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## **NAQEL Express | Import & Export Guide**

Egypt

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## Terminology

**Manifest:** Consolidated information for the batch.

**Master airway bill (MAWB):** airline waybill.

**House waybill (HAWB):** waybill from the shipper to the final consignee.

NAQEL service charges: transportation fee + COD charges (if applicable) + customs clearance fee (if applicable).

**COD:** Cash on Delivery. The amount that NAQEL has to collect from the customer upon delivery.

**COD =** Declared value + NAQEL service charges + customs duty + VAT.

**Declared value:** the value of the goods as it appears in the commercial invoice and in the manifest.

**Declared value (CIF Value) =** Goods value + international shipping cost & insurance.

**Note:** if the Domestic COD charges and domestic delivery Charges and Duty & VAT are not splitted in the commercial invoice, it will be considered as a part of declared Value and it will be subjected to Duty & VAT collection. Correct value without COD charges and domestic delivery Charges and Duty & VAT must be in the manifest.

**Customs Duty:** the amount that needs to be paid to Customs for goods entering the country.

**Customs Authority Administration fees:** The amount to be paid to customs for customs formalities.

**VAT:** Value Added Tax

**NAQEL Customs Clearance fees:** The amount levied by NAQEL for activities needed to be completed to clear commercial shipments and high value shipments for individual shipments. (Depending on a contract with customer)

**EDI:** Electronic Data Interface.

## **PURPOSE OF THIS GUIDE**

This guide sets out the general customs clearance requirements and is intended to help individuals/ companies minimize the risk and time associated with the process of importation and exportation in accordance with the customs laws in Egypt.

## **PROHIBITED GOODS**

Prohibited goods are those goods of a nature or kind that are by virtue of any law for the time being in force in the country absolutely prohibited from being imported or exported. Prohibited goods normally carry with them a series of penalties if you are caught importing or exporting such items. For reasons linked to health, environment, protection of endangered species, security, legislation etc.

- Acids.
- All foodstuffs made of animal blood.
- Animal Products.
- Antiques
- Any Item offensive to Muslim Culture
- Batteries – Hazards.
- Bio-Products – Hazards
- Camera / Equipment used for Spying.
- Camera, which strip the body of dresses in a naked form.
- Chemical (Hazards / Non-Hazards)
- Corrosives
- Cosmetics – Hazards.
- Cosmetics (In Powder Form).
- Electronic Citrates.
- Electronic Shisha
- Flammables.
- Fireworks of all kinds.
- Furs
- Global Positioning System (For Personal Use).
- Hair Keratin Products.
- Honey
- ICE, Dry
- ICE, Wet
- Infectious Substances
- Ivory
- Laser Pens
- Liquor

- Magic Jack & Router Vanish (USB devices that make free international calls from computer)
- Medicaments not bearing a label or accompanied by a leaflet showing their composition and quantity of each component.
- Narcotic drugs of all kinds, forms and names.
- Night vision binoculars, binocular night vision cameras and telescopic sights for fitting to arms.
- Oxidizers
- Paints, Hazards
- Perfume, Hazards
- Perishables
- Personal Shipment with value more than 2000 USD is considered prohibited as personal and will be treated as commercial
- Poisons
- Pornographic Material
- Radioactive
- Remote controlled (Wireless electronics toys and parts)
- Sex Toy
- Toiletries, Hazards.
- Used medical devices or instruments.
- Vehicle antennas similar to antennas of policemen' cars.
- Viagra.
- Watches (with camera or mobile phones).
- Weapons and military equipment of all kinds, parts, and ammunitions thereof exclusive of those for competent government sectors.
- Wireless video transmitters (video booster).

### **Restricted goods for import**

Restricted goods are those items that can only be imported or exported where authority of a license has been granted by the comptroller of customs and excise or another relevant Government authority. Examples of restricted goods include prescription medications, wildlife and items of cultural significance. If items found to be imported or exported without the relevant authority the individual may be subject to prosecution, fine and seizure of the restricted goods

On top of them are the Dangerous Goods identified by IATA. As they will need special handling as per the IATA and the ICAO regulations.

## The goods that its importations limited to certain entities

1. The following items is limited to the following entities.

| Category                   | Entity                                      |
|----------------------------|---|
| Weapons                    | Ministry of Defense & Military Productions. |
| Gases, Natural Gas, Petrol | Ministry of Petrol.                         |
| Drugs in Powder Forms      | Ministry of Health.                         |
| Petrol                     | Ministry of Petrol                          |
| Military Uniform           | Ministry of Defense.                        |

## 2. The goods of the limited importation

The following items are accepted upon obtaining the required license or approval.

