
NAQEL Express | Import & Export Guide

Kingdom of Bahrain

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Terminology

Manifest: Consolidated information for the batch.

Master airway bill (MAWB): airline waybill.

House waybill (HAWB): waybill from the shipper to the final consignee.

NAQEL service charges: transportation fee + COD charges (if applicable) + customs clearance fee (if applicable).

COD: Cash on Delivery. The amount that NAQEL has to collect from the customer upon delivery.

COD = Declared value + NAQEL service charges + customs duty + VAT.

Declared value: the value of the goods as it appears in the commercial invoice and in the manifest.

Declared value (CIF Value) = Goods value + international shipping cost & insurance.

Note: if the Domestic COD charges and domestic delivery Charges and Duty & VAT are not splitted in the commercial invoice, it will be considered as a part of declared Value and it will be subjected to Duty & VAT collection. Correct value without COD charges and domestic delivery Charges and Duty & VAT must be in the manifest.

Customs Duty: the amount that needs to be paid to Customs for goods entering the country.

Customs Authority Administration fees: The amount to be paid to customs for customs formalities.

VAT: Value Added Tax

NAQEL Customs Clearance fees: The amount levied by NAQEL for activities needed to be completed to clear commercial shipments and high value shipments for individual shipments. (Depending on a contract with customer)

EDI: Electronic Data Interface.

PURPOSE OF THIS GUIDE

This guide sets out the general customs clearance requirements and is intended to help individuals/ companies minimize the risk and time associated with the process of importation and exportation in accordance with the customs laws in the kingdom of Bahrain.

PROHIBITED GOODS

Prohibited goods are those goods of a nature or kind that are by virtue of any law for the time being in force in the country absolutely prohibited from being imported or exported. Prohibited goods normally carry with them a series of penalties if you are caught importing or exporting such items. For reasons linked to health, environment, protection of endangered species, security, legislation etc.

#	Item Category
1	All types of Narcotic Drugs (Heroin, Cocaine, Hashish, Pills having drugs effects etc...)
2	Indian Paan and Derivatives
3	Used and reconditioned Tires
4	Cultured Pearls
5	Advertisement material for all types of Cigarettes
6	Radio/ Remote controlled Model Aircraft
7	Children's Toy Guns capable of firing projectiles
8	Goods of Israeli origin or bearing Israeli trademarks or logos
9	Printed publications, photographs, pictures, books, magazines sculptures and mannequins that contradict Islamic teachings, decency, or immorality
10	Seditious or Treasonable material
11	Asbestos or Items containing Asbestos
12	Raw Ivory, Ivory articles and Rhinoceros Horn
13	Live Swine
14	Any other items, whose importation is prohibited under Kingdom of Bahrain Customs laws, or any other laws of the country
15	E-cigarettes

RESTRICTED & CONTROLLED GOODS

Restricted goods are those items that can only be imported or exported where authority of a license has been granted by the comptroller of customs and excise or another relevant Government authority. Examples of restricted goods include prescription medications, wildlife and items of cultural significance. If items found to be imported or exported without the relevant authority the individual may be subject to prosecution, fine and seizure of the restricted goods.

Licenses or permits are required from a Government Authority before the item is allowed to enter the Kingdom of Bahrain.

#	Item	Required Authority
1	Live animals, plants, fertilizers and insecticides	Ministry of Municipalities & Agriculture Affairs
2	Unadulterated Ethyl Alcohol, Iso-propanol, Handcuffs made from Iron/Steel Arms, ammunition, explosives and military weapons	Ministry of Interior
3	Any items related to medical / Pharmaceutical	Ministry of Health - NHRA
4	Print materials, publications, and media products	Ministry of Information
5	New tires, Toys, Electrical fans and lamps	Ministry of Industry, Commerce and Tourism
6	Telecommunications Devices	Telecommunications Regulatory Authority
7	Transmitters and radio equipment	Information & eGovernment Authority
8	Foodstuffs, personal care and cosmetic products	Ministry of Health

IMPORT

Customs Clearance requirements:

A- High Value Commercial Shipments (above BHD 100)

- Detailed original invoice showing country of origin along with the Harmonized System (HS) code of each item.
- Naqel Air waybill (AWB).
- Copy of the Importer (Commercial Registration) CR.
- Copy of Owner/Authorized Bahraini ID (CPR)
- Authorization from the Importer to customs clearance company (Naqel).
- Individual customs declaration is required.
- Subjected to Customs Duty and Value Added Tax (VAT).
- Customs duty calculate based on the Harmonized System (HS) code (0% / 5% / 20%).
- Bayan fees (3.000BHD GCC country / 3.500BHD Other Country).
- X-ray fees 10.000BHd

Note: *Restricted products will be referred to the relevant authority for approval.*

B- High Value Personal Shipments (above BHD 300)


- Detailed original invoice showing country of origin along with the Harmonized System (HS) code of each item.
- Naqel Air Waybill (AWB).
- Copy of the importer ID.
- Authorization from the Importer to customs clearance company (Naqel).
- Individual customs declaration is required.
- Subjected to Customs Duty and Value Added Tax (VAT).
- Customs duty calculate based on the Harmonized System (HS) code (0% / 5% / 20%).
- Bayan fees (3.000BHD GCC country / 3.500BHD Other Country).
- X-ray fees 10.000BHD.

