

Common Customs Documentation Checklist

Ensuring Smooth and Compliant Trade Operations in Dubai

Introduction

Efficient customs clearance is vital for seamless international trade. In Dubai, understanding the required documentation for various customs declarations is essential to prevent delays and ensure compliance. This comprehensive guide outlines the necessary documents for different types of customs declarations, assisting businesses in preparing accurate and complete submissions.

General Documentation Requirements

Regardless of the declaration type, the following documents are commonly required:

- **Commercial Invoice:** Details the transaction between the buyer and seller, including the value, quantity, and description of goods.
 - **Packing List:** Specifies the contents, dimensions, and weight of each package in the shipment.
 - **Certificate of Origin:** Indicates the country where the goods were manufactured, affecting duties and trade agreements.
 - **Bill of Lading/Air Waybill:** Serves as a receipt of goods and a contract of carriage between the shipper and carrier.
 - **Import/Export Permits:** Required for goods subject to restrictions or quotas.
 - **Insurance Certificate:** Provides proof of insurance coverage for the shipment.
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Specific Documentation by Declaration Type

1. Import Declarations

- **Import to Local from Rest of the World (ROW):**
 - Commercial Invoice
 - Packing List
 - Certificate of Origin

- Bill of Lading/Air Waybill
- Relevant Permits (if applicable)
- **Import for Re-Export to Local from ROW:**
 - Commercial Invoice
 - Packing List
 - Certificate of Origin
 - Bill of Lading/Air Waybill
 - Undertaking Letter for Re-Export
 - Relevant Permits (if applicable)
- **Import to Free Zone (FZ) from ROW:**
 - Commercial Invoice
 - Packing List
 - Certificate of Origin
 - Bill of Lading/Air Waybill
 - Free Zone License
 - Relevant Permits (if applicable)

2. Export Declarations

- **Export from Local to ROW:**
 - Commercial Invoice
 - Packing List
 - Certificate of Origin
 - Bill of Lading/Air Waybill
 - Export Permit (if applicable)
- **Re-Export to ROW (after Import for Re-Export):**
 - Commercial Invoice
 - Packing List
 - Original Import Declaration

- Bill of Lading/Air Waybill
- Re-Export Permit (if applicable)

3. Transit Declarations

- **Transit (ROW to ROW) via Dubai:**
 - Commercial Invoice
 - Packing List
 - Certificate of Origin
 - Bill of Lading/Air Waybill
 - Transit Permit
- **Free Zone Transit In:**
 - Commercial Invoice
 - Packing List
 - Certificate of Origin
 - Bill of Lading/Air Waybill
 - Free Zone License
 - Transit Permit

4. Temporary Admission

- **Temporary Admission from ROW to Local:**
 - Commercial Invoice
 - Packing List
 - Certificate of Origin
 - Bill of Lading/Air Waybill
 - Temporary Admission Permit
 - Bank Guarantee or Deposit

