

MIRSAL 2

DECLARATION PROCESSING

USER MANUAL (PART- 2 OF 2)



To be one of the leading Customs administrations in the world, supporting legitimate trade

Version: 1.3



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1. Introduction

This user manual covers instructions and procedures for submitting new Cargo Transfers through Mirsal-2 system of Dubai Customs. It also covers information on searching the submitted Cargo Transfer, making requests for other services such as amendment or cancellation of Cargo Transfer etc. This guide is designed for the use of individuals or companies, unfamiliar with the new screens. The information to be provided, as part of the Cargo Transfer will vary depending on the Cargo Transfer type .

1.1. Purpose

The purpose of this document is to provide detailed steps that need to be followed while interacting with Customs Mirsal-2 application.

1.2. Guidelines

For easy interaction with Mirsal-2 functions, the following guidelines are listed below:

- Process common across all transport modes and locations will be standardized.
- Any documents produced as part of Cargo Transfer should be retained.
- Customs will base their operating premise on the management of information supported by appropriate risk management Techniques.

Source of other reference materials

In addition to this manual, you may need to refer to other available reference materials such the Tariff, WCO classification decisions etc according to the functions in use.

1.2.1. Cargo Transfer Clearance Process

Process Overview

The following description briefly conveys the purpose and boundary of the Cargo Transfer clearance process:

- CTOs or CHs by themselves or through a recognized Customs Broker should submit Cargo Transfers in the prescribed SAD (Single Administrative Document) format with Customs.
- The declarant will be registered through Dubai Trade/Mirsal 2.
- The declarant will be held responsible for the contents and information provided as part of the Cargo Transfer request.
- Declarant needs to take corrective actions if requested by Customs for further processing of the Cargo Transfer.
- All charges will be settled through the credit account/standing guarantee account facilities provided by Customs.
- Account owner needs to maintain the availability of required balances in the credit account facilities.
- Alternatively, the Cargo Transfer is suspended from clearance when the funding is insufficient against the selected mode of payment.



- Declarant and the involved parties (Transferor / Transferee / Broker) will be notified on the status of the Cargo Transfer request electronically.
- Clearance or Hold / Detain messages will be notified electronically to the cargo custodian.
- CTOs and CHs will be identified as Transferor or Transferee depending on the Cargo Transfer Type of the cargo transfer request. For more information on the types of Cargo Transfers, see section **2.1.1 Cargo Transfer Types**.
- The involved Transferor of the Cargo Transfer request is required to submit a Cargo Release when the physical cargo is move to the destination.
- The involved Transferee of the Cargo Transfer request is required to submit a Cargo Receipt when the physical cargo is received from the Transferor.
- Brokers will not be able to submit Cargo Release and Cargo Receipt on behalf of Transferor or Transferee.
-

1.3. Definitions, Acronyms and Abbreviations

The following points represent any definitions, acronyms and abbreviations used in the document are listed here along with their descriptions.

| Definitions, Acronyms and Abbreviations | | |
|---|------------------------|---|
| Serial # | Acronyms/Abbreviations | Description/Definition |
| 1. | MIRSAL II | Dubai Customs Declaration Processing System |
| 2. | DPP | Declaration Processing Project |
| 3. | T2 | Transfer 2 |
| 4. | CTO | Cargo Terminal Operator A cargo terminal operator or container terminal operator is the operator who controls the area of the airport or wharf in which cargo is loaded and unloaded from aircraft or ships. |
| 5. | CH | Cargo Handler The Agents who are responsible for handling the cargo such as storage, consolidation and delivery of consolidated cargo |
| 6. | GCC | Gulf Co-operation Council |
| 7. | DC | Dubai Customs |
| 8. | UAE | United Arab Emirates |
| 9. | SAD | Single Administrative Document |
| 10. | Declaration Number | A number generated by Customs to identify the declaration or Cargo Transfer request. Also known as Cargo Transfer Number. |
| 11. | Declarant | A person who is authorized either by law, or by an authority given by Customs to make Cargo Transfer request to Customs. |



| | | |
|-----|--|---|
| 12. | Transferor | A person or a business who is the sender (releasing) of the Cargo. |
| 13. | Transferee | A person or a business who will receive the Cargo. And usually the declarant of the Cargo Transfer request. |
| 14. | Cargo Transfer or Cargo Transfer request | A Customs declaration which involves transfers from one location to another on a Cargo-level movement. |
| 15. | B2B | A channel of communication implemented by Customs for other Entities to transact using Web Services Technology. |

1.4. Basic flow for Accessing Mirsal

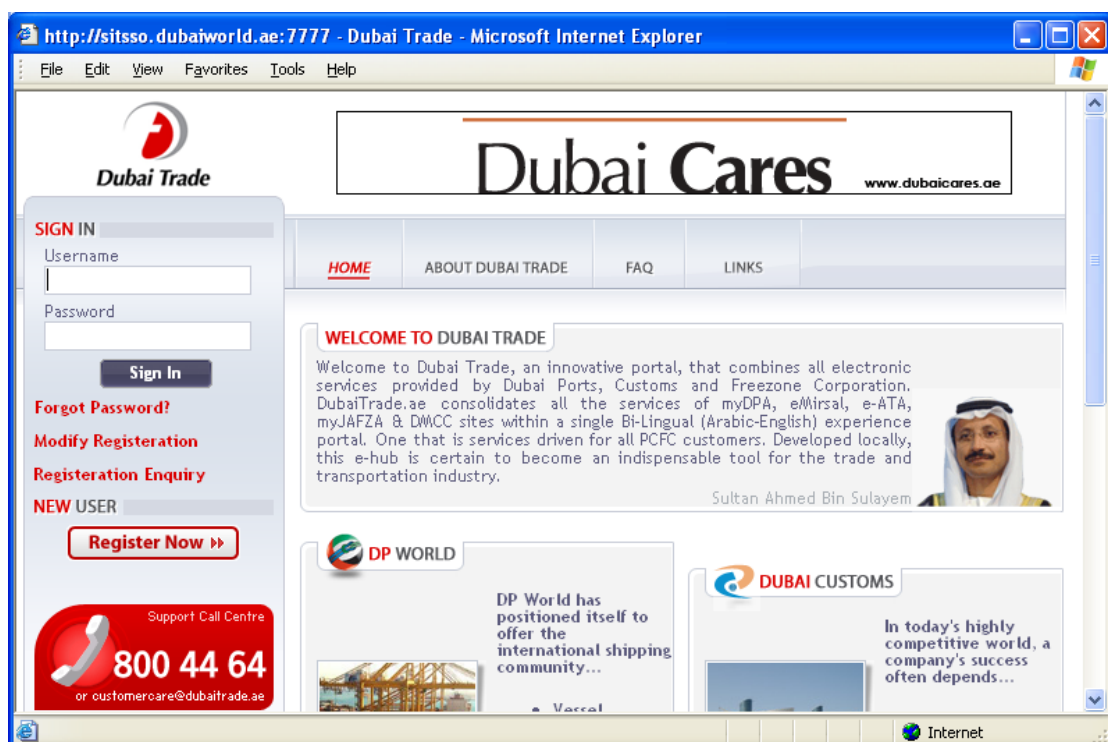
The following steps are the basic flow for processing a Cargo Transfer request:

1. Declarant submits the Cargo Transfer request on Mirsal 2 through Dubai Trade web access or B2B (EDI).
2. Upon successful submission, Cargo Transfer request are registered with Dubai Customs.
3. Cargo Transfer number and applicable charges are informed to the declarant as part of the successful submission message.
4. Accordingly, Clearance / Hold messages will be issued.

1.5. Logging In

Only registered clients in the Mirsal 2 application will be able to submit Cargo Transfer request.

