



SOP for SEAFREIGHT SHIPMENTS to DUBAI SEAPORT (Jebel Ali) or SHARJAH SEAPORT		
Below SOP need to be followed when you consign the shipments to us in DUBAI SEAPORT (Jebel Ali) or SHARJAH SEAPORT		
1	SEAPORT OF DESTINATION	This SOP is applicable for the SEA shipments destined to JEBEL ALI SEAPORT & SHARJAH SEAPORT
2	MBL CONSIGNEE - (If shipment to Jebel ali - DUBAI OR Sharjah SEAPORT)	HAKTRANS GLOBAL LOGISTICS LLC P.O. Box 124089, Dubai, U.A.E. Tel : +9714 35 95 139 Fax : +9714 35 95 149 Email: saleh@haktrans.com , rasheed@haktrans.com Contact: SALEH / RASHEED
3	DESCRIPTION TO BE MENTIONED ON MBL	Actual Commodity declared by shipper
4	HBL DETAILS	HOUSE B/L to be prepared as per instruction from shipper
5	PRE-ALERT to be sent to us (For Sea freight Import)	Pls sent the pre-alert to our office on below email ID haktrans@eim.ae saleh@haktrans.com rasheed@haktrans.com
6	Documents to be sent with PREALERT	Below copy documents must be scanned with the PRE-ALERT to us MBL, HBL, Commercial Invoice, Packing List, Certificate of Origin & Your Freight Debit Note if freight amount to be collected from consignee
7	ORIGINAL DOCUMENTS REQUIRED for General Cargo	Below original documents are required for customs clearance purpose in Jebel Ali seaport & Sharjah Seaport 1) Original Commercial Invoice duly signed & Stamped by Shipper 2) Original Packing List duly signed & Stamped by shipper 3) Certificate of Origin
	Original documents required for FOODSTUFF shpt	1) If the shpt is FOODSTUFF, then Original Health Certificate is required in addition to the above mentioned docs (Sr. # 1 to 3)



8	FINE in absence of Original documents	<p>Above original documents are required for Customs Clearance purpose by consignee in Jebel ali port & Sharjah Seaport In absence of above Original documents, customs will put fine on consignee for USD 275.00. Hence pls ask shipper to arrange all the origina documents and curier the same to consignee. Pls also ensure that the Org Commercial invoice & P/L issued by shipper is being stamped & signed by shipper failing which Customs will fine consignee for USD 275</p>
9	Your debit Note for Freight Amnt	<p>If Freight amount to be collected from consignee, please raise your Debit Note to HAKTRANS GLOBAL LOGISTICS LLC</p>
10	TRADE LICENSE & Customs Import/export Code #	<p>If the shipment is a commercial cargo, then the IMPORTER in UAE must have the following :</p> <ol style="list-style-type: none"> 1) Trade License authorising to Import the goods 2) Customs Import/Export Code Number <p>In absence of above the consignee will not be able to clear the goods</p>