HUTCHISON PORTS AJMAN

NON-FOODSTUFF SHIPMENT CLEARANCE PROCEDURE

◢ Customer   ◢ Ajman Port

01 Online Registration - Ajman Port Importer Code and Gate Pass E-Services (Prior shipment arrival at Ajman Port)

Customer shall be required to register online in Ajman Port and Customs portal. If application is successful, the customer will receive an email notification with the Tax Invoice. One (1) time registration per company.

Importer Code Registration URL: https://www.apcd.gov.ae/IPR/CustomerRegistration
Registration Fee: AED 100/- per company (online payment)

Gate Pass E-Services Registration URL: http://www.apcd.gov.ae/MarineServices/
Registration Fee: Free of Cost

02 Original Shipping Documents Submission - Declaration Processing

Submit all required original shipping documents to Ajman Port Customer Service counter for Bill of Entry declaration processing.

Required Documents: (1) Delivery Order; (2) Bill of Lading; (3) Commercial Invoice; (4) Packing List; (5) Certificate of Origin; (6) Summary Invoice for consolidated cargoes; (7) ESMA and GSO Certificate (For tyres product); (8) ESMA or Montaji Certificate (For cosmetics products); (9) MOH Certificate (For medical products); (10) FANR Certificate (For radioactivity products)

Note: Depending on the consignment, Federal Customs authorities may require additional documents.

03 Ajman Port Import Charges Payment (Duty + Handling)

Upon completion of Customs Bill of Entry system declaration, customer will receive SMS and email notification for payment due.

Payment options: (1) Cheque, CDM, bank drafts duly crossed payable to "AJMAN PORT SPECIAL ACCOUNT APCD AND HAJT"; (2) Cash or cheque submission to Ajman Port office. (3) Online HAJT E-Payment to process the payment at https://epay.ajmanport.gov.ae/epay

04 Customs Clearance and Inspection (Bill of Entry and Exit Note Availability)

Once shipment is cleared, customer will receive the exit note to their registered email address.

- For companies that are using the HAJT nominated transporter, customer may collect the bill of entry and exit note from the transporter.

- For companies that are using their 3PL, all bill of entry and exit note shall be kept in the Ajman Port admin building at ground floor reception.

05 Cargo Delivery and Online Gate Pass Issuance (Applicable for transporters only)

Once logged in, click the GATE PASS icon in the Marine E-Services screen.

Kindly fill out all the mandatory visitor's information and upload the following documents:

(1) Visitor's Photo; (2) Passport and (3) Visa.

Once gate pass is approved, customer will receive the gate pass QR code copy document to their registered email address. During your visit at Ajman Port terminal, please present the gate pass QR code copy document to the Gate Security team.

Terms and conditions apply as per Local Government guidelines and protocols

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For inquiries and more details, please contact us on below email address or phone number and our Premium Service Centre (PSC) will guide you through the process.

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