

## **KUWAIT CUSTOMS DOCUMENTARY REQUIREMENTS**

We request all our suppliers to strictly adhere to this change forth-with to help us to avoid demurrage expenses and delay in clearing the goods form the Kuwait customs.

### **CONSIGNEE NAME & ADDRESS :**

ALL INCOMING SHIPPING DOCUMENTS TO BE MADE IN THE NAME OF :

≈ KUWAIT ELECTRICAL WIRING ACCESSORIES CO. W.L.L.  
P.O. BOX 46476  
FAHAHEEL 64015  
KUWAIT

### **DOCUMENTS REQUIRED :**

- a. Original Invoice + 3 copies
- b. Original Certificate of Origin
- c. Original Packing List + 3 copies
- d. Original Airway Bill / Bill of Lading
- e. Certificate of Conformity

### **SHIPPING DOCUMENTATION DETAILS :**

#### **A. INVOICE :**

1. Consignee's Full Name and Address
2. Description of Goods with Harmonized Code Number and Clear Model Number for each item – model numbers mentioned in your Invoice/Packing List should not differ from the numbers mentioned on the Cartons for each item.
3. Invoice Value with Unit Price (Please do not mention discount %age in the Invoice – mention net unit price after discount). Also, do not mention F.O.C. or free of charge. Even for samples you have to mention a nominal value.
4. Quantity of Goods.
5. Total Value with Currency Mark
6. Manufacturer's Full Name & Address
7. Trade Marks
8. Country of Origin
9. Mode of shipment
10. Port of Export
11. Name of the Carrier
12. Gross Weight & Net Weight of Cargo (same as that of AWB or B/L)
13. Number of Packages
14. Value Terms (Ex-factory / FOB / C&F / CFR, etc)
15. INVOICE SHOULD BE LEGALIZED by Chamber of Commerce Abroad

**B. AIRWAY BILL / BILL OF LADING :**

1. Consignee's Full Name
2. Currency Mark
3. No. of Packages
4. Gross Weight, Net Weight & Volume
5. Clear description of goods
6. Freight value – B/L relating to C&F / CFR invoice should show Freight pre-paid.
7. Unless otherwise specified, destination for FCL/LCL ocean bound cargo be SHUAIBA (1<sup>st</sup> preference) or SHUWAIKH & not FREE ZONE.

**C. CERTIFICATE OF ORIGIN :**

1. Consignee's Full Name & Address
2. Invoice Number
3. Description of Goods, Number of Packages & Gross Weight and Net Weight (same as B/L or AWB)
4. Manufacturer's Full Name and Address
5. Clear statement that the goods are not of Israeli origin
6. Name of the Freight Forwarder
7. Certificate of Origin should be legalized by Chamber of Commerce abroad

**D. PACKING LIST :**

1. Consignee's Full Name & Address
2. Invoice Number
3. Number of Packages & Contents of each Package & Packing Details
4. Description of goods with quantity
5. Manufacturer's Name & Address
6. Net Weight, Gross Weight in Kgs. & total measurement in cm<sup>3</sup> (same as B/L or AWB)

**E. CERTIFICATE OF CONFORMITY :**

As per new regulations in Kuwait the above certificate is compulsorily required to clear any shipment. Please visit <http://www.pai-iccp.com> for a complete guide.

The *Invoice, Certificate of Origin and Packing List* must be of *3 original copies* and must be certified by the Chamber of Commerce in the country of export, preferably a joint Local-Arab Chamber and Legalised by the Kuwaiti Embassy / Consulate in that country.

If there is no Kuwaiti Consulate in the Country of Export, then Legalisation has to be carried out through the Ministry of Foreign Affairs in Kuwait. In addition to the Packing List, **the Country of Origin should be mentioned on each product & outer Packing in a non-detachable manner & NO stickers are allowed.**

The packing of items shipped to Kuwait must be imprinted with a Shipping Mark. The Shipping Marks must consist of not only of the address of both shipper/consignee but must also detail the package number and reference the Packing List as to the exact contents.

If shipment is against a Letter of Credit the Shipping Mark as detailed on the Letter of Credit must also be shown inside a Triangle on the outer packing of each package and the Bill of Lading.

In order to speed up Customs inspection in Kuwait the format of the current Commercial Invoice drawn at your end should be modified as per items boxed into each carton that has been dispatched in a manner suggested below:

Carton #	Product Code	Description	Harmonised Code	Country of Origin	U Price	Qty	Total Value with Currency

Instead of detailing Unit Weight of each item you could mention Net/Gross weight of each Carton / Package in the Packing List and Total Net / Gross Weight on both the Cover Invoice as well as the Packing List. The Weights declared must match with Weight on Mawb, B/L or Trucking Receipts. When shipment is weighed in Kuwait it must tally with weights slated in the Shipper's Documentation.

**IMPORTANT NOTES :**

- ≈ All Shipping Documents should be in ENGLISH language only.
- ≈ Shipping Documentation should be on Original Manufacturer / Supplier Letterhead, duly signed & stamped.
- ≈ One set of complete original documents covering shipment by sea must reach us at least 5 days prior to the arrival of the vessel & for Airfreight documents, one complete original should be sent with the goods. Copies of the shipping documents both Air & Sea should be faxed or e-mailed to us well in advance for our information.
- ≈ Our shipping mark "KEC Kuwait" (especially for LCL cargo) inside a triangle should be mentioned in the shipping documents and on all the cartons.

Kuwait customs will not clear the consignment if the documents are not as per its requirement. This will ultimately result in KEC paying the demurrage charges apart from the delay in clearing the goods.

Hence, kindly double check the documents before they are sent. Kindly note that if the goods cannot be cleared from the customs due to a discrepancy in the shipping document or delay in receiving the documents from you, then all the demurrage charges incurred as a result will be to the Supplier Account.

Thanks for your understanding and cooperation in this regard.