

INVOICE SHOWING EXPORT ADDRESS OR GCC ADDRESS FOR SHIPMENT BY SEA:

The following steps are to be taken **after the purchase and payment** of full invoice.

For collection of documents from our office, we require an authorization from the buyer's email registered with us informing us their local agent in Dubai.

We sell everything Ex-works our yard in Jabal Ali Free Zone on as is where is basis, as such the buyer has to arrange for all the Customs related procedures and formalities preferably through one of the Freight Forwarders on our list (available on request) as they are familiar with the Jabal Ali Free Zone documentation and shipping formalities for lots sold in our auction.

For any lot sold with the remark "GCC DUTIES NOT PAID" (purchase value is followed by an asterisk " * " next to it on the invoice), the buyer has to pay 15% of the purchase price as a refundable Customs duty deposit. and 5% of the purchase price as a refundable VAT deposit.

For any lot sold without the remark "GCC DUTIES NOT PAID" (purchase value is followed by a "T" next to it on the invoice), the buyer has to pay 5% of the purchase price as a refundable VAT deposit.

However, if the Buyer chooses one of the freight forwarders on our list (available on request), the buyer does not have to pay the 15% Customs duty deposit and 5% VAT deposit, instead the freight forwarder submits us a guarantee letter.

For duties not paid lots

- 1) A representative having visa of the authorized company should collect the original Invoice and Delivery Advice from our office for processing Customs Export Declaration as per the address registered by the Buyer with us.
- 2) Agent should mention **ALL** the details as per the Delivery Advice; lot numbers, description, s/n etc, in the Customs Declaration.
- 3) Agent to get VCC (if required/applicable – mandatory if going from any other exit point other than Jabal Ali Sea Port) from Customs.
- 4) Agent to bring original Export Declaration (endorsed with the stamp of the agent who processed declaration) + original VCC (if issued) + invoice details from Dubai trade + original Exit / Entry certificate typed and if all okay he will collect yard gate pass.
- 5) If VCC is issued, agent has to contact Tasjeel in RTA Jabal Ali to get the inspection done and get an export certificate from RTA Jabal Ali, within 60 days from the date of Auction.
- 6) Agent to coordinate with Mr. Jacob Mamachan +971.56.683.1956 (jmamachan@rbauktion.com) in the yard regarding loading and related matters.
- 7) Agent to strictly follow the procedures as per attached guidelines for refund of the buyer's 15% Customs duty deposit and 5% VAT deposit with us.

For duties paid lots

- 1) A representative having visa of the authorized company will get Police paper in our name, sales letter, Customs in/out gate passes, and Ritchie Bros. Auctioneers yard gate passes from our office.
- 2) As the item is UAE duties paid, agent will get an Invoice with basic information (no weight, HS code and country of origin) for processing Dubai Customs Local Export Declaration using our local code (E-Mirsal 1: R1757 / E-Mirsal 2: AE-1001373) and as per the address registered by the Buyer with us.
- 3) Agent to prepare Customs declaration (endorsed with the stamp of the agent who processed declaration) and Entry/Exit certificate mentioning the details as per the Invoice; lot numbers, description, s/n etc.
- 4) For rolling items agent to contact Tasjeel in RTA Jabal Ali to get the inspection done and get an export certificate from RTA Jabal Ali, within 60 days from the date of Auction.
- 5) Agent to coordinate with Mr. Jacob Mamachan +971.56.683.1956 (jmamachan@rbauktion.com) in the yard regarding loading and related matters.
- 6) After loading, buyer/agent should bring the Inbound Gate Pass provided earlier to the office with the truck details to issue the Outbound Gate Pass, in case shipment will exit from exit point other than Jabal Ali Free Zone.
- 7) Lot should be removed from Jabal Ali Free Zone within 60 days from the auction date after which Ritchie Bros Auctioneers will not be responsible for issuing any Outbound Gate Pass.
- 8) Agent to strictly follow the procedures as per guidelines (available on request) for refund of the buyer's 5% VAT duty deposit with us.

Please also note:

- Lots not related to Ritchie Bros. Auctioneers should not be included on Customs declaration, Bill of Lading or any other document(s) being processed for items sold by us.
- Export/Shipper/Consignor on all documents should be Ritchie Bros. Auctioneers (ME) Limited as per the Delivery Advice and Invoice issued on our letter head.
- Consignee and final destination on all export related documents being processed by the buyer or his local agent in Dubai should be as per the address registered by the buyer for the auction which will be showing on the Delivery Advice and Invoice.
- On all export documents the Port of Discharge or Transit Port should not be in one of the countries that are on the Embargo List. For further clarification please contact us.
- We do not issue, sign or stamp any document/declaration related to conformity, DGR/NON-DGR, Material Safety Data Sheet (MSDS), Asbestos, Quarantine or any other related letter/declaration. Such letter/declaration if required has to be arranged by the buyer and/or his agent in Dubai.
- We offer a free storage period of 30 days from the auction day; however, we are happy to provide you a storage service for USD 25.00 per lot per day.