

Standard Operating Plan - Bahrain

Table of Contents

1. Overview	3
2. Mode of Linehaul.....	3
3. MAWB Instruction	3
4. Documentation Requirements	3
5. Manifest Requirement.....	3
6. Personal Shipments	3
Process	3
Prohibited Items.....	4
Packing and Manifest Instructions.....	4
Customs Duty	4
7. Commercial Shipments.....	4
Process	4
Prohibited Items.....	5
Packing and Manifest Instructions.....	5
Certificate of Origin.....	5
Authorization	5
Customs Duty	5 & 6
8. Special Approvals and Regulatory Authorities.....	6
9. Transit Time & Delivery Timeline	6 & 7

1. Overview

This SOP outlines the procedures for shipping items to Bahrain 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 express shipments to Bahrain to be routed via DXB by air.
- All GCC economy & freight shipments to be routed via King Fahad Causeway by road.
- If origin shipments exceed +45 kg weight, it may be sent directly to Bahrain.

3. MAWB Instruction

For linehaul to Bahrain, use below

SMSA EXPRESS TRANSPORTATION CO. W.L.L
Block 115, Road 1547, Warehouse No. 3
P.O. Box 22446, Hidd, Bahrain.
bahgateway@smsaexpress.com
973 1700 3333

Below is the list of recipients in the Pre-Alert:

Saleh S. Al Guhum ssaid@smsaexpress.com
Odai Abbas odai.abbas@smsaexpress.com
Munther Al Nasheet munther.alnasheet@smsaexpress.com
Sukesh Nambath snambath@smsaexpress.com
Bahrain Gateway bahgateway@smsaexpress.com
SMSA Bahrain Logistic Zone smsabh-logisticzone@smsaexpress.com

4. Documentation Requirements

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

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

5. Manifest Requirement

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

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

6. Personal Shipments

Process

- Prepare separate bags for Low Value (LV) and High Value (HV) shipments.

Category	Value Threshold	Weight Threshold
Low Value B2C	Below 300 BHD	OR below 50 kg
Low Value B2B	Below 100 BHD	OR below 50 kg
High Value B2C	Above 300 BHD	OR above 50 kg
High Value B2B	Above 100 BHD	OR above 50 kg

Prohibited Items

- Live animals, fish, birds, horses (live).
- Human remains or ashes.
- Bullion (of any precious metal).
- Cash (current legal tender) (bank notes, currency notes and coins).
- Loose precious stones.
- Complete firearms, ammunition, explosives / explosive devices.
- Illegal goods and ivory.
- Gasoline, engine oil, jet planes engine oil, other planes engine oil, kerosene, engine diesel, electricity, generators oil including ships electricity generators, heating diesel, diesel for other purposes, ships oil, others, petroleum gases and other gaseous hydrocarbons, petroleum tar, natural tar and asphalt.
- Radioactive items.
- Ozone layer depleting substances.
- Green fodder including straw.
- Scrap iron.
- Alcoholic beverages.
- Adult toys and other items related to it.
- Poison.
- Cash letters.
- Human remains or ashes.
- Used Tires.
- Drones.
- Counterfeit Goods, fake brands.
- Gambling games & devices.

Note: Used/Refurbished mobiles, tablets or laptops is not allowed to be shipped as B2B and personal quantity is allowed up to 2 pieces max per shipment.

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 block number, street name, building and house number).
 - ✓ Mobile phone number with country code (+973) mentioned on the Airway Bill.
 - ✓ Consignee CPR & Reader copy (mandatory for B2C high value shipments).

7. Commercial Shipments

Process

- Prepare separate bags for Low Value (LV) and High Value (HV) shipments.
 - Low Value: Below 300 BHD (B2C) and 100 BHD (B2B) and below 50kg.
 - High Value: Above 300 BHD (B2C) and 100 BHD (B2B) and below 50kg.

Prohibited Items

- Similar to the prohibited items list mentioned in personal shipments.

Packing and Manifest Instructions

- Commercial Invoice with description of goods, HS code, quantity, unit value, total value and currency.
- Original commercial invoice.
- A Certificate of Origin (COO) attested by the Chamber of Commerce or the Ministry of Foreign Affairs in the country of origin may be required by Bahrain Customs, depending on their specific request.
- Importers are required to hold a valid commercial registration that includes the activity related to the imported goods.
- Ministerial approvals may be required for restricted products such as telecommunications equipment, medicines, cosmetics, supplements, food items, CDs, publications, and chemicals.

Certificate of Origin:

- For shipments originating from GCC countries:
 - A COO is mandatory only if the importer intends to claim customs duty exemption.
 - The goods must be manufactured in a GCC member state.
 - If no exemption is required, the COO is not mandatory unless specifically requested by customs
- For shipments originating from Singapore & Switzerland:
 - COO is required to benefit from Free Trade Agreement (FTA) exemptions.
 - The goods must be physically marked as “Made in Singapore” or “Made in Switzerland”.
 - The COO must confirm the origin in accordance with the respective FTA terms.