| Item Type   | Required Authority  |
|---|---|
| Agriculture Products (Fruits, Vegetable , Beans, Herbs)       | Ministry of Agriculture - Ministry for Health.                |
| Agricultural Breeding   | Ministry of Agriculture                                       |
| Antiques  | Ministry of Antiques  |
| Bloods, and its derivatives, Serums                           | Ministry of Health  |
| Books, CD, Magazine, Video Tape that contain movies of music  | Approval of Artistic Censorship                               |
| Cellular Communication Systems                                | Ministry of Tele-Communication                                |
| Cement  | Ministry of Trade.  |
| Children Aircraft Operating with Remote Control               | Ministry of Interior Affairs - Ministry of Tele-Communication |
| Children Milk and Food  | Ministry of Agriculture - Ministry for Health.                |
| Color Photo equipment   | Television and broadcasting corporation                       |
| Cosmetics   | Ministry of Health  |
| Decoders  | Television and broadcasting corporation                       |
| Detection devices for gold, jewelry, and Currency             | Weight and Stamp Authority.                                   |
| Electric and Electronic Games Machines for the Commercial Use | Ministry of Trade - Artistic Censorship Approval              |
| Electrical Equipment's for Self-Defense                       | Ministry of Interior Affairs                                  |
| Food Dyes   | Food Authority - Ministry of Health                           |

|  |   |
|--|---|
| Food Products  | Food Authority Approval.                                      |
| Food Supplements   | Ministry of Health  |
| Frozen Animal (Meat, Fish, Chicken)                        | Ministry of Agriculture - Ministry for Health.                |
| Household Item   | Ministry of Trade.  |
| Kids Toys in Commercial Quantity                           | Ministry of Trade.  |
| Live animals   | Ministry of agriculture                                       |
| Measurement Tools – Scale                                  | Weight & Stamp Authority                                      |
| Medical Supplies   | Ministry of Health.   |
| Medicines, Vaccines and Antibiotics.                       | Ministry of Health  |
| Milk Products  | Ministry of Agriculture - Ministry for Health.                |
| Minerals   | Ministry of Mineral Fortune - Ministry of Environment         |
| Mobile TV Stations & Broadcasting Stations.                | Ministry of Interior Affairs - Ministry of Tele-Communication |
| Oil (For Food)   | Ministry of Agriculture - Ministry for Health.                |
| Perfume  | Ministry of Health  |
| Positioning Devices  | Ministry of Interior Affairs                                  |
| Preserved Food Items                                       | Food Authority Approval.                                      |
| Publicity Material   | Approval of Artistic Censorship                               |
| Radioactive Materials                                      | Ministry of Environment - Ministry of Defense.                |
| Satellite Receivers  | Ministry of Trade - Artistic Censorship Approval              |
| Seeds  | Ministry of Agriculture                                       |
| Silver & Gold item or Jewelry                              | Weight & Stamp Authority                                      |
| Software   | Ministry of Communication                                     |
| Terminal Used and Refurbished Telecommunications Equipment | Ministry of Tele-Communication                                |
| Weapons & Equipment of all kinds                           | Restricted only to Ministry of Defense, Military Production.  |
| Wheat  | Ministry of Agriculture - Ministry for Health.                |
| Wire Receivers and Transmitters                            | Ministry of Interior Affairs - Ministry of Tele-Communication |
| Wireless Alarm Systems                                     | Ministry of Interior Affairs - Ministry of Tele-Communication |
| Wireless Telephones  | Ministry of Tele-Communication                                |

## Import requirements for clearance

### 1. For Commercial Establishments

- Detailed original invoice along with HS code of each item.
- Air waybill & MAWB.
- Copy of the importer CR (Commercial Registration).
- Authorization from the importer to customs clearance company (NAQEL)
- COO (Certificate of Origin)
- Euro 1 certificate For shipments imported from EU (substitute to the COO)
- Indication of origin on the shipment.
- Packing list.
- Import License from the recipient.
- Subjected to Customs duties.
- Subjected to VAT.

**Note:** Original certificate of origin attested by a competent authority will be required for all commercial shipment.

**Note:** Restricted products require an approval from the governing entity. Some item will required the recipient to have the required official registration (Industrial Registration, Pharmaceutical Registration)

**Note:** if the shipment inbound is through a seaport an insurance certificate is required (in Incoterms the value is (CIF)).

### 2. For Private individuals

- Detailed original invoice. It is preferred to have the HS code.
- Air waybill & MAWB.
- Copy of the importer ID.
- Authorization from the importer to customs clearance company (NAQEL) for every shipment. If the shipments are coming on the same day then one authorization for all can do.
- Indication of origin on the shipment.
- Subjected to Customs duties.
- Subjected to VAT.

**Note:** Original certificate of origin attested by a competent authority will be required if the indication of origin is not fixed and can be removed.

**Note:** Restricted products require an approval from the governing entity.

## **Courier commercial shipments:**

- Detailed commercial invoice along with HS code of each item.
- Air waybill & MAWB.
- Copy of the importer CR (Commercial Registration).
- Packing list.
- Indication of Origin.
- Subjected to Customs duties.
- Subjected to VAT.
- Subject to duties and taxes.
- Import license from the recipient.
- COO might be required.

**Note:** Restricted products require an approval from the governing entity.

## **Courier private individual shipments:**

- Detailed commercial invoice along with HS code of each item.
- Air waybill & MAWB.
- Manifest.
- Packing list.
- Indication of Origin.
- Subjected to VAT.
- Subject to Duties and Taxes.
- Authorization is required from the recipient.
- Copy of the recipient ID is required for every shipment.

