

Documentation Requirements for **Air/Sea Shipments to Lebanon**

Dear Sirs / Madams,

For all shipments to Lebanon, you are kindly requested to send us a pre-alert at least 72 business hours before cargo arrival at any Lebanese sea/airport.

As you may already know, Lebanese customs are very strict. Small mistakes in documentation may create custom penalties and delay cargo withdrawal at the sea/airport. To avoid such problems with customers and local authorities, it is imperative to observe the rules mentioned below.

For Airfreight Exports to Beirut:

- Do not mention rates on HAWB but state "as agreed" instead (for prepaid & collect shipments)
- Attach the original invoice and packing list to the AWB (no photocopies)
- Attach the cargo manifest to the AWB
- Weight and number of packages must be identical on HAWB, MAWB and manifest
- Cargo description on HAWB and manifest must be identical
- Cargo manifest must be visible on the goods
- Kindly send us copies of AWB's & manifests 2 days before arrival

For Sea Freight Exports to Beirut:

- Nature of goods on MB/L, HB/L and manifest must be identical
- Marks, type and number of packages (carton, pallet, drum, etc. on MB/L, HB/L and manifest must be identical)
- Weight must be identical on MB/L, HB/L, manifest and commercial invoice
- Kindly send us copies of B/L's & manifests 5 days before arrival

Please feel free to contact us at docs@cargomaster.com for any clarification. Thank you for your support & understanding.

Best regards,
Operations Manager

B/L'S AND MANIFESTS

Any wrong information or inconsideration of the above will cause custom fines, which we will have to debit to overseas agents. This will cause delays in clearing goods through Lebanese Customs.

1 Always consign Master B/L's & MAWB's to our address, House B/L's and HAWB's for the client or the bank, and only issue your house B/L or AWB.

2 The description "packages" & "colis" are not accepted, B/L & Manifest must be precise, please specify whether: Cartons, Cases, Barrels, Pallets, etc.

3 In case of pallets, pls specify contents, examples:

- 1 pallet STC 34 cartons or
- 1 pallet STC 74 cases (or whatsoever)

4 The following data must be identical to the reality, on your House B/L / HAWB, Master B/L / MAWB, and on your Groupage Manifest:

- Nature of goods
- Number of kinds of packages
- Marks & Numbers
- Weight of the cargo

5 For weights, always specify in kilograms. Please mention if declared in Pound/Lbs.

6 If several containers are on the same B/L, please specify the number of packages & weight in each container.

7 Please make sure that Master B/L with all shipping docs will reach us 4 working days before vessel's arrival.

8 House B/L's and HAWB's consigned through our company are accepted by Lebanese Banks & Official Authorities. Please always mention our Name, Phone, Fax numbers as Delivery Agents.

» Cargomaster Line sarl

Charles Helou Ave, Sehnaoui Bldg. | P.O.Box 11-0310 - Beirut - Lebanon
T. +961 1 561 000 | F. +961 1 562 000 | info@groupage.com

They call us "The Cargo Masters!"

» www.groupage.com

9 In case profits are very low & to avoid courier charges, please surrender the Original Master B/L to the S/S Line at port of loading asking them to instruct Beirut Agent to re-release cargo to us in absence of original ocean B/L. 10 As much as possible, please give phone, fax, e-mail and P.O. Box No. of receiver to allow easy notification of arrival.

COMMERCIAL CARGO

1 Original commercial invoice, duly signed & stamped by shipper, no photocopies or fax copies are accepted by customs. The word "Proforma" is not accepted by customs.

2 Invoices can be legalized from the nearest Chamber of Commerce (but this is not a must). Consular Legalization is not needed anymore.

3 All invoices must mention the following clause:
"We hereby certify that this invoice is authentic, that its value is true, without any deduction, that it is the only one issued by us for this cargo, that its origin is exclusively ..."

If several origins are involved, specify the country beside each article separately without mixing it with the others.

If the font/printing character of this clause is different than the rest of the invoice, it has to be signed & stamped live.

4 Packing lists do not have to be legalized.

5 Commercial invoices must reach receiver or ourselves at least 4 days prior to vessel's arrival. In case of airfreights, commercial invoice & packing list should be put in a separate envelope & attached to the airway bill.

6 Tell suppliers that no reductions of any kind are accepted on the commercial invoices, which should only show the net value of the goods with no mention of rebates.

7 Invoices should indicate the Terms of Sale, Incoterms. (i.e. Ex-Factory, FCA, FOB, CIF, etc.

8 The kind/exact description of goods should be shown on the invoices, and not only the abbreviated or code number; otherwise, a detailed catalogue will be requested by customs.

HOUSEHOLD REMOVALS

A Franchise from customs will be granted upon the availability of the following conditions & documents:

1 Cargo should represent a complete household removal. If only some items are moved, cargo will be subject to customs duties based on purchase invoice or estimation of customs experts.

2 Cargo must be used for over 3 years and this must be apparent upon time of inspection.

3 A packing list showing all items and certifying that cargo is used for over 3 years. Besides, this packing list should be legalized by the Lebanese consulate at origin. (This document should be provided from the place of origin in English, or French or Arabic.

4 Receiver must present a copy of his old residence permit or similar proof from country of last residence & a certificate from local authorities that he is moving to Lebanon. (This document should be provided from the place of origin in English, French or Arabic.)

5 Receiver must be in Lebanon at time of arrival of his Cargo. His passport will be needed for 24 hours and he must sign a personal guarantee that he won't sell or lease his removals within the coming 5 years.

6 Receiver must present a certified rent contract or ownership documents of his residence in Lebanon.

7 Receiver must present a certificate from the mayor in Lebanon confirming his residence in Lebanon.

8 If receiver is not Lebanese, the following documents are needed :

- a residence permit
- a work permit

If above are under process, receiver must pay a deposit or a bank guarantee covering the customs duties until the above permits are ready within a period of 3 months.