1. Open the Dubai Trade web portal.

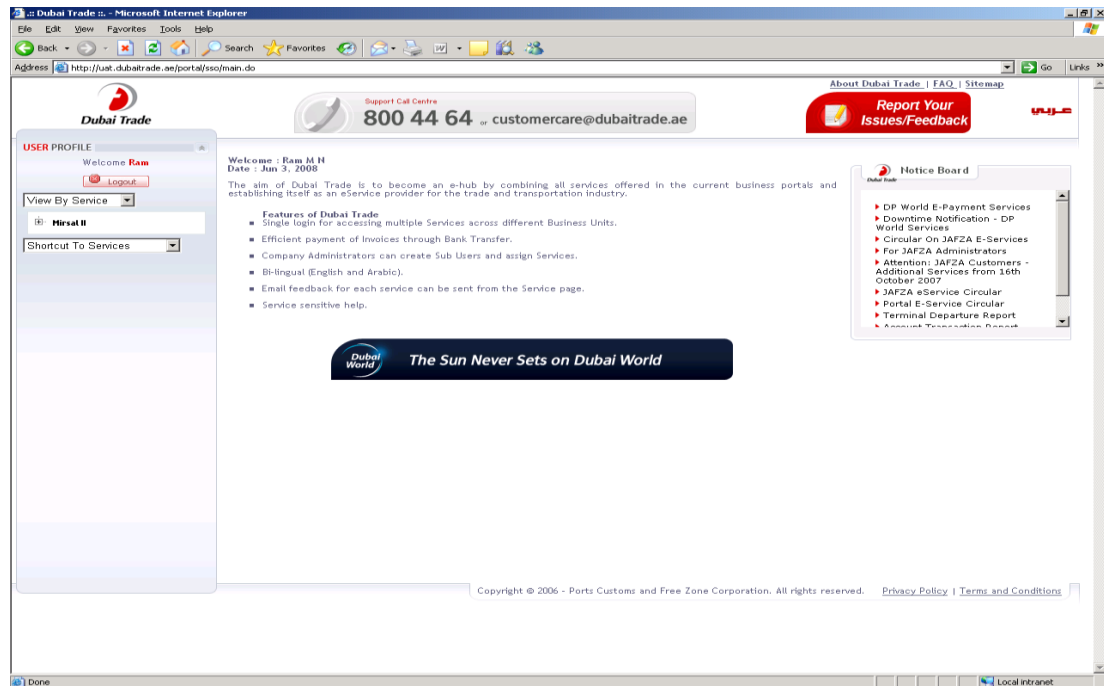




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2. Enter the Username and the Password provided as part of client registration for accessing the Mirsal-2 application.

Upon successful login, the following screen appears.

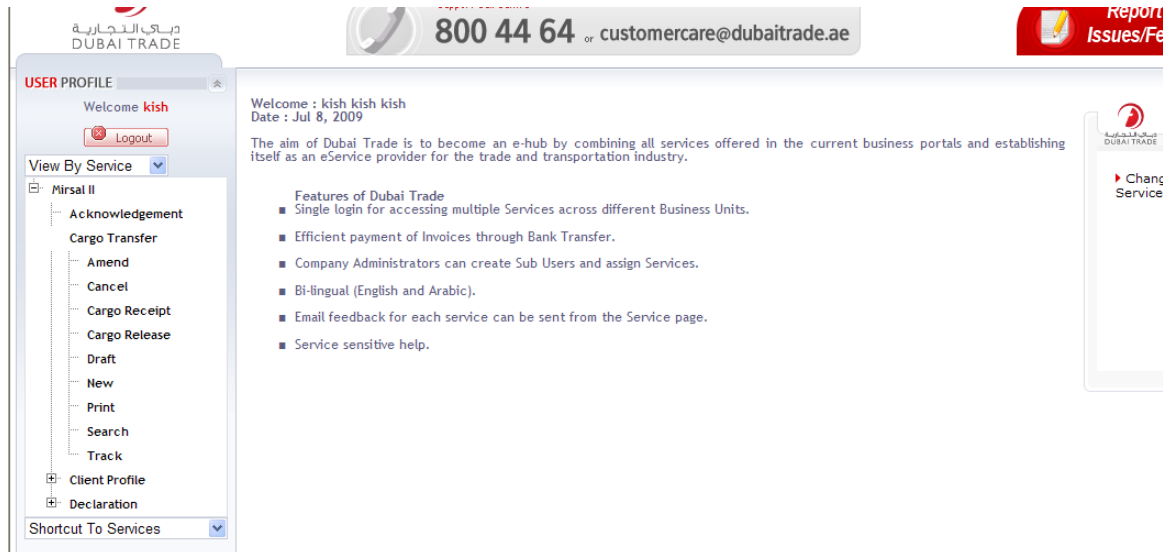


3. Click on the + button at the left side of the screen to expand the options available under Mirsal II. Following screen appears





- Click on the + button to expand the options available under Cargo Transfer. Following screen appears



1.6. Generic Buttons

The following table lists the buttons referenced across screens and their functionality:

| Button | Description |
|------------|---|
| Back | Navigates to the previous parent screen |
| Browse | Browse a file location |
| Cancel | Navigates to the previous screen |
| Close | Closes the screen |
| Continue | Opens new screen to continue the entry |
| Delete | Deletes the specified value |
| Edit | Allows to edit the entered value |
| History | Displays the previous Requests/status against a particular Cargo Transfer |
| New Search | Begins a new search by changing parameters |
| Next | Navigates to the next screen |
| Previous | Navigates to the previous screen |
| Reset | Resets the value entered in the screen and makes the fields in the page blank |
| Save | Saves the value entered |
| Search | Performs search according to the parameters entered in the screen |
| Select | Selects the specified row entry |
| Submit | Saves and submits the value entered in the screen as a request/declaration |
| View | Displays the relevant data |



2. Submitting a New Cargo Transfer

Information required as part of Cargo Transfer submission is entered in four parts:

- **General Information**
Information related to the Cargo Transfer such as involved parties and premises location are entered here.
- **Shipping Details**
Information related to the transport document (Bill Of Lading / Airway Bill) such as carrier information, port information etc are entered here.
- **Container/Package Details**
Information related to the Container and Packages such as Container Number, Package Type etc are entered here.
- **Payment Details**
Details of available and preferred payment options are entered here.

2.1. Entering General Information

1. In the main menu, click **Mirsal II > Cargo Transfer > New**.

The **Customs Cargo Transfer** form appears with the **General Information** tab selected.

The screenshot shows the 'New Cargo Transfer Request' form. At the top, there's a header with the Dubai Customs logo and the text 'DUBAI CUSTOMS'. Below this, the title 'New Cargo Transfer Request' is displayed. The form is structured into four numbered steps: 1. General Information (highlighted in red), 2. Shipping Details, 3. Container / Package Details, and 4. Payment Details. The 'General Information' section contains a dropdown menu for 'Cargo Transfer Type' with the text '[Please Select]'. Below this, there's a section for 'Transferor/Transferee Details' which includes input fields for 'Transferor Business Code', 'Transferor Premises Code', 'Transferee Business Code', 'Transferee Premises Code', and 'Client's Dec.Ref.No.'. Each input field has a small icon next to it. At the bottom right of the form, there is a 'Next' button.

2. Enter the following fields:

| Field | Description |
|---------------------|--|
| Cargo Transfer Type | Select the type of Cargo Transfer required from the dropdown list. There are five types of Cargo Transfer, depending upon the purpose of clearance. |



| | |
|--|--|
| | For more information on the types of Cargo Transfers, see section 2.1.1 Cargo Transfer Types Make sure the selected Cargo Transfer type is correct. Changing of Cargo Transfer type after submission will require a cancellation request |
| Transferor/Transferee Details section | |
| Transferor Business Code | Enter the Cargo Handler or CTO Business Code in the textbox provided or select on a Look-up by clicking the icon beside. For more information on how to search Cargo handler Codes, see section 2.1.2 Searching for a Value in a Field |
| Transferor Premises Code | Enter the Premises Code, for which the Transferor Business Code is attached, in the textbox provided or select on a Look-up by clicking the icon beside. Note: This field requires Transferor Business Code to be selected first. Premises code must be linked with a customs location during premises registration. |
| Transferee Business Code | Enter the Cargo Handlers or CTO Business Code in the textbox provided or select on a Look-up by clicking the icon beside. For more information on how to search Cargo handlers Codes, 2.1.2 Searching for a Value in a Field |
| Transferee Premises Code | Enter the Premises Code, for which the Transferee Business Code is attached, in the textbox provided or select on a Look-up by clicking the icon beside. Note: This field requires Transferee Business Code to be selected first. Premises code must be linked with a customs location during premises registration |
| Client's Dec. Ref. No | Enter your reference number for the Cargo Transfer, e.g., job reference number. This reference number will be useful for the declarant to later track the Cargo Transfer or for serial wise filing purpose. |

3. Click the **Next** button.

The **Shipping Details** screen appears.

