



# Import Customs Regulations Summary

**Update: 09.05.2023**

The follow is the mandatory requirements in the manifest and BL for all Imports (data must be provided in each BL instructions w/o fail)

Customs regulations as per EU directives (Belgium, Denmark, Finland, France, Netherlands, Norway, Sweden, U.K., Ireland, Germany, Russia, Estonia, Latvia, Malta)

Mandatory

Shipper/Consignee/Notify Party and Also Notify Party data without EORI must include below items for all shipments imported to EU, transshipped in EU and freight remaining on board (FROB):

- Company Name
- Street and number
- Postal code
- City
- Country

To avoid a customs reject of a manifest at transshipment port each & every BL Instruction must provide Country, City, zip code of shipper/consignee/notify party, 6 digits HS/HT code.

HTS Online Reference Tool can be found at

[https://ec.europa.eu/taxation\\_customs/dds2/taric/taric\\_consultation.jsp?Lang=en&Taric](https://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?Lang=en&Taric)

<https://hts.usitc.gov/>

Please make sure all information about shipper/consignee /cargo description/package type etc. is in English in BL instructions.

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## **Algeria**

- 1.All POL should clearly state the following details of Consignee and Notify party for each B/L:
  - A. Full company name
  - B. Address, town
  - C. Telephone no. or fax no.
  - D. Consignee or notify party is required to include NIF No. (NIF No. is a tax identification No. for a company and it's composed by 15 digits).
2. A cargo manifest must be submitted to port authorities as soon as vessel berths in order to check discharged containers.
3. Unclaimed merchandise is seized by customs authorities 4 months and 21 days after date of discharge.
4. Only ministry of Defense is allowed to import arms and/or ammunition.
5. Dangerous cargo full details has to be shown on a "letter of engagement" that MUST be stamped by port authorities and consignee before loading.
6. Cargo from Israel is prohibited.
7. No spare parts will be accepted, unless it is imported from the origin country. For example, the spare parts of HUNDAI should be from Korea and not from other country.
8. It is prohibited to import all kind of used commodities to Algeria.

## **Australia**

1. A monetary penalty for manifest amendments will apply following the electronic submission of the original manifest to Australia Customs. As general rule, all data supplied after the two working days prior to the vessels arrival will attract additional charges.
2. Customs require the full name and address of the consignee to be supplied on the manifest. The address must be within Australia.
3. Use of the terms To Be Advised (TBA) or using of a PO BOX number are not acceptable declarations for Australian Customs.
4. Customs will not accept Multiple Bills of Lading against FCL/FCL consignments; port of loading/issue place must only issue one Bill of Lading and declare one Bill of Lading to Australia Customs.

## Bangladesh

According to the Circular No: 1712021 Dated: OCT/27 issued by the Chittagong Port Authority Office of the Director Tariff (Please refer to the attached file)

All laden import containers are requested to be sealed with "Bullet" seals in lieu of plastic/metallic steel seals. Otherwise Chittagong Port Authority may refuse acceptance of loaded import containers without "Bullet" seals on and from DEC/01/2021.

1. Business identification number (BIN) required for shipments to Bangladesh With the implementation of Asycuda World E-manifest system at BDCGG from July 01, 2013, all shipments import to Bangladesh should report importer Business Identification number (hereafter BIN no.), which is termed as Value Added Tax registration number (VAT no.) on bills of lading.

BIN number should be maintained under below situations:

- To order of XXX Bank : When Bank is mentioned in the consignee column, the Bank's BIN no. is mandatory. Besides, final importer "Notify" Party and his BIN no. shall be inserted in Notify address field.
- When B/L is consigned to final importer, its BIN number is mandatory.
- When B/L is consigned to freight forwarder, then its Agent Identification number (AIN) is mandatory.

2. Import of Dangerous Cargoes to Chittagong Port

- Container carrying dangerous cargo may be brought by both 20' and 40' container.

Subsequent notice reveals that port authority will not accept any kind of broken, holed and damaged dangerous cargoes. Only the complete, unimpaired, and well packaged cargoes can be unloaded from ship after completing all formalities of the port for direct delivery to importers who must inspect prior taking delivery.

- DCM shall have to be submitted to local naval authority 96 hours before the vessel's arrival.

3. Customs Regulation of Import Edible Cargo to Bangladesh Discharge of all imported edible cargo are not allowed to discharge from vessel in port without production of radiation free certificates issued by the concern authority from the POL and are not allowed to clear the same by the consignee from Bangladesh Atomic Energy Commission, edible cargo especially includes all kinds of milk food, edible oil, food grain etc.

4. Import of Raw Cotton to Chittagong Port

If any raw cotton is due to be shipped to Chittagong port:

To meet this requirement, POL shall additionally provide details including

- origin of cotton,
- cargo volume,
- container number,

5. Cargo Description on B/L Cargo description without particulars such as 'general cargoes' will not be accepted.

6. In Bangladesh, port of discharge cannot issue the Bill of Lading as per local customs regulations and practice.

## Belgium

1. All amendments (except shipper/consignee/notify party) after submit manifest to customs, container still on CY or CFS and no customs documents established: Penalty min.EUR 70.-

2. All amendments after submit manifest to customs, container still on CY or CFS and customs documents already established: -cargo for Belgium: customs charge EUR 125.-

3. All amendments after vessel's arrival and container left terminal: Not possible anymore.

4. In case of C.O.D., overlanded container, wrong container number, container to be shipped back to shipper and correction sent after vessel's arrival:

- customs penalty: EUR 200.-per cntr
- sometimes customs inspection: EUR 200 – per cntr.

5. M/F data for commodity: shipments with various cargo types should be documented completely with the first six digits of the HT code. A missing or incorrect HT code may lead to a customs fine and delay the customs clearance process.

6. Package unit "IBC" (Intermediate Bulk Container) is not accepted by the Belgium Customs.

7. Container should arrive in Antwerp/Zeebrugge with bolt/cable seal. No bolt/cable seal will result in a charge of 55 EUR from terminal.

## Cambodia

1. Consignee or Notify party with full address and contact information must be located in Cambodia, otherwise the shipment will not be allowed to discharge from the vessel.
2. Manifest Amendment Any amendment after manifest submission will incur penalty, which depends on the decision of customs and can range from USD 200 - 500 per B/L.

## China

According to China Customs Order No.144 【2019】 adopting adjustment on advanced manifest which will be effective from 15th November,2019, inbound cargo to/via Mainland China must contain below data:

(1)Shipper

- Shipper's company name
- Shipper's address
- Shipper's country code
- Shipper's Communication number (phone number or e-mail address)

(2) Consignee (if Consignee is not "TO ORDER")

- Consignee's company name
- Consignee's address
- Consignee's country code
- Consignee's Communication number (phone number or e-mail address)

(3) Notify Party

- Notify Party's company name
- Notify Party's address
- Notify Party's country code
- Notify Party's Communication number (phone number or e-mail address)

(4) Cargo Description Unclear and general commodity name such as "Agricultural products ", "Apparel ", "Equipment" is not accepted. All Commodity names shall be provided in details.

## Cyprus

1. The description of goods as "general merchandise", "various goods" or "general cargo» is unacceptable by Cyprus Customs/Port Authorities.

2. Any of following amendment should be made 24 hours prior to vessel's arrival. If amendment concerning following to be made after vessel's arrival and manifest submission, then a customs fine amounting to USD50.00 per case is involved.

- Number of Packages
- Weight
- Description of Goods
- Marks/Numbers
- From "In Transit" to local and/or from local to "In Transit"

## Djibouti

Shipments destined to free zone warehouses must be approved firstly from the Customs - POL must get the approval first from Djibouti before acceptance of bookings.

Manifest of cargo destined to Djibouti must provide:

1. The kind of cargo for each container should be separately shown on M/F in case each container contains different kind of cargo. However, package unit of CNT - container is not acceptable by Djibouti Customs.
2. Gross Weight must be in KGS, LBS is not acceptable.
3. Actual volume (CBM) is mandatory information and must be manifested.
4. Name of Consignee and Notify Party

All details are including name, full style address, telephone and fax number. Consignee must be located in Djibouti for shipment imported to Djibouti individually.

For example, if the shipment is destined to Djibouti as local shipment to Djibouti, consignee must be located in Djibouti.

"To order" is acceptable when there is complete name and address in notify party in Djibouti.

5. If either Consignee or Notify party is located out of destined country, this will be an indication for the customs that this shipment is "in transit". Therefore, manifest and the OB/L must show "Cargo in transit to xxxxx (final destination) in column (10).
6. The engine number, chassis number, type and model of the car, year of Manufacture, brand name for imported cars to Djibouti are required to be mentioned in description column, the weight is also required to be mentioned separately.
7. Correct 6 digits HS CODE is required and mandatory to be mentioned in Import Cargo Manifest column of Description Of Goods
8. It's prohibited to issue OB/L from any Djibouti ports for import shipment.

## Egypt

1. The NEW Customs law of 38/2021 and 207/2020 Effective from Oct/01/2021.

All shipments imported to Egypt must be registered by Egyptian importer to Customs Authority via platform (Nafeza) for the Advance Cargo Information Declaration (ACID). Any shipment that is not registered with approved ACID No., with exporter registration number and importer TAX number will not be accepted to be discharged and will return to POL on their account. You can find the details via website <https://www.nafeza.gov.eg/en>, the following listed hereunder are the ACID requirements.

