

COUNTRY INFORMATION MANUAL

The rules and regulations in Saudi Arabia are entirely different from that of other countries. Documentation plays vital role in freight management and the respective country of export are instructed to follow the given shipping / documentation instructions.

The goods imported are mainly raw material / spares for local manufacturing units. The trade regulations permit the said manufacturing unit for an exemption on the prevailing import duty.

Duty exemption is given to the importer on records; subject to necessary approval from the concerned ministries and the customs authorities.

For any Duty Exempted Shipments, the Consignee and Notify party on all shipping documents including MAWB / MOBL (Liner B/L) must show the actual consignee details. Any third party reference like forwarding agent's name or name of any individual and their details are not permitted on said documents and any documentation error will cause rejection of the duty exemption granted for that consignment.

Correction or amendment on MOBL (Liner B/L) / MAWB and Manifest are **NOT** permitted after the arrival of shipment at the ports.

All imported goods into Saudi Arabia must show the country of origin.

- Country of Origin/Made In..... (Country Name) must be engraved or should have printed non-removable sticker.
- Country of Origin/Made In ... must be also printed on the packing – box/carton.
- Shipment originated from any European Country, must have the exact name of the country instead of "EUROPEAN UNION"
- Customs Authority will not allow affixing of "Country of Origin" on shipment arrived without the said marking and such shipment will have to be exported back to origin at consignee's cost.
- There must be penalty on shipment arrived without proper marking of "Country of Origin"

IMPORT SEA FREIGHT

As per the regulations only Master Ocean Bill Of Lading is the valid documents for customs **not** the House Bill of Lading.

Documentation procedure for single consignee (FCL and LCL)

❖ Liner B/L & Manifest:

Consignee:	Actual consignee
Notify party:	Actual consignee
Freight Terms:	Prepaid

❖ House B/L:

Consignee:	Actual consignee
Notify party:	Yusuf Bin Ahmed Kanoo
Destination agent:	Yusuf Bin Ahmed Kanoo
Freight Terms:	Collect – 'As agreed' (please do not show any charges)

❖ House B/L (under Letter of Credit shipments):

Consignee:	To the order of Bank
Notify party:	Actual consignee
Destination agent:	Yusuf Bin Ahmed Kanoo
Freight Terms:	Collect – As agreed (please do not show any charges)

❖ Shipping Documents

1. Original commercial invoice should declare the C&F or CIF value. This document needs attestation from local chamber of commerce at origin.
2. Original certificate of origin, attested by local chamber of commerce at origin.
3. Packing list.
4. SASO Certificate wherever applicable. Quality Conformity Certificate is replacing SASO certificate. This form should be signed and stamped by the manufacturer and must be attested by the concerned ministry who gave permission to manufacture the items involved.

The description, quantity, weight/ volume on original documents should tally with the actual shipment. For any amendments, the line system message should come from the vessel agent from the port of origin to the vessel agent at destination.

In case of LCL shipment under a letter of credit, which is co-loaded with other groupage consolidators, it is the responsibility of the origin station to ensure that the above rules are adhered to strictly by the agent(s) to whom you hand over the cargo and documents. Errors often occur at transshipment points where the cargo and documents are re-worked. In the chain of co-loaders one of the agent(s) usually consigns their House B/L in the name of their agent and the instructions will not be followed as stated from origin.

All shipments into Saudi Arabia must be palletised and the weight per pallet should not exceed 2,000 kg per pallet.

Loose cargo is permitted subject to penalties for non-palletised shipment.

For shipments weighing 20 Tons or more per piece or dimensions exceeding 12 x 2.5 x 2.7 meter is classified as a direct delivery shipment and such shipments should be manifested separately. It should be ensured that the shipping documents are prepared separately for these types of individual shipments. Due care to be taken for direct delivery shipments emphasizing no mix ups with other cargo. (In other words, separate Liner B/L and separate Manifest and separate shipping documents).

All types of Hazardous cargo are subject to strict rules and consignee has to obtain import permit from the concerned authorities prior to the dispatch of shipment from origin.

Consolidation into the Kingdom of Saudi Arabia from different suppliers for one consignee is permitted but should have separate documents (certificate of origin, commercial invoice and packing list).

❖ **Pre-alerts**

For shipper / origin routed (not KANOO/consignee routed) collect shipments, please obtain necessary approval on the freight charges and documentation from the respective KANOO offices prior to the movement of shipment from origin.

Prior to forwarding the original MOBL, please send a draft MOBL to the destination office to approve the text on the MOBL. Also send copies of certificate of origin, commercial invoice and packing list prior to dispatch of originals.

Advance notification on the sailing details with the ETS and ETA to be advised to each destination office.

Forward the original Liner B/L, copy of house B/L and other shipping documents to the respective Kanoo offices by courier and it should reach minimum seven working days prior to the arrival of shipment at port.

IMPORT - AIR FREIGHT

With respect to Custom formalities, House Air Waybill is NOT a valid document in Saudi Arabia. Consolidation is not permitted into the Kingdom of Saudi Arabia.

