

Saudi Arabia - Imports

Required Documents

Personal Shipment By Sea

- Authorisation Letter in Arabic, stamped by the Chamber of Commerce
- Letter from your employer on company headed paper, stating employment in Saudi Arabia, stamped by the Chamber of Commerce
- Copy of passport or IQAMA (Saudi Residency Visa)
- Original Bill of Lading (preferably at least 2)

Personal Shipment by Air

- Authorisation Letter in Arabic, stamped by the Chamber of Commerce
- Authorisation Letter to Saudia Cargo, stamped by the Chamber of Commerce
- Letter from your employer on company headed paper, stating employment in Saudi Arabia, stamped by the Chamber of Commerce
- Copy of passport or IQAMA (Saudi Residency Visa)
- Original Airway Bill (Preferably 2)

Commercial Shipment by Sea

- Authorisation Letter in Arabic, stamped by the Chamber of Commerce
- 3 Original Copies of the Invoice stamped by the local Chamber of Commerce for the shipper
- 3 Original Copies of the Certificate of Origin stamped by the local Chamber of Commerce for the shipper (Please note that EU Member Countries must be listed individually and not as EU)
- Original Bill of Lading (Preferably 2)
- Copy of Company Registration (Must have Saudi Arabian Commercial Registration)

Commercial Shipment by Air

- Authorisation Letter in Arabic, stamped by the Chamber of Commerce
- Authorisation Letter in Arabic to Saudia Cargo, stamped by the Chamber of Commerce
- 3 Original Copies of the Invoice stamped by the local Chamber of Commerce for the shipper
- 3 Original Copies of the Certificate of Origin stamped by the local Chamber of Commerce for the shipper (Please note that EU Member Countries must be listed individually and not as EU)
- Original Airway Bill (Preferably 2)
- Copy of Company Registration (Must have Saudi Arabian Commercial Registration)

Note:

- All authorisation documents and letters must be on Saudi Arabian registered company headed paper and stamped by the Saudi Arabian Chamber of Commerce
- Invoices will be accepted in English however the Customs Office will on occasion request the documents be translated into Arabic. If a translation is required, this MUST be done by a Certified Translation Company and can be completed once the original documents have been submitted. Complex invoices should be translated prior to submission as this will reduce any problems with clearance.
- Invoices should be comprehensive but must avoid using industry specific names and terms. They will NOT translate or be understood by Saudi Customs and can result in major delays or refusal.
- All Shipment sent by Sea Containers MUST be palletised otherwise fines will be imposed by Saudi Customs for inspection
- ALL COMMERCIAL GOODS MUST BE CLEARLY MARKED WITH THE COUNTRY OF ORIGIN. THIS LABEL / MARKING MUST BE PERMANENT, CLEAR AND EXACT. PACKING MATERIALS AND GOODS SHOULD ALL BE MARKED AND MATCH THE DOCUMENTATION. Fines and return of goods at cost to shipper / imported are enforced vigorously.
- New products require licence for import so please check before shipping
- Customs regulations often change so it is vital that all documents for a shipment are checked prior to shipping.