### A. ACID registration deadline:

No later than 48 hours before commencement of loading in each load foreign port.

B. The Egyptian importer must notify the shipper the ACID Number after registered by Customs Authority via the platform – Nafeza

C. The ACID No. and identification number of the parties of the bill of lading must be displayed on both Bill of Lading and Manifest.

#### (1) ACID No.:

A 19-digit ACID No. is required to be displayed between two hashtags #1234567890123456789# within notify party column of both B/L & Manifest.

Example: #2001809082021030001#

(2) Exporter Registration Number (as the same as ACID registered): it's required to be displayed on shipper column of both B/L & Manifest.

(3) Egyptian Importer VAT Number (as the same as ACID registered):

A 9-digits of VAT No. is required to be displayed on consignee column of both B/L & Manifest. Any Bill of Lading with 'to order'(to the order of a person or a specific entity abroad)(to the order of shipper) that is endorsed from abroad in the name of the importing company or person, must be endorsed by the shipper with the actual CNEE name, provided verification of presence of all documents related to the ownership of the cargo from abroad in the name of the endorsed company.

## Manifest of cargo destined to Egypt must provide :

(1) The kind of cargo for each container should be separately shown on M/F in case each container contains different kind of cargo. However, package unit of CNT-container is not acceptable by Egypt Customs.

(2) Gross Weight must be in KGS, LBS is not acceptable. Description of goods should contain weight, package and commodity for each LCL container.

(3) Name of Consignee/Notify Party

All details are including name, full style address, telephone and fax number. Consignee must be Egyptian importers, c/o(care of) and o/b (on behalf of) are not acceptable. 'To order' is acceptable when there is complete name and address in notify party.

(4) Production date of used cars should not be more than 3 years. The chassis number, motor number, model, brand of used cars imported to EGYPT are required to mention in description column, the weight is also required to be mentioned separately. The consignee must be the original owner of the car to guarantee the used car is not imported for commercial use.

(5) The duplicate container number which is including different service type in one B/L and manifest is not acceptable.

(6) Commodity (Lighters) must be clearly mentioned in details of Description of goods avoiding customs hold.

(7) Commodity (Food Stuff) validity must be certified by shippers prior to loading and should be clearly mentioned in detail about the kind of food stuff in details (e.g. Raw Food Stuff, Canned Food Stuff, etc.), instead of showing "Food Stuff" only to avoid customs hold.

### 3. In transit cargo

A. For in transit cargo, the exact final destination must be mentioned on Column (10) of original B/L and manifest. For example, to read as "cargo in transit to xxx (final destination).

B. In transit cargo to Libya from EGSOK is not allowed.

## Estonia

Customs regulations as per EU directives.

Shipper/Consignee/Notify Party and Also Notify Party data without EORI must include below items for all shipments imported to EU, transshipped in EU and freight remaining on board (FROB):

- Company Name
- Street and number
- Postal code
- City
- Country

## Germany

1. For cargo shipped to/via Germany cargo gross weight, measurement and piece count for individual container are mandatory for manifest filing with German Customs. In case of one container includes multiple cargos or more than one container includes multiple cargos under one BL number, the description for individual container is mandatory. Moreover, piece count, weight has to be specified for each individual commodity in a container. The customary trade name of the goods is to be given and must be so precise that the item can be identified by the customs office. Each item must be listed with the specific volume in one separate position. A continuous text e.g. "100 cartons trousers, 10 cartons of socks, 50 cartons shoes, etc." is not permitted.

Additionally, local authority system only allows a maximum of five digits in the package quantity field per commodity. In case more than 5-digits, the outside wrapped package (count) has to be indicated for each commodity.

**Example:** in case 125,0000 pieces are packed in 5000 cartons please show 5000 cartons as package count. If packages contain more than one commodity

**Example:** If 5000 cartons contain 100,000 pieces, XXX and 120,000 pieces YYY please describe it in description column.

2. All manifest amendments have to be sent at least 1 working day prior vessel's arrival. Amendments sent after Import Manifest was already filed with authorities will result in additional costs and possible penalties.

### 3. Dangerous Cargo Declaration

The following points regarding dangerous cargo apply both to cargo:

A. For discharge in Germany (including transship cargo)

B. Coming to Germany from European ports regardless of by truck, rail or ship.

(1) Dangerous Cargo Packing Certificate With effect from Oct/01/1991 all dangerous cargo should be accompanied by "Dangerous Packing Certificate" and be sent to the agents of the discharging ports. In case such a certificate is not available upon discharge in Hamburg, port authorities may impose appropriate fines on the responsible organization.

(2) Penalties for undeclared dangerous cargo and lacking of proper label The German authorities will impose fines for all Dangerous cargo containers which are not declared in time and/or not appropriately labelled and these costs should then be carried by responsible party.

(3) From Feb/01/2002 following rule/regulation for Dangerous cargo 'FIREWORKS' has been implemented by German Water Police:

a. Shipper declaration + packing list in detail via hard copy should be sent by fax to German Water Police 10 days before the ship arrives Hamburg with:

1. Container number
2. Each type of fireworks in container
3. UN-Number
4. Gross weight and net explosive weight

b. 3 days before the ship arrives Hamburg, in EDI announcement they have to report following details for each container:

1. Type of fireworks (for example: display shells or cakeboxes)
2. Caliber in mm or inch for each type
3. Pieces per package for each type

4. Quantity of packages in the container for each type
5. Net-explosive weight (NEC) per piece for each type
6. Classification (for example: 1.3 G or 1.4 G) for each type
7. Approval number of the competent authority for each type

c. If Water Police does not get this information in time, we have to expect the fireworks are 1.1 G and they have to transport as 1.1 G.

The German Authorities/Water Police will impose fine for any violation.

4. For transport to DEBRE-port via DEBHV/DEHBG and DEHBG-PORT via DEBHV a custom transit document (T 1), must be issued, therefore it is necessary to advise correct weight/contents of cargo to avoid penalties.

5. (1) According to German Customs laws and regulations in force, it is not allowed that cargo/containers to be left longer than 90 days in German ports after discharging from vessel no matter whether local import or transshipment cargo. In case the cargo is not customs cleared after 80 days, we have to initiate the transfer into bonded storage. For this purpose, we need the commercial invoice and packing list. All costs are for account of the cargo.

6. Veterinarian cargo transship at German ports Within 7 days container must be transshipped; container idle exceed 6 days after discharged at German port an official approval must be requested and according to necessity veterinarian authority may require an inspection. Additional administration, inspection fee and eventual penalty will be then posted.

(2) The first six digits of the HS/HT code becomes mandatory field for goods t/s at German ports in the import manifest from JAN. 24th, 2017. For import cargo, HS/HT code becomes mandatory field with effective on Jan.6th, 2014. POL will be held the liability of failure of providing the HT code in time and/or delaying in transship arrangement. A missing or incorrect HT code will lead to the rejection of loading.

7. (1) German Consignee and Notify Party and Also Notify Party shall include the name and full address and telephone number together with fax number or e-mail(either fax or email is required). (2) If B/L is stating a consignee and notify party in Bulgaria, Rumania or Ukraine, POL is requested to provide contact details of a German party, who will handle this shipment at POD as 'Also Notify'.

## Greece

1. Customs authorities require cargo M/F indicating full details of cargo
2. The total number of packages must be the outside (biggest) packaging for the cargo. When piece count in mix condition such as described in the description as '1 package plus loose' the grand total number of packages should be declared as 2 packages.
3. The package unit of 'CNT-Container(s)' is not acceptable by Greece Customs.
4. Amendment on M/F

Amendment of cargo can be done 24 hours before vessel is granted a free pratique and manifest has not been submitted to customs authorities otherwise a penalty of EURO307.20 will be imposed by the port authorities to requested party.

## India

1. Invoice value is optional for India import manifest declaration with three-letter currency code as per invoice.
2. 6 digit HS Code is mandatory. Please refer to [https://www.dgft.org/itc\\_hs\\_code.html](https://www.dgft.org/itc_hs_code.html)
3. Manifest has to contain Indian consignee and notify party's full name and address.  
The ultimate consignee's and notify party's name and full address in India must be mentioned on B/L.
4. Bill Of Lading must incorporate below 4 items in consignee column:
  - Import & Export Code (IEC) of Importer
  - GSTIN (The Goods & Service Tax Identification 15 digit Number)

- Official email ID of Importer
- PAN (Permanent Account Number) of the Indian Consignee/Notify Party is mandatory in manifest data which will be implemented from Dec/31/2022 by SCMT regulations. However, it is not mandatory to be printed on the B/L, as PAN is a component of GSTIN format.

GSTIN : There are 15 digits of GSTIN which is divided into five parts as below.

22 AAAAA0000A 1 Z 5

															Check sum digit
															Alphabet "Z" by default
															Entity Number of the same PAN holder in a state
															Permanent Account Number (PAN)
															State Code

PAN : There are 10 digits of PAN which is divided into five parts as below.

