



CUSTOMS GUIDE HANDBOOK

KINGDOM OF SAUDI ARABIA

Overview

This handbook is intended to give SAB employees as well as Customers an overview of the import and export processes, related regulations required by the Customs of the Kingdom of Saudi Arabia.

The details discussed are not new regulations in the Kingdom of Saudi Arabia rather an enforcement of existing legislation.

For any further clarifications, please do not hesitate to contact Customer Services team at customerservice.sa@sab-express.com .

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General Customs Clearance Rules

Commercial Shipments

Any commercial shipment that has a declared customs value of between US\$ 266 and above will be dutiable; which will require the following documentation:

- A detailed commercial invoice, with full accurate descriptions and preferably the HS Code for each item
- A copy of the consignees Company Registration document
- Electronic Letter of Authorization

MAIN IMPORT BRACKETS TO SAUDI ARABIA

<p>1</p> <p>Food & Drugs</p> <p>Foodstuff, Machinery associated with the making, storing or transporting of foodstuff and drugs. All drugs.</p> <p>Ministry -SFDA</p>	<p>2</p> <p>Wireless eqpt</p> <p>All Wireless equipment, Modems, Satellite parts and equipment.</p> <p>Ministry - GTC</p>	<p>3</p> <p>Automotive</p> <p>All Automotive parts, spare parts, engineering supplies Engine parts.</p> <p>Ministry - SASO</p>	<p>4</p> <p>Publications</p> <p>All printed material, Magazines, brochures, CD's, USB ticks, Video games, Study aids.</p> <p>Ministry – MOI (Information)</p>	<p>5</p> <p>Electronics</p> <p>All electronic items, Electronic spare parts, all items utilized by Humans.</p> <p>Ministry - SASO</p>
<p>6</p> <p>Security eqpt</p> <p>Security equipment, CCTV Equipment, all cameras, camera spare parts and accessories</p> <p>Ministry - MOI (Interior)</p>	<p>7</p> <p>Clothes, shoes & fabrics</p> <p>All types of clothes, Shoes and fabric.</p> <p>Ministry - SASO</p>			

Personal or Individual Shipments

Any Personal shipment that has a declared customs value of between US\$ 266 and above will be dutiable; which will require the following documentation:

- A detailed commercial invoice, with full accurate descriptions and preferably the HS Code for each item
- Obtain consignee's details of his/her Personal ID or Iqama (ID #, Expiry and Nationality)

IMPORTANT NOTE:

Private individuals may not import any items that require SFDA approval, including medicines or drugs covered by a prescription, cosmetics, herbal supplements etc.

List of Prohibited Items

The following Items are prohibited into the Kingdom of Saudi Arabia and therefore not allowed to be imported:

- Masks

- Playing Cards
- Poisons (Toxics)
- Smart Cards
- Pokemon Toys
- Tobacco Advertisements
- Counterfeit Goods
- Pornographic (Media)
- Sex Toys and other items related to sex
- All kinds of religious books (including but not limited to Qur'an, Bible, Buddhism..etc)
- Spice
- Herbal Tea
- Dates
- Herbal Products
- K2
- Electronic Smoking Devices
- Walkie Talkie (Personal Use)
- Video Games (containing graphic material)
- Laser Pointers
- Adult Toys
- Magic Games
- Male Enhancement Supplements (creams, tablets or sprays)
- Metal Detector (personal use)
- Electrical shocker (personal use)
- Tatoo Machine
- Mannequins
- E-Cigarette and e-cigarette flavor
- Any media displaying the female anatomy
- Items offensive to Muslim culture
- Gambling items such as lottery tickets
- Clothing consigned to a military unit
- Items offensive to Saudi Royal family, Saudi politics, habits or traditions
- Any items that have a hidden camera or anything that can be used as a spying item like (pen, watch and etc.)
- All shipments containing jewelry including but not limited to (gold, silver, platinum, pearls, stones and diamonds, etc.) with a declared or commercial value above USD \$500 is prohibited and will be confiscated by the customs authorities in Saudi Arabia.
- All commercial shipments containing jewelry including but not limited to gold, silver, platinum, pearls, stones and diamonds, etc.

