

Military Surface Deployment and Distribution Command

Customer and Carrier Advisory

June 20, 2023

CA-23-06-20/0048

SUBJECT: Country Advisory - Qatar

PURPOSE: To provide updated guidance for importing and exporting cargo to/from military installations in Qatar. This advisory supersedes previously published guidelines on customs clearance processes for Qatar.

BE ADVISED: Effective immediately the below guidance will be utilized for import/export cargo in Qatar. Failure to follow guidelines for importing and exporting could result in port detention charges, custom clearance fees, and the inability for vessels to berth into Port of Mesaieed and/or Port of Hamad. Failure to adhere to these guidelines will also result in the inability of consigned shipments to enter or exit military installations in Qatar.

1. GENERAL INFORMATION:

a. Advanced written approval, called a Customs Waiver Request (CWR), from the General Headquarters of Qatar (GHQ) is required for all cargo entering/exiting the country of Qatar regardless of mode of transportation. GHQ approvals have a baseline of about **30 days** from the date of initial submission to final approval. This means all surface movements must be planned accordingly to provide the required information early to avoid any cargo movement delays/movement denials. There are two (2) signatures that go on the GHQ. The first approval signature is from GHQ. The second approval signature is from Qatari Customs. The US Government has no visibility on the second approval process. The second approval is coordinated exclusively between the Qatari government and each the carriers the Clearing Agent.

b. All drivers must be vetted through 379th Expeditionary Security Forces Squadron before entering Camp As Sayliyah (CAS) and Al Udeid Air Base (AUAB). The vetting process requires appointments that must be attended at designated time or the driver risks being refused future access to the requested installation.

1. In Order for the Driver and truck to access the installation, the following documentation shall accompany the driver at the designated appointment time.
 - a. Copy of the Driver ID
 - b. Passport
 - c. Truck Serial Number
 - d. Truck insurance card
2. For scheduling of the appointment, please reach out to the following

group for assistances in scheduling the appointment.

E-mail: usarmy.bahrain.sddc.list.831-qatar-det@army.mil

Commercial: +974 4460-9869 then 432-6679 or 432-6792

2. CUSTOMS WAIVER REQUEST (GHQs) PROCESS:

To initiate the CWR process the **carrier/shipper** must provide the following to the SDDC Qatar Detachment (POC information below) at the time of lift from Port of Embarkation (POE), with additional details provided by the shipper/consignee or upon booking as applicable:

- Cargo Data Sheet (CDS)
- Vessel name with estimated time of arrival (ETA) and departure (ETD)
- Port of Embarkation (POE) and Port of Debarkation (POD)
- The military installation in Qatar (i.e. CAS, AUAB, CAS-South, etc.) that the cargo will be delivered to or originate from

(1) Import: CDS which must contain (at a minimum) complete and accurate container numbers, Transportation Control Numbers (TCNs), piece counts, weight, cube, approximate dollar values (commercial invoice packing list) international harmonization (HS) codes, and general description that identifies the contents of the shipment. Photos are required for all Rolling Stock(R/S)/Break Bulk (BB) cargo The Certificate of Origin (COO) is required for all cargo not originating from Qatar. Additionally, cargo being delivered to AUAB requires a Transit Bayan from the port.

(2) Export: The same procedures as Import cargo should be used. Additionally, the transport vehicle's serial or chassis numbers should be included in all requests since a transit is required for all shipments originating at AUAB. A COO is required for shipments consigned to the United States.

***NOTE:** A transit bayan is required if cargo is moving from one port to another. AUAB is considered a Port of Entry and requires customs documentation unlike CAS. Thus a Transit Bayan is required if cargo is moving from AUAB to another port or vice versa.

