



32ND  
ANNUAL **IAOM**  
**MIDEAST & AFRICA**  
**CONFERENCE & EXPO**

---

25th to 28th October 2022, Zanzibar, Tanzania

---

**SHIPPING**  
**INSTRUCTION**

25th to 28th October 2022, Zanzibar, Tanzania

Presented by:

**Empire Clearing and Forwarding Ltd.**

P.O. Box 3096, Maruhubi Street,  
Zanzibar, Tanzania

Mob.: +255 620544708 

Mob.: +255 624538506 

E-mail: [info@empireclearing.com](mailto:info@empireclearing.com)

[www.empireclearing.com](http://www.empireclearing.com)

# SHIPPING INSTRUCTION

## 1.1 CONSIGNMENT INSTRUCTION

All shipping documents including Bill of Lading / Air Waybill / Truck Waybill / Invoice / Packing list / Certificate of origin on Freight Prepaid basis MUST be consigned to:

### **Empire Clearing and Forwarding Ltd.**

P.O. Box 3096, Maruhubi Street,

**Zanzibar – Tanzania**

Mob.: +255 620544708 

Mob.: +255 624538506  (Mr. Feisal Mohammed Salem)

E-mail: [mumin@empireclearing.com](mailto:mumin@empireclearing.com)

[www.empireclearing.com](http://www.empireclearing.com)

**Attn.: Mr. Muumin Al Hattaly**

### **Notify Party:**

Exhibitor Name: \_\_\_\_\_

Stand No.: \_\_\_\_\_

## 1.2 DOCUMENTS REQUIRED

Separate documents are required for temporary and permanent import and should correlate each other and tally with Bill of Lading/Air Waybill/Truck Waybill.

Hand written documents are not acceptable. The entries on the Invoices must be in English Language and in accordance with the rules and regulations of the Tanzania Revenue Authorities (TRA). Details on all documents must tally with the actual shipment. Proforma Invoice or shipping Invoice is NOT acceptable.

Shipment can be cleared with copy of Combined Commercial Invoice & Packing List/ without Certificate of Origin by paying customs fine per document as customs deposit. If receiving the original document within 25 days from arrival date into Zanzibar and the same is accepted by the (TRA), then the deposit can be refunded subject to approval from the (TRA).

Following documents are required for purpose of import clearance on arrival.

For shipments arriving under ATA Carnet please refer to point 1.8.

### **By Airfreight**

- 2 sets of original signed & stamped Commercial Invoice + 2 copies
- 2 sets of original Packing List
- 1 original and 3 non-negotiable Air Waybills
- 1 original and 1 copy of Insurance Certificate (if insured)
- H.S. Code Summary Sheet (If more than 3 H.S. Codes)

### **By Sea freight**

- 2 sets of original signed & stamped Commercial Invoice + 2 copies
- 2 sets of original Packing List + 2 copies
- 1 original and 3 non-negotiable Bills of Lading
- 1 original and 1 copy of Insurance Certificate (if insured)
- H.S. Code Summary Sheet (If more than 3 H.S. Codes)

## Commercial Invoice

The signed & stamped commercial invoices must be in original on shipper's (exhibitor's) letter-head and bear the following information: invoice number, number of packages, itemized description of goods, itemized visible engraved serial number, itemized harmonized code, itemized value, total CIF value indicating currency code, total number of packages, total weight, itemized country of origin (Manufacture) and the remark "shipment for temporary (or permanent) import into Zanzibar for **32<sup>nd</sup> IAOM MIDEAST & AFRICA EXPO 2022** and will be re-exported after the exhibition". The invoice number should also reflect on Air Waybill / Bill of lading as well.

The acceptance of the shipping documents as originals is subject to the sole discretion of the (TRA) customs as per their defined parameters. Failure to comply with documentation and accuracy will result in delay and undue inconvenience, storage & other dues which shall be for account of the shipper.

Food items, giveaways, brochures, catalogues, magazines, printed matters etc. are dutiable on final basis and must be given a value based on CIF basis. DO NOT INDICATE 'No Commercial Value' on the invoice.