Repair and Return Procedures

A service by SAB express offered to corporate clients to arrange pickup of parts, machinery etc. that involves warranty and repair or replacements and then ship it back to the origin country.

Documents required for Repair & Return:

1. Import & Export Authorization:: An authorization to the customs broker allowing him to follow up completion of export procedures;
2. Consignment Invoice: Showing the type, value, quantity, weight and country of origin
3. Certificate of Origin: Issued by the chamber of commerce if the shipment originated in Saudi Arabia
4. Arabic Declaration Letter
A declaration letter in Arabic from the shipper addressed to the customs manager requesting the approval to move the shipment as repair and return. The letter is necessary for verifying the consignment details when it's returned. The letter shall be attested by chamber of commerce and should show the following information:
 - AWB number
 - Quantity & Weight
 - Each part serial number
 - Each part HS code
 - Reason for exporting
 - The period of time the shipment will remain out of Saudi Arabia

A sample format of the application to Customs is drafted as **Annexure 1** to this document.

5. Color Snapshot: For each part clearly visible of engraved serial number
6. Company commercial registration copy
7. Authorized signatory ID and mobile number

Government Ministry Approvals

SFDA - Saudi Food & Drug Authority

The Saudi Customs Regulations require that the following products and commodities require SFDA approval **prior** to entry clearance into Saudi Arabia;

- Medications and pharmaceuticals (prescription and non-prescription)
- Laboratory chemicals and solutions
- Reagents and diagnostics
- Dietary supplements including vitamins
- Cosmetics and perfumes

SFDA approval should be obtained by the consignee prior to shipping to Saudi Arabia. Once the SFDA has approved the product for entry into Saudi Arabia then a copy of this will be required to be attached to each individual import shipment.

For further information on the process to get samples into Saudi Arabia then please review the requirements in the **SFDA site**: <https://www.sfda.gov.sa/en/Pages/default.aspx>

For full details on how to obtain approval to import goods in this category please read: https://www.sfda.gov.sa/en/food/about/administration/mangement_food/pages/edoifc-foodimportreq.aspx

IMPORTANT NOTES:

If shipments arrive for clearance but consignee does not have the necessary approvals then long delays may occur while seeking permission to import is obtained from the SFDA.

Private individuals may not import any items that require SFDA approval, including medicines or drugs covered by a prescription.

CITC - Communications & Information Technology Commission

The following products and commodities require approval from Communications and Information Technology Commission (CITC) prior to entry clearance of shipments into Saudi Arabia:

- All wireless telecommunications equipment
- Wireless computers
- Networking equipment
- All IT equipment
- GPS equipment
- Satellite communication equipment
- Cell phones and Smart Phones
- Certain Wi-Fi routers

The full list of items as well as the application form and processes are fully covered in the file CITC site: <http://www.citc.gov.sa/en/pages/default.aspx>

CITC approval should be obtained by the consignee prior to shipping to Saudi Arabia.

IMPORTANT NOTES:

If shipments arrive for clearance but consignee does not have the necessary approvals then long delays may occur while seeking permission to import is obtained from the CITC.

Private individuals may import up to 4 items of personal use equipment such as Smart or GSM phones (handhelds), PC's, Tablets etc. 5 or more items will be classed as a commercial importation and will require CITC approval.

MOCI - Ministry of Commerce & Industry

The following products and commodities require Ministry of Commerce and Industry (MOCI) approval prior to entry clearance of shipments into Saudi Arabia;

- Chemicals, including Dangerous Goods
- Ink products
- Toners

MOCI approval should be obtained by the consignee prior to shipping to Saudi Arabia

IMPORTANT NOTES:

If shipments arrive for clearance but your consignee does not have the necessary approvals then long delays will occur before clearance (up to 90 days) while permission to import is obtained from the MOCI. Generally permission to trade in chemicals or dangerous goods will also be part of the consignee's Company Registration document. Further details about MOCI can be obtained from the website: <http://mci.gov.sa/english/default.aspx>

MOI - Ministry of Information

100% of all shipments entering the Kingdom of Saudi Arabia are inspected by any of the following means; X-Ray, sniffer dogs, manually. The following products and commodities may be intercepted at the time of import and sent to the Saudi Arabian Ministry of Information for review and approval;

- Magazines
- Books
- Compact discs – music or data files
- Computer games
- DVD's
- Photographic media
- Cards containing electronic information – e.g. satellite TV cards, ID cards, Maps

IMPORTANT NOTES:

Products may be selected at random by the inspecting customs Officer. Delays may be incurred. Should the material be rejected by MOI following inspection it will be confiscated for destruction and cannot be returned to the shipper.

