

01	Online Registration - Ajman Port Importer Code 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)	
02	Export Booking - Empty Container Release Order Customer shall contact the shipping line for request of empty container release & export acceptance from Ajman Port. Once released order is approved by shipping line, customer shall coordinate with Ajman Port authorized transporter for the export empty container delivery.	
03	Empty Container Delivery (For Export) Ajman Port authorized transporter shall collect empty container from Ajman Port and deliver to customer's premises inside Ajman Free Zone for cargo loading/stuffing. Ajman Port authorized transporter shall coordinate with HAJT corridor Security officer (entry approval).	
04	Cargo Loading / Stuffing Customer shall load / stuff their goods in export container. Once loading completed, customer shall contact the Ajman Port authorized transporter for container pick up.	
05	Gate-In Bill of Entry (BOE) Documents Submission Customer shall submit the following required documents to Ajman Port Customer Service team for processing the gate-in bill of entry. Required Documents: (1) Inward Bill of Entry; (2) Commercial Invoice; (3) Packing List and (4) Tally Sheet Notes: i. Depending on the consignment, Federal Customs authorities may require additional documents. ii. 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	
06	Documents Verification Ajman Port Customs will verify the submitted documents for gate-in bill of entry processing.	
07	Export FCL – Transit Bill of Entry Documents Submission Customer shall submit the following required documents to Ajman Port Customer Service team for processing the export transit bill of entry. Required Documents: (1) Gate-in Transit Bill of Entry; (2) Export Commercial Invoice and (3) Export Packing List Notes: i. Depending on the consignment, Federal Customs authorities may require additional documents. ii. 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	
08	Export FCL via Ajman Port Ajman Port authorized transporter will coordinate with HAJT corridor Security officer (entry approval). Once approved, they shall collect the export FCL from customer's premises inside Ajman Free Zone and deliver to Ajman Port.	
09	Customs Inspection Customs will check and verify the container. Once inspection is completed, the export FCL will load onto vessel.	

Updated on: March 2021

Terms and conditions apply as per Local Government guidelines and protocols.

For inquiries and more details, please contact us on below email address or phone number; and our Customer Service Team to guide you through the process.