(a) (Exporting containers through Hamad Port. Ensure sealed container doors are accessible for Port Customs to inspect. Depending on size and location of doors of the container, limitations of number of containers on a single trailer may vary.) Hamad Port restricts cargo to 1x containerized cargo per trailer due to customs inspections at the port. Hamad Port is considered highly restricted and can take 2-4 hours per truck to go through the process of inspections and download/upload of cargo. (Source: QTERMINALS)

(b) Hamad Port's Customs Office is open 24/7 and import/export bayans are capable of being approved Saturday-Thursday, 24hrs a day. Fridays

are a day off for the approval authority. Import/export bayans can also be made and approved 48hrs in advance of cargo movement. (Source: Qatari Customs)

(c) Mesaieed Port is the recommended port for hazmat cargo and any high-volume cargo shipments (>30pcs at a time) as they allow 2x 20FT containers per trailer at a time.

(d) Mesaieed Port's Customs Office is open 24/7 and import/export bayans are capable of being approved Saturday-Thursday, 24hrs a day. Fridays are a day off for the approval authority. Import/export bayans can also be made and approved 48hrs in advance of cargo movement. Cargo movement at Mesaieed requires approval from the cargo supervisors at Container Terminal 7 (CT7). All cargo, when it arrives, to the port is moved to the customs inspection yard before it is downloaded from trailers. Once customs has completed, all cargo is downloaded in the inspection yard. Cargo is moved to CT7 24-48hrs before the vessel's arrival for upload.

(e) Any food items that contain pork must be declared as such on the CWR in order to clear customs. This includes items designed to taste like pork but lack any pork-based ingredients.

(f) For all commercial wheeled vehicles (to include trucks, cars, vans, all-terrain vehicles, dirt bikes, etc.), the carrier must ensure that the following vehicle details are provided by the origin/shipper/customer in the CIPL/COO **prior to lift** at POE: make and model, wheel plan (number of tires), color, engine number, VIN/chassis/frame number, serial number, type of fuel, manufacturing country, manufactured year, and approximate cost of vehicle. This also applies for palletized and containerized vehicles.

(g) Privately Owned Vehicles (POVs) require the same information as above but should not be shipped to arrive before the owning member. Due to clearance processes at the port, owners must have already completed their Qatari residency in person, and have the original title in hand, to finalize customs for POVs. Qatar residency is completed through Host Nation Coordination Cell (HNCC) at a approximate cost of 100 QAR and takes between 3-5 weeks to complete.

(h) Upon receipt of the above listed information, SDDC Qatar Detachment initiates the CWR by submitting documentation within 3-5 business days to the Customs section of the HNCC.

(i) Host Nation Coordination Cell (HNCC) approves the CWR and translates it into Arabic and submits to the GHQ for approval on Mondays and Wednesdays. This process can take between 5-10 business days depending on the day of submission. GHQ then processes the CWR and returns a copy to HNCC called the "first approval", which is a confirmation copy showing that GHQ has approved the CWR.

(j) SDDC Qatar Detachment receives a copy of the "first approval" from HNCC. The Detachment sends the first approved CWR to the carrier and the consignee. The Carrier then submits the first approved CWR to GHQ Customs-Doha once they receive the original from GHQ. This starts the "second approval" which initiates the import/export bayan approval. This bayan is given to the port Customs Office and is saved digitally. The original document usually remains with the port customs office until cargo movement. This process takes anywhere between 5-10 business days.

(k) AUAB requires a transit bayan for any and all cargo being exported via surface movement. To receive the transit bayan under "Door to Door" terms, the carrier will be required to pay the AUAB Customs account for the seals. This reference is specific to export shipments where the carrier is receiving the cargo inside AUAB. Seals are 50 QAR each and each container will receive a single seal. The account number for AUAB customs is: 0787-749002-060. This must be paid through Qatar National Bank (QNB). A receipt, seal, and transit bayan approval will be provided at the AUAB customs office after the cargo is ready to depart the base.

(l) Camp As Sayliah (CAS) does not require any special customs.