AFZ P K 7190 K

										Check Digit
										Sequential Numbers from 0001-9999
										First Letter of the applicant surname
										P-Individual, F-Firm, C-Company, H-HUF, A-Association, T-Trust
										Random alphabetic series running from AAA to ZZZ

Exceptions:

- 1) If consignee is "To The Order", above 4 items can be mentioned in notify party.
- 2) If consignee is Forwarder/NVOCC, then no need to provide IEC code, but GSTIN, PAN and email are still mandatory.
- 3) For fresh fruits shipments, is not necessary to provide GSTIN and PAN, but IEC code and email are still mandatory.
- 4) For personal effects/household goods, is not necessary to provide IEC code, GSTIN and PAN, but email are still mandatory.
- 5) For in transit shipment to Bhutan/Nepal via INCCU when consignee is not situated in India, IEC code, GSTIN and PAN are not applicable, but email is still mandatory.

5. Commodity should be in three lines in the description column.

For example.

Container carrying shredded brass scrap should be clearly stated instead of mentioning metal scrap or any other vague description.

6. Container for ICD Destination

No container is allowed to move from seaport to any ICD destination and vice versa by the merchant.

## Indonesia

The electronic data manifest submitted to the Indonesian customs and excise inspection office must be in conformity with the specifications in the P.I.B. (Notifications of Importation of Goods) which was made by the importers based on Original B/L. Particularly with regard to :

- the weight
- the volume of goods
- type of packaging
- marking
- name of the owner of such goods
- full shipper's name and address
- type/name of commodities minimally 5 (five) kind of the most value or volume from all details type/name of commodities
- actual total container data



- container service type have to match with Notification of Importation of goods (P I B). It means that The Indonesian Customs only receives one container service type for one Bill of Lading because one Bill of Lading needs one PIB.
- Commodity HS code(at least 4 digits)

HS code online search can be found at <http://www.beacukai.go.id/btki.html>

## Iraq

Import manifest and B/L must cover

Consignee (actual consignee or bank) or notify party that must be located in Iraq.

## Ireland

Import manifest must cover:

### 1. Shipper/Consignee/Notify Party

- Complete name and address of Shipper is required.
- Consignee and notify party should contain below information.

A. Full detailed company name

B. Full detailed company address (PO box number is not accepted)

C. Contact Telephone No. or Fax No.

- A Bank is not acceptable as Notify Party.

### 2. Manifest data for Commodity

Shipments with various cargo types should be documented completely with the first six digits of the HT code.

A missing or incorrect HT code may lead to a customs fine and delay the customs clearance process.

3. After customs declaration any amendment of M/F data will be subject to customs' approval with penalty. However, if the amendment pertains to commodity and number of packages and if the goods are already customs-cleared by consignee, then manifest amendment is not allowed.

## Israel

All import manifest and Bills of Lading should clearly state following items:

- a. The country name of shipper
- b. Complete information of Consignee and Notify Party should have all details including name, full address, telephone/ fax number and VAT number (9 digits) of importer.
- c. Correct and complete description of merchandise 6 digits HS CODE.

### Amendment of M/F

Any correction received from POL to apply to such documents (weight, number of packages, kind of commodity, container number, etc) or any amendment arranged on OB/L must be absolutely communicated to customs port office within 24 hours before the date of vessel's arrival and operation at first Israeli port in order to effect the request revision and present cargo declaration to customs authorities in correct way so that the shipment details shown on cargo declaration will be the same one shown on commercial documents presented by consignee's forwarder to customs clearance without problems.

In case that correction request will be received after above time custom authorities will always impose a fine for manifest amendment, the custom penalty will be debit to POL. Customs penalty of nis 82.(approx \$ 16.50) for each corrector.

Any import cargo corrections must be received before submission of M/F to customs. Once the cargo manifest registered by customs, any correction can be done within 15 days after vessel's arrival and a fine of approx. US\$ 10.00 will be applied. During 15 days to 30 days after vessel's arrival, all correction or amendments will be fined with approx. US\$ 100.00 plus US\$ 25.00 per day of delay. 30 days after vessel's arrival, any amendment or corrections are forbidden.

## Italy

All POL should clearly state the following details of consignee/notify party for each B/L:

- A. Full company name
- B. Telephone No. + Fax No. or e-mail address
- C. Full address

## Japan

The Japan Advance Filing Rule (AFR) filing required information is as below in details:

(1) The data provided by Shipper through Shipping instruction is required in AFR as below in details:

- Shipper, Consignee, Notify (Name, Address, Phone No., City, Postal Code)
- Precise Cargo Description and 6 digits HS (Harmonized System) Code
- Number of Package, Total Gross Weight, Measurement
- IMDG Class, UN No.
- Marks & Number of Cargo - Indicator of NVOCC shipment (house B/L involved)

Columns of Shipper/Consignee/Notify Party & Also Notify Party

a. The complete information for each party is required, which including

- Company name
- Full address (street, city, state..etc.)
- Telephone number (full telephone number: including County code & Area code)

Non numerical character (such as to input dot mark “.”, question mark “?” or dummy words including country name) in the line of Telephone number is not permitted.

<Correct sample of Japan tel#>

TEL:81-3-12345678

CNEE except “TO ORDER” must be the company located in Japan.

At least one Notify party located in Japan.

Multiple companies in one Notify Party column is not accepted.

If Shipper requests more than one company as Notify Party, please put one company in Notify Party column and the other one in Also Notify column

When SHPR/CNEE/NTFY is using C/O “~~~care of ~~~” or O/B “~~~on behalf of ~~~”, please input the full information within 2 lines.

<C/O case>

1st Line ABC Company C/O

2nd Line XYZ Company

<O/B case>

1st Line ABC Company O/B

2nd Line XYZ Company

(2) Precise Cargo Description

Description of Goods Unclear commodity name is not accepted. All Commodity names shall be provided in details.

6 digits HS Code Need one representative Harmonized System Code (6 digit level) Japan customs accept HS code chapter from 1 to 97.

Please refer to JP customs web site. Japan customs accept HS code chapter from 1 to 97.

[https://www.customs.go.jp/english/tariff/2022\\_1\\_1/index.htm](https://www.customs.go.jp/english/tariff/2022_1_1/index.htm)

\*\*\* For HOUSE HOLD GOODS / PERSONAL EFFECTS SHIPMENT

It should maintain HS code of representative commodity such as “WOOD FURNITURE” only instead of using HS code as 98XXXXXX & 99XXXXXX. It should provide specific details of goods commodity as supplementary information in description column apart from household goods/personal effects.

Sample:

HS code: 940350

Description: Household goods (WOOD FURNITURE, DESK, CHAIR, BED)

The measurement for FCL cargo must be manifested

## Jordan

Every commodity arriving by sea shall be registered in the cargo Manifests even if the commodity is to be dispatched to free zones.

Manifest shall be prepared for full cargo and should include the following information:-

- Full shipper name, consignee name and notify party name with full addresses and tele-phone numbers
- Kinds of goods and their total weight and the weight of unpacked goods if there were any.
- The number of packages and pieces and description of their covers, marks and numbers.
- The harbors from which the goods were shipped / Port of Loading

HS Code must be stated as last line in the description of goods field # (20) in the bill of lading.

If B/L includes more than 1 kind of commodity (with different HS code categories)

then HS code for each kind of commodity must be stated.

Any amendment for description after vessel arrival, include adding/update HS code will be subject to amendment penalty.

## Hong Kong

### 1. Manifest Contents

The name and full address of Consignee or Notify Party or Also Notify Party **in Hong Kong** should be provided, together with the telephone number or fax number or email.

### 2. Cargo description

Cargo description should be provided with details and actual commodity. Words that carry no description to the goods concerned, such as "Consolidated cargo", "General cargo", "Consol", "Articles", "Sample", "STC (Said to Contain)", "FAK (Freight of All Kinds)", "Gift", "Personal effect", only special symbol or brand names etc, are not acceptable.

### 3. Amendment of M/F

It is required to check with local Customs whether penalties will be incurred for manifest amendment after the vessel's arrival.

Hong Kong

<<Revised>>09.05.2023

### 6. Controlled commodities

According to the provisions of the Import and Export Ordinance, Chapter 60, Laws of Hong Kong or any other laws of the Hong Kong Special Administrative Region, to import controlled articles must apply for licenses, permits or certificates from the Government Departments concerned in advance and subject to the conditions imposed thereof. To ensure compliance with all applicable regulations, it is suggested that shipper consult with the consignee for the controlled commodities at this

link: [https://www.customs.gov.hk/en/trade\\_facilitation/prohibited\\_articles/imports/index.html](https://www.customs.gov.hk/en/trade_facilitation/prohibited_articles/imports/index.html) prior to lodging a booking. It is also recommended to make a prior inquiry with EGH Hong Kong office before releasing booking.

## Kenya, Tanzania and Uganda

1. All manifest must be registered with customs by EDI. The manifest should be submitted to customs at least 2 working days prior to vessel's arrival. Any correction or amendment after manifest is submitted to the customs, a customs fine will be imposed. However, after consignee logged customs and pay taxes, amendments are not allowed. And it is prohibited to issue correction in commodity type after vessel's arrival.

(1) The kind of cargo for each container should be separately shown on M/F in case each container contains different kind of cargo. However, package unit of CNT-container is not acceptable by Kenya, Tanzania & Uganda Customs.