Documentation Procedure (DAMMAM & JEDDAH Airport)

❖ Master Air Waybill and Manifest:

Consignee: Actual Consignee
Notify party: Actual Consignee
Freight Terms: Prepaid

❖ House Air Waybill

Consignee: Actual Consignee
Notify party: Yusuf Bin Ahmed Kanoo
Destination agent: Yusuf Bin Ahmed Kanoo
Freight Terms: Collect – 'As agreed' (please do not show any charges)

❖ House Air Waybill (under Letter of Credit shipment):

Consignee: To the order of Bank
Notify party: Actual Consignee
Destination agent: Yusuf Bin Ahmed Kanoo
Freight Terms: Collect – 'As agreed' (please do not show any charges)

Documentation Procedure (RIYADH Airport)

❖ Master Air Waybill and Manifest (**Duty Payable Shipments**):

Consignee: Yusuf Bin Ahmed Kanoo, FFD Div, P.O.Box 753, Riyadh 11421
Notify party: Yusuf Bin Ahmed Kanoo, FFD Div, P.O.Box 753, Riyadh 11421
Freight Terms: Prepaid

❖ Master Air Waybill and Manifest (**Duty Exempted Shipments**):

Consignee: Actual Consignee
Notify party: Actual Consignee
Freight Terms: Prepaid

❖ House Air Waybill

Consignee: Actual Consignee
Notify party: Yusuf Bin Ahmed Kanoo
Destination agent: Yusuf Bin Ahmed Kanoo
Freight Terms: Collect – 'As agreed' (please do not show any charges)

❖ House Air Waybill (under Letter of Credit shipment):

Consignee: To the order of Bank
Notify party: Actual Consignee
Destination agent: Yusuf Bin Ahmed Kanoo
Freight Terms: Collect – 'As agreed' (please do not show any charges)

❖ Shipping Documents

1. Original commercial invoice should declare the C&F or CIF value. This document needs attestation from local chamber of commerce at origin.
2. Original certificate of origin attested by local chamber of commerce at origin.
3. Packing list.
4. SASO Certificate wherever applicable. Quality Conformity Certificate is replacing SASO certificate. This form should be signed and stamped by the manufacturer and must be attested by the concerned ministry who gave permission to manufacture the items involved.

The description, quantity, weight/ volume on original documents should tally with the actual shipment.

For any amendments, the instruction by telex message should come from the airport of origin to the respective airline / handling agent at destination.

Correction or amendment on Master Air Waybill, Manifest is **NOT** permitted after arrival of shipment at airport.

All types of Hazardous cargo are subject to strict rules and consignee has to obtain import permit from the concerned authorities prior to the dispatch of shipment from origin.

❖ Pre-alerts

For shipper / origin routed (not KANOO/consignee routed) collect shipments, please obtain necessary approval on the freight charges and documentation from the respective KANOO offices prior to the movement of shipment from origin.

Prior to the movement of shipment from origin, send a scanned or fax copy of shipping documents including MAWB to the respective destination (Kanoo) offices for them to obtain the approval from the consignee on the documentation.

Advance notification on the flight details with the ETD and ETA to be advised to each destination office.

Forward the original shipping documents (unless otherwise specified) except House Air Waybill and Freight Invoice along with the actual shipment to the respective destination. Copy of freight Invoice and HAWB can be faxed to respective KANOO offices for early settlement and the original shall be forwarded by mail.

GENERAL INSTRUCTIONS

1. Documents required for inbound clearance:

❖ **From Origin: -**

1. Sea freight: Two Original set of MOBL.
2. Airfreight: Original Air Waybill 2 for consignee
3. Original Invoice attested by local chamber of commerce showing the value of the shipment and currency with C&F / CIF / FOB/ EXW Value.
4. For any CIF value invoice, customs need the insurance certificate. If not 1% on the invoice value will be added for customs purpose.
5. Original Certificate of Origin attested by local chamber of commerce showing the complete name and address of the manufacturer, number of packages and weight.
6. Original/ Copy of Packing List.
7. Original Quality Confirmation Certificate , if required

❖ **From Consignee: -**

1. Appointment letter in Arabic addressed to the Director of Customs at airport / seaport authorizing KANOO to do the customs clearance on consignee's behalf. Validity of this letter should be a minimum of 6 months and a maximum of 2 years.
2. Copy of valid C.R. (Commercial Registration).
3. Import Permits from the concerned authorities, if necessary.
4. Duty Exemption approval certificate and list of items, if necessary.

2. Customs Duty

The customs tariff varies from 5%, 12% & 20% of CIF value.

3. DDP / DDU deliveries

Agents are permitted to do DDP / DDU deliveries ONLY on case-to-case basis.

4. Liability

Any documentation in contrast to given instructions would halt the import clearance process and this will deny the consignee on the granted duty exemption, if any. Penalties incurred due to non compliance on given instructions will be debited back to the origin station.

5. Terms & Conditions

All business transactions are subject to Kanoo Freight Standard Trading Conditions, copy available on request.

Customs Working Hours

Saturday to Wednesday: 08:00 to 14:00 Hrs
Thursday & Friday: Weekend off day

Kanoo Freight - Working Hours

Saturday to Wednesday: 08:00 to 13:00 Hrs
14:00 to 15:00 Hrs

Thursday and Friday: Weekend off day