If the invoice consists of more than three H.S. Codes, a summary sheet is required as per the following format:

### SUMMARY OF HS CODE AS PER INVOICE No. \_\_\_\_\_ DATE \_\_\_\_\_

HS Code	Description	Country of Origin	Quantity	Weight	CIF Value*

**Note:** Please ensure the total weight and value of the respective HS Code indicated on both the Summary of HS Codes and Commercial Invoice must be the same.

If itemized H.S. code is not mentioned in invoice / packing list additional charges will be applicable.

## Packing List

The Packing List must give details of the number of packages, weight and measurement of individual package including shipping marks of the goods.

## Certificate Of Origin

Certificate of origin (applicable for road freight only) must be issued from the local Chamber of Commerce at origin.

## Notes to documentation:

- There should be uniformity in the type of packaging mentioned on all shipping documents. E.g. If the Bill of Lading or Air Waybill reads Cases then Invoice, packing list & Certificate of Origin should reflect Cases as well, else there will be customs penalty even if the documents provided are original. The commercial invoice numbers also should be mentioned on Air Waybill as well.
- Failure to declare true and accurate values on the shipping invoice including mis-declaration of the country of origin against physical cargo, will subject to a customs penalty.
- For shipments consisting of Brochures / Literature / Printed matter, a copy sample of each item should be forwarded along with shipment / couriered / emailed to Empire Clearing and Forwarding Ltd. prior shipment arrival.

- For all Airfreight shipments, it is mandatory that all original documents must accompany the shipment, otherwise shipment will be customs cleared on copies with a document deposit / fine per consignment and originals once received via courier (regardless if courier arrives prior to shipment arrival) will be submitted to the customs for refunds thereafter. Acceptance of the commercial documents as originals is solely based on TRA customs discretion, is non-negotiable and may take between 30 – 60 days to receive an approval, once this is approved by the customs the deposit will be refunded.

### 1.3 DEADLINE FOR DISPATCH OF DOCUMENTS (PRE-ALERTS)

To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded well in advance to the arrival of shipments in Zanzibar to Empire Clearing and Forwarding Ltd.:

- Sea freight:** At least **10 working days** prior to arrival of vessel in Zanzibar
- Air freight:** At least **5-7 working days** prior to arrival of shipment in Zanzibar
- Road freight:** Prior to truck departure from Origin.

Mr. Muumin Al Hattaly  
E-mail: [mumin@empireclearing.com](mailto:mumin@empireclearing.com)

### 1.4 CASE MARKINGS

Empire Clearing and Forwarding Ltd.,  
P.O. Box 3096, Maruhubi Street, Zanzibar, Tanzania  
C/O 32<sup>nd</sup> IAOM MIDEAST & AFRICA EXPO 2022

Name of Exhibitor : \_\_\_\_\_  
Stand Number : \_\_\_\_\_  
Case Number : \_\_\_\_\_ of \_\_\_\_\_  
Gross/Net Weight : \_\_\_\_\_  
Dimension : \_\_\_\_\_

We recommend you to design your packing carefully to minimize risks to your equipment. It is also advisable to use bolts, screws and hinges whenever possible if your cases are to be used for return or onward transport. Cardboard cartons should be avoided if they are intended for onward use. Empire Clearing and Forwarding Ltd. will not be responsible for damages / claims arising out of improper packing.

