entities. A copy of the contract between consignee and the governmental body should be produced to get the sanction. Otherwise, it should be for any exhibition or similar event conducted by Authorized Recognized Agencies and a letter from them should be attached to the application.

Cargo should be returned to the Country of Origin within the time frame given by the Director of Customs or fines will apply. The full Customs Duty amount should be paid to Customs Department ahead of temporary import of goods. After re-export of goods and submittal of all supporting documents, the amount is refunded by the Customs Department to the consignees account. If the cargo is not returned within the specified time, then Customs Department will treat the goods as permanent import and will retain the Customs Duty paid and issue a customs receipt for the amount.

Validity of the Temporary Import may be extended further with the permission of the Director of Customs by submitting a renewal application. In case no extension was submitted, the Customs Department will impose a fine.