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## UNJLC-IRAQ

### CUSTOMS PROCEDURES JORDAN

09th June 2003

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#### **INTRODUCTION-GENERAL PREPARATION PRIOR TO SHIPPING:**

**Commercial shipments:** Before planning import/transit/export shipment to Jordan it is recommended to first check with the customs authorities or local shipping agents for possible prohibited items. In order to avoid and/or minimize duties/taxes/fees, it could be useful to check if the exporting country has any preferential trade agreement with Jordan that waives or reduces the duties/taxes/fees upon importation.

Customs declarations in Jordan have to be prepared electronically (Automatic System for Customs data (ASYCUDA) system). Most importantly customs declarations could only be processed by authorized forwarding agents (contacts attached). Customs authorities and agents are situated in Amman, Port of Aqaba, Queen Alia (Amman International Airport) and close to the borders of Jordan.

At present, all borders are open to commercial and humanitarian traffic. The only border crossing point between Jordan and Iraq is Trebil. The head of customs at the border of Trebil, Mr. Mohammed Bani Issa (mobile 079 5740291 / office tele-fax 02 6295288) will be available to answer any questions from UN about activities at the border; he speaks only Arabic. As of 15<sup>th</sup> of May, UNJLC received the approval from the Director of Customs to dedicate a lane exclusively for humanitarian traffic going in and out of Jordan and increase the number of customs officers at the border to facilitate the flow of humanitarian convoys through Al-Kamarah/Trebil border.

To facilitate the identification of the trucks at the border, it is advisable for agencies transporting humanitarian goods, to place the agency logo at the windshield on the truck.

At present all humanitarian goods (HG) and commercial goods (CG) may be imported/transited/exported to Jordan from any Country. Customs clearance of trucks at the border takes approximately 2-3 hours.

#### **Regulations specifically for Humanitarian shipments:**

United Nations Office of Humanitarian Coordinator for Iraq (UNOHCI) has defined basic UN procedures for all cross-border operations into Iraq. Details are available at: <http://www.unjlc.org/iraq/border/download/X-border%20clearance%20procedures.doc>. Advance notification should be sent to any of the following addresses 24 hours in advance:

- a. security.larnaca@wfp.org
- b. Cyprus.radioroom@wfp.org
- c. bernard.wright@undp.org (UNSECOORD)
- d. hacc@usembassy-amman.org.jo (HACC- Jordan)
- e. hoc.ops@shownetmail.com (HOC Kuwait 24/7 presence)
- f. hoc.trans@shownetmail.com (HOC Kuwait)
- g. nigel.williams@psab.af.mil (US Air Force CENTCOM)
- h. david.pittfield@undp.org (UNJLC Jordan)
- i. danielruizlopez@yahoo.com (UNJLC Kuwait)

NB: Agencies may contact the HACC for any last minute updates or concerns at the following numbers +962 - 77 488 440 or +962 6 592 0101 extension 2052.

**TAX EXEMPTIONS:** As of 16<sup>th</sup> of April, the Jordanian authorities have granted exemption for all humanitarian cargo from standard fees such as:

- 0.004% Passing Fees
- 80 JDs Diesel (Fuel)

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- 20 JDs Overtime Fees
  - 40 JDs Attaching Fees
  - 10 JDs Stamp Fees

The Jordanian Hashemite Charity (JHC) Phone: +962 6 461 8130 Fax: +962 6 461 8132 is the focal point for all NGOs. JHC needs to be notified of all humanitarian cargo arriving/departing from Jordan to Iraq.

CUSTOMS SERVICE/ WORKING HOURS: As per 14 April, a 24 hour customs service is rendered at all customs terminals, free zones and ASEZA. A 24 hours customs services at the Trebil border crossing point (with a capacity of 1.000 trucks per day) has been approved, and the services would begin upon request of the UN agencies. Furthermore, request for customs service for all free zone terminals 24 hours/7 days a week has been approved as of 10<sup>th</sup> April.

Iraqi manifest is not required for cross-border movements onto Iraq as there are no Iraqi customs presently in place.

For clearance at checkpoints on the Iraqi side shipping documents, origins of supplies, destination (name of town/city) and receiving\_agency/organization, drivers must have passport, vehicle registration are required. No delays to be expected at checkpoints in Iraq if HACC is informed in advance of the convoy movement.