### 1.5 COURIER SHIPMENTS

Do not send courier shipments addressed to exhibition hall or hotel as it will probably not arrive on time. All courier shipments along with copy of documents should be sent to:-

Empire Clearing and Forwarding Ltd.  
C/o 32<sup>nd</sup> IAOM MIDEAST & AFRICA EXPO 2022  
P.O. Box 3096, Maruhubi Street,  
Zanzibar, Tanzania  
Mob.: +255 620544708 |  
Mr. Feisal Mohammed Salem – +255 624538506  
E-mail: [mumin@empireclearing.com](mailto:mumin@empireclearing.com)  
[www.empireclearing.com](http://www.empireclearing.com)

Name of Exhibitor: \_\_\_\_\_

Stand Number: \_\_\_\_\_



## 1.6 RESTRICTED CARGO

- Import of alcohol or food items containing alcohol is prohibited.
- Radio/ wireless/ telecommunication equipment's or accessories require Telecommunication Regulatory Association approval and the approval has to be obtained by the respective exhibitor well in advance to arrival of shipment into Zanzibar. A copy of the approval has to be provided accordingly.
- Dangerous Goods (DGR) need to be accompanied with the MSDS enabling us to avail necessary approvals from the concerned ministries.
- Food Stuff needs to be accompanied with 'Health Certificate & Certificate of ingredients and quality' issued by the health authority of the country of production / manufacture & attested certifying fitness for human consumption. Certificates issued by 'Zanzibar Food and Drug Agency (ZFDA)' are not accepted by Zanzibar Municipality/authorities. In such cases it must be attested / legalized by the respective consulates in Tanzania from the shipment's originating country. For document requirements, please contact us.

In order to arrange for these importations (subject to approval), we suggest you send us information of such materials at least 45 days prior to dispatch of shipment from origin. Any fee arising from such application shall be additional for account of the exhibitor as per actual receipts plus a processing fee.

If the above-mentioned documents are not in order /available at time of clearance it may delay the customs clearance formalities for which Empire Clearing and Forwarding Ltd. will not be held responsible. Thus, do not ship these goods into East Africa without our prior confirmation of approval from the TRA authorities.

## 1.7 CUSTOMS DUTY / DEPOSITS

Present Customs regulations impose a customs duty based on the HS Code of the cargo + 15% VAT (Assessed value + CIF Amount) for permanent shipments.

For Temporary import, the serial number of the items must be engraved on each item and the same should be mentioned in the invoice too. If there are no serial numbers, then customs authority will not accept temporary import and customs duty + VAT should be paid on final basis (Non-refundable). Customs deposits are subject to refund on re-export. Custom Duty / Deposit must be settled by the exhibitor before customs clearance procedures. It may take 4-6 months to avail customs deposit refund and to provide the actual customs duty receipt.

For PART or FULL re-export shipments, custom duties are calculated either based on CIF value based on the HS Code or on the Weight Loss / Gain, whichever is higher. Please ensure that all parties concerned are informed and accordingly our invoices will have to be settled at that time with any further disputes.

**Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous declaration. In such cases, Empire Clearing and Forwarding Ltd. shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the true market value of their goods and be extremely careful in their preparation of documents.**

## 1.8 ATA CARNET

Regulation for Importation of ATA Carnet items:

- ATA Carnet reference number should be mentioned in the AWB or the B/L and the shipping documents.
- ATA Carnet should show the Zanzibar/ Tanzania mentioned in the country list of the document.
- You cannot mix ATA Carnet shipment under temporary import with permanent import under one MAWB or MB/L, this should be done in separate MAWB or MB/L
- ATA Carnet will NOT be stamped if the shipment is to be re-exported to any of the East African countries.
- Itemized visible engraved serial number, H.S. Code, description of goods, Number of pieces, Weight etc., should be mentioned on all documents.
- Shipment will be under customs inspection and should tally with the ATA Carnet and shipping documents. If not, customs duty will be applicable on final basis.
- Shipment in full must be re-exported after the exhibition in Zanzibar.
- Return destination of the freight should be mentioned on the ATA Carnet
- Original Invoice should be attached along with the ATA Carnet
- The period fixed for the re-exportation of goods imported under ATA Carnet shall not exceed 6 months from the date of temporary admission.
- A service charge will be applicable for each ATA Carnet being processed.

## 1.9 RE-EXPORT / PERMANENT IMPORTS

Freight and other related charges will be on account of the exhibitor. In the event the exhibitors would like to leave the exhibition goods in Zanzibar for disposal or giveaways, the permanent import is subject to Zanzibar Customs approval and once it has been agreed, the exhibitors or the buyers are required to pay all duties and taxes including the formality to convert the temporary import into permanent import.

