Standard Operating Procedures (SOPs)
Humanitarian Import Process via Ibrahim Khalil Border

KRI PROCEDURES
In KRI, the Joint Crisis Centre (JCC) facilitates the exemption process requested by humanitarian agencies. The main purpose of JCC is to expedite the tax exemption approval process for humanitarian actors, 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 is composed of representatives from different ministries (i.e. Ministry of Health, Finance and Foreign Relations). Customs clearance procedures for the importation of humanitarian goods into KRI is tax free for all legal and registered aid organizations to perform activities in the region.

To import aid cargo through KRI, all shipping documents will have to be submitted to JCC for approval and to get the Tax Exemption Letter (TEL). Please note that certain documents such as packing lists has to be translated into Kurdish.

Required Documents for Customs Clearance for Cargo imported Through Ibrahim Khalil
- Tax Exemption Letter (TEL);
- Certificate of Origin;
- Packing List;
- Commercial Invoice/Donation Certificate;
- Conformity Certificate* (by Intertek only);
- Radiation Test (for items shipped ex Japan);
- Certificate of Analysis from country of origin (for medical items);
- Genetically Modified Organisms (GMO) Testing and Certification (for some items);
- JCC approval, (KMCA clearance approval letter Medical shipments only).

Note: all the Turkish trucks crossing the Ibrahim Khalil border should be issued Waybills at the point of dispatch mentioning the details of the consignee.

Only registered aid organisations will benefit from the services of OSS facility. Humanitarian organisations could either outsource the exemption services by appointing/contracting Clearing and Forwarding (C&F) agents, or process the documents through an 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 valid contract with the requesting UN/NGOs.

All of the above mentioned documents, supported by the detailed summary both in English and Kurdish on the requesting agency’s letter head, should be submitted to JCC prior to the arrival of shipments at the border and/or prior to loading the cargo on trucks at the point of departure.

After JCC issues the approval, a hard copy of the stamped letter must be collected from the JCC office, and then submitted to the customs authorities in the border. Each page of the letter must be stamped to be valid. In case of changes in the shipment, delays on the estimated time of arrival or breakdown on roads, a new request needs to be submitted for approval with the new details.

JCC approval and TEL may take between five to six working days depending on the nature of goods that are being imported to KRI. Classified items like Communication Equipment, Electronic Devices, Armoured Vehicles and their spare parts require additional approvals from Ministry of Interior, which may need an additional week to be cleared.

www.logcluster.org/ops/irq14a
Long trucking queues, congestion at the border, political/security instability and delays in customs clearance process in Ibrahim Khalil can be expected at all times. Therefore, humanitarian agencies are advised to obtain the necessary approvals and TEL prior to dispatching, loading on trucks and pumping the goods to KRI. The above brief summary applies only if the good are to be distributed/consumed within KRI.

Turkish trucks are allowed to enter Iraq as long as they are accompanied by the Waybills issued at the point of departure.

In addition to the TEL process with JCC in Erbil, similar exemption process should be done in Baghdad if the goods are being distributed/consumed in South and Centre Iraq using KRI entry points for importation. Detailed exemption process for these areas will be elaborated in a separate document.

KRI border crossing points used by aid organisations for importation:
- Ibrahim Khalil- Turkey;
- Haj Amran – Iran and;
- Bashmakh – Iran

FEDERAL IRAQ
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 organisations for importation:
- Umm Qassr Port (Basrah)
- Al Maqal Port (Basrah)
- Tureibil (Iraq –Jordan Border)
- Baghdad International Airport

CONTACTS
JCC Contact Details for general enquiries are as below:
- Mr. Mariwan Hassan (Mariwan.hassan@jcckrg.org);

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 contacts:
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