2.1.1. Cargo Transfer Types

There are five types of Cargo Transfer, depending upon the purpose of clearance. These are the Cargo Transfers that are selected in the **Cargo Transfer Type** dropdown list of the **General Information** tab of the **Customs Cargo Transfer** form. For more information see, section **2.1 Entering General Information**.

The following table lists the types of Cargo Transfers:

| Sl. No | Cargo Transfer Type | Purpose | Transferor | Transferee |
|--------|--|---|------------|------------|
| 01 | Cargo Transfer from CTO to CH (Same Location) | Covers the cargo movements from Cargo Terminal Operator (CTO) to Cargo Handler (CH) | CTO | CH |




| | | | | |
|----|---|---|-----|-----|
| | | where both are in the same physical location | | |
| 02 | Cargo Transfer from CTO to CH (Different Location) | Covers the cargo movements from CTO to CH where CTO and CH are in two different physical location | CTO | CH |
| 03 | Cargo Transfer from CH to CH (Same Location) | Covers the cargo movements from Cargo Handler to Cargo Handler where both are in the same physical location | CH | CH |
| 04 | Cargo Transfer from CH to CH (Different Location) | Covers the cargo movements from CH to CH where CH and CH are in two different physical location | CH | CH |
| 05 | Cargo Transfer from CTO to CTO (Different Location) | Covers the cargo movements from CTO to CTO where CTO and CTO are in two different physical location | CTO | CTO |

2.1.2. Searching for a Value in a Field

1. Click the **Search** Icon in the field.

Transferor/Transferee Details

* Transferor Business Code:



2. The **Search** screen is displayed.



Transferor Business Code Search - Microsoft Internet Explorer provided by Information Technol...

http://jrtddb01.dubaiworld.ae:7777/m2decext/declaration/setupBusinessCodeLookup.do?value(fieldId)=value(transferorBusinessCod...

Search

Transferor Business Name:

Search

Close

Internet 100%

3. Enter the value or part of the value in the required field(s) and click the **Search** button.

OR

Click the **Search** button directly.

The search results appear.



Transferor Business Code Search - Microsoft Internet Explorer provided by Information Technol...

http://jrtddb01.dubaiworld.ae:7777/m2decext/declaration/invokeBusinessCodeLookup.do

Search

Transferor Business Name:

Search

| Business Code | Business Name | |
|---------------|---------------|--------|
| AE-1000030 | sfjshjfh | Select |
| AE-1000032 | ABCDEFGD | Select |
| AE-1000033 | ABC | Select |
| AE-1000038 | tin tin | Select |
| AE-1000042 | SHIVJI | Select |
| AE-1000052 | jgjgj | Select |
| AE-1000058 | DNATA | Select |
| AE-1000059 | DNATA | Select |
| AE-1000060 | DNATA | Select |
| AE-1000061 | DNATA | Select |

Change Page: Previous [Next](#)

Close

Internet 100%

4. Click the **Select** button next to the item you want to insert.

The selected item is entered in the field.

Transferor/Transferee Details

* Transferor Business Code:

2.2. Entering Shipping Details

After entering the General Information details the Cargo Transfer proceeds to the Shipping Details screen.

- Shipping details are entered in the following information related to the carrier, journey and cargo details.



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DUBAI CUSTOMS

New Cargo Transfer Request

1
General Information

2
Shipping Details

3
Container / Package Details

4
Payment Details

Inbound Details

* Cargo Channel:
[Please Select] ▼

Carrier Name:

* Master Transport Document No:

Manifest Registration No:

* Carrier Registration No:

* Arrival Date:

* Port of Loading:

Cargo Details

* Cargo Type:
[Please Select] ▼

Customs Seal No:

* Gross Weight:
 Kilograms

Preceding Clearance No:

Outbound Details

* Cargo Channel:
[Please Select] ▼

Carrier No:

i Transferor Business Name: **DNATA** Transferor Premises Name: **DNATA Cargo Centre**
 Transferee Business Name: **saurabh** Transferee Premises Name: **Jabel Ali**

Previous Next

1. Enter the following fields in the Shipping Details Tab:

| Field | Description |
|--------------------------------|--|
| Inbound Details Section | |
| Cargo Channel | <p>Select the Inbound Cargo Channel from the drop down list. Cargo channel is the transportation mode used for shipping the cargo.</p> <p>Following are the available Cargo Channels:</p> <ul style="list-style-type: none"> Air Sea |
| Carrier Registration No. | <p>Enter the Carrier registration number.</p> <p>Carrier registration number is the rotation number in the case of sea and flight number in the case of air.</p> <p>For more information on how to search for the carrier registration number by vessel name, voyage number or calling port, see section 2.1.2 Searching for a Value in a Field</p> |
| Carrier Name | <p>Enter the Carrier Name.</p> <p>Carrier Name is the Name of the Flight / Voyage / Country Vessel on which the cargo arrived. But if the cargo channel is sea this is populated by the system according to the carrier registration number.</p> |



| | |
|---------------------------------|---|
| | In case of cargo channel is Air, this will not be applicable. |
| Arrival Date | Enter or select the scheduled date in the case of air. But if the cargo channel is sea this is populated by the system according to the carrier registration number. Arrival date is the expected arrival date of the carrier. |
| Master Transport Document No | Enter the Master Transport Document No. Identification number of Master transport document such as Airway bill number, Sea Bill of lading number, Postal CP note number number on which cargo is moving |
| Port of Loading (POL) | Enter or select the port where the Cargo was loaded in the final journey. For e.g., for Cargo coming to Dubai from Australia through Hong Kong, POL is Hong Kong. For more information on how to search for the Port of Load, see 2.1.2 Searching for a Value in a Field |
| Manifest Registration No | Enter the Manifest Registration No. Manifest Registration No is a Dubai Trade generated reference number on submission / registration of manifest through Dubai trade portal |
| Cargo Details Section | |
| Cargo Type | Select the type of the cargo such as FCL, LCL General etc. |
| Gross Weight | Enter the Gross Weight of the goods according to the transport document. Weight Unit for the Gross Weight is always KGs. |
| Customs Seal No. | This is an optional field and in this release. If the seal is applied either by the Inspector or CTO, it will be entered on the cleared transfer request by the inspector or CTO as the case may be. |
| Preceding Clearance No. | Enter the Preceding Clearance No. This is the previous Cargo Transfer No. which was used to move the cargo previously. |
| Outbound Details Section | |
| Cargo Channel | Select the Outbound Cargo Channel from the drop down list. Cargo channel is the transportation mode which will be use for shipping the cargo to the final destination. Following are the available Cargo Channels: <ul style="list-style-type: none"> Land If the Cargo Transfer is from different Customs Location then Outbound Details section will be applicable. |
| Carrier No. | Enter the Outbound Carrier Number such as Vehicle No. based on the outbound cargo channel which will be use in shipping the cargo to the final destination. |

2. Click the **Next** button.

The **Container/Package Details** screen appears.



2.3. Entering Container/Package Details

After entering the Shipping details the Cargo Transfer proceeds to the Container/Package Details screen.

Container/Package details are entered in the following two tabs:

- Container Details

According to the selection of cargo type, container related information needs to be provided. For e.g. if the cargo type selected is FCL then the container number will be required. This is applicable only if the cargo channel is sea.

- Package Details

Details related to the package are required depending on the cargo type. For e.g. if the cargo type selected is General then the details like number & type of packages and marks & number needs to be provided.

The Container Details screen appears.

1. Enter the following fields in the **Container Details** tab.

| Field | Description |
|------------------|--|
| Container No. | Enter the Container number with check digit in which the cargo comes. This is obtained from the Bill of Lading. |
| Customs Seal No. | This is an optional field and in this release. If the seal is applied either by the Inspector or CTO, it will be entered on the cleared transfer request by the inspector or CTO as the case may be. |

2. Click the **Add** button to save it. Add more container details if required.

The container details are listed below.



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New Cargo Transfer Request

1
General
Information

2
Shipping
Details

3
Container /
Package
Details

4
Payment
Details

Container Details

Package Details (0)

* Container No.:

Customs Seal No.:

Add

| Container No. | Customs Seal No. | |
|---------------|------------------|---------------------------------------|
| 12341234432 | 2342323423424 | <input type="button" value="Delete"/> |
| 12342342142 | 234234324234234 | <input type="button" value="Delete"/> |

i

Transferor Business Name: **DNATA**
Transferee Business Name: **saurabh**

Transferor Premises Name: **DNATA Cargo Centre**
Transferee Premises Name: **Jabel Ali**

Previous

Next

3. Click the **delete** button to delete the details.

4. Click the **Next** button.

The **Package Details** screen appears.

