

IMPORT GUIDELINES & PROCEDURES*



Dear Exhibitor,

The following procedures have been collated by the Dubai Gems Club DMCC to assist you in importing goods for the ICA Gem Show. As you are aware, this show enjoys a special privilege of waived duties on the import of loose coloured stones & pearls. This privilege has been extended through the patronage of the Dubai Gems Club DMCC. All goods which qualify for this waiver will need to be registered through the Dubai Gems Club DMCC prior to arrival. The registration process is outlined below. We kindly request you follow it in its entirety. Dubai Gems Club DMCC will not be liable for non-registered goods. Subsequent to the registration process are guides for shipping goods and/or hand-carrying goods. We hope you find this informative and look forward to welcoming you in Dubai.

Dubai Gems Club DMCC.

Goods Qualifying for Duty Waiver

Goods which qualify for duty waiver must be identified by one of the following international Harmonized System (H.S.) Codes:

- 71031000 – Precious stones (other than diamonds) & semi-precious stones, temporarily strung for convenience of transport, unworked or simply sawn or roughly shaped, but not mounted or set.
- 71039100 – Rubies, sapphires & emeralds, worked other than simply sawn or roughly shaped, but temporarily strung for convenience of transport, but not mounted or set.
- 71039900 – Precious stones & semi-precious stones, excluding diamonds, rubies, sapphires & emeralds, worked otherwise than simply sawn or roughly shaped, but temporarily strung for convenience of transport, but not mounted or set.
- 71011000 – Natural pearls, whether or not worked or graded but not strung, mounted or set; natural pearls, temporarily strung for convenience of transport.
- 71012100 – Cultured pearls, unworked, not strung, mounted or set; cultured pearls strung for convenience of transport.
- 71012200 – Cultured pearls, worked, not strung, mounted or set; cultured pearls strung for convenience of transport.

TO REGISTER QUALIFYING GOODS FOR DUTY WAIVER

1. Find the accompanying duty waiver form. This form can also be found for download in the exhibitors section of the ICA Gem Show website.
2. Complete the details required of the duty waiver form.
3. A processing fee of US \$100 is payable. Payments can be made via:

- Bankers Check – made payable and mailed to:
Dubai Gems Club DMCC
P.O. Box 48800
Dubai, United Arab Emirates

- Wire Transfer to:
(Note: The amount must be transferred in full and may not bear any bank charges relating to transfer.)

Bank: HSBC Bank – Main Branch
Swift Code: BBMEAEAD
Beneficiary: Dubai Gems Club DMCC
Account No: 021-134655-00

4. Submit the waiver form no later than September 18th 2008 via email or post mail:

- Email: ME-ICAGemBureau@dmcc.ae
- Mailing address: Dubai Gems Club DMCC
P.O. Box 48800
Dubai, United Arab Emirates

PROCEDURE FOR SHIPPING REGISTERED GOODS VIA G4S SERVICES

Qualifying goods registered for the duty waiver must be shipped using G4S or hand-carried through Dubai International Airport by the exhibitor (the procedure for hand carrying goods will be detailed in a subsequent section).

Important Note: The following procedure applies to qualifying goods which are registered for duty waiver with the Dubai Gems Club DMCC as delineated in the above section - other goods such as jewellery or mounted sets (dutiabale) will not qualify for this process.

- Invoices must be typed and addressed to: Dubai Gems Club DMCC DM-3064
PO Box 48800
Dubai, United Arab Emirates
(ICA Gem Show Dubai 2008)
- Invoices must bear a company stamp or seal.
- Itemized packing lists are required.
- Content of invoices must not include any non-qualifying goods.
- Hand written invoices will incur a AED 500 charge payable to Dubai Customs.
- Consult with G4S on additional requirements of shipping and contact to arrange collection and shipment of your goods:

Group 4 Securicor, UAE
Contact: Mr. Jon Stephens
Timings: Su - Th, 9am- 5pm
Telephone: +971 4 289 4289
Website: www.g4si.com

PROCEDURE FOR HAND CARRYING REGISTERED GOODS VIA AIRPORT

Qualifying goods registered with the Dubai Gems Club DMCC for duty waiver can be hand-carried through the Dubai International Airport only. These goods may not enter through any other UAE port.

