



# GULFTAINER

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## Procedure for Clearing Import Cargo to UAE

### 1. Clearing Import Cargo at Sharjah Customs – POD : Khorfakkan Terminal

#### **Without Clearing Agent**

- Customers need to go physically visit Sharjah custom office ([Location](#)) or Khor Fakkan Customs office ([Location](#)), to clear the cargo & pay the Duty.
- Import Declaration is filed under duty paid process at Sharjah Customs (for Khor Fakkan). Required documents (below) need to be presented to customs. Customs assessment is completed followed by payment of applicable Customs Duty (5%) and VAT (5%).
- If an inspection is required, the container is positioned accordingly. Upon approval, Customs Release is issued.

#### **With Clearing Agent,**

- Clearing agent will upload the below documents through the [SPA portal](#), to clear the cargo, get the BOE & pay the Duty. Customs assessment is completed followed by payment of applicable Customs Duty (5%) and VAT (5%).
- If inspection is required, container is positioned accordingly. Upon approval, Customs Release is issued.

The following documents are required for customs processing:

- Commercial Invoice
- Packing List
- Certificate of Origin or the origin of the goods mentioned on the invoice
- Original Bill of Lading – showing **POD: Khor Fakkan**
- Delivery Order
- Industrial license and/or any other third-party approvals required (e.g. MOFA) – to be provided by the consignee (*optional*)

*⚠ Please note: Original copies of the BL, Commercial Invoice, Packing List, and Certificate of Origin are mandatory. However, these may be presented to the Ports Authority. 1,000 AED deposit refundable with producing the original document in 1 month.*

#### **Portal Registration**

Customers must create an account on the Gulftainer Portal to receive their User ID and password prior to making any payment.

[Registration Link](#) | [Step-by-step guide](#)

Local charges must be settled in agreement with Gulftainer through the portal (with the above-mentioned user ID & Password) : [TOS](#).

Please note that to collect the container, the driver needs to be present at the Terminal gate with the above documents mentioned.



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## Procedure for Clearing Import Cargo to UAE

### 2. Clearing Import Cargo at Sharjah Custom – FPOD SICD

#### **Without Clearing Agent**

- Customers need to go physically visit Sharjah ICD customs office ([Location](#)) to clear the cargo, get the BOE & pay the Duty.
- Import Declaration is filed under duty paid process at Sharjah Customs. Required documents (below) need to be presented to customs. Customs assessment is completed followed by payment of applicable Customs Duty (5%) and VAT (5%).
- If an inspection is required, the container is positioned accordingly. Upon approval, Customs Release is issued.

#### **With Clearing Agent**

- Clearing agent will upload the below documents through the [SPA portal](#), to clear the cargo, get the BOE, & pay the Duty. Customs assessment is completed followed by payment of applicable Customs Duty (5%) and VAT (5%).

The following documents are required for customs processing online:

- Commercial Invoice
- Packing List
- Certificate of Origin or the origin of the goods mentioned on the invoice
- Original Bill of Lading –
- Delivery Order
- Industrial license and/or any other third-party approvals required (e.g. MOFA) – to be provided by the consignee

*⚠ Please note: Original copies of the BL, Commercial Invoice, Packing List, and Certificate of Origin are mandatory. However, these may be presented to the Ports Authority. 1,000 AED deposit refundable with producing the original document in 1 month.*

#### **Portal Registration**

Customers must create an account on the Gulftainer Portal to receive their User ID and password prior to making any payment.

[Registration Link](#) | [Step-by-step guide](#)

Local charges must be settled in agreement with Gulftainer through the portal (with the above-mentioned user ID & Password) : [TOS](#).

Please note that to collect the container, the driver needs to be present at the Terminal gate with the above documents mentioned.



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## Procedure for Clearing Import Cargo to UAE

### 3. Clearing Import Cargo from Khorfakkan to Free Zone – *In Transit*

#### Transit Bill of Entry & Security Deposit:

- The consignee or their appointed clearing agent must request a Transit Bill of Entry (BOE) from Sharjah Customs for the movement of cargo from KCT to Freezone.
- A customs security deposit equivalent to 5% of the cargo value is required and must be paid in full in advance in the form of a cheque addressed to Sharjah Customs. Upon payment, a bonded seal will be affixed to the container prior to departure.

#### For Example: JAFZA Bill of Entry & Customs Inspection Booking

- Prior to transporting the container to Freezone, the consignee must complete the following:
- File the JAFZA Bill of Entry in Dubai Customs under the following parameters:
  - Declaration Type: *Transit*
  - Port Type: *Land*
  - Declaration Mode: *“FZ Transit in from GCC and other Emirates FZ and GCC Local Market”*
- Book a customs inspection appointment prior to transportation.
- Transportation to JAFZA
  - The driver must proceed to JAFZA and follow the sequence below:
    - ♣ Enter through Gate 11, JAFZA for X-ray inspection ([Location](#))
  - After X-ray, proceed to the Container Terminal Inspection Office to await further instructions.
  - The consignee must initiate the customs inspection to obtain the stamp on the entry/exit certificate on the document issued at Khor Fakkan Commercial Terminal (KCT)
  - JAFZA Gate 3 ([Location](#)).

#### Security Deposit Refund

The consignee or clearing agent must submit the following documents to Sharjah Customs to initiate the refund of the security deposit:

- Exit Certificate stamped by Freezone
- Freezone Bill of Entry
- Dubai Customs Bill of Entry
- Inspection confirmation (if applicable)

The security deposit will be refunded by Sharjah Customs. The refund process will be initiated only after KCT Customs verifies and approves the final exit documentation.

**Portal Registration:** Customers must create an account on the Gulftainer Portal to receive their User ID and password prior to making any payment.

[Registration Link](#) | [Step-by-step guide](#)

Local charges must be settled in agreement with Gulftainer through the portal (with the above-mentioned user ID & Password) : [TOS](#). Please note that to collect the container, the driver needs to be present at the Terminal gate with the above documents mentioned.