Both the Jordanian customs authorities and forwarding agents could give valuable information on customs regulations and procedures. Further detailed information is also available on the official website of the Jordanian Customs authority ([www.customs.gov.jo](http://www.customs.gov.jo)) The contacts of forwarding agents are available at the end of this document.

Further details on the procedures, taxes/duty/fees and required paper work for import/export/transit is available in the complete document below (download).

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## **1) IMPORT:**

A customs declaration (BAYAN) must be submitted to the customs, even if there are no duties/taxes/fees involved. As the declaration system in Jordan is computerized and none of the donors/shippers outside Jordan are online with the customs, all goods must be import cleared through customs by an authorized agent. Most of the agents operate 24 hours per day, 7 days per week.

**Commercial shipments:** The specific duty for commercial cargo will vary depending on the type of goods being imported. The fixed sales tax for Jordan is 13 %, based on the Cost Insurance and Freight (CIF) value for the consignment, and presently applies all goods imported to the country. This applies only to goods imported to Jordan and not to goods in transit.

## **AIR:**

Paper work required:

All paper work in **ORIGINAL**  
MASTER AIRWAY BILL (MAWB)  
HOUSE AIRWAY BILL (HAWB)  
CUSTOMS DECLARATION - BAYAN (created and sent electronically by agent)  
COMMERCIAL INVOICE (description of goods, terms of delivery - CIF Jordan)  
CERTIFICATE OF ORIGIN(authenticated by Jordanian Embassy/consulate at origin)  
PACKING LIST (gross/net weights, description of goods)

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**LAND:**

Paper work required: All paper work in **ORIGINAL**  
INTL WAY BILL/CMR and other documents indicated above in the  
air section.

**SEA:**

Paper work required: All paper work in **ORIGINAL**  
OCEAN CARRIER BILL OF LADING  
HOUSE BILL OF LADING and other documents as indicated in the  
air section

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**2)**

**TRANSIT:**

A customs declaration (*BAYAN*) must be submitted to the customs, even if there is no duty/tax/fee involved. As the declaration system in Jordan is computerized and none of the donors shippers outside Jordan and online with the customs, all goods should be transit cleared through customs by an authorized agent. Contacts of the forwarding agents are listed below. Most of the agents operate 24 hours per day, 7 days per week.

**AIR:**

Paper work required: All paper work in **COPY**  
MASTER AIRWAY BILL (MAWB)  
HOUSE AIRWAY BILL (HAWB)  
CUSTOMS DECLARATION - BAYAN (created and sent electronically  
by agent)  
COMMERCIAL INVOICE (description of goods, terms of delivery  
CIF destination Iraq, weights, names consignor/consignee)  
CERTIFICATE OF ORIGIN(authenticated by Jordanian  
Embassy/consulate at origin)  
PACKING LIST (gross/net weights, description of goods)  
ORIGINAL LETTER/STATEMENT from donor declaring this  
(contents of shipment to be specified) is for humanitarian aid to  
Iraq

**LAND:**

Paper work required: All paper work in **COPY**  
INTL WAY BILL/CMR  
(No Iraqi manifest needed)  
Other documents indicated above in the air section.

**SEA:**

Paper work required: OCEAN CARRIER BILL OF LADING  
HOUSE BILL OF LADING  
and other documents above in the air section.

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**3)**

**EXPORT:**

A customs declaration (*BAYAN*) must be submitted to the customs, even if there are no duties/taxes/fees involved. As the declaration system in Jordan is computerized and none of the donors shippers outside Jordan and online with the customs, all goods should be transit cleared through customs by an authorized agent. Contacts of the forwarding agents are listed below. . Most of the agents operate 24 hours per day, 7 days per week.

The only border crossing point between Jordan and Iraq is Trebil. The head of customs at the border Trebil is Mr. Mohammed Bani Issa – mobile 079 5740291 / office tele-fax 02 6295288. Any questions from the UN about activities about the border can be addressed to him; though he speaks Arabic only.

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**SPECIAL ARRANGEMENTS FOR PURCHASES IN JORDAN FOR EXPORT TO IRAQ**

A) Local purchases from Jordanian Trading Companies:

- Commercial invoice for "Free on Truck" (FOT) Amman value from seller.  
- Copy of customs declaration / Bayan on which cargo purchased originally entered Jordan.  
- Export Manifest (arranged by WFP forwarder - trucker).