(2) Gross Weight must be in KGS, LBS is not acceptable. Description of goods should contain weight, package and commodity.

(3) Actual volume (CBM) is mandatory information and must be manifested.

(4) In each Bill of Lading and Manifest Name of Consignee/Notify Party all details are including name, full style address, telephone and fax number.

**Special Note:** For shipment destined to Kenya, in each Bill of Lading and Manifest Name of Consignee/Notify Party all details need to supply one address with correct actual details (where A/N can reach them) and this address must be matching the same mention in their PIN, E-MAIL and MOBILE.

As explained for easy reference:

All Consignees / Importers including persons and Companies in Kenya have the PIN Number (Personal Identification number). As per Customs notice, this details must be captured in the manifest at the time of submission for their own (Customs) reconciliation purposes – it is “Mandatory”.

Full Consignee address example as below:

Company Name: ABCD EFGH CO.LTD

Address: P.O Box 12345, City or Town Name, Kenya

PIN No.: XXXXXXXXX

Tel: 12345678

Email: zzzzzzzzzzz

Consignee must be located in Kenya, Tanzania and Uganda for shipment imported to Kenya, Tanzania and Uganda individually. For example, if the shipment is destined to Kenya as local shipment to Kenya, consignee must be located in Kenya. C/O ( care of) and O/B (on behalf of) is not acceptable. 'To order' is acceptable when there is complete name and address in notify party.

(5) The duplicate container number which is including different service type in one B/L and manifest is not acceptable.

(6) If the consignee/notify party is located out of destined country, this will be an indication for the customs that this shipment is "in transit". Therefore, manifest and the BL must show "cargo in transit to xxxxx (final destination) on merchant's account and risk." in column (10).

(7) For all shipment to Kenya, CFS nomination is allowed by shippers to be marked in manifest and Bill of Lading by POL in Column (10) as: "Cargo in transit to XXXX CFS on merchant's full account, responsibility and risk until empty return to our designated inland empty depot in Mombasa". Bonded

CFSs in Kenya which licensed by Kenya Revenue Authority (KRA) is listed as below.

**KRA LICENSED CONTAINER FREIGHT STATIONS (CFSs) - Mombasa**

No	CFS	CFS Full Name
1	MOMBASA CONTAINER TERMINALTRANSAMI	MOMBASA CONTAINER TERMINAL LTD
2	CONSOLBASE I	CONSOLBASE LTD.
3	SIGNON	SIGINON CFS
4	FOCUS	FOCUS CFS DEPOT
5	COMPACT	COMPACT FREIGHT SYSTEMS LTD
6	REGIONAL LOGISTICS	REGIONAL LOGISTICS CENTRE CFS
7	AWANAD	AWANAD ENTERPRISES LTD

8	PORTSIDE	PORT SIDE
9	BOSSFREIGHT TERMINALS	BOSS FREIGHT TERMINAL
10	AFRICALINE	AFRICAN LINE TERMINAL CFS
11	CONSOLBASE II	CONSOLBASE LTD.2 CB2
12	MULTIPLE INLAND	MULTIPLE ICD
13	MITCHELL COTTS <b>KIBARANI</b>	MITCHELL COTTS FREIGHT KENYA LTD KIBARANI
14	MOMBASA ISLAND CONTAINER TERMINAL	MOMBASA ISLAND CARGO TERMINAL
15	AUTOPORT	AUTOPORT CFS
16	MITCHELL COTTS <b>SHIMANZI</b>	MITCHELL COTTS FREIGHT KENYA LTD SHIMANZI
17	INTERPEL	INTERPEL
18	MAKUPA TRANSIT SHADE	MAKUPA TRANSIT SHADE LIMITED
19	KENCONT	KENCONT LOGISTICS SERVICES LTD
20	UNIFREIGHT	UNIFREIGHT CFS

#### KRA LICENSED CONTAINER FREIGHT STATIONS (CFSs) - Nairobi

21	NAIROBI FREIGHT STATION	NAIROBI FREIGHT STATION
22	SYOKIMAU INTERNAL CONTAINER TERMINAL	SYOKIMAU INTERNAL CONTAINER TERMINAL
23	NAIROBI INTERNAL CONTAINER TERMINAL(KPA)	NAIROBI INTERNAL CONTAINER TERMINAL
24	MITCHELL COTTS KPA FACILITY	MITCHELL COTTS KPA FACILITY

#### KPA ICD and allowed on merchant risk and account

25	EMBAKASI ICD, NAIROBI	EMBAKASI ICD, NAIROBI
26	NAIVASHA ICD	THE NAIVASHA INLAND CONTAINER DEPOT (ICD) - SGR FREIGHT SERVICE

(8) The 10 digits of H.S. Code (Minimum 6 digits still accepted) becomes mandatory field for cargo destined to Kenya, Uganda & all transit hinterland destinations via Kenya in the import manifest. Any missing or incorrect HS code is subject to penalty imposed by local Customs.

2. Any aid/donations/charity cargo, except for US aid and WFP(world food program), must get approval from port of discharge in advance because POD needs to make sure the consignee is privileged and allowed to perform such shipment and has legalized papers.

3. Partial shipments to different countries of destination or in transit to different places are not allowed. The EDI manifest captures details at shipment level making it impossible to lodge one shipment for 2 different place of delivery. For example it is impossible to have one shipment with a part document for Nairobi and the other for Kampala.

4. For shipment with used garments, payment should be prepaid with only local charges collect at destination of Kenya, Tanzania and Uganda.

5. Prohibited goods

A. False money and counterfeit currency notes and coins and any money not being of the established standard in weight or fineness.

B. Pornographic materials in all kinds of media, indecent or obscene, printed paintings, books, cards, lithographs or other engravings, and any other indecent or obscene articles.

C. Matches in the manufacture of which white phosphorous has been employed. For more details please go to <http://www.kra.go.ke/customs/customsrestrictedgoods.html>

D. The environmental management and cooperation act notified to ban the use, manufacture and importation of all plastic bags used for commercial and household packaging, thus it is not allowed to import all plastic bags to Kenya with effect from 28TH august 2017.

E. For Safety & Hygiene reasons amid the Global epidemic of COVID-19, any kind of USED CLOTHES or CHARITY GOODS is not allowed to import to Kenya and Uganda.

6. LCL shipment is not acceptable.

7. Part Load Shipments are not acceptable in TZDFQ.

8. **TASAC (Tanzania Shipping Agency Corporation)** decided to resume shipper nomination of ICD for import laden containers through TZDFQ (Dar Es Salaam) with immediate effect starting from Dec/15/2021 and for trial period of 6 months as below.

For Tanzania port service cargo, according to Tanzanian Authorities' instruction, when shipper requests to indicate ICD(Inland Container Depot) on B/L:

(1) Only ICDs approved by Tanzanian Authorities can be shown on B/L column (17) 'Place of Delivery'.

(2) POL is required to insert following B/L stamped clause in B/L column#20 'Description of Goods': "Although it is the local requirement to nominate an ICD as the Place of Delivery in this Bill of Lading, the Carriage under this Bill of Lading shall be terminated at Port of Discharge. The inland carriage from Port of Discharge to nominated ICD will be under Merchant's risk, care, expense and responsibility. Carrier's liability ceases at Port of Discharge in any event".

(3) POL office shall collect Letter of Indemnity from shipper.

Above practice is to follow Tanzanian Authorities regarding ICD nomination in "Place of Delivery" only, and import manifest declaration on Shipment-On-Line remains port service of Dar es Salaam, therefore Tanzania Agent need to provide required data to Tanzanian Authorities for inland carriage to nominated ICD on Merchant's risk and arrangement.

#	<u>DAR ES SALAAM TANZANIA ICD'S</u>	<u>ABBREVIATION</u>	<u>ICD CODE</u>
1	ETC CARGO LIMITED	ETC CARGO	WITZDL018
2	AFRICAN INLAND CONTAINER DEPOT	AFICD	WITZDL022
3	SAID SALIM BAKHRESA & COMPANY LIMITED	AZAM	WITZDL028
4	AMI ICD	AMI	WITZDL032
5	TANZANIA ROAD HAULAGE	TRH ICD	WITZDL033
6	PMM ESTATES(2001) LTD	PMM	WITZDL034
7	DAR ES SALAAM CONTAINER DEPOT LTD	DICD	WITZDL035
8	ZAMBIA CARGO	ZAMBIA CARGO	WITZDL039
9	AL-HUSHOOM ICD	AL-HUSHOOM	WITZDL040
10	JEFAG LOGISTICS (T) LTD.	JEFAG	WITZDL098
11	TANZANIA INTERNATIONAL CONATAINER TERMINAL SERVICES	TICTS	WTTZDL002
12	GALCO LIMITED	GALCO	WITZDL025
13	EAST COAST LIQUIDS STORAGE LIMITED	EAST COAST	WITZDL036
14	HESU	HESU	WITZDL020
16	KICD	KICD	WITZDL008

For concerned regulations, please refer to Notice no. BCDAGS-2022-0004-1 "Resuming ICD Nomination for TZDFQ Import Cargo" of Feb/14/2022 & Notice No. NED-2022-O-0002 "Procedures to nominate TZDFQ ICD in Column 17 for import cargo" & attachment of ICD-NOMINATION-LOI of Feb/16/2022.

