Introduction Guidelines

This document contains information on the Customs Clearance procedures established for relief material for the Lebanon Crisis Relief Purposes, when done by NGOs (Non-governmental organizations).

The info is displayed as follows:

1. Outline of transit and import procedures and requirements for NGOs cargo
2. Authorities Contacts & letter templates
3. Table summarizing the paperwork requirements
4. Transit process flow diagram
**TRANSIT**

Contacts with local authorities are essential in order to make the operation possible. Please, make sure you coordinate with your counterpart/delegates and customs clearing agent to allow them a timely submission of documents to the relevant authorities.

Set of documents required to obtain the Customs Clearance:

1. Request letter (& approval) to the Lebanese HRA (High Relief Authority) and Ministry of Social Affairs (see addressee) / all goods
2. Request letter should be sent to the Minister of State for Red Crescent Affairs in Syria specifying the materials and quantities and nominating the transport company with a packing list attached, to be submitted locally by your counterpart/delegate/etc. (see attached form & addresses) / all goods
3. Original B/L (or telex of release); (CMR or AWB), with special instruction printed "RELIEF GOODS ON TRANSIT TO RECIPIENT COUNTRY" / all goods
4. Invoice (copy is accepted) / all goods
5. Packing list / all goods
6. Certificate of Health with expiry date not less that 6 month from the date of entry in Syria (copy is accepted) / for foodstuff only
7. Radiation Certificate (copy is accepted) / for foodstuff only
8. Technical Specifications (copy accepted) / for IT and Telecommunication equipments only

Remarks:

1. All relief goods are exempted: automatically according to Customs Waiver no. 9261/T/2006, dated 18 July 2006.
2. “Humanitarian Aid – Not for sale – Relief Goods – Without commercial value” remark to be included in the invoice, with clear description of goods, net weight, gross weight and value.
3. IT equipments need the approval of Security Branch no 211 at Airport, land terminals and ports (to be done by the designated broker as part of customs clearance issue)
4. Telecommunication equipments need the approval to STE (Syrian Telecommunication Establishment) and the Security Branch no. 211. (to be done by the designated broker as part of customs clearance issue)

Please note that transit means that no middle storage in Syria is allowed. As direct transit operations are difficult, please check the possibility for import regime, being the goods re-exported once security and road conditions allow it.
IMPORT

Please note that contacts with local authorities are essential in order to make the operation possible. Import permission has to be obtained for every shipment, as well as an exemption certificate in order to import the commodities with duties and taxes free status. This might not be granted for every case though, so bear that in mind when making your cost estimations.

In case Syria might not be the final destination, or when making a local purchase, be aware there are currently restrictions on exports, especially of Syrian products. It is advisable to obtain certificates of origin for each commodity on your stock.

Make sure you coordinate with your counterpart/delegates and customs clearing agent to allow them a timely submission of documents to the relevant authorities in all cases.

Set of documents required to obtain the Customs Clearance:

1- Request letter & approval: from the Minister of State for Red Crescent Affairs in Syria specifying the materials and quantities and nominating the transport company and a note mentioning that goods are to be distributed under the supervision of the RC. To be submitted locally at least three days in advance by your counterpart/delegate/etc, including a packing list, certificate of origin and health certificate (see attached form & addresses) / all goods

2- Original B/L (or telex of release); (CMR or AWB) / all goods

3- Pro-forma invoice / all goods

4- Packing & weight list (as detailed as possible) / all goods

5- Original Certificate of Health with expiry date (that depends on the commodity, please check with your Agency Focal point) / for foodstuff only

6- Original Radiation Certificate / for foodstuff only

7- Technical Specifications (copy accepted) / for IT and Telecommunication equipments only

Remarks:

1- In case you want to opt for a duties and taxes free import, make sure that all applications are done, with the correct paperwork, before the arrival of the commodities, and even before the purchase, if possible. This is a locally managed process on a case-by-case basis (see explanation above)

2- “Humanitarian Aid – Not for sale – Relief Goods – Without commercial value” remark to be included in the invoice, with clear description of goods, net weight, gross weight and value.

3- IT equipments need the approval of Security Branch no 211 at Airport, land terminals and ports (to be done by the designated broker as part of customs clearance issue)
4- Telecommunication equipments need the approval to STE (Syrian Telecommunication Establishment) and the Security Branch no. 211 at Airport, land terminals and ports (to be done by the designated broker as part of customs clearance issue)

5- Vehicles can enter Syria by registering the triptych notebook / logbook after obtaining the customs approval.

**AUTHORITIES CONTACTS**

The duties and taxes exemption request letter to the Syrian Ministry of State shall be addressed as bellow:

To: Dr. Bashar Al-Shaar  
Minister of State for Red Crescent Affairs  
President of IHL National Commission  
Damascus - Syria  
Fax no.: + 00 963 (0) 2451043

CC: Mr. Abdulrahman Al-Attar  
Head of Red Crescent Commission  
Damascus - Syria  
Fax no.: + 00 963 (0) 4425677

You can find some proposals in annex I.

