

Standard Operating Procedures (SOPs) Humanitarian Import Process via Airports in the KRI

CONTEXT

In the Kurdistan Region-Iraq (KRI), the Joint Crisis Coordination Centre (JCC) facilitates the tax exemption process requested by humanitarian organisations. JCC is composed of representatives from different ministries (i.e. Ministry of Health, Finance and Foreign Relations). One of the main functions of JCC is to expedite the tax exemption approval process for humanitarian organisations, and in order to reduce the time for custom clearance procedures, JCC has put in place the One Stop Shop (OSS) together with the Logistic Cluster. JCC facilitates the exemption process humanitarian organisations willing to import cargo via KRI airports (Erbil or Sulaymaniyah).

Customs clearance procedures for the importation of humanitarian goods into KRI are tax free for all legal and registered aid organisations performing humanitarian activities in the region, entering KRI either by border points or by airports.

PROCEDURES

The current procedures apply only if the goods are to be distributed/consumed within KRI. For goods that are to be distributed/consumed in Federal Iraq, please refer to the "Import to Federal Iraq - in transit through KRI" document. To import aid cargo through KRI airports, all shipping documents will have to be submitted to JCC for approval and to get Tax Exemption Letters (TEL). Please note that certain documents such as packing lists have to be translated into Kurdish.

Required Documents for Customs Clearance for Cargo imported Through Ibrahim Khalil

- Certificate of Origin legalized by the Iraqi Embassy at origin;
- Certificate of Analysis from country of origin (only for medical items);
- Packing List;
- Conformity Certificate* (by Intertek only);
- Radiation Test (for items shipped ex Japan)
- Genetically Modified Organisms (GMO) Testing and Certification for some items;
- Commercial Invoice/Donation Certificate legalized by the Iraqi embassy at origin;
- JCC approval, (KMCA clearance approval letter for medical shipments only);
- Airway bill;
- Tax Exemption Letter (TEL).

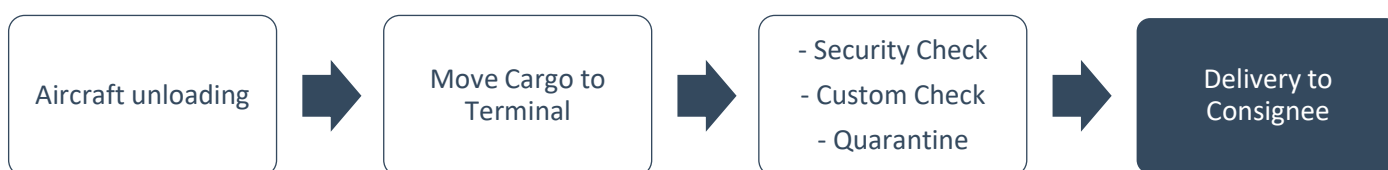
Humanitarian organisations can either outsource the exemption services by appointing/contracting Clearing and Forwarding (C&F) agents, or process the documents through authorized staff member. C&F agencies should have declared tax returns at least for the previous year in order to be able to act on behalf of any aid agency. C&F agents must have a valid contract with the requesting UN Agency/NGOs.

All of the above-mentioned documents, supported by the detailed summary both in English and Kurdish on the requesting agency's letterhead, should be submitted to JCC prior to the arrival of shipments at the airport. There is a free storage period in airport of 72 hours; after this period, charges apply for storage or demurrage. Dnata imposes a levy on the various charges related to the operation of Erbil International Airport, such as landing, parking and storage, the fees below may apply:

INBOUND / OUTBOUND EBL – DNATA				
SERVICE	RATE	MIN	UNIT	NOTES
DO (GC)	\$12.00	-	AWB	Import/Export
DO (DG)	\$100.00	-	AWB	Import/Export
Handling (GC)	\$0.065	\$15.00	KG	Import/Export
Handling (DG)	\$0.065	\$15.00	KG	Import/Export
Screening (X-Ray)	\$0.03	-	KG	Import/Export
Storage	\$0.035	\$10.00 / Day	KG/Day	4 Days FOC Import / 1 Day FOC Export
Documentation Fee	\$1.00	-	AWB	Import/Export
AWB Fee	\$32.00	-	AWB	Export
DG Inspection	\$85.00	-	AWB	Export

Once JCC issues the TEL, the letter needs to be delivered to customs authorities at the airport through cargo handling agents/companies. The consignee (organisation importing) can have access to the cargo terminal by requesting permission of visit through customs authorities, who will issue a notice of admission to the cargo terminal.

The customs police is in charge of admission clearance. Customs authorities, security officials and quarantine (standardization and quality control) authorities will conduct checks in the air cargo to validate that cargo is in line with submitted documents, and there is no restricted cargo in the shipment. Classified items such as communications equipment, electronic devices, armoured vehicles and their spare parts require additional approvals from Ministry of Interior (MoI) and General Directorate of Security. In some cases, two different security checks on air cargo can be carried out: one by sniffer dog and another one by X-Ray. The cargo owner should open the cargo for security checks and then pack it again on their own expenses. If cargo not matching the shipping documents is found, or not being in line with rules and regulations of shelf life span, then the cargo will be instructed for re-export on the expenses of consignee.



JCC approval and TEL may take between five to six working days depending on the nature of goods that are being imported to KRI, and depending on the approving personal at the JCC.

KRI airports used by aid organizations for importation:

- Erbil International Airport (EIA);
- Sulaymaniyah International Airport (Sul IA);

Erbil International Airport Cargo Terminal



FEDERAL IRAQ INFORMATION

The Federal Government is aiming to harmonize customs procedures across the country. In the meantime, many aid agencies prefer importing goods via entry points in KRI as the process tends to be more cost and time efficient.

Federal Iraq entry points used by aid organizations for importation:

- Umm Qasr Port (Basrah)
- Al Maqal Port (Basrah)
- Tureibil (Iraq –Jordan Border)
- Baghdad International Airport

CONTACTS

JCC

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CMCoord

In case of issues with access, organisations can inform the OCHA Civil-Military Coordination (CMCoord) unit through the duty phone 0751 135 2884 or use the Access Incident Report Form: <https://goo.gl/forms/RF5vxZ9ZbAr6Be923> .

Iraq Logistics Cluster

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