

Date: 22 / 10 / 2009

### Customs Policy

Policy Code: DCP (28)

### **Policy Name: Client Registration for Acquiring Customs Code**

#### Policy details:

For the purposes of facilitating and simplifying clients' transactional processing, creating advanced means for clients' e-link with Customs, enabling them to practice business and duties relative to different customs transactions, activities and procedures and regulating clients registration procedures for acquiring customs code, the following have been decided:

#### **Article (1)**

Every natural or legal person deals with the Customs Administration shall be registered for acquiring customs code subject to the provisions set forth herein.

#### **Article (2)**

#### **Registration Procedures for Acquiring Customs Client Code:**

- a- Requests for Customs client code shall be submitted online to the competent department according to the prescribed form that duly to be completed.
- b- The client shall submit a valid license issued by a competent agency, a copy of the sponsor's passport and any other requirements to be determined by the competent department for the purpose of issuing a customs client code.
- c- The competent department shall issue a customs client code in accordance with the activities mentioned in the license being issued by a competent agency against the payment of the prescribed fees.
- d- The validity of the customs client code shall be the same as the validity of the license and will expire upon the license expiry.

### Article (3)

The competent department shall issue one customs code for each client giving the powers of customs transactional processing in accordance with the authorized activities contained in the license being issued by a competent agency.

### Article (4)

Any natural or legal person having obtained a customs client code shall not be entitled to practice customs clearing process unless authorized to do so in accordance with provisions of the Customs Broker Policy No. (17).

### Article (5)

#### Customs Client Code Suspension:

- a- The competent department or whom it authorizes, may suspend the customs client code pursuant to the provisions of the GCC Common Customs Law and Rules of Implementation thereof including customs Policies and Notices under which customs procedures are issued.
- b- The competent department shall suspend any customs client code if not renewed within sixty (60) days from the date of its expiry.
- c- The customs client code shall be suspended if the client fails to process any customs transactions for a period of six (6) months.

### Article (6)

#### Customs Client Code Duties and Obligations

##### The client shall:


- a- Submit true documents and information about the company for the purposes of acquiring the code.
- b- Comply with the code annual renewal upon its expiry or the given grace period of sixty (60) days from the license expiry date.
- c- Apply for canceling the customs code in the event of revoking the license or suspending the code if the company fails to use the code for a period exceeding six (6) months.
- d- Provide the competent department with any updated or amended data and information being submitted in respect to the customs client code.

### Article (7)

The Client Management shall be the competent department for enforcing the provisions of this Policy and settling any disputes thereof.

### Article (8)

This policy shall come into force from immediate effect and supersedes any contradicting customs policies and notices.



**Ahmed Butti Ahmed**

**Executive Chairman  
Director General of Dubai Customs**