جمارك دبي
DUBAI CUSTOMS

New Cargo Transfer Request

1
General
Information

2
Shipping
Details

3
Container /
Package
Details

4
Payment
Details

Package Details

* No. of packages:

* Package Type:

Shipping Marks:

Add

i

Transferor Business Name: **DNATA**
Transferee Business Name: **saurabh**

Transferor Premises Name: **DNATA Cargo Centre**
Transferee Premises Name: **Jabel Ali**

Previous

Next

5. Enter the following fields in the **Package Details** tab.

| Field | Description |
|-----------------|--|
| No. of Packages | Enter the number of packages in which the goods are transported. |
| Package Type | Select the type of package from the dropdown list. |



| | |
|----------------|--|
| Shipping marks | Enter the shipping marks and numbers available against each type and number of packages as per transport document. |
|----------------|--|

6. Click the **Add** button to save it. Add more package details if required.

The package details are listed below.

7. Click the **delete** button to delete the details.

8. Click the **Next** button.

The **Payment Details** screen appears.

2.4. Entering Payment Details

Upon completion of General, Shipping and Container/Package Details the Cargo Transfer request proceeds to the Payment Details screen where applicable charges according to the type of the movement are displayed.

Payment details are divided into two segments such as applicable Deposit, and Other Charges.



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DUBAI CUSTOMS

New - Cargo Transfer from CTO to CH (Different Locations)

1 General Information → 2 Shipping Details → 3 Container / Package Details → 4 Payment Details

Payment Details

| Charges | Amount | Payment Mode | Payment Reference |
|---------------|---------------|----------------------|-------------------|
| Deposit | AED 10,000.00 | Standing guarantee | [Please Select] |
| Other Charges | AED 70.00 | Credit/Debit Account | [Please Select] |

Registration fee: AED 50.00
Knowledge-Innovation Dirham: AED 20.00

1

Transferor Business Name: KUEHNE & NAGEL LLC VIKRAM
Transferor Premises Name: Jebel Ali

Transferee Business Name: WATER WAYS SHIPPING VIKRAM MOHAMMAD IBRAHIM AL SHAMSI ELECTRONICS RED ENTERTAINMENT DISTRIBUTION FZC
License Expires on: 17-02-2020
Transferee Premises Name: DXB Cargo Village

Broker Business Code: AE-1223211
Broker Business Name: Basha ImpExpBroker
License Expires on: 28-11-2020

☐ We, the undersigned hereby declare that the particulars given on this request are true and complete. And We hereby undertake the full accountability of the cargo being transferred against this cargo transfer request and that no goods or cargo that are transferred to our custody will be delivered or released to any person or entity unless cleared by customs again on the relevant declaration.

We further undertake to comply with all regulations and laws that are in force in the country in respect of the storage, delivery and disposal of this cargo.

Previous Submit

1. Enter or view the following fields:

| Field | Description |
|-------------------|--|
| Deposit | Deposit applicable for Cargo Transfer is automatically generated. |
| Other Charges | Other charges applicable on the Cargo Transfer such as registration, knowledge dirham etc is automatically generated. |
| Mode of Payment | Select the mode of payment through which the Declarant prefers to settle the applicable charges such as Standing Guarantee A/C, Duty Credit A/C, etc from the dropdown list. E-Payment is not applicable for Cargo Transfer facility. |
| Payment Reference | Select the account number assigned to the Standing Guarantee A/C, Duty Credit A/C etc by Dubai Customs from the dropdown list. Only account numbers related to the involved parties will be displayed for selection If the request is made by the broker, then he can use only his account. Broker cannot use the transferee Account. E-Payment is not applicable for Cargo Transfer facility. <i>For more information on Account selection, see 11 Appendix, 11.1 Customs Broker</i> |

2. Tick the designated box to confirm that all provided particulars in the Cargo Transfer request are true and correct.
3. Click the **Submit** button once complete data is entered and you are ready to submit the Cargo Transfer request.



4. In case ActiveX control which is required to digitally sign the declaration is not already installed on the system being used for the declaration submission, an error message is displayed on top of screen as shown below.
5. Click the hyperlink in the error message to install the ActiveX control to proceed with declaration submission.

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New - Cargo Transfer from CTO to CH (Same Location)

Submission is not allowed. A new Active X component is required to install for Digital Certificate authentication.
To install NOW, please click [HERE](#) to initiate direct automatic installation.
To install LATER, please click [HERE](#) for self-installation details.

Cargo Transfer Request Summary

| | |
|--|---|
| Cargo Transfer Type: Cargo Transfer from CTO to CH (Same Location) | Cargo Transfer Date: |
| Transferor Business Code-Name: AE-1000143-AI Cargo | Transferor Premises Code-Name: PR-01579-Land Transport |
| Transferee Business Code-Name: AE-1000138-AI Rafiq Trading | Transferee Premises Code-Name: PR-01609-Land Transport |
| Broker Business Code-Name: AE-1048839-PLANET TRAVEL TOURS AND CARGO LLC | Client's Dec. Ref. No.: CT1 Air 2020 V |
| Inbound Cargo Channel: Air | Inbound Carrier Registration Number: EK9880 |
| Inbound Carrier Name: | Arrival Date: 18-04-2104 |
| Inbound Master Transport Document Number: 576 | Outbound Cargo Channel: |

Payment Details

| Charges | Amount | Payment Mode | Payment Reference |
|-------------------|-----------|----------------------|-------------------|
| Deposit | AED 0.00 | | |
| Other Charges | AED 40.00 | Credit/Debit Account | 1222620 |
| Registration fee: | AED 40.00 | | |

[View Cargo Transfer Request Details](#)

Close & Continue

A confirmation message containing high level Cargo Transfer details is displayed.



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DUBAI CUSTOMS

New Cargo Transfer Request - Sign & Submit

Cargo Transfer Request Summary

| | |
|--|---|
| Cargo Transfer Type: Cargo Transfer from CH to CH (Different Locations) | Cargo Transfer Date: 08-07-2009 |
| Transferor Business Code-Name: AE-900001-DNATA | Transferor Premises Code-Name: PR-00001-DNATA Cargo Centre |
| Transferee Business Code-Name: AE-1001429-saurabh | Transferee Premises Code- Name: PR-00108-Jabel Ali |
| Broker Business Code-Name: | Client's Dec. Ref. No.: |
| Inbound Cargo Channel: Sea | Inbound Carrier Registration Number: 628471 |
| Inbound Carrier Name: CSAV LONQUIMAY | Arrival Date: 13-06-2010 |
| Inbound Master Transport Document Number: 234324234 | Outbound Cargo Channel: Land |

Payment Details

| Charges | Amount | Payment Mode | Payment Reference |
|-----------------------------|------------|--------------------|-------------------|
| Deposit | AED 999.00 | Standing guarantee | 2112326 |
| Other Charges | AED 10.00 | Credit Account | 1112337 |
| Registration fee: AED 10.00 | | | |

[View Cargo Transfer Request Details](#)

- Click the **View Cargo Transfer Request Details** link to view all the details entered. The following screen appears.



7. Click the **Sign & Submit** button to complete and submit the digitally signed Cargo Transfer.

Upon submission of the request a confirmation message containing the Request number and Cargo Transfer Number appears.




To be one of the leading Customs administrations in the world, supporting legitimate trade

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New - Cargo Transfer from CH to CH (Same Location)

✓ Your Cargo Transfer Request has been successfully submitted.
Request Number is: 5286045
Please Click [here](#) to View the Declaration Details. The details can also be viewed from Track Request service

 **Finish Cargo Transfer**
and return to Service Landing Page

Note: Any validation errors are notified to the Declarant at the end of each screen completion on clicking the **Next** button.



3. Drafting a Cargo Transfer

It is possible to track draft Cargo Transfer, which are saved in the system as draft (but not yet submitted to Dubai Customs). Cargo Transfer request are automatically saved as draft once the new Cargo Transfer general information page is completed and the **Next** button is clicked. After that at any point of time if the user closes the **Submit New Cargo Transfer** window, the system automatically saves the data already entered and keeps it in a draft form.

To open a drafted Cargo Transfer

1. In the main menu, click **Mirsal II > Cargo Transfer > Draft**.

The **Draft Search** screen appears.