Important Note: The following procedure applies to qualifying goods which are registered for duty waiver with the Dubai Gems Club DMCC as delineated in the above section – other goods such as such as jewellery or mounted sets (dutiabale) will not qualify for this process.

- Arrive at Dubai International Airport with goods.

- Proceed to the security x-ray immediately following immigration and, if required, inform the customs official that you have gemstone goods to declare.
- Collect your luggage at the baggage claim and proceed to the customs zone at the exit. Inform a customs official that you have gemstone goods to declare and proceed to Dubai Customs' dedicated airport Gold & Jewellery office (this is the last office to the right of the exit).
- At the office declare you have gemstone goods for the purpose of the ICA Gem Show which have been registered with the Dubai Gems Club DMCC.
- You will need to produce your invoices (typed, stamped, and addressed to Dubai Gems Club DMCC D-3064) and packing lists. **Ensure that other non-registered, non-qualifying goods are presented separately on their own invoices and in their own packages.**
- You will complete a declaration form and a processing fee of AED 30 (approx US \$8 and acceptable in foreign cash currencies) is payable to customs.
- An inspection will take place and you will be given an import bill to retain.
- Once cleared, you may exit with your goods.

INFORMATION ON SHIPPING NON-QUALIFYING GOODS

- Goods not qualifying for duty waiver such as jewellery or mounted sets can be shipped via a shipping agent of your choice.
- These goods must be shipped in separate packages and on separate invoices than those of goods registered with the DGC for duty waiver.
- Invoices of these goods must be made out to the exhibitor themselves and will be treated as a temporary admission. **These invoices may NOT be made out to the Dubai Gems Club DMCC. Packing lists and photographs of the lot of goods must accompany the invoice as set out by the requirements of Dubai Customs and at the time of shipping by the shipping agent.**
- Generally, a retainer of 5% on the total value of the shipment is to be deposited with customs. As per normal practices, the shipping agent will provide this retainer on your behalf and you may subsequently be liable to pay duties on the goods sold as well as associated service charges as agreed with the shipping agent.

INFORMATION ON HAND-CARRYING NON-QUALIFYING GOODS

Other goods not qualifying for duty waiver such as jewellery or mounted sets can be hand-carried through the Dubai International Airport following similar arrival procedures to qualifying goods, **except;**

- Invoices for these goods must be made out to the exhibitor themselves and will be treated as a temporary admission. **These invoices may NOT be made out to the Dubai Gems Club DMCC. Packing lists and photographs of the lot of goods must accompany the invoice as set out by the requirements of Dubai Customs.**
- At the Dubai Customs airport Gold & Jewellery office, these goods are subject to a cash deposit of 5% on their total value (accepted in foreign currencies) as seen at the discretion of Dubai Customs.
- At the conclusion of the exhibition, return to the Dubai Customs airport Gold & Jewellery office and produce invoices which clearly mark the items which have been sold.

- Generally, 5% customs duties will be retained on items sold and the balance of your original deposit be refunded. As per normal practices, the balance will be settled at the time you re-export the temporary admission.

NOTICES FOR EXITING DUBAI

- Re-exporting both registered goods shipped via G4S and other goods via the shipping agent of your choice are subject to the conditions between you and the shipping agent.
- You will need to return to the Gold & Jewellery office to settle your duties and deposit on goods which you have imported by hand-carriage through Dubai Airport.