Even if goods are to be disposed, duties and 15% VAT @ (customs duty at actuals + CIF Amount are payable by the exhibitors and any additional disposal charges shall be additional for account of the exhibitors.

Empire Clearing and Forwarding's representatives will be on-site on the last date of the show date to help exhibitors with the re-export, disposal or giveaways.

## 1.10 HAND-CARRY SHIPMENTS

Overseas exhibitors are not encouraged to hand-carry exhibits which will be subject to customs clearance on arrival.

In event the exhibits are stopped at airport on arrival, exhibitors are required to handover the shipment along with the Invoice and Packing list to Customs Authorities at airport against issuance of Custody Receipt, thereafter; handover the original Custody Receipt along with copy of invoice and packing list to us urgently for customs clearance.

In which case, please allow up to 5 working days for customs clearance with the Zanzibar Customs prior to delivery to the booth. All charges for this urgent clearance shall be for account of the exhibitors.

## 1.11 INSURANCE

Insurance of the cargo is not included in our scope of work / tariff and same to be arranged by the Exhibitor and or Exhibiting Company with an express and unconditional waiver of subrogation towards Empire Clearing and Forwarding Ltd., partners & our sub-contractors.

The show site yard is not a covered site, therefore all freight and empties moving in and out of the halls or stored on site during the show are exposed to climatic conditions. Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

For shipments arriving in apparent damaged condition, the airport and sea port will not assist with surveys and provide any damage reports. The goods will need to be surveyed on site by the exhibitor's survey company to process any claims.

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Upon written instructions, Empire Clearing and Forwarding Ltd. can offer the exhibitor insurance coverage at competitive premiums.

### 1.12 VALUE ADDED TAX (VAT)

Value Added Tax (VAT) @ 15%, is implemented in Zanzibar as per Zanzibar TRA laws and will be applicable on all our charges as mentioned in our handling tariff including shipments under ATA Carnet. If the return freight is booked through Empire Clearing and Forwarding Ltd., then VAT on the outbound services shall not be applicable.

VAT @ 15% of CIF value + customs deposit amount must be deposited with TRA. In order to arrange the payment, a non-refundable fee of 15% of the VAT deposit will be applicable.

### 2. TIME FRAMES/DEADLINES

- |  |   |                               |
|--|---|-------------------------------|
| ▪ LCL shipments to Zanzibar, Sea Port      | - | 10 <sup>th</sup> October 2022 |
| ▪ FCL shipments to Zanzibar, Seaport       | - | 10 <sup>th</sup> October 2022 |
| ▪ Airfreight shipments to Zanzibar Airport | - | 15 <sup>th</sup> October 2022 |
| ▪ LCL shipments to Dar Es Salaam, Seaport  | - | 5 <sup>th</sup> October 2022  |
| ▪ FCL shipments to Dar Es Salaam, Seaport  | - | 5 <sup>th</sup> October 2022  |

### 3. TENTATIVE RE-EXPORT TIMEFRAME

- |                                      |   |                                     |
|--------------------------------------|---|-------------------------------------|
| ▪ FCL shipments from Zanzibar        | - | 15 days from last day of break-down |
| ▪ LCL shipments from Zanzibar        | - | 20 days from last day of break-down |
| ▪ Airfreight shipments from Zanzibar | - | 12 days from last day of break-down |

#### Note:

- The above is subject to receiving return complete instructions prior show closure and customs inspection
- The above is subject to space and final acceptance / confirmation of cargo by carrier or shipping line.
- The Above is subject to Weekends / Public Holidays.
- Notification for urgent re-export shipments to be provided within 7 working days prior to the close of the show and premium rates may apply.