Information about the Lebanese Ministry of Social Affairs can be found at: http://www.socialaffairs.gov.lb.

Letters can be addressed to Her Excellency the Minister of Social Affairs, Mrs. Ministry of Social Affairs, Museum Bifurcation, Badaro Street, 7th Floor. Beirut, Lebanon.

To: Her Excellency Mrs. Nayla Moawad  
Minister of Social Affairs  
Ministry Building, Badaro Street, 7th Floor  
Beirut, Lebanon  
Tel. no.: + 00 961 1611242 and + 00 961 1612870  
Email address: ckalot@socialaffairs.gov.lb
<table>
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<tr>
<th>(Customs Clearance) REQUIRED PAPERWORK – SUMMARY</th>
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<td><strong>Transit Shipment</strong></td>
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| General Cargo | 1- Original B/L or CMR or AWB, with “Relief Goods on Transit to Recipient Country” note  
2- Invoice (copy is accepted)  
3- Packing and weight list | 1- Permission to Import (locally managed)  
2- Original (or telex of release) of B/L (or CMR/AWB)  
3- Invoice (copy is accepted)  
4- Packing and weight list |
| Food staff | 1- Original B/L or CMR or AWB, with “Relief Goods on Transit to Recipient Country” note  
2- Invoice (copy is accepted)  
3- Packing and weight list  
4- Copy of Certificate of Health  
5- Copy of Radiation Certificate | 1- Permission to Import (locally managed)  
2- Original (or telex of release) of B/L (or CMR/AWB)  
3- Original invoice and Certificate of Origin  
4- Packing and weight list  
5- Original Certificate of Health  
6- Original Radiation Certificate |
| It and Telecommunication Equipments | 1- Original B/L or CMR or AWB, with “Relief Goods on Transit to Recipient Country” note  
2- Invoice (copy is accepted)  
3- Packing and weight list  
4- Copy of Technical Specification | 1- Permission to Import (locally managed)  
2- Original (or telex of release) of B/L (or CMR/AWB)  
3- Original invoice and Certificate of Origin  
4- Packing and weight list  
5- Original Technical Specification |
تنويه طبي:

ترجو من معاشعكم التكرم بالعلم بأن منظمة ... ترغب في تقديم المساعدة للشعب اللبناني في هذه الظروف الصعبة التي يمر بها وذلك بإرسال مساعدات إنسانية إلى لبنان. هذا وقد قامت المنظمة بتشن تلك المساهمات عبر سوريا للتسليم لها (اسم الجمعية التي تستلم المواد في لبنان).

هذا وسكت المساعدات الوافدة على تسهيل مرور تلك المساعدات الإنسانية حتى تصل إلى مندوبينا الذين ينتمون إلى (الجهة التي تقوم بالتوزيع في لبنان).

مرفق في هذا الخطاب نسخة من قائمة الشحن ونسخة من موافقة وزارة الشحن الاجتماعية اللبنانية.

هذا وسيتم شحن تلك المواد عن طريق شركة (اسم وكيل الشحن وطريق الاتصال به).

وأخيراً، لا يمكننا إلا أن نتقدم لشخصيتك الكريم واللهلال الأحمر العربي السوري ب благодарية لما تقدمه من تسهيلات للمنظمات المحلية والدولية التي ترغب في مساعدة الشعب اللبناني.

اسم ممثل المنظمة
التقى

اسم الدكتور/ بشار الشعار
وزير الدولة لشؤون الهلال الأحمر

فاكس: 00 963 (3) 2451043

نسخة للسيد عبد الرحمن العطام
رئيس الهلال الأحمر العربي السوري
دمشق – سوريا
ANNEX I – SY EC Request (English language proposal)

(Organization Name)
(Organization address
(street, city, postal code))

Damascus, (date, month, year)

To: Dr. Bashar Al-Shaar
Minister of State for Red Crescent Affairs
President of IHL National Commission
Damascus - Syria
Fax no.: + 00 963 (0) 2451043

CC: Mr. Abdulrahman Al-Attar
Head of Red Crescent Commission
Damascus - Syria
Fax no.: + 00 963 (0) 4425677

No. of pages including this cover: (n. of pages)

Dear Sir,

As per our mandate, we (name of the local organization) would contribute to the Lebanon relief operation by sending a humanitarian aid shipment, coming originally from (name of organization/sender) through Syria to (name of the recipient organization) in Lebanon.

We would like to request your kind assistance to facilitate the processing of these commodities to their final destination, Lebanon.

Please, find enclosed the packing list relevant to this shipment.

Our transportation Agent is:

(name of the transport agent)
(telephone, fax, email, other details)

Your support and help are highly appreciated.

Thank you for your consideration and time.

Yours Truly,

(signed by (name of the representative))