



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

Tel +971-4- 881 8090
Fax +971-4- 881 8545
E-mail dubai@gacworld.com
Web www.gacworld.com

SOP – Dubai Ocean import requirements.

1.0 PURPOSE

The purpose of this procedure is to provide guidance or process to our freight forwarding agents/Participants worldwide when they arrange ocean freight imports to Dubai for **Abu Dhabi Desert Challenge 2018**.

2.0 SCOPE

Ocean import to Jebel Ali from various origins.

3.0 RESPONSIBILITY

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

Contact list of the origin: Attached separately.

GAC Contact Name & E-mail:

Projects Manager	Sudesh Chaturvedi	sudesh.chaturvedi@gac.com
Asst. Projects Manager	Wilfred Nazareth	wilfred.nazareth@gac.com
Pricing Supervisor P&E	Sreekumar Aalakkadan	sreekumar.aalakkadan@gac.com
Team Leader – Operations	Muhammad Shareef	muhammad.shareef@gac.com
GAC Dubai P&E	Project Team ID	projects.dubai@gac.com

4.0 PROCEDURES / SHIPPING INSTRUCTIONS FOR:

Shipper

Actual Shipper (as per Invoice Letter head)





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Consignee:

Abu Dhabi Desert Challenge 2018

C/o Automobile and Touring Club of the United Arab Emirates

P.O.Box 5078, Dubai, UAE.

Notify Party:

Gulf Agency Co (Dubai) LLC

P.O.Box 17041, Dubai, UAE

PIC : Rafeek Nangarath

Email : rafeek.nangarath@gac.com

Office : +9714 8059 331

Mob : +971 50 786 5837

5.0 CARNET REQUIREMENTS (If utilized) :

FIA/ATA Carnet based Customs clearance as per below:

We can complete the Customs process maximum within 2 working days basis the D/O being issued by the carrier and the Containers being discharged from the vessel.

Please note the following with regards to the carnet based Customs clearance:

1. Carnet must be under the category: Fairs and Exhibitions.
2. Must be valid for use in UAE.
3. GAC Dubai to be nominated as handling agent on the carnet
4. One Carnet only acceptable per BL.
5. Carnet # must be mentioned on the BL.
6. All details on BL must match the numbers on the carnet e.g. the number of items vs. the packages / value / item descriptions (please relay us a draft BL copy, to confirm all ok)

Kindly note the Carnet Clearances are done manually across the Customs counter. So Thursday is limited clearance and Friday and Saturday clearance is not possible. Though, if the carrier will issue us the DO in advance we can perhaps Pre Customs clear earlier with special approval from the Customs. This arrangement will need to be finalized as we get closer to the actual event.





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6.0 SHIPPING DOCUMENTS REQUIRED:

1. Copy Seawabill/Express BL
2. Original Commercial Invoice, signed & stamped in blue by the Shipper
3. Original Detailed Packing List, signed & stamped in blue by the Shipper
4. Original Certificate of Origin, attested from local Chamber of load port (For the accessories)
5. Original Carnet – When applicable

Original Shipping Docs 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 by email to following generic ID upon effecting the shipment.

To :

muhammad.shareef@gac.com / rafeek.nangarath@gac.com / sudesh.chaturvedi@gac.com

Cc : projects.dubai@gac.com





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Kindly consider 3 working days to complete the import clearance & delivery process.

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 ***