## 4. NOTES

- For valuable cargo, serial number, tag number, art number with pictures must be provided and should be mentioned on all shipping documents.
- Amendment / surrender charges for AWB or MB/L if any will be charged additionally.
- Non-Delivery of goods to stand to be reported before opening of the show to the site office or Empire Clearing and Forwarding Ltd. representative. Non delivery could possibly be due to (and not limited to) instances such as:
  - ✓ Delay due to incorrect documents
  - ✓ Delay in customs approval
  - ✓ No pre-alert / documents

Failure to notify in due time, Empire Clearing and Forwarding Ltd. shall not be held responsible for the same.

- Special handling / services / transportation if required, then the charges for the same will be additional based on the scope of work. Please advise us the details of such shipments prior to the dispatch from origin.
- All shipments are cleared into Zanzibar on temporary basis for exhibition. Temporary import is subject to a Temporary Import Bond Fee (non-refundable).

All exhibition shipments are customs cleared on temporary import basis (subject to customs authority's discretion) and have to be re-exported within 90 days from date of arrival in to Zanzibar. Otherwise, customs duty + VAT will be applicable on final basis (non-refundable). Note that if the shipments are re-exported to any East African country, then customs duty has to be paid in Zanzibar (first port of entry) prior to re-export.

For sea / road freight it may take 2-3 months and for air freight 2-6 weeks to obtain the African statistical declaration and is subject to customs authority discretion.

To avoid delays, other option is to re-export as a local export shipment by paying duty + VAT in Zanzibar and destination East African countries.

Re-export documentation + Certificate of origin issuance/attestation charges for road freight shipments will be additional and applicable on case-to-case basis. (An order processing fee would be applicable).

- **At the Close of the Exhibition:** It is imperative that every exhibitor has completed and signed the Return Shipping Instruction Form before they leave the exhibition. Empire Clearing and Forwarding Ltd. will not be held responsible for any loss of shipment or damage incurred due to an exhibitor not completing or signing the form correctly. If the exhibitor needs to change the number of packages returning and has failed to provide Empire Clearing and Forwarding Ltd. with the revised instructions, Empire Clearing and Forwarding Ltd. will not be held responsible for any such discrepancies in the piece count.

If for some reason the exhibitor has not been able to meet with our representative, and the exhibitors have a return shipment requirement, they should either visit our site office at Verde Hotel or contact Empire Clearing and Forwarding Ltd. representative at the earliest opportunity to complete their disposal instructions. Thus please contact Mr. Muumin Al Hattaly on +255 620544708 | Mr. Feisal +255 624538506.



If the exhibitor has sold their exhibits to a 3<sup>rd</sup> party during the exhibition, it is the sole responsibility of the Exhibitor thereafter and Empire Clearing and Forwarding Ltd. will not accept responsibility for any loss or damage after this time unless otherwise specified in writing. The exhibitor must be present to oversee the collection of all Exhibits.

A complete return instruction needs to be provided by the agent or exhibitor to Empire Clearing and Forwarding Ltd. prior to the show closing so that direct handover to Airline / Shipping line can be arranged.

Failure to provide the Return Instructions within the time frame will result in transfer of consignment to Empire Clearing and Forwarding Ltd. warehouse and any such movements will be subject to additional handling and transport charges will be applicable.

## IMPORTANT

All business is only transacted in accordance with our Standard Trading Conditions, copy is available upon request.

Use of Empire Clearing and Forwarding Ltd., Services – partly or fully – and any requirement for additional services at any time before / during or after the exhibition should be expressed in writing only.

For additional information or clarification, please contact us at:

### Contact Persons:

1. **Mr. Muumin Al Hattaly**  
Mob.: +255 620544708   
E-mail: [mumin@empireclearing.com](mailto:mumin@empireclearing.com)
2. **Mr. Feisal Mohammed Salem**  
Mobile: +255 624538506   
E-mail: [feisal@empireclearing.com](mailto:feisal@empireclearing.com)

32<sup>ND</sup> IAOM  
MIDEAST & AFRICA  
CONFERENCE & EXPO

25th to 28th October 2022, Zanzibar, Tanzania