B) Purchases from Zarka Free Zone:

- Commercial invoice for value from seller.  
- Inward customs declaration / Bayan showing inbound of cargo to Zarka Free Zone, (originally entered Zarka Free Zone)  
- Export customs declaration / Bayan (prepared by WFP forwarder - trucker)

C) Imported cargo by truck from other countries to Jordan, (always entering through Jaber Border Post - Jordan, from Syria Border Post of Al Nasib). Depending on requirements of WFP loading on Jordanian trucks / trailers can be, alternatively as follows:

- Back to back discharging & loading at Jaber Border Post.  
- Discharging incoming trucks / trailers (from other countries) in either Amman Customs & / or Zarka Free Zone, then the reloading onto Jordanian trucks / trailers can be in either of these customs outlets, i.e. Amman Customs & / or Zarka Free Zone, (Amman Customs working hours are 5 days each week from 08:00 to 15:00 hours, excluding Friday & Saturday), but permission can be granted for pre-clearance, knowing all cargo details incoming by road to handle discharging & reloading at Jaber Border Post.  
\* Between trucks / trailers entering Iraq for Iraqi Border Post of Trebil, requirements are:  
- Trucks / trailers to have signs on both sides of truck / trailer in English & Arabic as humanitarian aid, (which must be done by your forwarder / trucker).  
- Statement / declaration in both English & Arabic on WFP letterhead that this is food stuffs & / or medicines as humanitarian aid for Iraq, with WFP seal & stamp.

**AIR:**  
Paper work required: All paper work in **COPY**  
MASTER AIRWAY BILL (MAWB)  
HOUSE AIRWAY BILL (HAWB)  
CUSTOMS DECLARATION - BAYAN (created and sent electronically by agent)  
COMMERCIAL INVOICE (description of goods, terms of delivery CIF destination Iraq, weights, names consignor/consignee)  
CERTIFICATE OF ORIGIN (authenticated by Jordanian Embassy/consulate at origin)  
PACKING LIST (gross/net weights, description of goods)  
ORIGINAL LETTER/STATEMENT from donor declaring this (contents of shipment to be specified) is for humanitarian aid to Iraq

**LAND:**  
Paper work required: All paper work in **COPY**  
INTL WAY BILL/CMR  
(No Iraqi manifest needed)  
Other documents indicated above in the air section.

**SEA:**  
Paper work required: OCEAN CARRIER BILL OF LADING  
HOUSE BILL OF LADING and other documents above in the air section.

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**HANDLING AGENTS (providing transport and customs clearance)**

Allied Shipping Agencies APT 405  
Allied Freight Services APT 404  
Allied Clearance Services APT 404  
(Logistics Consultants)  
PIC: Group C.E.O. / A. S. Abdelhak  
Direct Tel. No.: +962-6-5520945  
Private Fax: +962-6-5920292  
Private E-mail: [abdelhakabdelhak@hotmail.com](mailto:abdelhakabdelhak@hotmail.com)  
Headquarters:  
Wasfi Al Tal street (former Gardenz street)  
Arab Bank Gardenz Branch – 4<sup>th</sup> floor  
P.O. BOX 922596 Amman 11192 Jordan  
Tel. No.: +962-6-5531363 (hunting)  
Fax No.: +962-6-5530875  
E-mail : [management@allied.com.jo](mailto:management@allied.com.jo)  
(Branches in Zarka Free Zone, Amman Customs, Jaber Customs, Amman International Airport, Aqaba Port, Al-Kamarah)

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P O box 926 499, Amman 11118, Jordan  
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Mobile: 962 (077) 300 600  
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web: [www.kn-portal.com](http://www.kn-portal.com)

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PO box 922596 Amman 11192  
Phone 5510989 / 5531363  
Fax 5537529  
e-mail [mgit@go.com.jo](mailto:mgit@go.com.jo)

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Mr. Tarik Diab Managing Director  
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Fax 962 6 5515752  
Mobile: 962 79 5568030  
e-mail [tarik@jordaniancoastco.com](mailto:tarik@jordaniancoastco.com)  
web: [www.jordaniancoastco.com](http://www.jordaniancoastco.com)

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