2. Enter the From Date and To Date to search against the request date of the Cargo Transfer

The **Draft Search Result** screen appears displaying all Cargo Transfer request that are currently available in draft.

The following details appear in the results.

| Fields | Description |
|----------------------|---|
| Client Reference No. | Client's reference number for the Cargo Transfer request, e.g. Job reference no., etc |
| Cargo Transfer Type | Type of the Cargo Transfer |
| Last Updated On | Date the draft Cargo Transfer was last updated |
| Last Updated By | User who last updated the draft Cargo Transfer |

3. Click the **Continue** button to continue with new Cargo Transfer submission.



4. Searching a Cargo Transfer

You can search for the Cargo Transfer request already submitted to Dubai Customs.

Cargo Transfer request can be searched using the following two ways:

- Quick Search
- Advanced Search

4.1.1. Searching a Cargo Transfer using Quick Search

Quick search is useful when the user knows the Cargo Transfer number.

To search using Quick Search

1. In the main menu, click **Mirsal II > Cargo Transfer > Search**.

The **Search Cargo Transfer Request** screen appears with the **Quick Search** tab selected as default.

2. Enter the following field/s:

| Field | Description |
|-----------------------|--|
| Cargo Transfer Number | Enter the Cargo Transfer Number available on the successful new Cargo Transfer submission message. |

3. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section **4.1.3 Viewing the Search Results**

4.1.2. Searching a Cargo Transfer using Advanced Search

Advanced search is useful when the user does not remember the Cargo Transfer number, as it provides more search fields such as Cargo Transfer Date, Cargo Transfer type, Cargo Transfer status, transport document number etc.

Enter all mandatory attribute (in asterisk) in the appropriate field to initiate search.

To search using Advanced Search

4. In the main menu, click **Mirsal II > Cargo Transfer > Search**.

The **Search Cargo Transfer Request** screen appears with the **Quick Search** tab selected by default.

5. Click the **Advanced Search** tab.



The **Advanced Search** screen appears.

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Search Cargo Transfer Request

Quick Search Advanced Search

* From Date: 09-07-2009 DD-MM-YYYY

* To Date: 09-07-2009 DD-MM-YYYY

* Cargo Transfer Type: [Please Select]

* Business Code: [Text Input]

* Cargo Transfer Status: [Please Select]

Inbound Master Transport Doc. No.: [Text Input]

Search Reset

6. Enter at least the mandatory field of the following:

| Search | Description |
|--------------------------------------|---|
| From Date To Date | Enter or select a date range to search against the Cargo Transfer Date. |
| Cargo Transfer Type | Select the Cargo Transfer Type. |
| Business Code | Select or enter the involved parties business code such as Transferee Business code. Business Code will be available for Brokers only. |
| Cargo Transfer Status | Select the Cargo Transfer Status. |
| Inbound Master Transport Document No | Enter the Master or House number. |

7. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section **4.1.3 Viewing the Search Results**

4.1.3. Viewing the Search Results

Only selected high-level information related to the Cargo Transfer is displayed to identify the particular Cargo Transfer request.

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Search Cargo Transfer Request - Result

Search Results

New Search

| Cargo Transfer Number | Date | Submitted Date & Time | Cargo Transfer Type | Transferee Business Code - Name | Transferor Business Code - Name | Inbound Master Transport Doc. No. | Status |
|-----------------------|------------|------------------------|---|---------------------------------|---------------------------------|-----------------------------------|---------|
| 8010019383113 | 01-09-2013 | 01-09-2013 11:08:14 AM | Cargo Transfer from CTO to CH (Same Location) | AE-1000143 - AI Cargo | AE-1000138 - AI Raffiq Trading | MTDALT087087 | Cleared |

Back

The following details are displayed:



| Fields/Buttons | Description |
|-----------------------------------|---|
| Cargo Transfer Number | Number generated by the Customs system for the Cargo Transfer request. |
| Date | Customs Clearance Date |
| Submitted Date & Time | Request submission date and time |
| Cargo Transfer Type | Type of the Cargo Transfer submitted. |
| Transferee Business Code - Name | Business code and name of the owner of the Cargo Transfer. |
| Transferor Business Code - Name | Business code and name of the transferor of the Cargo Transfer. |
| Inbound Master Transport Doc. No. | Transport document number such as Airway Bill or Bill of Lading. |
| Status | Current status of the Cargo Transfer such as submitted, payment pending ,cleared etc. |
| View Button | Click to view the complete Cargo Transfer details. |
| Print | Click to initiate the print of the Cargo Transfer request. |
| History Button | Click to view the previous requests / status against the particular Cargo Transfer. |

To view the Cargo Transfer Details

1. Click the **View** button from the search results screen, to view the complete Cargo Transfer details.

The **View Cargo Transfer** screen appears.



Cargo Transfer Details

CARGO TRANSFER

GENERAL INFORMATION

| | | | |
|----------------|---|-------------------------|-----------------------|
| Transfer Type: | Cargo Transfer from CTO to CH (Same Location) | Transfer No.: | 6010000014509 |
| Request No.: | 1247046888250 | Created Date: | 08/07/2009 |
| Transfer Date: | 08/07/2009 | Transfer Status: | Draft |
| Transferor: | AE-1001438-saurabh | Transferor Premises: | PR-00103-saurabh cto1 |
| Transferee: | AE-1001429-saurabh | Transferee Premises: | PR-00095-saurabh |
| Broker: | | Client's Dec. Ref. No.: | |

INBOUND DETAILS

| | | | |
|------------------|-------------|--------------------------------|----------------------------------|
| Cargo Channel: | Sea | Carrier: | 666742 - MSC IMMA |
| Arrival Date: | 31/12/2009 | Master Transport Document No.: | 12112122222222222222222222222222 |
| Port Of Loading: | Port Rashid | Manifest Registration No.: | 43543543534 |

CARGO DETAILS

| | | | |
|---------------------|-----|--------------------------|---------------|
| Cargo Type: | FCL | Gross Weight: | 100000 (kg) |
| Customs Seal No.: | | Preceding Clearance No.: | |
| Cargo Release Date: | | Cargo Receipt Date: | |

OUTBOUND DETAILS

| | |
|----------------|------------|
| Cargo Channel: | Carrier No |
|----------------|------------|

CONTAINER DETAILS

| Container Number | Customs Seal Number |
|------------------|---------------------|
| 67657567556 | |
| 43333333355 | |
| 33333333333 | |
| 10000000000 | |

PACKAGE DETAILS

| Package Type | Number Of Packages | Shipping Marks |
|--------------|--------------------|----------------|
| BUNDLES | 3444444444 | |

PAYMENT DETAILS

| Charge Type | Charge Amount | Payment Mode | Payment Reference Number | Collection Receipt Number | Transaction Number |
|------------------------------|---------------|----------------|--------------------------|---------------------------|--------------------|
| Registration fee | 50 | Credit Account | 1112337 | A - 2013631 | - |
| Knowledge Dirham | 10 | Credit Account | 1112337 | A - 2013630 | - |
| Declaration Amendment Charge | 10 | Credit Account | 1112337 | | - |



Print

Close

Version:

[Please Select]



Show

- Select the version you want to view from the dropdown list and click the **Show** button.

Note: The default display of the Cargo Transfer is always the latest available version. For e.g. when a Cargo Transfer is initially submitted, it is marked as version 1. Later if any amendment is made to the same Cargo Transfer then it is marked as version 2. Therefore, the default display is version 2 - the amended version of the Cargo Transfer request.



To view the History

- Click the **History** button from the search results screen, to view the history of the Cargo Transfer request.

The **History** screen appears.

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Cargo Transfer History

Business Code: AE-1001429-saurabh

Cargo Transfer History

| Request No. | Transaction Type | Request Date | Status |
|---------------|-------------------------------|--------------|------------------|
| 1247028371643 | New Cargo Transfer Request | 08-07-2009 | Completed |
| 1247031342349 | Cancel Cargo Transfer Request | 08-07-2009 | Under Processing |

Back

History shows all the requests made against the specific Cargo Transfer such as status of request, date of request and the request type.



5. Tracking a Cargo Transfer

You can track the requests already submitted to Dubai Customs to see the current status and condition of the request.

Requests can be tracked using the following two ways:

- Quick Search
- Advanced Search

5.1.1. Tracking a Cargo Transfer using Quick Search

Quick search is useful when the user knows the request number.

To track using Quick Search

1. In the main menu, click **Mirsal II > Cargo Transfer > Track**.

The **Track Cargo Transfer Request** screen appears with the **Quick Search** tab selected as default.