Container deposit is mandatory to be settled by consignee prior exchanging the D/O at Tanzania

## Korea

1. N/P Should Be Addressed in Korea Without Fail.

In case of triangular shipment, please stipulate shipper's agent in Korea on N/P.

Cargo could be delivered to end user by shipper's agent's transfer certificate at Korea.

2. All import cargo and T/S cargo must declare by customs system through EDI transmission.

If POL party not to provide shipper's full name and address, customs systems refuse to file and will cause customs penalty.

3. Commodity should be clearly manifested as complete commodity name. The unclear commodity such like "SAMPLE", "GOODS", "GIFT", "PRODUCTS", special symbol or brand names only will be considered as wrong and liable for customs penalty. Besides, commodity in description of goods as well as main commodity should be tally and provided correctly, otherwise will incur Customs penalty KRW100,000 (per B/L).

## Lebanon

1. OB/L should be in conformity with manifest data, otherwise POL agent will be held responsible for all consequences, and will be debited with any penalty/charges which may occur.
2. Full cargo details:  
The description of general cargo/FAK and several cargoes. etc are not accepted, cargo description should be in details
3. All POL should clearly state the following details of consignee and/or notify party for each B/L:
  - A. Full company name
  - B. Detailed address
  - C. Telephone no./fax no
4. The country of shipper must be indicated
5. Any amendment after the vessel arrival to Beirut is subject to fines and penalties imposed by local customs as per Lebanese regulations.

## Malaysia

1. Shipper/ Consignee/Notify Party
  - A. Port Of Loading is required to provide mandatory full style of NAME and ADDRESS for Import and Transshipment cargo.
  - B. For Import cargo, consignee should be located in Malaysia. In case consignee is "To order" or "To order of shipper/bank" then Notify Party should be located in Malaysia.
  - C. Failure to provide mandatory full style of NAME and ADDRESS as stipulated by local customs authority will be rejected by customs authority and will be imposed with customs penalty.
2. Commodity
  - A. For any type of automobile / vehicle - engine number and chassis number are mandatory to be stated in the "Description of Goods" in the body of Bill of Lading document.
  - B. The 6 digits HS CODE (Harmonize Code) for shipment import Port Klang (MYPKL/MYLPK) and transshipment via Port Klang (MYPKL/MYLPK) is mandatory. If B/L includes more than 1 kind of commodity (with different HS code categories) then HS code for each kind of commodity must be stated. Failure to comply may cause containers to be idle at tranship port and extra charges may incurred.
3. Amendment after Manifest Submission
  - A. Any Manifest amendment must be done through Correction Sheet (C/S) request from Port of Loading in which this is subject approval by Port Of Discharge office.
  - B. Any Manifest amendment after its submission is-
    - (1) subject for customs penalty;
    - (2) subject for customs approval (in which Consignee's appointed Forwarding Agent is required to submit written request directly to customs authority); and
    - (3) subject for full cargo inspection by customs in which there will be charges incurred.
4. Import FCL  
Shipment can only be consigned to ONE single Consignee / Importer.

## Malta

1. If commodity is related to food stuff (except for cargo of EU origin), a Health Certificate is obligatory.
2. Any amendments to cargo declaration should be carried out prior vessel's arrival and are subject to fine.

## Myanmar

1. Consignee and Notify Party should be a Burmese party with full company name and address.
2. B/L and manifest must not show the words 'Taiwan' or any wording that would imply cargo source being related to Taiwan.
3. Any amendment to manifest should be made 72 hours prior to vessel's arrival; otherwise, customs penalties may be imposed.

## Mexico

1. All cargoes in transit or import to Mexico (trucking haulage from US gateway to Mexico is excluded) are required to file cargo data electronically to the Mexico Customs 24 hours prior to loading in the foreign port. For cargo via USA to Mexico through USA/Mexico Border, Import cargo M/F must comply with U.S. customs regulation.
2. B/L column of "Shipper», "Consignee" and "Notify Party" must provide:
  - A. Full name, address
  - B. Telephone number
  - C. Federal Tax No. (RFC) or TAX ID must be provided for all cargo import/export from Mexico.

## Netherlands

Customs regulations as per EU directives (Belgium, Denmark, Finland, France, Netherlands, Norway, Sweden, U.K., Ireland, Germany, Russia, Estonia, Latvia, Malta)

### Mandatory

- Shipper/Consignee/Notify Party and Also Notify Party data without EORI must include below items for all shipments imported to EU, transshipped in EU and freight remaining on board (FROB):

Company Name  
Street and number  
Postal code  
City  
Country

A missing or incorrect HS/HT code in the Additional HT code field may lead to a Customs fine and a delay in delivery or of the T/S arrangement. POL will be held the liability of failure to provide the HT code and/or cargo descriptions in time.

### - Description of Goods

A. Any unclear or general descriptions of goods are strictly prohibited. Example: General Merchandise Sporting Goods FAK ( Freight all kinds) Foodstuffs Woodenware Toys Plastic ware Pet supplies Veterinary products

Exception:

Commodity description "Used household goods & personal effects" is acceptable in combination with HS code 9905.

B. Non-English description (e.g. Spanish) is not accepted by Dutch customs. Always use English. For instance, cargo transshipped to Spain or Portugal, the description in English should be provided. .

C. For all shipments to/via Rotterdam, the description of goods per each container is required by the Dutch customs.

D. Below mentioned package unit code is not accepted by the Dutch Customs. CBC - Container bulk cargo (-s) CHA - Chassis (-s) CNT - Container(s) SKD - Skid(s) POV - Private Vehicle(s)

E. Shipments with various cargo types, which are to be on board on and after Apr/10/2014 should be documented completely with the first six digits of the HS/HT code for all Import and T/S shipments to and via the Netherlands. The correct HS-code(s) should be provided by shipper for every goods item. The HS-codes should be in line with the wording used for the cargo descriptions and should match the actually stuffed goods.

A missing or incorrect HS/HT code in the Additional HT code field may lead to a Customs fine and a delay in delivery or of the T/S arrangement. POL will be held the liability of failure to provide the HT code and/or cargo descriptions in time.



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In order to comply with Customs Regulation of Netherlands, we revised as below.

Chapter: 9

Section: 9.4.5 Netherlands

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**Revised:**

**6. Manifests Data for Shipper/Consignee/Notify Party & Also Notify Party**

**6.1** The complete information is required for cargoes import to NLRDM and transshipped via NLRDM as below:

- Company name
- Full address
- Postal (Zip) code, City, Country

**6.2** The shipment with consignee is " TO ORDER [IN BLANK] ", " TO ORDER OF [SHIPPER]" and "TO ORDER OF [BANK]", it is not required to maintain the company name, address, postal code, city and country data. However, for shipment with consignee is " TO ORDER OF [XXX COMPANY]", B/L must be maintained with complete company name, address postal code, city and country data in consignee.

**Original:**

**6.** Shipper/Consignee/Notify Party and Also Notify Party data must follow the layout/sequence below for import to NLRDM and transshipped via NLRDM:

**Line 1 & 2(two lines)** reserved for the full company name only

**Line 3...N** reserved for Address

**Line N+1** Postal (Zip) code/City

**Line N+2** Country

The shipment with consignee is " TO ORDER [IN BLANK] ", " TO ORDER OF [SHIPPER]" and "TO ORDER OF [BANK]", it is not required to maintain the company name, address, postal code, city and country data.

However, for shipment with consignee is " TO ORDER OF [XXX COMPANY]", B/L must be maintained with complete company name, address postal code, city and country data in consignee.

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- Dangerous Cargo –

D/G must be presented (electronic) to the Port Authorities 72 hours before vessel's arrival. Due to short transit time for USA trade, D/G must be presented (electronic) 48 hours before vessel's arrival.

- Hard copies of "dangerous goods declaration" and "dangerous cargo manifest" must be provided by POL in time.

- For in transit shipment, feeder carrier is not obliged to accept IMO cargo without Dangerous Packing Certificates in order to avoid possible tremendous Penalties from the local government.

- D/G not presented in time or presented incorrectly/incompletely a penalty from EUR 500.00 to EUR 1000.00 or more will arise. (After every case penalty will be higher).

## Norway

1. Piece count and gross weight breakdown for each container is requested.

2. Description

A. "General Merchandise" and "General Cargo" are not accepted by customs.  
full description of merchandise is required.

B. Spare parts must show what kind of spare parts.

## Pakistan

Import Cargoes to Karachi

#### 1. Customs Manifest Filing:

- All POLs are requested to mention both net weight and gross weight separately on B/L and manifest for every cargo destined to Pakistan and customs authorities will not accept the manifest without mentioning net weight and gross weight.
- Actual receiver should be located within Pakistan must be indicated either of Consignee, Notify Party or Also Notify Party.
- Details of commodity should be mentioned in B/L whenever there are more than one commodity contained in one B/L.
- Manifest should include NTN number of consignee or notify party.
- For personal effects and diplomatic shipments, passport number of consignee or notify party is required.

2. Amendment in Customs Manifest: After submission of manifest to Customs, any amendment on the manifest will be subject to the approval and a penalty imposed by Customs.