5. Transfer Declarations

- **Transfer of Cargo within Free Zones:**
 - Commercial Invoice

- Packing List
- Free Zone Licenses of Both Parties
- Transfer Permit

Additional Considerations

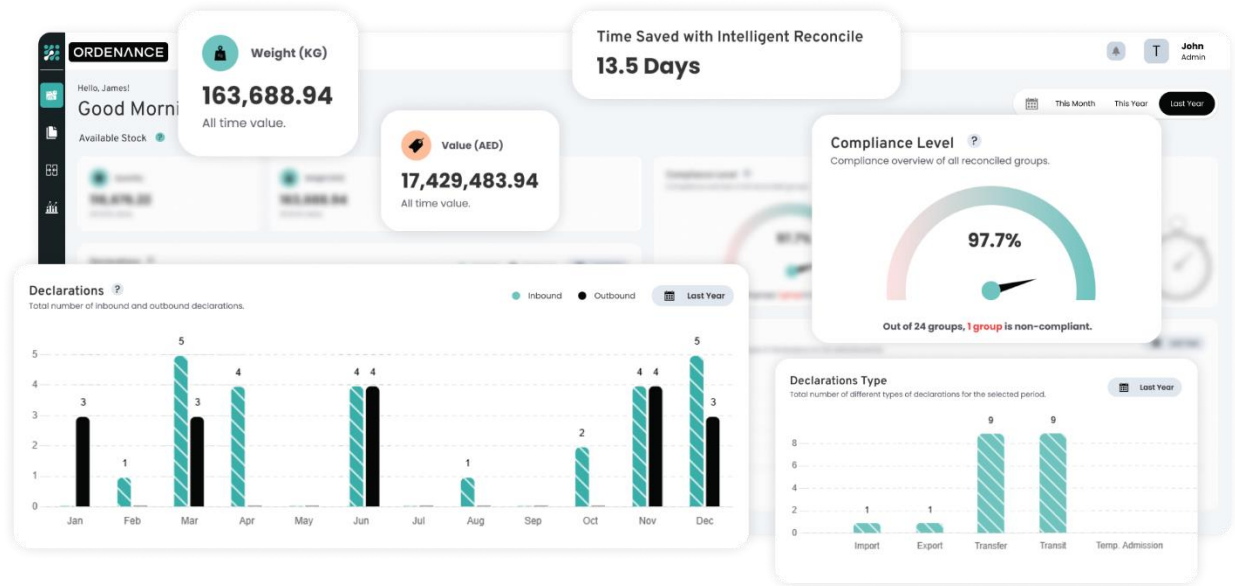
- **Attestation of Commercial Invoices:**
 - As of February 1, 2023, all customs clients are required to have commercial invoices attested by the Ministry of Foreign Affairs and International Cooperation (MOFAIC) for customs declarations with Dubai Customs. This requirement applies to specific declaration types and invoices above a certain value.
- **Electronic Submission:**
 - Utilize the Dubai Trade portal for electronic submission of declarations and documents to streamline the clearance process.
- **Document Retention:**
 - Maintain records of all submitted documents for a minimum of five years, as required by Dubai Customs regulations.

Leveraging Ordenance for Boosting Customs Compliance

At Ordenance, we understand the complexities of customs compliance and the challenges businesses face navigating ever-evolving regulations. The process is often manual, fragmented, and time-consuming, leaving companies struggling to stay efficient and compliant. We knew there had to be a smarter, simpler way.

That's why we created Ordenance—a platform designed to streamline customs compliance through intelligent automation and innovative tools. From seamless reconciliation to AI-powered insights, Ordenance empowers businesses to manage their compliance processes with confidence, enabling them to focus on growth and opportunity.

Our ultimate vision is to become the one-stop solution for all customs-related operations, saving businesses time, reducing risks, and unlocking untapped potential. And this is just the beginning—we're thrilled to partner with businesses worldwide on this transformative journey.



1000x Faster Reconciliation

Reconcile in seconds what once took months. Intelligent automation delivers unmatched speed and accuracy.

100% Customs Compliance

Achieve complete compliance with zero errors. Guaranteed accuracy for every transaction, every time.

Ordinance (Digital Customs Platform) simplifies customs compliance with the following features:

- **Effortless Archival:** Upload and manage customs declarations, including BOEs and LGPs, with unparalleled ease. Keep track of every declaration from one intuitive platform.
- **Intelligent Reconciliation Tool:** Experience one-click AI-powered reconciliation. Instantly match all your inbound and outbound transactions, resolve discrepancies, and stay audit-ready at all times.
- **Compliance Insights:** Monitor key metrics such as HS codes, weight, value, and origin of goods. Stay ahead with tools designed to ensure flawless regulatory compliance.
- **Insightful Reports:** Generate powerful insights with detailed reporting features. Analyze trends, identify gaps, and make proactive decisions to enhance compliance.

Conclusion

Adhering to the appropriate documentation requirements for each type of customs declaration is crucial for efficient and compliant trade operations in Dubai. This checklist serves as a general guide; however, specific shipments may necessitate additional documents based on the nature of goods and regulatory requirements. Always consult with Dubai Customs or a licensed customs broker to ensure all necessary documentation is accurately prepared and submitted.

Stay compliant, stay ahead.