



**Clear your  
shipments  
in a click**



**Sharjah Online Customs Clearance**



To login to the system please  
enter your credentials

User Name  
momentum

Password  
\*\*\*\*\*

Login Reset

## Online Account Creation

- Visit the ONLINE ACCOUNT CREATION COUNTER at Sharjah Customs along with the following documents:
  - Request letter issued by the company
  - Trade license
  - Owner's Passport/Emirates ID
  - Owner's Contact details
  - Letter nominating an employee as Primary contact
  - Credit Account
  - Most important- The Signed E-Clearance Contract that can be collected at the online account creation counter

If you don't have a CREDIT ACCOUNT with Sharjah Customs you can open one at the credit account creation counter by submitting the following documents

- Request letter issued by company
- Trade license
- Owner's passport/Emirates ID
- Bank Guarantee or Cash Deposit

- Once all the documents are submitted, customs will verify them and notify you of the status.
- If approved, you can use the username and password which will be sent to you within two days to login at [www.eportal.sharjahcustoms.gov.ae](http://www.eportal.sharjahcustoms.gov.ae)
- Once account creation is completed; you can collect the stationery, which includes the BOE by visiting Sharjah Customs.

## Processing the BOE

- For processing the BOE, upload Delivery Order, Bill of lading, Certificate of origin, Invoice, Packing list etc.
- Customs will receive a notification once the documents are uploaded and verification will be done in order to approve the BOE.
- Once you receive the approval please use the stationery to print the BOE.

**Please submit all your original documents within 15 days. If you fail to do that,  
your online access will be blocked.**