
NAQEL Express | Import & Export Guide

Jordan

Terminology

Manifest: Consolidated information for the batch.

Master airway bill (MAWB): airline waybill.

House waybill (HAWB): waybill from the shipper to the final consignee.

NAQEL service charges: transportation fee + COD charges (if applicable) + customs clearance fee (if applicable).

COD: Cash on Delivery. The amount that NAQEL has to collect from the customer upon delivery.

COD = Declared value + NAQEL service charges + customs duty + VAT.

Declared value: the value of the goods as it appears in the commercial invoice and in the manifest.

Declared value (CIF Value) = Goods value + international shipping cost & insurance.

Note: if the Domestic COD charges and domestic delivery Charges and Duty & VAT are not splitted in the commercial invoice, it will be considered as a part of declared Value and it will be subjected to Duty & VAT collection. Correct value without COD charges and domestic delivery Charges and Duty & VAT must be in the manifest.

Customs Duty: the amount that needs to be paid to Customs for goods entering the country.

Customs Authority Administration fees: The amount to be paid to customs for customs formalities.

VAT: Value Added Tax

NAQEL Customs Clearance fees: The amount levied by NAQEL for activities needed to be completed to clear commercial shipments and high value shipments for individual shipments. (Depending on a contract with customer)

EDI: Electronic Data Interface.

Prohibited goods for import

Prohibited goods are those goods of a nature or kind that are by virtue of any law for the time being in force in the country absolutely prohibited from being imported or exported. Prohibited goods normally carry with them a series of penalties if you are caught importing or exporting such items. For reasons linked to health, environment, protection of endangered species, security, legislation etc.

As per Customs Regulations & Naqel Express policy, the below items are prohibited from import to Jordan:

- Antiques (breakable and/or fragile)
- Furs
- Hazardous or combustible materials (as defined in IATA Regulations) † Dangerous goods, hazard.
- Gambling devices and games
- Precious items, Metals, and stones : Ivory , Gold , Silver, Diamond, Jewelry, previous stones, Asbestos
- All kind of drugs. Hereon, Opium, drugs raw material (powder, liquid), cannabis leaves, etc..
- Pornography ▪ Sex Toys CDs, DVDs, machines, toys, Printed mattered
- Fireworks.
- Monterey Items including Currency, Fake Money, coins.
- Alcoholic, and cigarettes , Electronic Cigarettes , Vape , Mosales, Tobacco , anything related to e-cigarette
- Smart watch with Cams |Spy Cams | Drones
- Live and dead animals ,Vermis
- Body Remains, bones, etc..
- Electronic Passports
- Laser eyeglasses
- Telescope
- Voice changing devices
- Anti-government propaganda documents
- Religious Materials: Anti Islamic materials, The star of David
- Military items: Ammunitions, Firearms, Explosives, Bullets, Knives, Telescope , Binocular , Military technical equipment
- Any kind of magical items, playing cards..
- Remote Controlled Helicopter/plane/drones
- Supplement hormone
- Gel Nail Polish for professionals
- Shipments with certificate of origin related to Iran country

Restricted goods for import

Restricted goods are those items that can only be imported or exported where authority of a license has been granted by the comptroller of customs and excise or another relevant Government authority. Examples of restricted goods include prescription medications, wildlife and items of cultural significance. If items found to be imported or exported without the relevant authority the individual may be subject to prosecution, fine and seizure of the restricted goods

Goods with import limited to certain entities

The below goods are permitted to be imported by only the below entities exclusively.

Type of goods	The entity that the importations limited to
Natural and raw leathers	The Jordanian tanning company
Oil and relate derivatives except mineral oils	Jordanian Petroleum refinery company
Cooking gas cylinders	Jordanian Petroleum refinery company
Black cement	Jordanian Cement factories company
Gunpowder salt, explosives & explosives capsule	Jordanian Phosphate mines company
Raw Phosphate	Jordanian Phosphate mines company
Used tyres	Tyre covering factories

Goods of limited importation

The below goods importation or exportation is dependent on approval, licence or certificate or documentation from specific authorities.

The following goods and commodities require a prior recommendation/approval from the official authorities, which shall be considered as an import licence. Such goods will be cleared in accordance with this recommendation:

Items	Authority approval required
Remote Controlled / High Speed Cars	Telecommunications Regulatory Commission
Cigarette, Cigars, Tobacco, Advertising Material	Ministry of Health
Food Supplements	Need Ministry of Health
Advertising Material	Ministry of Information and Publications
Alcohol, Wine, etc....	Ministry of Health
Tools and equipment used for producing Liquors	Ministry of Health
Aircraft Parts	Military Security / Generla Army authority
Bicycles spare parts	Military Security / Generla Army authority
Heavy duty car stereo amplifiers	Military Security / Generla Army authority
Motorbikes & spare parts	Military Security / Generla Army authority
Translation of Holy Quran without Arabic text	Ministry Islamic Affairs
Herb/Natural Products	Ministry of Health
trees	Ministry of Agriculture
Cocoa leaves	Ministry of Agriculture
Flowers	Ministry of Agriculture
Seeds	Ministry of Agriculture