2. Enter the request number. This is the reference number generated by the system at the time of the request submission as part of the acknowledgement.
3. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section **5.1.3 Viewing the Search Results for Tracking**.

5.1.2. Tracking a Cargo Transfer using Advanced Search

Advanced search is useful when the user does not remember the request number. Advanced search has more search fields such as transaction type, business code, date and status.

To track using Advanced Search

1. In the main menu, click **Mirsal II > Cargo Transfer > Track**.

The **Track Cargo Transfer Request** screen appears with the **Quick Search** tab selected by default.

2. Click the **Advanced Search** tab.

The **Advanced Search** screen appears.



3. Enter all mandatory fields of the following.

| Search | Description |
|----------------------|---|
| From Date To Date | Enter or select a Date range to search against the Cargo Transfer Date. |
| Transaction Type | Select Transaction Type such as New Cargo Transfer, Amend Cargo Transfer, etc. |
| Business Code | Select or enter the involved parties business code such as Transferee Business code. Business Code will be available for Brokers only. |
| Request Status | Enter the Request Status such as requested, assigned, completed, etc. |

4. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section **5.1.3 Viewing the Search Results for Tracking**.

5.1.3. Viewing the Search Results for Tracking

Only selected high-level information related to the request is displayed to identify the particular request.

| Request Number | Cargo Transfer No. | Transaction Type | Business Code - Name | Status | Created Date | Remarks |
|----------------|--------------------|----------------------------|-----------------------|-----------|--------------|---------|
| 5286044 | 6010019383113 | New Cargo Transfer Request | AE-1000143 - Al Cargo | Completed | 01-09-2013 | |

The following details are displayed:

| Fields/Buttons | Description |
|----------------|---|
| Request No. | System generated request number received as part of request acknowledgement |



| | |
|----------------------|--|
| Cargo Transfer No | System generated Cargo Transfer Number |
| Transaction Type | Type of Request such as new cargo transfer or amend cargo transfer, etc. |
| Business Code - Name | Business code and name of the owner of the Cargo Transfer request |
| Status | Current status of the request such as requested, approved etc |
| Created Date | Date of request submission |
| Remarks | Remarks if any by Dubai Customs |
| View Button | Click to view the complete Cargo Transfer details. |

To view the Cargo Transfer of the request

1. Click the **View** button from the search results screen, to view the Cargo Transfer against which the request has been submitted.

The **View Cargo Transfer** screen appears.



GENERAL INFORMATION

| | | | |
|----------------|---|-------------------------|-----------------------|
| Transfer Type: | Cargo Transfer from CTO to CH (Same Location) | Transfer No.: | 6010000014509 |
| Request No.: | 1247046888250 | Created Date: | 08/07/2009 |
| Transfer Date: | 08/07/2009 | Transfer Status: | Draft |
| Transferor: | AE-1001438-saurabh | Transferor Premises: | PR-00103-saurabh cto1 |
| Transferee: | AE-1001429-saurabh | Transferee Premises: | PR-00095-saurabh |
| Broker: | | Client's Dec. Ref. No.: | |

| | | | |
|------------------|-------------|--------------------------------|----------------------------------|
| Cargo Channel: | Sea | Carrier: | 666742 - MSC IMMA |
| Arrival Date: | 31/12/2009 | Master Transport Document No.: | 12112122222222222222222222222222 |
| Port Of Loading: | Port Rashid | Manifest Registration No.: | 43543543534 |

| | | | |
|---------------------|-----|-------------------------|---------------|
| Cargo Type: | FCL | Gross Weight: | 100000 (kg) |
| Customs Seal No.: | | Preceding Clearance No: | |
| Cargo Release Date: | | Cargo Receipt Date: | |

| Cargo Channel: | Carrier No |
|----------------|------------|
|----------------|------------|

| Container Number | Customs Seal Number |
|------------------|---------------------|
| 67657567556 | |
| 43333333355 | |
| 33333333333 | |
| 10000000000 | |

| Package Type | Number Of Packages | Shipping Marks |
|--------------|--------------------|----------------|
| BUNDLES | 3444444444 | |

| Charge Type | Charge Amount | Payment Mode | Payment Reference Number | Collection Receipt Number | Transaction Number |
|------------------------------|---------------|----------------|--------------------------|---------------------------|--------------------|
| Registration fee | 50 | Credit Account | 1112337 | A - 2013631 | - |
| Knowledge Dirham | 10 | Credit Account | 1112337 | A - 2013630 | - |
| Declaration Amendment Charge | 10 | Credit Account | 1112337 | | - |



Version:

[Please Select]



Show

2. Select the version you want to view from the dropdown list and click the **Show** button.

Note: The default display of the Cargo Transfer is always the latest available version. For e.g. when a Cargo Transfer is initially submitted, it is marked as version 1. Later if any amendment is made to the same Cargo Transfer then it is marked as version 2. Therefore, the default display is version 2 - the amended version of the Cargo Transfer.



5.1.4. Viewing and Responding to More Info Query from Customs

Customs officers as part of their course of action could ask for any information related to the submitted Cargo Transfers and requests. The declarant is liable to provide such information as soon as possible to Customs in order to proceed with the case. Cargo Transfers and Requests on which more information has been requested by Customs will be kept as pending until the information is provided.

The user will be able to see the **More Information Request** from Customs against any Cargo Transfer or requests in the **Remarks** area of the **Track Cargo Transfer Request Result** screen of the Mirsal 2 system.

| Request Number | Transaction Type | Business Code - Name | Status | Created Date | Remarks |
|----------------|------------------------------|----------------------|-----------|--------------|---------|
| 1246526113468 | Amend Cargo Transfer Request | AE-1001429 - saurabh | Suspended | 02-07-2009 | grg |

1. Click the **Details** button to view more information required details and to send a response to Customs.

The **Declarant's Response** screen appears.

Fields marked with an asterisk * are required.

To:
AE-1001429 - saurabh

Comments:
grg

* Response:

Attachments: Others (2 Documents)
Upload Limit for each document is 1MB

File1 - Sunset.jpg Remove

File2 - Winter.jpg Remove

2. Query from Customs is displayed under “**Comments**” header
3. Enter your response in the “**Response**” box.



4. Attach any files or folders if required to support the response by clicking the **Upload** button.

Note: *All uploaded documents must be in the required templated format.*

5. Click the **Submit** button.

The response is submitted to Customs.

Note: *Any response from the declarant will be considered as an integral part of the Cargo Transfer request.*



6. Amending a Cargo Transfer

A request can be made to amend any Cargo Transfer that is already submitted and in cleared state to Dubai Customs. Request for amendment can be submitted for any fields except Cargo Transfer Type, Business code of the Transferee / Transferor and the payment mode & the payment reference (such as credit or standing guarantee account number).

- . All amendment requests are subject to Customs approval.

Note: A charge of Dhs. 10 will be applicable for amendment charges.

6.1.1. Searching a Cargo Transfer to Amend

To search using Amend Cargo Transfer Search

1. In the main menu, click **Mirsal II > Cargo Transfer > Amend**.

The **Amend Cargo Transfer Search** screen appears.

2. Enter the following field/s:

| Field | Description |
|-----------------------|--|
| Cargo Transfer Number | Enter the Cargo Transfer Number available on the successful new Cargo Transfer submission message. |

3. Click the **Show Details** button to initiate a new amend request against the Cargo Transfer.

The **Amend Cargo Transfer** screen opens for editing.

For more information on editing the Cargo Transfer, see section **6.1.2 Initiating an Amendment Request**.

6.1.2. Initiating an Amendment Request

4. Click the **Show Details** button from the **Amend Cargo Transfer Search** screen.

The Cargo Transfer opens in the **Amend Cargo Transfer** screen with the values already entered on edit mode. The **General Information** screen appears.



Amend Cargo Transfer Request

1 General Information → 2 Shipping Details → 3 Container / Package Details → 4 Amendment Details → 5 Payment Details

Cargo Transfer Type

* Cargo Transfer Type:
Cargo Transfer from CTO to CH (Same Location)

Transferor/Transferee Details

* Transferor Business Code: AE-1001438
* Transferor Premises Code: PR-00103
* Transferee Business Code: AE-1001429
* Transferee Premises Code: PR-00095
Client's Dec.Ref.No:

Next

Transferor Business Name: saurabh Transferor Premises Name: saurabh cto1
Transferee Business Name: saurabh Transferee Premises Name: saurabh

5. Edit the value of one or more permitted fields in the **General Information** screen and click the **Next** button.

The **Shipping Details** screen appears.