3. Cargo Destined for Afghanistan: Customs authorities do not allow any amendment in manifest once manifest is submitted to them for the cargo destined for Afghanistan. The cargo manifest in local manifest cannot be transferred into Afghan cargo manifest at all. If cargo destined for Afghanistan via Karachi under Merchant or Agent haulage, the shipper must declare in B/L the customs clearance station (i.e. CHAMAN or TORKHAM) in Pakistan Border.

#### 4. Containers Bound for ICD Lahore (PKIHD) Destination:

A. If B/L is reading ICD destination in column 17, the inland haulage will be arranged by carriers and if inland routing is mentioned elsewhere on B/L, same will not be carrier's responsibility and merchants will have to conduct inland haulage on their own

B. The consignee's address must be situated at Lahore (PKIHD) otherwise authorities concerned will not allow transportation on Lahore.

C. To complete the requirement formalities with concerned authorities for transportation of cargo to PKIHD shipper's invoice, packing list, OB/L, copy of government registration certificate etc., should be forwarded to GPP KHI office 5 working days prior to vessel's ETA KHI. Consignee will submit all required documents, such as shipper invoice, packing list, OB/L, copy of government registration certificate etc., to GPP shipping Pakistan (PVT) LTD. Karachi 5 days prior arrival of the vessel. Failing which port demurrage and lines container detention charges shall be on consignee's account.

D. Hazardous cargo of any IMCO class is not acceptable by Pakistan railway and the same cannot be transported on carrier's haulage.

6. In Pakistan port of discharge cannot issue the Bill Of Lading per local practice.

## **Philippines**

#### Manifest and Bill of Lading Required:

- In order to comply with the customs rule description of goods mainly should be within the first five (5) lines of Description of Goods (column 20) without fail due to customs computer system could only capture said first five (5) lines of the description column.

- HS code (6 digits) should be on the first five lines under description of goods and HS code need to be reflected in Bill of Lading.

Regarding H.S. code please refer to <https://tariffcommission.gov.ph/>

- Manifest must include marks and kinds of packages

Declaration of "CNT" as package unit is not acceptable by the customs bureau;

- It is a must to declare inside quantity of the shipment.

- Shipper, Consignee and Notify Party's name and complete address should be provided in our manifest as well as in the Bill of Lading due said data will be checked against the Commercial Invoice and Packing List submitted to customs bureau together with other fields in the electronic bill of lading. The Assessment Group of the Bureau of Customs will use the Shipper, Consignee and Notify Party's name and address as part of their reference and important data to be verified before giving clearance to process the release of shipment thus data is mandatory.

- The seal No. stated on B/L should correspond with actual seal No. on container. Any discrepancy will be penalized minimum PHP10,000 to maximum PHP30,000 (USD384-USD1,154). Besides, the container will be held and subject to complete stripping, supervised by customs authorities.
- Declaration of foreign consignee is not acceptable by Customs Bureau.
- Late issuance of correction will mean processing of formal amendment wherein amendment processing fee of USD70 will be incurred plus the penalty (minimum = PHP10,000 (USD208) - maximum = PHP30,000 (USD625)) that might be imposed by customs authorities.

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6. Withdrawal of import reefer and dry container vans  
 Import containers must be pulled out within seven (7) days from the date of discharged for dry cargo and five (5) days for chilled cargo. Failure to withdraw within the specified time will be tagged as abandoned and forfeited in favor of the government in accordance with the applicable laws. Once the decree of abandonment was finalized, Bureau of Customs will then determine the proper disposition of the cargoes whether auction or destruction.

## Portugal

Manifest (for cargo to be discharged or in transit) should indicate:

Full address of all consignees and/or notify party

In order to avoid delay in delivery of cargo, the full address, fax, phone or email of all consignees and/or notify party are needed.

## Romania

1. Detailed information of consignee and notify party Consignee on OB/L and M/F should always be a Romanian party; otherwise, Romanian authorities can refuse to discharge containers from the vessel. Moreover, for each B/L, the following details of Consignee and Notify Party should be clearly stated by POL:

- Full company name
- Address, town
- Telephone no./fax no.

Penalties for customs correction automatically applied and cargo releasing troubles will be encountered in case of missing above details.

### 2. Amendment

- All changes of the original cargo details should be declared in the customs office by an official correction letter.
- All proper documents proving change required.
- Agents on behalf of line are considered responsible for any correction requested.
- For any cargo correction, taxes will be applied based on kind of revision requested and cargo value.

## Qatar

1. All import manifests have to bear full style of actual cargo receiver data on consignee or notify party's column including company name and full address ( At least with tel/fax numbers if there is no address of consignee).
2. Shipper is free to decide on the packing, (ex: CTN, PKG, BOX, etc..) but it must be loaded on top of the pallet.
3. Amendment Fee QAR 300 will be charged after the submission of manifest by MINISTRY OF CUSTOMS OF DOHA QATAR

## Saudi Arabia

\*\*\* Revised== 26.06.2022

### 2. Manifest Requirements

I. Consignee or Notify Party must be located in Saudi Arabia with complete address and

contact information to be provided on the B/L and Manifest as below to avoid any local Customs penalty.

- (1) The name of Person in charge with contact information (e.g. Direct line or Cell phone etc.)
- (2) Phone number & Email address
- (3) Full address of Consignee/Notify Party including P.O. Box and ZIP code
- (4) Complete consignee/Notify Party's company name

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\*\*\* Effective from MAR/01/2022.

Please inform all shippers to follow the new rules.

The key items are as follows.

1. All cargo must be palletized inside the container

Commodities must be palletized inside the container except the commodities excluded such as

- 1) Bulk material that are loaded directly onto its own transportation.
- 2) Raw materials that comes in Jumbo bags and large weights.
- 3) Metal products that come in large rolls, coils and flats.
- 4) Materials that are difficult to load on pallets.
- 5) Pneumatic outer tires.
- 6) Marble, rocks and raw granite.

2. For out-gauged shipments

Additional charges will be applicable for using other gears such as wire, ropes, metal lifting wires, man power etc.

3. Reefer shipment

300 Ryals per unit will be incurred for fuel and monitoring the temperature.

Yes, for reefer units SR 300 per box for plug in charges and monitoring the required temperature.

#### Manifest Requirements

- Complete Information of N/P column should have all details including name, full address, telex/telephone/fax number.
- PIC's active email address, phone number & fax number in Consignee or Notify party column
- Foodstuff must be described detailed, clearly, and accurately also indicating type of foodstuff carried as breakbulk or containerized.
- Weight Limit The gross weight of any container should not in any way exceed the maximum weight allowed in the Container Safety Certificate(C.S.C) fixed on the container.
- The measurement for general containers should be mentioned in manifest; otherwise, port may refuse to accept the manifest
- Bagged Cargo and Drums Must Be Palletized or Unitized. Any and all bagged cargo and cargo in drums may continue to be shipped in closed dry containers, provided that it is palletized or unitized to allow handling by forklift trucks.

Limitation for unpalletised cargo Cargo not mentioned specifically in the categories above are not affected by SPA's restrictions on the shipment of cargo in closed dry containers. All other cargoes may be shipped unpalletized and ununitized, subject to a weight limit of 2,000 kgs per piece. However, SPA recommends palletization or unitization whenever possible to speed stripping of cargo for examination.

Unitization/Palletization of Cargo Above restrictions are applied to speed cargo handling/ delivery by the use of mechanical handling by forklifts or other means.

Penalty SAR.1,000/each container. And also shipment on pallet should show out the inside package for pallet on the manifest & OB/L, or it will impose the penalty SAR.2,000-SAR.5,000 per case.

## Singapore

1. Quantity/Weight/Measurement/Description of goods per container breakdown. The Singapore Customs requires all shipping documents to reflect above-mentioned items per container breakdown, also quantity to be declared per particular item of goods.
2. Description in Foreign Language/General Classification Not Acceptable The local customs does not accept description of goods in foreign language, in general classification, nomenclature (ex. white goods), short-form (ex. B.W I/O Whisky or H.X I/O Brandy) and brand classification (ex. matignon I/O wine)
3. Stipulation of consignee's phone or fax numbers on the C/column (3) or N/P's column (4)
4. Any amendment to manifest must be received by SGS GP agent before vessel's arrival

## Slovenia, Croatia, Bosnia-Herzegovina and Albania

(including ports of Koper, Rijeka, Ploce, Bar and Durres)

1. B/L column of Consignee/Notify party must provide following details, and the country name must be indicated in the column of shipper.
  - A. Full company name
  - B. Detailed address
  - C. Telephone no./fax no./e-mail
2. All data should correspond wherever are shown (B/L, cargo manifest, commercial invoice, etc.).
3. Description of cargo (for cargo to be discharged or in transit) should be as precise as possible. General declarations (general cargo, general merchandise, foodstuff, machinery, f.a.k...etc) are not acceptable.

## Spain

The Manifest (for cargo to be discharged or in transit) should indicate:

- A. Full cargo details. The description of general cargo and several cargoes etc. are not accepted except an annexed separate sheet with the B/L number and full description.
- B. Full address of all consignees and/or notify party. In order to avoid delay in delivery of cargo, the full address of all consignees and/or notify party must be in Spain.

