



SOP for AIRFREIGHT SHIPMENTS to DUBAI AIPORT or SHARJAH AIRPORT

Below SOP need to be followed when you consign the shipments to us in DUBAI airport or SHARJAH airport

1.	AIRPORT OF DESTINATION	This SOP is applicable for the AIR shipments destined to DUBAI & SHARJAH Airport
2.	MAWB CONSIGNEE - (If shipment to DUBAI or Sharjah Airport)	HAKTRANS GLOBAL LOGISTICS LLC P.O. Box 124089, Dubai, U.A.E. Tel : +9714 286 9050 Fax : +9714 286 9051 Email: jose@haktrans.com , musthafa@haktrans.com Contact: Jose / Musthafa
3.	DESCRIPTION TO BE MENTIONED ON MAWB	Console Cargo As per attached Manifest
4.	HAWB Details	HAWB to be prepared as per instruction from shipper
5.	HAWB RATING	PLS MENTION ONLY - AS AGREED ON HAWB Pls. do not mention the rates on HAWB
6.	PRE-ALERT to be sent to us	Pls. sent the pre-alert to our office on below email ID haktrans@eim.ae jose@haktrans.ae musthafa@haktrans.com
7.	Documents to be sent with PREALERT	Below copy documents must be scanned with the PRE-ALERT to us MAWB, HAWB, Cargo Manifest Your Freight Debit Note if freight amount to be collected from consignee Commercial Invoice & Packing List.
8.	ORIGINAL DOCUMENTS REQUIRED for General Cargo	Below original documents are required for customs clearance purpose in Dubai and same need to be inserted in the consol pouch and forwarded with the shipment 1) Original Commercial Invoice duly signed & Stamped by Shipper 2) Original Packing List duly signed & Stamped by shipper 3) Consignee set of HAWB
	Original documents required for FOODSTUFF shipment	1) If the shipment is FOODSTUFF, then Original Health Certificate is required in addition to the above mentioned docs (Sr. # 1 to 4)



9	FINE in absence of Original documents	Above original documents need to be inserted in the CONSOL POUCH and sent with the shipment In absence of above Original documents, customs will put fine on consignee for USD 275.00. Hence pls obtain original documents from SHIPPER and insert in the CONSOL POUCH. Pls also ensure that same is being stamped & signed by shipper otherwise customs will fine consignee for USD 275.00
10	Your debit Note for Freight Amount	If Freight amount to be collected from consignee, please raise your Debit Note to HAKTRANS GLOBAL LOGISTICS LLC
11	TRADE LICENSE & Customs Import/export Code #	If the shipment is a commercial cargo, then the IMPORTER in UAE must have the following : 1) Trade License authorising to Import the goods 2) Customs Import/Export Code Number In absence of above the consignee will not be able to clear the goods.