

YEMEN CUSTOMS CLEARANCE INFORMATION

ON EXEMPTION PROCEDURES

I. Customs Clearance Document Requirements:

The government authority responsible for the customs import procedures is the Yemeni Customs Authority, normal clearance procedures are as follows:

Upon arrival of the goods, the following documents supported by official letter from the organisation to be submitted to the governmental cooperating Ministries (i.e. Ministry of Planning and International Cooperation (MoPIC), Ministry of Public Health (MoPH), Ministry of Education (MoE) and any other governmental Ministries with whom humanitarian organisations have signed Memorandum of Understanding (MoU) and an exemption request.

- Bill of Lading
- Commercial invoice or Certificate of value
- Certificate of origin
- Packing list
- Phytosanitary Certificate
- Non radiation certificate
- Health certificate
- Agriculture food certificate / Non Agriculture food certificate

The cooperating Ministries will issue the custom exemption statement and the organisation will follow the custom declaration process through the Clearing and Forwarding agent (C&F) or by themselves to the general customs authority.

II. Procedures in Customs authority:

All the above documents together with the approved custom exemption certificate to be submitted to the custom authority as below:

- The necessary data for Customs Declaration Form will then be electronically entered.
- The consignee then proceeds to the Manifestations Section.
- The Manifestations Section the Customs Declaration Form is printed out, allocated a customs reference number and given to the consignee, who then proceeds to the Department of Control.

III. Procedures at the port:

After the custom authorities approve and stamp all the documents for release from the port, the below procedures are required once at the port:

- At the Department of Control a customs officer will inspect the goods.
- Upon completion of the inspection, the category of the goods is recorded by the customs officer on the Customs Declaration Form. The recording of the category confirms inspection has been carried out.
- The amount of customs duty payable is calculated and an invoice is issued.
- The consignee then proceeds to the Accounts Section.
- The consignee then proceeds to the release section and has a release form signed and stamped.
- Then the consignee will proceed to the customs warehouse and or the shipping line's agent and pay any demurrage fees and attain a final approval from national security.
- The stamped customs declaration and release forms are proof of customs clearance and duty payment.

IV. Prohibited Items

Weapons, ammunition, credit cards, money in cash, materials offensive to Islam, pork and pork additives, alcohol, liquor and dangerous goods are prohibited to import in Yemen.

V. Temporary exemptions for Emergency Shipments

The humanitarian organisations can import and do customs clearance using the temporary exemptions and can be processed to expedite clearance of goods under certain conditions.

- These are arranged through the customs authority, copies of supporting documentation can be used to attain temporary exemptions.
- Original documentation is still required upon arrival for the release of the cargos.
- The standard exemptions must still be attained; however this can then be processed after the release of the goods.

Customs Clearance Document Requirements (by commodity)						
	Food	NFI (shelter, wash, education)	Medicines	Vehicles and Spare Parts	Staff (office) Supplies	Telecom Equipment
D&T Exemption Certificate	Yes, Original,	Yes, Original.	Yes, Original.	Yes, Original.	Yes, Original.	Yes, Original.
Invoice	Yes, Original, CIF Value Certificate	Yes, Original,	Yes, Original,	Yes, Original,	Yes, Original,	Yes, Original,
AWB/BL/Other Transport Document	Yes, Original,	Yes, Original.	Yes, Original.	Yes, Original.	Yes, Original.	Yes, Original,.
Donation/Non-Commercial Certificate	1 copy	1 copy	1 copy	1 copy	1 copy	1 copy
Packing List	Yes, Original.	Yes, Original,	Yes, Original.	Yes, Original.	Yes, Original.	Yes, Original.
Phytosanitary Certificate	Yes, Original.	No	No	No	No	No
Other Documents	Certificate of Origin Fumigation Certificate Radiation Certificate Health Certificate	Certificate of Origin	Certificate of Origin	Certificate of Origin	Certificate of Origin	Certificate of Origin

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