Correct description, detailed piece count and weight for consolidated cargoes

## Sri Lanka

1. The Manifest should include full style address of consignee and notify party located within Sri Lanka with tel/fax numbers and details of weight and measurement.

**added** Friday, March 11, 2022 10:06 AM

**Subject:** Notice No. BCDAGS-2022-0014 Implementing Import License Requirement for Selected Commodities

Ministry of Finance in Sri Lanka has issued a Gazette Notification on 9th March 2022 making it compulsory to have an **"Import License"** for importation of several commodities/products into Sri Lanka **with effect from 10th March 2022 (Date of Onboard)**.

The government has not issued any operating instructions on the Gazette. However, the listed commodities/products are still permitted to import for **license holders** and therefore we do not intend to include the same in to "Banned List". Shipper should check with the consignee if they hold a valid license to import the said commodities/products.

POL agents could contact ELK for further clarification. ELK will check with the consignee if they hold a valid license to import the listed commodities/products and get a confirmation from the consignee on clearing the shipments upon arriving in Colombo.

Below are the main categories which requires the import license and there are around 370

subcategories on gazette notice as attached.

<b>Goods</b>	<b>Import Control License Fee/ CIF value</b>
Dairy Products	0.10%
Fruits	0.10%
Prepared Flour & Starches	0.10%
Prepared foods, chocolate and pasta	0.10%
Tobacco products	1.00%
Cosmetic	0.40%
Preparation of Dental Hygiene, wet wipes	0.10%
Candles and lightnings	0.10%
Articles made of rubber	0.10%
Articles of leather, Saddlery, harness, travel bags, Articles of Fur and woods	0.10%
Carpets	0.10%
Apparels and fabrics except batik and handlooms, Foot wears, Hats and Other headgears	0.10%
Umbrella, Hair Dresses and Combs	0.10%
Ceramicware & Glassware	0.10%
Non-Electric domestic appliances, Kitchenware, Household articles	0.10%
Electric appliances	0.10%
Monitors, Projectors and parts	0.10%
Spectacles, Watches, Clocks and Musical Instruments	0.10%
Seats and Furniture	0.10%
Toys	0.40%

## Sudan

1. General regulation:

Weight limit at Port Sudan Container Terminal for the container is 31 tons maximum.

2. Packages should be marked and numbered on actual cargo and the same on OB/L & Manifest as well.

3. The complete information of Consignee/Notify party.

The consignee/Notify party's name & full address are required, especially for telephone/mobile/fax No.

4. Amendment of manifests

No manifest or document on imported goods shall be amended after submission of manifest. However, the customs may permit to correct obvious errors in M/F, or to supply and omission, which in the opinion of chief customs officer result from accident or inadvertence by furnishing and amended or supplementary manifest or document. But customs officer may levy thereon such fee of S.D 10,000 as prescribed.

## Republic of South Africa

1. The South Africa Advance cargo loading notice/manifest (ALM) required information is as below:

(1) The full style of address, telephone and email contact detail of shipper, consignee and notify party.

P.O. Box is not acceptable.

(2) Container details, including container no./seal no./piece count/package unit/gross weight/measurement/VGM(Only VGM is optional).

(3) Packaging based on the smallest packing unit, for example, 2 pallets contains 50 pieces each must be reported as 100 pieces not 2 pallets.

(4) Mark and numbers

(5) Precise description or 6-digit harmonized tariff number.



Also, "Said to contain" or "freight of all kinds", "general cargo", "chemical products", etc. are not acceptable. For unacceptable description of goods, please refer to: <http://www.sars.gov.za/ClientSegments/Customs-Excise/Pages/Prohibited-and-Restricted-goods.aspx>

Cargoes destined to cross border territories Port of discharge should be to read as ZADRB only. Cargo must be customs cleared in ZADRB and on carriage arrangements over borders will be under merchant's risks and costs. Container will only be released to consignee upon presentation of a cross border indemnity and associated container deposit as per LOI which is refundable provided empty container is returned in good condition and within prescribed free time allowed to our nominated depot in RSA.

2. B/L details on OB/L must always match the B/L COPY, which CNEE presents to Customs. If any change after Shipper courier OB/L to consignee, full set OB/L should be surrendered & then update B/L accordingly. POD will inform Consignee to revise concerned documents.

## Taiwan

1. Complete information of N/P with full address in Taiwan Notify party's title must be fully indicated and its address must be in Taiwan and 'P.O.BOX' is not acceptable as address.

2. Description of 'General Cargo' is not accepted

3. Shipper's own container (S.O.C.) shipments

All POL are requested to ensure that 'SOC' or 'Shipper's own container' wording is shown on SOC B/L and M/F for empty and full containers. The customs penalty of TWD20,000.00 to TWD 180,000.00 will be levied for not showing.

4. Any discrepancy in cargo weight/container number/ commodity description between M/F and actual loaded found by customs, the customs will confiscate the cargo or levy customs fine TWD6,000 to TWD 20,000 which is subject to customs regulation and decision.

5. Quarantine requirements for wood packaging material

Wood packaging material, exceptions listed as below, shall be treated by either Methyl Bromide(MB) or Heat Treatment(HT) method. The mark which certifies the approved treatment shall also present on the wood packing material.

(1) made from wood less than 6 mm in thickness.

(2) created using glue, heat and pressure or combination method.

(3) treated by paint or stain.

(4) treated by tar or other preservatives.

(5) used as containers loaded with liquor.

Any violation with the charge occurred (MB or HT or destroyed at Taiwan, or re-export, or segregation if allowed) will be borne by the cargo interests.

## Thailand

1. Measurement must be shown on M/F, failure to declare the measurement on the M/F, the port authority will impose a fine about THB1,200 per B/L.

2. Customs penalty of about THB1,200.00 will be levied for any amendment after submission of M/F to customs which includes the following items:

A. Shipping marks:

Wrong or no mark - if packing got no mark then the customs' penalty will be occurred or hold for consideration.

B. Quantity of package

(1) "Package"(PKG) is not accepted and should be indicated to its actual wrapping such as carton or cases. In case of several types of package in the container, total piece count can be declared as "Package", but need to breakdown number of each packing type in cargo description.

(2) Bundle(BDL) and Skid(SKD) can be accepted to declare as a package unit.

(3) "Van or Container(CNT)" and "Numbers(NOS)" are not acceptable as package unit, except the following:

-If the shipment is loose loaded or no packing

I.E.:Car, machinery xxx units can be used for package declaration, in case of household/ personal effects xxx liftvans can be used. In case of loose loaded Scrap or other similar type, please mention as 1 lot loose loaded

-If shipment is in bulk

I.E.:Malt, 1 lot in bulk can be used.

### 3. Shipper's own container (SOC) shipments:

A. SOC M/F must be submitted separately, therefore all POL are requested to ensure that "SOC" or "shipper's own container" wording is shown on B/L and M/F.

B. The customs penalty of about THB10,000 will be levied for non-submission of SOC M/F.

## Turkiye

### 1. General Rules:

<<Revised>> 1 ноября 2023 г

#### A. General Rules:

- All details of Consignee/Notify Party are including name, full style addresses, telephone and e-mail. Consignee or Notify must be a Turkish importer. 'To order' is acceptable when there is a complete name and address in notify party.

#### D. Penalties For Document Errors

- All import containers must be declared to customs system through EDI transmission. If POL agents not to provide Full address of all consignees and/or notify party the full address, e-mail, phone of all consignees and/or notify party. Customs systems refuse to file and will cause customs penalty.

- Consignee and Notify Party data must include 10 digits Tax Registry number of the customer for cargo import to Türkiye. If the consignee is a real person, the 11 digits of Turkish Republic ID number is required. If consignees is a foreigner who is not the citizen of Republic of Türkiye, the 16 digits of Passport ID number is required. Tax registry numbers and Turkish Republic ID numbers are formed from numbers only and do not contain any letter, space or punctuation. In case of number contains any of them or number digit size does not fit, filing will be failed and it is subject to customs penalty.

- The HT code with 6 digits and clear cargo description are required to be provided in the ENS. If there are different HT code furnished by shipper, each HT code should be maintained separately. Description of "General Merchandise" and "General Cargo" are not accepted by Customs, and full description of merchandise is required. For the commodities such as "Spare parts" it should be mentioned the name of main unit which spare part belongs to. If the multiple advance filing are involved, please comply with the more strict filing rule for HT code maintenance. Any HT Code modification (changing, deleting, updating) after manifest done is subject to customs penalty. For such modification, please contact with POD agent first.

- Description "General Merchandise" and "General Cargo" are not accepted by customs, full description of merchandise is required. For the commodities such as "Spare parts" it should be mentioned the name of main unit which spare part belongs to.

- All details of Consignee/Notify Party are including name, full style addresses, telephone and e-mail. Consignee or Notify must be a Turkish importer. 'To order' is acceptable when there is a complete name and address in notify party.

- For the inbound cargoes; consignee / importers are obliged to clear the goods in 45 days otherwise it results in automatic confiscation by customs authorities unless there is an acceptable reason.

- In case vessel calls multiple ports in Türkiye, all documents of subsequent ports should also be submitted to the first calling port's custom authority. Any extra charges due to mis-declaration will be debited to liable party.