USEFUL LINKS

Dubai Customs – www.dxbcustoms.gov.ae

Dubai International Airport – www.dubaiairport.com

Dubai Gems Club DMCC – www.dgc.ae

* Procedures are subject to change at any time. Dubai Gems Club DMCC takes neither responsibility for the above procedure and guide nor any proceeding which may arise thereof. Duty enforcement and handling of any import or export through Dubai are solely subject to the rules and regulations of the Dubai Customs authority.

Duty Waiver Form

Instructions for this form can be found in the accompanying Gem Show Import Guidelines & Procedures.

Please complete the following details:

Exhibitor Name:

Company Name:

Address:

Telephone:

Mobile:

Fax:

Email:

Website:

Please complete the following section. One entry per invoice. Please complete an additional form if you have more than 8 invoices to register for duty waiver.

SAMPLE	Shipped (G4S) <input type="checkbox"/> or Hand Carried <input checked="" type="checkbox"/> (CHECK ONE ONLY)
	Name: Jon Smith
	Passport Details - Country, Number, and Expiry: USA, 35000789, May-12-2012
	Company Name: Gem Express LLC
	Description of goods (i.e. Emeralds, Rubies): Cut and Polished Emeralds, Cut and Polished Rubies
	H.S. Code (must be qualifying H.S. Code): 71039100
	Invoice Number (one invoice number only): 53210-03
	Approx weight and value of goods in USD (if available):
	Emeralds - 66 cts (\$30,000)
	Rubies - 20 cts (\$10,000)
Please complete this section if you intend to hand-carry goods through Dubai International Airport:	
Name of arriving passenger: Jon Smith	
Passport Details - Country, Number, and Expiry: USA, 35000789, May-12-2012	
Arrival Airline, Flight Number, Date, Time: Emirates (JFK-DXB), EK002, arrive 11-Oct at 18:10	

Shipped (G4S) <input type="checkbox"/> or Hand Carried <input type="checkbox"/> (CHECK ONE ONLY)	
Name:	
Passport Details - Country, Number, and Expiry:	
Company Name:	
Description of goods (i.e. Emeralds, Rubies):	
H.S. Code (must be qualifying H.S. Code):	
1 Invoice Number (one invoice number only):	
Approx weight and value of goods in USD (if available):	
Please complete this section if you intend to hand-carry goods through Dubai International Airport:	
Name of arriving passenger:	
Passport Details - Country, Number, and Expiry:	
Arrival Airline, Flight Number, Date, Time:	

Shipped (G4S) <input type="checkbox"/> or Hand Carried <input type="checkbox"/> (CHECK ONE ONLY)	
Name:	
Passport Details - Country, Number, and Expiry:	
Company Name:	
Description of goods (i.e. Emeralds, Rubies):	
H.S. Code (must be qualifying H.S. Code):	
2 Invoice Number (one invoice number only):	
Approx weight and value of goods in USD (if available):	
Please complete this section if you intend to hand-carry goods through Dubai International Airport:	
Name of arriving passenger:	
Passport Details - Country, Number, and Expiry:	
Arrival Airline, Flight Number, Date, Time:	

Shipped (G4S) <input type="checkbox"/> or Hand Carried <input type="checkbox"/> (CHECK ONE ONLY)	
Name:	
Passport Details - Country, Number, and Expiry:	
Company Name:	
Description of goods (i.e. Emeralds, Rubies):	
H.S. Code (must be qualifying H.S. Code):	
3	Invoice Number (one invoice number only):
Approx weight and value of goods in USD (if available):	
Please complete this section if you intend to hand-carry goods through Dubai International Airport:	
Name of arriving passenger:	
Passport Details - Country, Number, and Expiry:	
Arrival Airline, Flight Number, Date, Time:	