3. DOCUMENTATION REQUIREMENTS FOR CUSTOMS:

Carrier must ensure the following documents are received from the shipper prior to lift at POE:

- a. Cargo Data Sheet
- b. Commercial Invoice Packing List (CIPL), with international Harmonization (HS) Code
- c. Certificate of Origin
- d. Pictures of cargo (R/S and BB only)
- e. HAZMAT documents (if applicable)

4. BOOKING INFORMATION:

During the booking process, customers should make special booking requests as required for their needs. This includes the following terms of service: Port to Port, Port to Door, Door to Port, and Door to Door. If a customer has no preference on terms of service, the cargo will be booked on DOOR-to-DOOR terms due to the ever-changing operating area and the local currencies used by various organizations involved in the movement process.

If cargo is booked on PORT terms, inland transportation is determined by the consignee (destination) at each base. Consignees must utilize local base assets before reaching out to SDDC for inland transportation. If you are unable to reach a consignee, please contact the Qatar Detachment (POC information below).

a. Door Terms Accessorial Services (containerized, general, rolling stock or breakbulk).

- (1) Shipper owned containers: Cargo Clearance Import/ Export.
- (2) Carrier owned containers/flatracks: Cargo Clearance Import/ export, Transloading (Out of Gauge flatracks only) and Cargo Handling Import/ export (if required to stuff/unstuff the cargo at the port by the carrier and return empties immediately to avoid detention charges, import only). All import and export vehicles and oversize equipment via Hamad port are required to be booked on **low bed trailers/ double drop only. Carrier** must provide low-bed trailer/ appropriate transport accordingly.
- (3) Breakbulk: Cargo Clearance Import/ Export. All import and export vehicles and oversize equipment via Hamad port are required to be booked on **low bed trailers/ double drop only. Carrier** must provide low-bed trailer/ appropriate transport accordingly.

b. Port terms (sensitive cargo or cargo lacking linehaul rates in USC09) Accessorial Services:

- (1) Shipper owned containers: Cargo Clearance Import/ Export.
- (4) Carrier owned containers/flatracks: Cargo Clearance Import/ Export, Cargo Handling Import/ Export (to stuff/ unstuff the cargo at the port by the carrier). All import and export vehicles and oversize equipment via Hamad port are required to be booked on **low bed trailers/ double drop only. Consignee** must arrange low-bed trailer/ appropriate transport accordingly.
- (5) Breakbulk: Cargo Clearance Import/ Export. transport accordingly. All import and export vehicles and oversize equipment via Hamad port are required to be booked on **low bed trailers/ double drop only. Consignee** must arrange low-bed trailer/ appropriate transport accordingly.

***NOTE 1:** Port arbitrary will be applicable, as necessary.

***NOTE 2:** Tarping of equipment is not a requirement for movement of military cargo in Qatar. It is recommended that tarping is only requested in special circumstances (on a case-by-case basis).

5. ADDITIONAL GUIDELINES:

- a. All exported cargo must be staged at the seaport of embarkation for a minimum of 48 hours prior to the planned upload onto the vessel.
- b. All imported cargo will remain at the port of debarkation for ~24-96 hours to

facilitate customs clearance processes.

c. A commercial invoice and packing list (CIPL) is required for all cargo to clear customs at the seaport of embarkation/debarkation. Standard international harmonization (HS) codes should be listed for all cargo being moved.

d. Qatari Military Police (QMP).

According to Qatari/U.S. agreements, cargo transporting to/from seaports and other in-country port locations must be escorted by Qatari Military Police if it meets any of the following criteria:

- ▶ Cargo that has a military appearance (painted desert-tan/olive drab green/camouflage, etc.).
- ▶ Military vehicles being transported on low-bed trailers (MRAPs, HMMWVs, trucks, vans, buses, etc.).
- ▶ Cargo that will be transported by five (5) or more trucks traveling together (i.e., if there are 5+ SEAVAN containers of military cargo being delivered by 5+ trucks traveling simultaneously, an escort is required).
- ▶ Ammunition or Explosives.

***NOTE:** If a container/cargo states "U.S." on it, it will need a QMP escort. For more information, please contact the Qatar Detachment (contact information listed below).

e. US Military Memorandums.