- For inbound shipment under parcel list which are loaded onboard of Evergreen Line own service vessels; e.g. B/L forms, Green seals, Giveaways, Calendars, ship's spare, reefer spare parts, etc., an import cargo manifest



needs to be submitted to the local Customs authority. Therefore, concerned POL office have to issue a B/L data accordingly.

- The kind of cargo for each container should be separately shown on M/F in case each container contains different kind of cargo. The "total number of package" item should represent the biggest packaging material of the whole cargo like ; if the number of packages is 18 pallets with 700 boxes then the total number of packages which has to be mentioned is "18 pallets".The package unit of 'CNT - Container(s)' is not acceptable by Turkish Customs.

- The original B/L of inbound shipment is allowed to be printed at Turkiye offices only when revised original B/L is required for import manifest amendment. Otherwise, all in bound O/BL must be issued by any place other than Turkish ports.

#### B. Dangerous Cargoes :

Dangerous cargoes and hazardous cargoes details should be known 72 hours prior vessel's arrival. Turkiye is integrated to European customs unity.

#### C. Amendment on M/F

- Cargo particulars mentioned on the documents should correspond with the actual particulars of the cargo. All amendment should be made 72 hours prior vessel's estimated time of arrival and no alteration can be made on the documents after M/F is submitted to the customs, otherwise agents are held responsible for the fines.

- In case customs finds any discrepancy on the manifest declaration after the manifest has been lodged by customs authority, a manifest corrector should be sent to amend all changes at manifest. Manifest corrector should be printed on POL agent's letter head, signed, stamped attested by Local Chamber of Commerce at the origin and afterwards send to related POD agent by courier. If manifest amendment is requested before the Customs applies prosecution, the amendment can be done against revised original B/L.

- Return shipment is not allowed after cargo manifested and discharged once cargo is manifested and discharged no reshipment is allowed unless a declaration stating reason of refusal of the cargo signed by the consignees in Turkiye as well as written instructions duly legalized by the Local Chamber of Commerce at origin for the return or re-shipment of the cargo by the cargo concerns (shippers). Shipping agents are in no way allowed to apply and intervene for reshipment.

#### D. Penalties For Document Errors

- Once manifest registered, customs authorities will impose fines for any changes at manifest.

- If the customs authorities feel the receiver have wrongly declared value of cargo, contents of container...etc, then, they have all the power to detain and inspect all cargoes according to customs discretion. There is no limit of time for how long a container can be detained

- All import containers must be declared to customs system through EDI transmission. If POL agents not to provide Full address of all consignees and/or notify party the full address, e-mail, phone of all consignees and/or notify party. Customs systems refuse to file and will cause customs penalty. E. Forbidden Commodity - Cigarettes, Cigar, and its by-products (e.g. paper of Cigarettes and Cigar), Asbestos , and any chemicals classed imo 1 and 7. (Remark:Those forbidden commodities are not regulated by Turkish Customs Authorities but under principal's concern to the customs inspection and avoid the smuggling problem may incur.) - Waste, parings and scrap, of plastics (Of polymers of ethylene) under HS Code 3915.10.00.00

## United Kingdom (Great Britain)

Manifest

1. It is necessary to show the following information for each individual container:

A. Number of packages i.e. quantity and packages on description screen must agree with container no. screen. In addition, local authority system only allows a maximum of 5 digits in the quantity field per container. Hence, an outside wrapped package must be indicated in the container no. screen when total pieces are over 99,999.

**Example:** If the 154,918 pcs were palletized on 12 pallets please describe same in description screen. But in the container no. screen, please show the quantity as 12 pallets.

B. Gross weight

C. Measurement

2. There is no penalty for a late amendment, it just holds up the container from being customs cleared and usually needs four days prior to vessel's arrival for any amendment. However, pertaining the changes of commodity and numbers of packages, if goods already customs-cleared by consignee and the carrier tries to amend manifest, Customs will levy fines based on the fact that calculation for duty incorrect.

3. Manifest Data for Shipper/Consignee/Notify Party

3.1 Complete name and address of Shipper (GB EORI number where available)

3.2 Consignee and notify party should contain the following information:

A. Full detailed company name (GB EORI number where available)

B. Full detailed company address (PO box number is not accepted) with city name, post code and country in the U.K.

C. Contact Telephone No. in the U.K. or email address

D. For shipment with consignee " TO ORDER [IN BLANK] ", " TO ORDER OF [SHIPPER]" and "TO ORDER OF [BANK]", it is not required to maintain the company name, address, post code, city and country data. However, for shipment with consignee " TO ORDER OF [XXX COMPANY]", B/L must be maintained with complete company name (GB EORI number where available), address, post code, city, country and contact telephone no. in the U.K./email address.

4. Foodstuffs/products of animal origin: any and all foodstuffs with animal product ingredient or product of animal origin i.e. leather belts etc., whether for full importation into UK or for transshipment will be held and inspected by UK Port Health Authorities for veterinary checks the costs of which will be for account of the cargo.

5. Overdue containers: UK Customs allow 45 days for cargo to be entered into the UK clearance system, after which UK Customs may seize the cargo without recourse to any party.

## United Arab Emirates

Jebel Ali (Dubai), Abu Dhabi

All the cargo destined to AE ports must reflect AE party address with complete address/telephone/fax number.

For import & transship cargo, 8 digits HS code is mandatory in manifest. In case of missing HS code will be subject to Port & Customs penalty.

HS code Online Reference Tool can be found at <http://www.dubaitrade.ae/hs-code-search>

## U.S.A.

1. No solid wood packaging material can be imported into the United States unless it had either been heat treated or fumigated with methyl bromide, and had been marked as so treated. Any violation the charges occurred ( the cost of re-export or segregation if allowed...) will be borne by the cargo interests.

2. Mandatory for manifest:

- A precise commodity description. No FAK, Consolidated Cargo, Chemical, foodstuffs, general merchandise, etc. in the B/L.

- 6 digits of Commodity HTSUS (Harmonized Tariff Schedule of the US)

HTS Online Reference Tool can be found at <http://hts.usitc.gov> or from a link on <https://hts.usitc.gov/current>.

- The Shipper's complete name and address (with country), or ID, from all B/L

- The complete name and address of the Consignee or the owner or owner's representative, or ID, from all B/L, with the exception of "FROB" (foreign cargo remaining on board) B/L. U.S. Customs no longer allows Consignee to be listed as "TO ORDER" only. For "To Order of a [shipper], [notify party] BL", the shipper, notify party must have complete name and address in the Consignee column; and B/L must with complete US name/address in N/P column.

### 3. Amendments Filing including Split BLs in USCS ACE

Amendments Filing including Split BLs in USCS AMS via ACE filing Amendments, including Split BLs, after ACE initial filing, is subject to Customs manifest review process with possible fines and Customs Hold.

Any manifest amendment beyond the 24 hour filing deadline against a US bound vessel will be considered a US 24 hours filing violation, with possible penalty issuance from US\$5,000~US\$15,000 per BL for the account of Correction Issue office.

If later than 60 days after vessel's ATB at US POD, then the electronic amendments will not be accepted by U.S. Customs and Paper amendment will be required.

Please refer for more details to U.S. Customs and Border Protection

<https://www.cbp.gov/trade/automated/technical/ace-import-manifest-documentation> .

For FAQ, please refer to <https://www.cbp.gov/trade/automated/ace-faq>

## Vietnam

1. Manifest must be clearly stated the following details of Consignee/Notify Party:

- The company name and full address of Consignee or Notify Party must be Vietnamese entity, the misspelling on name is not acceptable.
- Telephone No., fax No or email address of cargo receiver must be provided.

2. ==Revised==16/11/2021

Any "In transit" shipment involved with further transportation arranged by Merchant to ICD Customs Bonded Warehouse or cross border to neighbor countries (such as Laos and Cambodia etc.) stated in B/L column (10), Consignee must be Vietnamese Company/Party for "Sea Waybill" issued with complete contact information (Address/Tel/Email/PIC etc.) or "Release to Party" must specify Vietnamese Company/Party for "Email Release" issued with complete contact information as well.

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3. Manifest Amendment:

- Manifest amendment is subject to be approved by the Customs Authority case by case.
- There is an amendment fee involved.
- Amendment to change place of delivery (inland move in Vietnam area) more than one time is prohibited.

4. Manifest for commodity for "Scrap and Waste cargo"

All kinds of scrap, waste (paper, steel, metal, glass, old corrugated cartons, etc...) must be declared with below information and format;

use "#" to link required element with NO SPACE in import manifest.

Otherwise, shipment will be rejected to discharge at POD.

A. Consignee

- Tax code.
- Import license number
- Bank deposit number
- Company name, address, email.

\* If consignee is "to order", "to order of bank" or "to order of shipper", the notify party must be declared as below. Consignee's Template:

Tax code#Import license number#Bank deposit number#Consignee company name#Address(#Tel#Fax if any)#Email Example:

3700520231#07/GXN-BTNMT#121218-18/XN-MB-BDU#ABC PAPER COMPANY#15 STREET, OO INDUSTRIAL ZONE, XX TOWN, VIET NAM#XYZ@ABCCOMBANY.COM

B. Description

- Commodity
- HS code (8 digits)
- Quantity Description

template:

#Commodity name#HS code#Quantity Example: #WASTE PAPER#47072000#91 BALES