Shipped (G4S) <input type="checkbox"/> or Hand Carried <input type="checkbox"/> (CHECK ONE ONLY)	
Name:	
Passport Details - Country, Number, and Expiry:	
Company Name:	
Description of goods (i.e. Emeralds, Rubies):	
H.S. Code (must be qualifying H.S. Code):	
4	Invoice Number (one invoice number only):
Approx weight and value of goods in USD (if available):	
Please complete this section if you intend to hand-carry goods through Dubai International Airport:	
Name of arriving passenger:	
Passport Details - Country, Number, and Expiry:	
Arrival Airline, Flight Number, Date, Time:	

Shipped (G4S) <input type="checkbox"/> or Hand Carried <input type="checkbox"/> (CHECK ONE ONLY)	
Name:	
Passport Details - Country, Number, and Expiry:	
Company Name:	
Description of goods (i.e. Emeralds, Rubies):	
H.S. Code (must be qualifying H.S. Code):	
5	Invoice Number (one invoice number only):
Approx weight and value of goods in USD (if available):	
Please complete this section if you intend to hand-carry goods through Dubai International Airport:	
Name of arriving passenger:	
Passport Details - Country, Number, and Expiry:	
Arrival Airline, Flight Number, Date, Time:	

Shipped (G4S) <input type="checkbox"/> or Hand Carried <input type="checkbox"/> (CHECK ONE ONLY)	
Name:	
Passport Details - Country, Number, and Expiry:	
Company Name:	
Description of goods (i.e. Emeralds, Rubies):	
H.S. Code (must be qualifying H.S. Code):	
6	Invoice Number (one invoice number only):
Approx weight and value of goods in USD (if available):	
Please complete this section if you intend to hand-carry goods through Dubai International Airport:	
Name of arriving passenger:	
Passport Details - Country, Number, and Expiry:	
Arrival Airline, Flight Number, Date, Time:	

Shipped (G4S) <input type="checkbox"/> or Hand Carried <input type="checkbox"/> (CHECK ONE ONLY)	
Name:	
Passport Details - Country, Number, and Expiry:	
Company Name:	
Description of goods (i.e. Emeralds, Rubies):	
H.S. Code (must be qualifying H.S. Code):	
7	Invoice Number (one invoice number only):
	Approx weight and value of goods in USD (if available):
Please complete this section if you intend to hand-carry goods through Dubai International Airport:	
Name of arriving passenger:	
Passport Details - Country, Number, and Expiry:	
Arrival Airline, Flight Number, Date, Time:	

Shipped (G4S) <input type="checkbox"/> or Hand Carried <input type="checkbox"/> (CHECK ONE ONLY)	
Name:	
Passport Details - Country, Number, and Expiry:	
Company Name:	
Description of goods (i.e. Emeralds, Rubies):	
H.S. Code (must be qualifying H.S. Code):	
8	Invoice Number (one invoice number only):
	Approx weight and value of goods in USD (if available):
Please complete this section if you intend to hand-carry goods through Dubai International Airport:	
Name of arriving passenger:	
Passport Details - Country, Number, and Expiry:	
Arrival Airline, Flight Number, Date, Time:	

Please sign:

I, the undersigned, do hereby irrevocably and unconditionally agree to be personally liable for any and all transactions and/or dealings conducted and/or undertaken by me as a 2008 ICA International Gem Show Dubai Exhibitor. I confirm all information provided herein is true and accurate and I undertake to update you with any changes in respect thereof.

Signature:

Date:

Please submit payment in the amount of US \$100 no later than September 25, 2008 to:

Bankers Check – made payable and mailed to:	Dubai Gems Club DMCC P.O. Box 48800 Dubai, United Arab Emirates.
Wire Transfer total amount excluding transfer fees to:	Bank: HSBC Bank – Main Branch Swift Code: BBMEAEAD Beneficiary: Dubai Gems Club DMCC Account No: 021-134655-001

Please submit completed form and all applicable passport copies no later than September 25, 2008 to:

Fax to: +971 4 329 2303
 Email to: ME-ICAGemBureau@dmcc.ae
 Post to: Dubai Gems Club DMCC
 P.O. Box 48800
 Dubai, United Arab Emirates