Memorandums may be needed on a case-by-case basis to facilitate cargo clearance/movement. Memorandums will be written by the carrier in English and translated into Arabic. The Qatar Det Commander will place the English memorandum on SDDC's letterhead and sign/stamp the English memorandum. The memorandum will either be scanned and emailed to the carrier or the original document will be given to an employee of the carrier (upon request).

***NOTE:** No Arabic memorandums will be signed.

6. Attachments:

- a. SDDC Qatar Customs Map
- b. HNCC Qatar Customs Map

POC: Questions regarding this advisory shall be addressed to the following:

SDDC 831st Transportation Battalion

Comm +973 1785-9200/4954/9203/9809

DSN: 318-439-9200/4954/9203/9809

Email: usarmy.bahrain.sddc.list.831st-ops@army.mil

SDDC 831st Transportation Battalion - Qatar Detachment

DSN: 318-455-4208 or 318-455-4209

Email: usarmy.bahrain.sddc.list.831-qatar-det@army.mil

SDDC 595th Transportation Brigade, S3

Comm: + 965 2221-6340 wait for the greeting then dial the 7-digit DSN

DSN: 318-480-0736/0463/0322/4866

E-mail: usarmy.arifjan.sddc.list.595th-soc@army.mil

Host Nation Coordination Cell (HNCC)

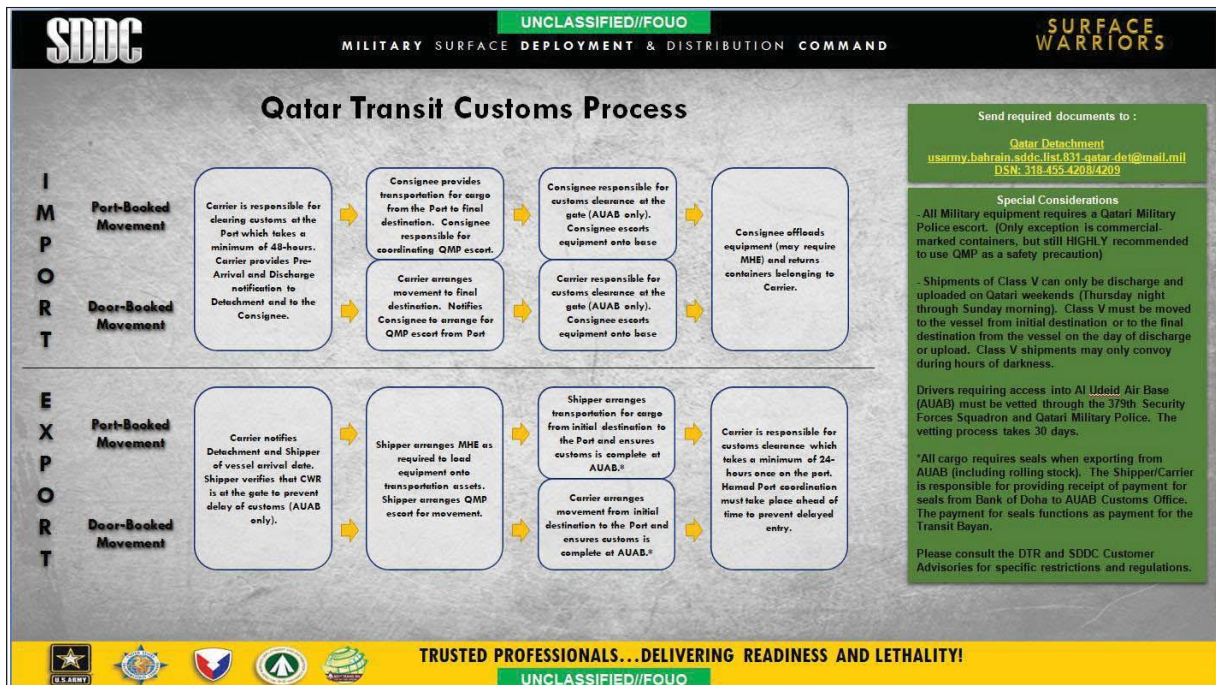
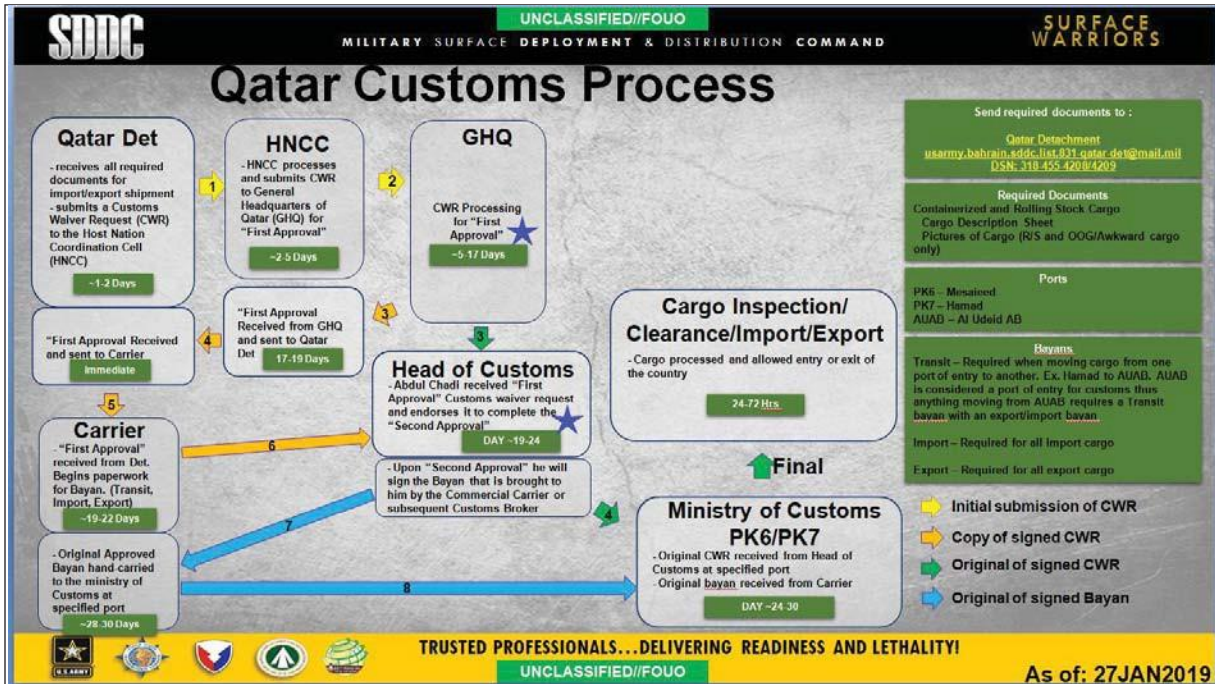
DSN: 318-455-4980 or 318-455-5296

Email: 379aewhncustoms@auab.afcent.af.mil

EXPIRATION: N/A

Category: Barge/Ocean

Attachment A - SDDC Qatar Customs Map



Attachment B - HNCC Qatar Customs Map

Briefing is *UNCLASSIFIED*

379th Air Expeditionary Wing Host Nation Coordination Cell Custom Waiver Process



Maj Paul Copper
13 August 2013



The Basics

- **All US Government cargo entering/exiting Qatar requires a Customs Request to be exempt from customs fees**
- Cargo not leaving the flight line does not require Customs Requests
- Customs paperwork is taken to General Headquarters Qatar (GHQ) every Monday and Wednesday
- **GHQ approval is not the final approval**



Customs Requests

We are here to help but are limited because this is a Qatari process.

- Customs Requests are used to import/export USG goods with tax exemption
- What are HNCC tracking numbers?
- Contact HNCC at 379aewhncustoms@auab.afcent.af.mil for Customs forms
- **Must have an approved Customs Request for HNCC to assist w/ movement**
- Customs Requests can take 21-30 days from submission to final approval
- Ramadan/Eid can extend the amount of time to get Customs Requests approved
- **There is no such thing as expediting Customs Requests**