**Note:** Customs declaration is required in case one of the governmental entities restricts the product, and it is require an approval from the restricted entity.

**Note:** Common item like textile, shoes, will be cleared upon the arrival and duties and taxes will be applied.

**Note:** Commodity like Cosmetics, Wireless Equipment will require special approval from the assigned authorities. For Food Supplement the allowance per recipient is 1 – 3 Kg. Special approval is required.

**Note:** shipments received in a commercial quantity (measured by either items quantity and/ or value) are treated as commercial consignments and commercial clearance procedures must apply for it.



## Clearance Notes:

- Personal shipments that contains Electronic Boards or Circuit Boards will require approval from the National Security, expect delay.
- Passports require national security approval and are subject to clearance delays.
- Shipments containing lithium cells or batteries, shipper must complete the –Shipper declaration for Articles not designated as Dangerous Good’s.
- All liquids and chemical shipments require a Material Safety Data Sheet (MSDS) if quantity exceeds 100 ml per shipment.
- Personal Effects commodities valued below US \$2,000 will need to be declared separately on the commercial invoice, packing list and Air Waybill. Additional documentation maybe required at the discretion of customs.
- Temporary import is permitted. Consignee must obtain prior approval from the respective Ministry/department and also make a deposit or obtain a bank guarantee for the amount equivalent to the value of the shipment and duties/taxes. The Invoice must show proper identification number of the commodity on which the same is engraved. The origin must notify prior to shipment arrival in Cairo. As per Egyptian customs regulations, the shipment must re-export within 6 months.
- Egypt accepts shipments of Israel origin.
- Any change on the consignee name or address should be done via an official letter from the shipper; a revised Commercial Invoice is required.
- Egyptian customs applies 500 EGP as penalty for any discrepancy on weight or number of pieces between the Air Waybill info and actual weight or number of pieces received.
- Egypt Customs asses duty of CIF value declared on Commercial invoice. Customs may not accept the value declared on Invoice or Air Waybill for customs purposes and may re-assess the value on the actual market value.
- Return to shipper (re-export) facility for caged shipments is available and a up to 25% of DCV or minimum \$30 USD (whichever is greater) is applicable as customs service charge. Service charges may go up to 100% of the DCV for mis-declared shipments.
- All non-document shipments must have an original Commercial Invoice. The invoice must also be detailed with the Importer Name, Address, Telephone Number or Fax Number.
- For commercial shipment, which required COO, If Egyptian Embassy /Consulate presence is not available; the attestation must be completed by the Arab Chamber of Commerce Representative at origin.

➤ **The following are excluded from the above requirements:**

- Personal shipments for individual with customs valued up-to US\$ 1,500 or weight of 25kgs or less
- Shipments originating from the European Union (EU), Common Market for Eastern and Southern Africa (COMESA) and Arab League Countries.
- Medicines for personal use.
- Raw material for pharmaceutical industry.
- Individual shipments valued below US\$ 2,000 and higher with similar specification, will be returned back to origin/sender with duties/taxes & transportation charged billed to sender/payer.
- Individual shipments valued below US\$ 2,000 requires a Letter of Authorization (LOA) and a valid copy of the consignee-s ID.
- Commercial shipments valued US\$ 2,000 & higher requires.
- A Certificate of Origin to be attested & legalized from the chamber of commerce and Egyptian Embassy at origin.
- The Commercial invoice needs to be legalized from the chamber of commerce at origin.
- An original legalized & attested LOA (stamped and signed by signatory authority), on company letter head along with an attested bank form to confirm that money was transferred is required letter head along with an attested bank form to confirm that money was transferred is required from consignee.
- Additional documentation such as import license or industrial license will be requested based on customs discretion.

## **EXPORT**

### **1.1 Goods prohibited from exportation**

- Antiques
- Rice.
- Fertilizer.
- Gas Cylinders.
- Baby Animal
- Leather Raw Material.

### **1.2 Goods which their exportation restricted**

- Petrol Products with the proper approval from the required authority.
- Flour with the proper approval.
- Natural Gases and Natural Minerals.
- Medicines.
- Sand, white rock (silica), ordinary sand, crusher aggregates, and marble
- Scrap batteries require approval by the Presidency of Meteorology and Environment.
- Agriculture products.
- Live Animal

### **1.3 Export requirements for clearance**

#### **1.3.1 For Commercial Establishments**

- Detailed commercial invoice along with HS code of each item.
- Original certificate of origin attested by a competent authority.
- Waybill.
- Copy of the Exporter CR.
- Authorization from the exporter to customs clearance company (NAQEL).
- Export License.
- Handling Charges.

## **For Private**

- Detailed commercial invoice along with HS code of each item..
- Waybill.
- Copy of the Exporter ID.
- Authorization from the exporter to customs clearance company (NAQEL).
- Customs duties.

## **Re-export**

- Copy of the first import declaration.
- Waybill.
- Re-export declaration, payment of customs duties.
- Detailed commercial invoice along with HS code of each item.