Wheat or Corn	Ministry of Agriculture
Soil	Ministry of Agriculture
Psychotropic drugs	Ministry of Health (personal use)
Medicines	Ministry of Health (personal use)
Stopped drugs (listed as per international convents)	Ministry of Health (personal use)
Vitamins	Ministry of Health (personal use)
Any other Pharmaceutical products	Ministry of Health (personal use)
Cosmetics	Ministry of Health
Hair	Ministry of Health
Perfumes	Ministry of Health
Bank Draft	Ministry of Information and Publications
Bonds	Ministry of Information and Publications
Checks	Ministry of Information and Publications
Fake money	Ministry of Information and Publications
Coins	Ministry of Information and Publications
Photos	Ministry of Information and Publications
Goods having the photos or names of famous characters on them	Ministry of Information and Publications
musical notes	Ministry of Information and Publications
CDs, DVDs	Ministry of Information and Publications
Diskettes(with data or blank)	Ministry of Information and Publications
Movies	Ministry of Information and Publications
Musical greeting cards	Ministry of Information and Publications
Software/CD ROM	Ministry of Information and Publications
Tape	Ministry of Information and Publications
Laboratory Tests/Samples/Blood/Urine	Ministry of Health
Non halal food (like pork, ham)	Ministry of Health
Chili spices	Ministry of Health
Chocolate	Ministry of Health
Coffee	Ministry of Health
Flavor	Ministry of Health
Frog meat	Ministry of Health
Fruits	Ministry of Health
Honey	Ministry of Health
Juices	Ministry of Health
Meat	Ministry of Health
Nuts	Ministry of Health
Tea	Ministry of Health
Mobile Phones	Telecommunications Regulatory Commission / Specification / Generla Army authority
Any mobile or machine linked to the GPS service	Military Security / Generla Army authority /Telecommunications Regulatory Commission
Binoculars which can be used in the dark or for taking photographs	Military Security / Generla Army authority /Telecommunications Regulatory Commission
Phone Card	Military Security / Generla Army authority /Telecommunications Regulatory Commission
Satellite Equipment	Military Security / Generla Army authority /Telecommunications Regulatory Commission
Two Way Radio Receivers such as Walkie Talkie	Military Security / Generla Army authority /Telecommunications Regulatory Commission
Color printer/color photocopier	Military Security / Generla Army authority
Computer Parts	Military Security / Generla Army authority
Electric fans & spare parts	Military Security / Generla Army authority
Handset	Military Security / Generla Army authority

Laptop	Military Security / Generla Army authority
Mother board and electronic board	Military Security / Generla Army authority
TV	Military Security / Generla Army authority
TV cards / Satellite cards	Military Security / Generla Army authority
Medical Equipment	Ministry of Health
Passports	Military Security / Generla Army authority
Printouts	Ministry of Information and Publications
Stamps	Ministry of Information and Publications
Invoices with particular foreign letterheads of any company	Ministry of Information and Publications
Presswork (printing Films)	Ministry of Information and Publications
Artwork (General)	Ministry of Information and Publications
Painting	Ministry of Information and Publications

Import:

Exemption from import licenses

The following goods shall be exempted form importation license:

- Goods imported in name of his Majesty the King.
- Goods imported directly in the name of the ministers, official departments and authority.
- Goods passing by the Kingdom as transit –with the observation of the valid customs law provisions.
- Goods re-entered to the Kingdom in its original condition after repair.
- Products of the Kingdom of Saudi Arabia.
- Goods imported for purposes of presentation and re-exportation except cinematic films, which are imported for commercial purposes.
- Goods imported directly by diplomatic missions.
- Goods that the customs authority to be kept in the public warehouse in the name of the banks operating in the Kingdom provided that to be subject to the license is approved by to be cleared locally in accordance with the customs law provisions.
- The personal luggage and house used Home furnishings
- Any of the allowed goods or limited or goods imported with the passengers which incoming to the customs centers and not allowed to be imported provided that value does not exceed 2000 Dinar.
- The samples of the goods incoming with the hawkers within the reservations set by the customs authorities
- Books, newspapers and other printed matters.
- The goods re-exported before clearance.
- The goods entered the free markets and sold on board and ships.
- Cattles.
- The goods imported by the importers provided that such goods not to be subject to the importation license.
- Entities limited to import of certain goods.
- Goods obtained prior recommendation from the competent authorities provided that to be imported by importers.

The following goods and entities are also exempt from importation license:

1. Goods of temporary entry: the goods imported under the temporary Entry status shall be also exemption from presenting importation license, except if cleared for the local consumption, as that requires showing this license in accordance with what was mentioned in the importation & exportation regulation and instructions No 1 for the year 1999 issued by the ministry of industry and commerce.
2. Disabled vehicles: the vehicles prepared specially to be driven with the hands without the legs for the usage of disabled personally cleared without the need for obtaining an importation license and exempted from the additional importation duty.
3. The bond: the importation license of the goods that the customs agree to be stored in the public warehouse shall be postponed until the approval for its clearance locally in accordance with the customs law provisions, at that time the related party shall be requested to show importation license if required by the importation & exportation regulation and instructions No 1 for the year 1999 issued by the ministry of industry and commerce.
4. The crude oil and relate derivatives: the importations of the Jordanian petroleum company of the crude oil shall be exempted from obtaining an importation license with the exemption of mineral oil.