Amend Cargo Transfer Request

1 General Information → 2 Shipping Details → 3 Container / Package Details → 4 Amendment Details → 5 Payment Details

Inbound Details

* Cargo Channel: Sea
* Carrier Name: MSC IMMA
* Master Transport Document No: 12112122222222222222
* Carrier Registration No: 666742
* Arrival Date: 31-12-2009
* Port of Loading: AEPRA
Manifest Registration No: 3444444444444444

Cargo Details

* Cargo Type: FCL
* Gross Weight: 121212121.2323 Kilograms

Outbound Details

Transferor Business Name: saurabh Transferor Premises Name: saurabh cto1
Transferee Business Name: saurabh Transferee Premises Name: saurabh

Previous **Next**



6. Edit the value of one or more permitted fields in the **Shipping Details** screen and click the **Next** button.

The **Container Details** screen appears.

Amend Cargo Transfer Request

1 General Information 2 Shipping Details 3 Container / Package Details 4 Amendment Details 5 Payment Details

Container Details Package Details (1)

* Container No.:

Add

| Container No. | Customs Seal No. | |
|---------------|------------------|--------|
| 67657567556 | | Delete |
| 4333333355 | | Delete |
| 3333333333 | | Delete |
| 10000000000 | | Delete |

Transferor Business Name: saurabh Transferor Premises Name: saurabh cto1
Transferee Business Name: saurabh Transferee Premises Name: saurabh

Previous Next

7. Edit the value of one or more permitted fields in the **Container Details** screen and click the **Next** button.

The **Package Details** screen appears.

Amend Cargo Transfer Request

1 General Information 2 Shipping Details 3 Container / Package Details 4 Amendment Details 5 Payment Details

Container Details (4) Package Details

* No. of packages: * Package Type: [Please Select] v

Add

| No. of packages | Package Type | Shipping Marks | |
|-----------------|--------------|----------------|--------|
| 3444444444 | BUNDLES | | Delete |

Transferor Business Name: saurabh Transferor Premises Name: saurabh cto1
Transferee Business Name: saurabh Transferee Premises Name: saurabh

Previous Next

8. Edit the value of one or more permitted fields in the **Package Details** screen and click the **Next** button.

The **Amendment Details** screen appears.



Amend Cargo Transfer Request

1 General Information → 2 Shipping Details → 3 Container / Package Details → 4 Amendment Details → 5 Payment Details

Amendment Summary

| Amended Attribute | Old Value | New Value |
|--------------------------|------------------|----------------|
| Gross Weight | 12121212121.2323 | 100000 |
| Manifest Registration No | 3444444444444444 | 43543543534 |
| Container Removed | 43333333333 | Not Applicable |
| | 34444444444 | Not Applicable |

Charge Details

| Charge | Old Amount | New Amount |
|------------------------------|------------|------------|
| Knowledge Dirham | 10 | |
| Registration fee | 50 | |
| Declaration Amendment Charge | | 10.00 |

Amendment Details

* Amendment Reason: [Please Select] Attachment: [] Browse... Upload

* Cargo Status: [Please Select]

Transferor Business Name: saurabh Transferor Premises Name: saurabh cto1
Transferee Business Name: saurabh Transferee Premises Name: saurabh

Previous Next

Version: [Please Select] Show

A summary of the amendment appears under the **Amendment Summary** section.

9. Select a valid reason for the amendment from the “**Amendment Reason**” dropdown list.
10. In case no appropriate reason is available in the dropdown list then “**Others**” can be chosen. If “**Others**” is selected then the reason for requesting the amendment should be entered in the box provided.
11. Select the cargo status from the **Cargo Status** dropdown list.
12. Upload files or documents related to the request as attachment.
13. Click the **Next** button.

Applicable charges appear in the **Payment Details** screen.



Amend Cargo Transfer Request

1 General Information → 2 Shipping Details → 3 Container / Package Details → 4 Amendment Details → 5 Payment Details

Payment Details

| Charges | Amount | Refund/Collect | *Payment Mode | *Payment Reference |
|-------------------------------|-----------|----------------|----------------|--------------------|
| Declaration Amendment Charge: | AED 10.00 | Collect | Credit Account | [Please Select] |

Transferor Business Name: saurabh Transferor Premises Name: saurabh cto1
Transferee Business Name: saurabh Transferee Premises Name: saurabh

☐ We hereby request you to approve the amendments we had done on the cargo transfer No. 6010000014509 and undertake to bear full responsibility in respect of this amendment.

Previous Next

14. Enter the following fields:

| Field | Description |
|-------------------|---|
| Mode of Payment | Select the mode of payment through which the Declarant prefers to settle the applicable charges such as Standing Guarantee A/C, Duty Credit A/C. E-Payment is not applicable for Cargo Transfer facility. |
| Payment Reference | Select the account number assigned to the Standing Guarantee A/C, Duty Credit A/C etc by Dubai Customs from the dropdown list. Only account numbers related to the involved parties will be displayed for selection. If the request is made by the broker, then he can use only his account. Broker cannot use the transferee Account. E-Payment is not applicable for Cargo Transfer facility. <i>For more information on Account selection, see 11 Appendix, 11.1 Customs Broker</i> |

15. Tick the designated box to declare that all provided particulars in the Cargo Transfer are true and correct.

16. Click the **Next** button.

The **Sign & Submit** screen appears containing the Cargo Transfer Number and a high-level Cargo Transfer detail is displayed to the Declarant.



Amend Cargo Transfer Request - Sign & Submit

Your request will be sent for approval

Cargo Transfer Request Summary

| | |
|---|---|
| Cargo Transfer No: 6010000014509 | Cargo Transfer Type: Cargo Transfer from CTO to CH (Same Location) |
| Cargo Transfer Date: 08-07-2009 | Transferor Business Code-Name: AE-1001438-saurabh |
| Transferor Premises Code-Name: PR-00103-saurabh cto1 | Transferee Business Code-Name: AE-1001429-saurabh |
| Transferee Premises Code- Name: PR-00095-saurabh | Broker Business Code-Name: |
| Client's Dec. Ref. No.: | Inbound Cargo Channel: Sea |
| Inbound Carrier Registration Number: 666742 | Inbound Carrier Name: MSC IMMA |
| Arrival Date: 31-12-2009 | Inbound Master Transport Document Number: 12112122222222222222222222222222 |
| Outbound Cargo Channel: | |

Amendment Details

Amendment Reason:
Master Transport Document Number wrongly declared

Sign & Submit

17. Click the **Sign & Submit** button to complete and submit the digitally signed amendment request for Customs approval.

Upon submission of the amendment request a confirmation message containing the Request number and Cargo Transfer Number appears.

Amend Cargo Transfer Request -Confirmation

✓ Your Cargo Transfer Amendment Request has Been Successfully Submitted.
Cargo Transfer Number: 10100323022. Request Number: 1239040490349.

Finish
and return to Service Landing Page

Note: Any validation errors are notified to the Declarant at the end of each screen completion on clicking the **Next** button.



7. Canceling a Cargo Transfer

A request can be made to cancel any Cargo Transfer that is already cleared by Dubai Customs.

Cancellation of a Cargo Transfer could initiate the refund of duty / deposits and collection of cancellation related charges. All cancellation requests are subject to Customs approval.

Note: A charge of Dhs. 10 will be applicable for cancellation charges.

7.1.1. Searching a Cargo Transfer to Cancel

To search using Cancel Cargo Transfer Search

1. In the main menu, click **Mirsal II > Cargo Transfer > Cancel**.

The **Cancel Cargo Transfer Search** screen appears.

2. Enter the following field/s:

| Field/Button | Description |
|-----------------------|--|
| Cargo Transfer Number | Enter the Cargo Transfer Number available on the successful new Cargo Transfer submission message. |

3. Click the **Show Details** button.

The **Cancel Cargo Transfer** screen opens for editing.

For more information on canceling the Cargo Transfer, see section **7.1.2 Initiating a Cancel Request**.

7.1.2. Initiating a Cancel Request

1. Click the **Show Details** button from the **Cancel Cargo Transfer Search** screen.

The **Cancel Cargo Transfer Request** screen is displayed.