Note 1: *Restricted products will be referred to the relevant authority for approval.*


Note 2: *Certain items have a limited quantity that is permitted as personal use.*

C- Courier shipments:

- Detailed commercial invoice along with the Harmonized System (HS) code of each item.
- Naqel Air Waybill (AWB).
- Consolidated Import Declaration will be implemented for each Master Air Waybill (MAWB).
- Low value shipments will be released without Customs Duty and Value Added Tax (VAT).
- Low value shipments will be released without individual customs declaration, **unless:**
 - ✓ Restricted products require an approval from the governing entity.
 - ✓ Personal shipments but received in commercial quantity, and commercial clearance procedures must apply for it.
 - ✓ The customs officers have the rights to request individual customs declaration for any shipment.
 - ✓ Courier shipments Low value (commercial shipments):
 - Customs will ask for express sheet Bayan for the all commercial shipments.
 - Customs duty calculate based on the Harmonized System (HS) code (0% / 5% / 20%).
 - Vat will be added (10%).
 - Express sheet fees (3.000BHD for GCC / 3.500BHD for others country).



مملكة البحرين
وزارة الاقتصاد
شؤون المارك



Import Express Declaration

Customs Office : 2202 Air Cargo - GLS	Reference Number : 2022 000010	From/To Location : SADM4
Declarant : 104923-01 Naqel- Branch of Foreign	Registration Data : 2022 I 4981 18-Aug-22	From/To Country : SA
Receipt Data : 2022 2202 R 21289 18-Aug-22	Assessment Data : 2022 C 4919 18-Aug-22	Manifest : 2202 2202 0
Status : Exited		

#	MAN LIC	AWB	PREF	Orig CO/CD	ID Name	Com	Currency Invoice	FCX Rate Amount	Freight Insur	Tax Rate Tax Base	Duty Service Fee Total to Pay (BHD)	VAT Rate VAT Base	VAT Amt (BHD)	Packs Weight	Commodity Code	Commercial Goods Desc Tariff
1		24189345 3		CN SA	064793-06 SHOW BOX Satellite Flat No.: 0 Building No.: 698 Block No.: 814 Road No.:	✓	SAR 120	0.1 12.021	0 0	0 12.03	0.000 12.03	10 12.03	1.210 1	1 000 0000	85287210	RECEIVER
2		24189345 4		CN SA	064793-06 SHOW BOX Satellite Flat No.: 0 Building No.: 698 Block No.: 814 Road No.:	✓	SAR 120	0.1 12.021	0 0	0 12.03	0.000 12.03	10 12.03	1.210 1	1 000 0000	85287210	RECEIVER
3		24189344 55		CN SA	064793-06 SHOW BOX Satellite Flat No.: 0 Building No.: 698 Block No.: 814 Road No.:	✓	SAR 120	0.1 12.021	0 0	0 12.03	0.000 12.03	10 12.03	1.210 1	1 000 0000	85287210	RECEIVER
4		24189345 6		CN SA	064793-06 SHOW BOX Satellite Flat No.: 0 Building No.: 698 Block No.: 814 Road No.:	✓	SAR 120	0.1 12.021	0 0	0 12.03	0.000 12.03	10 12.03	1.210 1	1 000 0000	85287210	RECEIVER
5		24189345 7		CN SA	064793-06 SHOW BOX Satellite Flat No.: 0 Building No.: 698 Block No.: 814 Road No.:	✓	SAR 120	0.1 12.021	0 0	0 12.03	0.000 12.03	10 12.03	1.210 1	1 000 0000	85287210	RECEIVER

Report: EXP-DEC Submitted حسين فهد علي الصفاقر

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Note 1: Low value commercial shipments are less than BHD 100.

Note 2: Low value Personal shipments are less than BHD 300.

EXPORT

1.1 Customs Clearance requirements:

A- Commercial shipments

- Detailed commercial invoice showing the country of origin along with the Harmonized System (HS) code of each item.
- Naqel Air Waybill (AWB).
- Copy of the Exporter Commercial Registration (CR).
- Authorization from the exporter to customs clearance company (NAQEL).
- Customs Export Fee.

B- Personal Shipments

- Detailed commercial invoice showing the country of origin along with the Harmonized System (HS) code of each item.
- Naqel Air Waybill (AWB).
- Copy of the Exporter ID.
- Customs Export fees.

RE-EXPORT

1.2 Customs Clearance requirements:

A- In Courier Mode

a) Undelivered shipments:

- Copy of import Naqel Air Waybill (AWB)
- New return Naqel Air Waybill (AWB)

b) If delivered to the consignee but returned afterwards:

- New Naqel Air waybill (AWB)
- Detailed commercial invoice along with the Harmonized System (HS) code of each item.
- Copy of the import declaration if not originally cleared by Naqel Express.

B- In General Cargo Mode

- Copy of the import declaration.
- Naqel Air Waybill (AWB).
- Detailed commercial invoice along with the Harmonized System (HS) code of each item.
- Re-export customs declaration is required.
- Request for refund the Customs Duty and Value Added Tax (VAT) if needed.

WEBSITE REFERENCES

Naqel Express: www.NaqelExpress.com

Bahrain Customs: www.BahrainCustoms.gov.bh