Import requirements for clearance For Commercial Establishments (General Cargo)

- Import License.
- Detailed original invoice along with (HS code of each item, weight, Qty, description).
- Air Waybill & MAWB.
- Copy of the importer CR (Commercial Registration).
- Authorization from the importer to customs clearance Broker.
- Indication of origin on the shipment.
- Packing list.
- Subjected to Customs duties.
- Subjected to VAT.
- Original certificate of origin attested by a competent authority (COO).

Note:

Restricted products require an approval from the governing entity.
If importer does not provide the Import License Certificate, a fee of 2.5% applied on the CIF value.

Courier commercial shipments:

- Detailed original invoice along with (HS code of each item, weight, Qty, description).
- Air waybill & MAWB.
- Copy of the importer CR, Authorization from the importer to customs clearance Broker.
- Packing list.
- Manifest.
- Indication of origin on the item.
- Original certificate of origin attested by a competent authority (COO).
- Subjected to Customs duties.
- Subjected to VAT.

Note: Restricted products require an approval from the governing entity.

Courier private individual shipments:

The shipment value (CIF) is 200 JOD and less (Consolidated declaration/ MAWB)

Customs Officer have the right to re-estimate the value of the shipment and Hold the shipment for Formal Clearance were DUTY & VAT applied.

- Detailed original invoice along with (HS code of each item, weight, Qty, description).
- Airway bill & MAWB.
- Manifest.
- Packing list.
- Indication of origin on the item.
- Free of customs duty, and VAT.
- Fee of 10% of the shipment value with a minimum amount of 5 JOD

Note: customs declaration (Formal Clearance) is required in case one of the governmental entities restricts the product, and it is requiring an approval from the restricted entity.

The shipment value (CIF) is 200 JOD and more (Consolidated declaration/ MAWB)

Customs Officer have the right to re-estimate the value of the shipment and Hold the shipment for Formal Clearance were DUTY & VAT applied.

- Detailed original invoice along with (HS code of each item, weight, Qty, description).
- Airway bill & MAWB.
- Manifest.
- Packing list.
- Indication of origin on the item.
- Free of customs duty, and VAT.
- Fee shall be regulated by customs declaration forms, and fees and taxes as per applicable laws will be incurred for formal clearance
<https://www.customs.gov.jo/en/index.aspx>

Note: customs declaration (Formal Clearance) is required in case one of the governmental entities restricts the product, and it is requiring an approval from the restricted entity.

Note: shipments received in a commercial quantity (measured by either items quantity and/or value or weight) are treated as commercial consignments and commercial clearance procedures must apply for it.

Note: Restricted shipments require an approval from the governing entity that restricts the product.

EXPORT

❖ Export requirements for clearance

For Commercial Establishments

- Detailed commercial invoice along with HS code of each item.
- Original certificate of origin attested by a competent authority.
- Waybill.
- Copy of the Exporter CR (commercial Registration).
- Authorization from the exporter to customs clearance company (NAQEL).
- Customs Admin Fee.

For Private

- Detailed commercial invoice along with HS code of each item.
- Waybill.
- Copy of the Exporter ID.
- Authorization from the exporter to customs clearance Broker.
- Customs duties if Applicable.

Re-export

- Copy of the first import declaration.
- Air Waybill.
- Re-export declaration, payment of customs duties if Applicable.
- Detailed commercial invoice along with HS code of each item.

Customs Duty & TAX

General Guide:

- COD: Cash on Delivery; the amount NAQEL has to collect from the customer upon delivery.
COD= Declared value + NAQEL service charges + customs duty + VAT.
- Declared value is the value of the goods as it appears on the commercial invoice and on the manifest.
Declared value (CIF Value) = Goods value + international shipping cost & insurance.
Note: if the Domestic COD charges and domestic delivery Charges, and Duty & VAT not split on the commercial invoice, it will be considered, as a part of declared Value, and it will be subjected to Duty & VAT.
- Bonded account: a certain amount has to be deposited to NAQEL for VAT and duty payments on behalf of the shipper before the clearance of the goods (usually one month estimated value).
- Customs Duty: the amount that needs to be paid to Customs for goods entering the country.
Custom duty= customs duty based on HS code the Range from 0-30%, usually 10% as low value with minimum 5 JOD
Customs Tariff:
https://www.customs.gov.jo/ar/UnderConstruction.aspx?aspxerrorpath=/cits/TariffMain_En.aspx
- VAT: Value Added Tax : VAT Applied when customs duty applied only 16% of the (declared value + customs duty amount)
- NAQEL Customs Clearance fees: charges applied from NAQEL for Formal Clearance.
- If importer does not provide the Import License Certificate If it is required, a fee of 2.5% Applied on the CIF value.
- Reference to customs tariff there are some items exempted from duty but VAT applied for this Items.

Customs Tariff Reference:

<https://www.customs.gov.jo/ar/index.aspx>