SASO – Saudi Arabian Standards Organization

Most of the imported items into Saudi Arabia are used for domestic purposes which require a Certificate of Conformance - CoC. This certificate is obtained by the shipper, prior to export of shipment from origin country. Saudi Standards, Metrology and Quality Organization (SASO) has launched Saber electronic platform, which aims to register and issue conformity assessment

certificates for consumer products before entering the Saudi market. The portal can be accessed via <https://saber.sa/home>

The portal guides the through the necessary steps for:

Registration

When you click on the "Register New User" icon, the registration page will be opened and the user enters the required details and followed the steps.

Certificate of conformity

The system allow the facilities to submit applications to comply with the regulated products, whether they are imported or manufactured locally, in order to issue a certificate of conformity of the product. This is done by adding the product to products list and then choosing the product to be issued a conformity certificate, the system displays the equivalent certificates (if any) for example (Saudi Quality Certificate QM). If a GCC matching certificate or COC is selected, the system presents the conformity assessment bodies (CB'S) to choose from. The application goes to the conformity assessment authority. If the application is received, the system sends a notice to the facility with an invoice to pay for the cost of a product matching study. Upon payment of conformity costs, the conformity assessment authority shall study the application and enter the product test result and the decision of conformity. . Detailed guidelines can be obtained from the guide at the link:

<https://saber.sa/UserGuids/UserGuideForCertificatesOfConformity-En.pdf>

Declarations

The system allows the facility to issue a (self-declaration certificate) for products that are not regulated and locally manufactured. For this purpose the user will login into the portal and apply for Self Declaring Certificate. The user adds the non-regulated locally manufactured products added to the system. At minimum the following data such as product name in English, HS code, certificate status, barcodes and serial numbers are added in the fields. The user adds the necessary details and barcode for the product. After approval and payment of the required charges the system issues a Self-Declaration Certificate. Detailed guidelines can be obtained from the guide at the link:

<https://saber.sa/UserGuids/UserGuideForSelfDeclarationRequest-En.pdf>

Shipment request

The purpose of shipment request is to enable the facility to complete the request form and attach the required documents. To start this feature, the user will log-in through the system and follow the required steps. The user adds the necessary details and barcode for the product. After approval and payment of the required charges the system issues a Self-Declaration Certificate. Detailed guidelines can be obtained from the guide at the link:

<https://saber.sa/UserGuids/UserGuideForShipmentRequest-En.pdf>

For more information please check the below website:

<https://www.saso.gov.sa/en/pages/default.aspx>

<https://saber.sa/home/aboutsaber>

IECEE

A certificate produced by SASO (Saudi Standards, meteorology and quality organization), for specific items (commercial use) which need to be provided which are

- Mobiles and mobiles Batteries
- Electrical water pumps
- Dishwashers
- Television
- Laptops
- Electric watches

Disclaimer: *The information provided in this Customs Guide handbook is designed to provide helpful information to employees and customers on the clearance of shipments in the Kingdom of Saudi Arabia. This handbook is the property of SAB Express LLC; it is not meant to be copied or sold but used for reference purposes. Readers should be aware that the information in this handbook may change hence the publisher disclaim any liability in connection with the use of information.*

Annexure 1

Sample
Application to Customs

التاريخ :-

الموافق :

المحترم سعادة / مدير عام جمرك -----

السلام عليكم ورحمة الله وبركاته

نفيدكم نحن شركة-----, نرغب في إعادة الشحنه الى -----

على البوليصة رقم

أسم الشركه المستلمه -----

تصدير مؤقتا بغرض الاصلاح والاعادة في خلال ستة اشهر من تاريخ : / / وهي عباره عن

الرقم التسلسلى	الوصف	رقم القطعة	الكمية

لذا نرجو من سعادتكم تسهيل إجراءاتها للتصديرها.

شاكرين ومقدرين لكم تعاونكم معنا

وتقبلوا خالص تحياتنا