

Inspection Procedures at the Gold Office

Import transactions:

Cargo is directly brought in for inspection through cargo companies and cargo agents, the procedures are implemented as the following:

First Step: Checking Bill Number on the cargo and compatibility with the number in the enclosed documents.

Second Step: Verifying that all required documents are given; Import Declaration, Airway Bill, Delivery Order, Original Invoice Bill of country of origin.

Third Step: Making sure that all necessary documents are submitted (Import Declaration, Airway Bill, Delivery Order, Original Invoice Bill of country of origin with the company's stamp, authorization letter from the owner company of the cargo to the cargo company or its agent and a copy of the clearance agent's ID)

Fourth Step: Inspection process begins after opening the cargo and checking if it matches details given including the cargo description and other information such as weight and quantity...etc.

Fifth Step: Making necessary calculations to verify the value (the enclosed invoice bill must include: total price, total weight, and caliber. In case of multi calibers, price and weight are separately mentioned.)

To calculate value, do the following:

Price per gram= total price/ total weight (multiplied)

To verify price, refer to the daily gold prices list.

Sixth Step: If the price does not match the daily gold prices list, it is altered according to that list by doing the following:

Total price= total weight * daily gold prices (based on the available caliber)

Final Step: After the completion of inspection, cargo is sealed and an inspection report is written.

Please note the following:

- Customs fees on valuable cargos are 5%.
- Companies that have an account at Dubai Customs will receive 0.32% customs fees for golden jewelry, 1% for diamonds and 5% for all kinds of watches.

Temporary Admission:

This kind of transaction is usually adopted in case of temporarily admitted goods to UAE (public and private exhibitions).

The cargo is brought into inspection through clearance companies or the agent of the owner company through Dnata. Inspection procedures are taken as the following:

First Step: Verifying Bill number on the cargo and if it matches the numbers mentioned in the enclosed documents.

Second Step: Making sure all required documents are available (Import Declaration, Airway Bill, Delivery Order, Original Invoice of country of origin with the company's stamp, Packing List, photos of the Packing List and their numbers, approval letter for temporary admission by the operations manager or his deputy, authorization letter from the owner company to the clearance company or its agent and a copy of the clearance agent's ID).

Third Step: Inspection process takes place once cargo is opened to see if it matches all listed details in the Import Declaration. Then, some items are randomly selected to examine correspondence to the photos and the enclosed list and documents.

Fourth Step: Calculations are processed to verify value (the enclosed bill must have: total price, total weight, caliber, and in case of multi calibers each price and weight is mentioned separately)

To calculate value, do the following:

Price per gram= total price/ total weight (multiplied)

To verify the price, refer to the daily gold prices list.

Fifth Step: In case price does not match the daily gold prices, alter the price accordingly.

To do that, apply the following:

Total price= total weight * daily gold prices (based on the available caliber)

Final Step: After the completion of inspection, cargo is sealed and an inspection report is written.

***** Essential information you should know in regards to Temporary Admission:**

* Temporarily admitted goods to UAE should have guarantees and there are different types of these:

Cash Deposit: An amount of money is deposited to insure the cargo and it is equivalent to the customs fees (i.e. 5% of the goods value) and it is refundable once the cargo is moved.

Cheque Deposit: An open Cheque is deposited in Dubai Customs account to insure the goods, it is worth the customs fees imposed (i.e. 5% of the goods value) and it is refundable once cargo is being transferred.

Stander Guarantee: This type is required from clearance firms (Brinks, Transguard) which enjoy such a privilege as they have an account at the Department.

* When extracting cargo, it is re-inspected to check items departing, in case any item was sold inside UAE, customs fees are paid on such items and then guarantee is refunded. And in case cargo remained the same, this should be mentioned on the Exit Certificate so that cargo owner can receive the refund.

* There is inspection fees imposed on cargos when they are being taken out and they are equivalent to AED 210.

Export Procedures:

Cargo is brought for inspection through clearance companies or company's agent, inspection is taken as the following:

First Step: Verifying availability of all required documents (Invoice, letter from the company, copy of agent's ID).

Second Step: Inspection is processed once cargo is open to check compatibility of information mentioned in the enclosed bills and photos.

Third Step: By doing first two steps, inspection is complete, and so cargo is sealed and bills are signed.

Final Step: All procedures are finalized through Dnata and then Instructions for Dispatch Goods (IDG) is brought to the inspector so as to make sure all listed information is well-matched and to check customs seal number and sign and stamp the IDG.

Temporary Export:

Cargo is brought to inspection through clearance companies or the company's agent, inspection is taken as the following:

First Step: Verifying all required documents (Exit Certificate, Invoice Bill (total price and total weight), detailed list of the items, photos of the items included in the cargo, company's letter and copy of clearance agent's ID).

Second Step: Inspection is processed once cargo is open to check compatibility of information mentioned in the enclosed bills and photos as well as numbers on the items.

Final Step: Once these two steps are executed, inspection is complete and so cargo is sealed and data mentioned in the Exit Certificate is finalized. Moreover, check that all enclosed documents with the cargo are stamped (bills and photos).

***** Essential information you should know in regards to Temporary Export Procedures:**

- * There is inspection fees imposed on cargos when they are being taken out =AED 210.
- * When returning such cargos, all necessary documents must be presented (Exit Certificate, bills and photos) that have been signed and stamped after moving the cargo. Inspection is processed by checking compatibility of items with bills and photos, and if they do, a cargo inspection report is written to note that this cargo is a Returned Shipment. In case there are extra items, the agent has to mention that, and these additional items are tackled as Import goods and aforementioned steps of admission procedures are implemented on these.

Air To Air Procedure:

Cargo is taken to inspection through clearance companies or agent of the owner company through Dnata, inspection is taken as the following:

First Step: Verifying Bill number on the cargo and its compatibility with the numbers in the enclosed documents.

Second Step: Verifying availability of all required documents (Import Declaration, Airway Bill, Delivery Order, Original copy of Invoice from the country of origin along with the company's stamp, authorization letter from the owner company to the clearance company or its agent and a copy of the clearance agent's ID)

Third Step: Inspection is processed when cargo is open and matched with goods description in the Import Declaration.

Final Step: After the completion of the first two steps, inspection is done and cargo is sealed and an inspection report is written in regards to that.

***** Essential information you should know in regards to Air To Air Procedures:**

* The port through which cargo was taken out should be identified (Airport- by Passenger and Dubai Cargo Village- by Cargo) in case cargo was extracted through Airport by a passenger, a copy of the passport must be enclosed along with a copy of the flight tickets. Furthermore, the inspector is the one who delivers the cargo to the Airport and imposes delivery fees = AED 160.

**Multi Commodities Inspection Center/ Gold & Jewelry
Dubai International Airport Free Zone**