



شركة وكالة الخليج (دبي) شركة ذات مسئولية محدودة
Gulf Agency Co. (Dubai) L.L.C.
P.O. Box: 17041
Jebel Ali, Dubai
United Arab Emirates

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SOP – Dubai Air import customs clearance

1.0 PURPOSE

To provide guidance and lead our customer worldwide (Freight Forwarding Agents and Participants) on the process, procedures, Customs Regulations, Import clearance & delivery from arrival Dubai Airport for **Abu Dhabi Desert Challenge 2018**.

2.0 SCOPE

Air Import Customs Clearance & delivery to Abu Dhabi Desert Challenge venue
Air Import Customs Clearance DXB/DWC airport

3.0 RESPONSIBILITY

GAC Dubai Projects and Special Services team (Airfreight) will monitor and will take appropriate action on all the incoming shipments on behalf of **Automobile and Touring Club of the United Arab Emirates**.

GAC Contact Name & E-mail:

Designation	Name	Email	Direct Nos.
Airfreight Manager	Nirmalan Nair	nirmalan.nair@gac.com	009714 2900501
Assistant Airfreight Manager	Loida Bacani	loida.bacani@gac.com	009714 2900530
Senior Operation Coordinator	Razick Thoosikanan	Razick.thoosikanan@gac.com	009714 2900534
Projects & Energy Manager	Sudesh Chaturvedi	sudesh.chaturvedi@gac.com	009714 8059633

4.0 PROCEDURES /AIRWAY BILL SHIPPING INSTRUCTIONS:

MAWB (MASTER AIR WAY BILL)

Shipper:

Origin Agent (Company Name and Address)



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Consignee:

Gulf Agency Company (Dubai) L.L.C.
P.O. Box 2404, Dubai
United Arab Emirates
Phone: 97142900500

HAWB (HOUSE AIR WAY BILL)

Shipper:

Origin Shipper (Company Name and Address)

Consignee:

Abu Dhabi Desert Challenge 2018
C/o Automobile and Touring Club of the United Arab Emirates
P.O.Box 5078, Dubai, UAE.

NOTIFY:

Gulf Agency Company (Dubai) L.L.C.
P.O. Box 2404, Dubai,
United Arab Emirates
Phone: 97142900500

5.0 CARNET REQUIREMENTS (If utilized)

Please note following information for ATA Carnet Custom clearance:

Carnet must be under the category: Fairs and Exhibitions

Must be valid for use in UAE

GAC Dubai to be nominated as handling agent on the carnet

One Carnet only acceptable per Air waybill

Carnet # must be mentioned on the Air waybill

All details on AWB must match with the numbers on the carnet, e.g. the number of items vs. the packages / value / item descriptions (please send us a draft documents copy, to confirm all ok)



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Clearance using ATA Carnet are done manually at the Customs counter, SUN-THU until 2pm
(Friday, Sat & public holiday closed)

6.0 SHIPPING DOCUMENTS REQUIRED

Copy MAWB, HAWB & Manifest

Original Commercial Invoice, signed & stamped in blue by the Shipper (HS Code & country of origin must be mentioned)

Original Detailed Packing List, signed & stamped in blue by the Shipper

Original Carnet – When applicable

Original Shipping Documents to attach with the Air waybill or to be couriered to the Notify Party.

6.1 SHIPPING DOCUMENTS REQUIRED (CAR/MOTOR BIKE)

Documents should have the following details:

Motor car type

Chassis number

Model year

Colour

Drive of the car (Left/Right)

Number of doors

Engine number

Cylinder capacity

Country of origin

Shipper details (sender)

Consignee details (receiver)

7.0 PRE-ALERT INFORMATION FOR ALL SHIPMENTS:

Confirmation of shipment with SCANNED ORIGINAL copies of above documents to be sent via EMAIL prior to shipment effecting:



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Web www.gac.com

To: nirmalan.nair@gac.com, loida.bacani@gac.com; razick.thoosikanan@gac.com
Cc: projects.dubai@gac.com

Shipment must arrive at least 48 to 72 hours before the event or delivery deadline to allow us enough time to check and complete the necessary Customs and other authority requirements to clear the shipment.

8.0 PAYMENTS:

To be settled by the Participants directly to GAC Dubai as agreed.

Below is our Bank Details for swift transfer (USD payments):

Beneficiary Bank Name	:	ADCB (Abu Dhabi Commercial Bank)
Beneficiary Bank Address	:	Karama Branch, P.O BOX 12808 , Next to ADCB Metro Station, Dubai, UAE
Beneficiary Account Name	:	Gulf Agency Co. (Dubai) L.L.C.
Beneficiary Account Number	:	10552518021001
Beneficiary IBAN Code	:	AE94003001055251802100 1
Beneficiary Swift Code	:	ADCBAEAA

*** END ***