Authorization:

The importer company have to Authorize SMSA as their broker through (www.bahrain.bh) system to as per below details.

Company Name	SMSA Express Transportation Co. W.L.L
CR Number	106722-01
Link	Customs Authorization Services
Authorization Form	https://drive.google.com/file/d/1Ykxs4XzmC_ehG_VR-p6hmiOiTAyX3zZEm/view?usp=sharing

Customs Duty

B2C Shipments:

- **Low-Value Shipments** (Below BHD 300 or up to 50 KG):
 - Express Courier Sheet – No Charges
- **High-Value Shipments** (exceeding BHD 300 or more than 50 KG):
 - Bill of Entry: BHD 3.000
 - 5% Customs Duty (unless classified as excise/restricted)
 - 10% VAT

Note: Bahrain Customs may reclassify a personal shipment as commercial based on quantity or nature of the goods.

B2B Shipments:

- **Low-Value Shipments** (Below BHD 100 or up to 50 KG):
 - Express Courier Sheet – No Charges
- **High-Value Shipments** (exceeding BHD 100 or more than 50 KG):
 - Bill of Entry: BHD 3.000
 - 5% Customs Duty (unless classified as excise/restricted)
 - 10% VAT

Custom Duty:

- **Custom Duty is calculated as: Duty 5% of (C+I+F) Where:**
 - C = Commercial Value
 - I = Insurance (Extended Liability, if applicable)
 - F = Freight/Shipping Cost

Custom Duty:

- VAT is generally applicable to all high value imported shipments and is calculated as: $VAT = 10\% \text{ of } (C + I + F + D + E)$
Where:
 - C = Commercial Value
 - I = Insurance (Extended Liability, if applicable)
 - F = Freight/Shipping Cost
 - D = Duty
 - E = Excise Tax (if applicable)

8. Special Approvals and Regulatory Authorities

- **Ministry of Health:** Medicine, cosmetics, nutrition foods and personal care products such as shampoo, creams require approval prior shipment arrival (<https://www.nhra.bh>)
- **Ministry of Interior (MOI):** Import of 3D printers, drones, face masks, weapons, military uniforms require prior approval. (<https://www.interior.gov.bh>)
- **Ministry of Civil Defense:** Fire alarms, smoke detectors, fire suppression systems, and related safety items must be approved in advance. (<https://www.civildefense.gov.bh>)
- **Ministry of Information:** Books, learning materials, and media (e.g., CDs) may require prior clearance. (<https://www.moe.gov.bh>)
- **Ministry of Industry and Commerce – Standards and Metrology Directorate:** Automotive parts, toys, electronics, and similar regulated items may be subject to pre-approval or compliance requirements. (<https://www.moic.gov.bh>)
- **Telecommunications Regulatory Authority (TRA):** ICT products such as computer components, wireless devices, network equipment, and mobile phones must have prior approval. (<https://www.tra.org.bh>)
- **Supreme Council for Environment:** Chemicals, liquids, lubricants, powders, and environmentally regulated substances require advance environmental clearance. (<https://www.sce.gov.bh>)

9. Transit Time & Delivery Timeline

- **Air Express Export (CBB):**
 - **Day 0:** Pick-Up in Bahrain.
 - **Day 0:** Linehaul – Depending on flight schedules to destination country.
 - **Day 1 / Day 2:** Clearance expected – Depending on flight arrival at destination.
- **Air Express Import (CBB):**
 - **Day 0:** Flight arrival in Bahrain (Between 00:00 to 2:00 Hrs).
 - **Day 0:** Customs Clearance.
 - **Day 0:** Delivery.
 - ✚ For flights arriving between 02:00 to 11:00, customs clearance will be completed on Day 1, and delivery will also take place on Day 1.

- **Road Export (GCC) EES & LTL:**
 - **Day 0:** Pick-Up in Bahrain.
 - **Day 0:** Linehaul.
 - **Day 1 / Day 2:** Clearance expected – Depending on truck arrival & clearance at destination.
- **Road Import (GCC) EES & LTL:**
 - **Day 0:** Truck arrival in Bahrain (Between 00:00 to 5:00 Hrs).
 - **Day 0:** Customs Clearance.
 - **Day 0:** Delivery.
 - 🚚 For trucks arriving between 05:00 to 11:00, customs clearance will be completed on Day 0, and delivery will take place on Day 1.

Note: The above given timelines apply to *low value* and *personal items* shipments not subjected to clearance delay. Shipments requiring additional customs processing may experience delays.