

Standard Operating Procedure

“SOP” Gateway EGYPT



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1. Overview

This SOP outlines the procedures for shipping items to Egypt which includes guidelines for shipping personal and commercial

Shipments, prohibited items, packing, and manifest instructions, along with a section on costing and pricing.

2. Mode of Linehaul

All Egypt shipments will be sent along with regular DXB load.

3. MAWB Instruction

For linehaul to Egypt, use following information:

- SMSA Express LLC Egypt - 543062066
- Cargo Village – Courier Facility – Cairo Egypt
- Airport Team: egypt.prealert@smsaexpress.com – +201050668236
- Notify Person: egygateway01@smsaexpress.com – +201050189133
- MAWB description: (Courier Material)
- Below is the list of recipients in the Pre-Alert:
- Airport Team: egypt.prealert@smsaexpress.com
- Finance team: egfin@smsaexpress.com
- Operation Team: cairo.hub@smsaexpress.com
- Freight Team: freight.egypt@smsaexpress.com (for any cargo shipments only exceed 49 kilo)

4. Documentation Requirements

The following documents are required to complete the clearance of a shipment into Egypt:

Personal shipment:

- Air Waybill
- Commercial Invoice (must state the country of manufacture of commodity & HS code)

Commercial shipment:

- Air Waybill
- Commercial Invoice (must state the country of manufacture of commodity & HS code)
- Certificate of origin attested by the chamber of commerce (for commercial shipments above 49 kilo or value exceed 2k \$)
- Import license (if the product requires it)
- Consignee documents (National ID for personal shipments or company documents for commercial shipments)
- Commercial register
- Tax card
- Added value certificate
- ACID Number on SMSA airway bill in commercial invoice.
- Power of attorney for Broker.

5. Manifest Requirement

Use below standard format to dispatch shipments to Egypt. Attach this manifest along with Pre-Alert to DXB.

AWB	ORG	DEST	Weight	PCS	Product	Content	Value (USD)	Shipper Name	Shipper Address	Shipper City	Shipper Country	Shipper Contact	CNEE Name	CNEE Attn	CNEE Address	CNEE Mobile	CNEE ACID

6. Personal Shipments

Process

Prepare separate bags for low value (LV) and high value (HV) shipments.

- Low value: below 1000 USD
- High value: below 2000 USD

Prohibited Items:

- Live swine pure-bred breeding animals
- Live animals weighing
- Ivory, unworked or simply prepared ivory powder and waste
- Nutmeg, mace, and cardamoms
- Poppy Seeds
- Other oil seeds and oleaginous fruits
- Coca Leaf, Poppy Straw, Marijuana, Opium, Hashish, Cocaine
- Pneumatic tires for motor cars, buses, Lorries, aircraft
- Articles containing asbestos
- Compressed Asbestos Fiber Jointing, Asbestos-based friction materials
- All items offensive to the Muslim culture sensitive to the Middle East security situation are prohibited.
- Milk or sub products.
- Pork products.
- Honey
- Religious publications/figures
- Imitation firearms
- Paraphernalia & military uniforms
- Old used Medical
- Dental Supplies & equipment's are prohibited Standard carrier prohibitions plus
- Wristwatch with camera
- Pen with camera
- Sexual dolls
- Magic jack devises
- Spy watch
- Mobil watch rejected by NTRA
- Electronic cigarettes rejected by Ministry of Health
- Power balance in all shapes medal bracelet and necklace
- Glasses with Camera
- Tobacco, ready-made cigarette materials
- electronic Cigarette and accessories
- SIM Card
- Empty cartoon with trademark
- brand label has a different origin from Egypt
- toys drone flight

Packing and Manifest Instructions

- Shipper Information:
- Shipper's full name.
- Complete and valid address.
- Phone number mentioned on the Airway Bill
- Commercial invoice
- HS Code
- Consignee Information:
- Consignee's full name.
- Complete and valid address (including street name, building and house number)
- Mobile phone number with country code (+2) mentioned on the Airway Bill
- Consignee ID details (mandatory)

Customs Clearance charges & fees.

- NAFEZA charges is EGP 400 / HAWB
- Bank charges are EGP 195 /MAWB (for CD and VAT payments)
- Postal Agency Fees USD 3 / HAWB
- Customs duty charges as per CIF value of shipments & customs tariff
- SMSA Clearance Charges: Clearance Charge: EGP 600 / HAWB
- Authorities Approval inside the airport – Egypt 400 / HAWB
- Authorities Approval outside the airport – Egypt 400 / HAWB
- Self- Clearance delivery order EGP 900 / HAWB
- Customs Duties & vat as per acceptable value for commercial invoice & HS code & Customs tariff.

7. Commercial Shipments

Process

Prepare separate bags for low value (LV) and high value (HV) shipments.

- Low value: from 2000 USD
- High value: above 2000 USD

Prohibited items

Similar to the prohibited items list mentioned in personal shipments.

Packing and manifest instructions

- Commercial invoice with description of goods, HS code, unit value, total value and currency. exceed 49 kilo.
- Importers must register their ACID into the Egyptian Customs system Nafeza platform (<https://www.nafeza.gov.eg/ar>) before move his shipment from origin country.
- The customer provide SMSA airway bill contains ACID number to avoid any penalty from the Egyptian Customs.
- Ministerial approval may be required for restricted products such as telecommunications equipment, medicine, food items, cds. Publications, chemicals.

Customs duty

For further information on HS code, customs duties, and VAT, please refer to the following link:

<http://www.fei.org.eg/tariff/tariff.php/?hscode=&keywords=Garments&submit=>

8. Special Approvals and Regulatory Authorities

- **Ministry of Health:** Medicine, Medical devices & equipment's, cosmetics, nutrition foods, shampoo require approval
- **Ministry of Interior (MOI):** Passports, security devices, security cameras, knives, remote control and related devices require approval from the MOI
- **Ministry of Defense:** Military equipment, and related items require approval
- **National Telecom Regulatory Authority:** Computer parts, network equipment, wireless devices, mobiles, mobile parts
- **EPC (Environmental Protection Council):** Chemical, liquids, lubricants, radioactive material, powder, require approval on arrival and must be obtained
- **Ministry of Trade:** Commercial shipments
- **Ministry of Culture:** Paintings, CDs require approval, books.

9. Transit Time

- **Day 0:** Pickup
- **Day 1:** Linehaul
- **Day 2:** Delivery in Cairo for low-value and personal items not subjected to clearance delay
- **Day 3:** Delivery outside Cairo