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DUBAI CUSTOMS

Cancel Cargo Transfer Request

Cargo Transfer Request Summary

| | |
|---|---|
| Cargo Transfer No: 6010000014509 | Cargo Transfer Type: Cargo Transfer from CTO to CH (Same Location) |
| Cargo Transfer Date: 08-07-2009 | Transferor Business Code-Name: AE-1001438-saurabh |
| Transferor Premises Code-Name: PR-00103-saurabh cto1 | Transferee Business Code-Name: AE-1001429-saurabh |
| Transferee Premises Code- Name: PR-00095-saurabh | Broker Business Code-Name: |
| Client's Dec. Ref. No.: | Inbound Cargo Channel: Sea |
| Inbound Carrier Registration Number: 666742 | Inbound Carrier Name: MSC IMMA |
| Arrival Date: 31-12-2009 | Inbound Master Transport Document Number: 12112122222222222222222222222222 |
| Outbound Cargo Channel: | |

Cancellation Details

| | |
|---|--|
| * Cancellation Reason: [Please Select] ▼ | Attachment: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> |
| * Cargo Status: [Please Select] ▼ | |

A summary of the Cargo Transfer request appears in the screen.

2. Select a valid reason for cancellation from the “**Cancellation Reason**” dropdown list.
3. In case no appropriate reason is available in the dropdown list then “**Others**” can be chosen. If “**Others**” is selected then reason for requesting cancellation should be entered in the box provided.
4. Select the cargo status from the “**Cargo Status**” dropdown list.
5. Upload files or documents related to the request as attachment in the template format.
6. Click the **Next** button.

Applicable charges appear in the **Cancel Cargo Transfer Request - Payment Details** screen.



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Cancel Cargo Transfer Request - Payment Details

Payment Details

| Charges | Amount | Refund/Collect | *Payment Mode | *Payment Reference |
|------------------------|--------------|----------------|---------------|--------------------|
| Cargo Transfer Deposit | AED 4,000.00 | Refund | | |

Transferor Business Name: **Al Raffiq Trading**
Transferor Premises Name: **Raffiq premises**

Transferee Business Name: **Al Cargo**
License Expires on: **27-06-2017**
Transferee Premises Name: **Cargo premises**

Broker Business Code: **AE-1000178**
Broker Business Name: **TIG International**
License Expires on: **01-01-2021**

☒ We hereby request you to cancel this cargo transfer request as the cargo is no longer required to be transferred/cargo is not available for transfer.

Previous Next

7. Enter or view the following fields:

| Fields/Buttons | Description |
|-------------------|---|
| Charge Type | Applicable charge types due to the cancellation are system generated. |
| Amount | Applicable amount due to the cancellation are system generated. |
| Collect / Refund | Determines whether the amount should be Collected or Refunded due to the cancellation are system generated. |
| Payment Mode | Select the mode of payment through which the Declarant prefers to settle the applicable charges such as Standing Guarantee A/C, Duty Credit A/C. E-Payment is not applicable for Cargo Transfer facility. |
| Payment Reference | Select the account number assigned to the Standing Guarantee A/C, Duty Credit A/C etc by Dubai Customs from the dropdown list. Only account numbers related to the involved parties will be displayed for selection. If the request is made by the broker, then he can use only his account. Broker cannot use the transferee Account. E-Payment is not applicable for Cargo Transfer facility. <i>For more information on Account selection, see 11 Appendix, 11.1 Customs Broker</i> |

8. Tick the designated box to declare that all provided particulars in the Cargo Transfer are true and correct.
9. Click the **Next** button once the cancellation request is ready to be submitted to Dubai Customs.

Upon submission of the request an acknowledgement message containing the Cargo Transfer Number, high-level Cargo Transfer details and cancellation request details is displayed to the Declarant.



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Cancel Cargo Transfer Request - Acknowledgement

Your request will be sent for approval

Cargo Transfer Request Summary

| | |
|---|---|
| Cargo Transfer No: 6010000014509 | Cargo Transfer Type: Cargo Transfer from CTO to CH (Same Location) |
| Cargo Transfer Date: 08-07-2009 | Transferor Business Code-Name: AE-1001438-saurabh |
| Transferor Premises Code-Name: PR-00103-saurabh cto1 | Transferee Business Code-Name: AE-1001429-saurabh |
| Transferee Premises Code- Name: PR-00095-saurabh | Broker Business Code-Name: |
| Client's Dec. Ref. No.: | Inbound Cargo Channel: Sea |
| Inbound Carrier Registration Number: 666742 | Inbound Carrier Name: MSC IMMA |
| Arrival Date: 31-12-2009 | Inbound Master Transport Document Number: 121121222222222222222222222222 |
| Outbound Cargo Channel: | |

Cancellation Details

| | |
|--|---|
| Request No.: 1247050194740 | Cancellation Request Submission Date: 08-07-2009 |
| Reason for Cancellation: Cargo Transfer Type wrongly declared | |

Print Sign & Submit

10. Click the **Sign & Submit** button to complete and submit the digitally signed cancellation request.

Upon submission of the amendment request a confirmation message containing the Request number and Cargo Transfer Number appears.

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Cancel Cargo Transfer Request -Confirmation

✓ Your Cargo Transfer Cancellation Request has Been Successfully Submitted.
Cargo Transfer Number: 10100323022. Request Number: 1239040490349.

Finish
and return to Service Landing Page

Note: Any validation errors are notified to the Declarant at the end of each screen completion on clicking the **Next** button.



It is possible to print any Cargo Transfer request submitted to Customs. The Cargo Transfer request should be in the **“Cleared”** or **“Cancelled”** state to be able to print. All printed Cargo Transfer request in **“Cancelled”** state will be watermarked by the word **“Cancelled”**.

8.1. Initiating a Cargo Transfer Print

1. From the **Search Result** screen, click the print button next to the Cargo Transfer you want to print.

Note: Only one Cargo Transfer can be selected for print at a time.

The **View Customs Cargo Transfer** screen appears.



| CARGO TRANSFER | | | |
|-------------------|---|----------------------------|--------------------|
| Transfer Type: | Cargo Transfer from CTO to CH (Different Locations) | Transfer No.: | 602-00001301-16 |
| Transfer Date: | 07/01/2016 | Transfer Status: | Cleared |
| Transferor: | AE-1223037-KUEHNE & NAGEL LLC VIKRAM | Transferor Premises: | PR-01568-Jebel Ali |
| Transferee: | AE-1001390-BUSINESS NAME | Transferee Premises: | PR-00071-FACILITY |
| Broker: | AE-1223211-Basha ImpExpBroker | Client's Dec. Ref. No.: | CT2 Air 2016 |
| Goods Location: | JEBEL ALI | | |
| INBOUND DETAILS | | | |
| Cargo Channel: | Air | Carrier: | EK0507 |
| Arrival Date: | 30/12/2015 | Master Transport Doc. No.: | 234234 |
| Port of Loading: | DUBAI INTL AIRPORT | Manifest Registration No.: | |
| CARGO DETAILS | | | |
| Cargo Type: | General | Gross Weight: | 23423.36 (kg) |
| Customs Seal No.: | | Preceding Clearance No.: | |
| OUTBOUND DETAILS | | | |
| Cargo Channel: | Land | Carrier No.: | |
| CONTAINER DETAILS | | | |
| Container Number | | Customs Seal Number | |
| PACKAGE DETAILS | | | |
| Package Type | Number of Packages | Shipping Marks | |
| BUNDLES | 24 | 234234 | |

- Click the **Print** button at the top of the screen.

The Cargo Transfer request is printed.

Note: Make sure that proper stationery format is available in the printer before you click the **Print** button.



9. Submitting a Cargo Release

You can search for the Cargo Transfer request for Cargo Release submission.

Cargo Transfer request can be searched using the following three ways:

- Cargo Release Worklist
- Quick Search
- Advanced Search

9.1.1. Viewing Cargo Transfer/s using Worklist

This will be the first screen when clicking the Cargo Release service. In this screen, only the Cargo Transfer/s with pending Cargo Release will be displayed. Submission of Cargo Release can already be done in this screen. For more information on submitting Cargo Release, see section 9.1.59.1.5 Initiating a Cargo Release

To view the Cargo Release Worklist

1. In the main menu, click **Mirsal II > Cargo Transfer > Cargo Release**.

The **Cargo Release Worklist** screen appears with the selected high-level information related to the Cargo Transfer is displayed to identify the particular Cargo Transfer request

| Cargo Transfer No. | Date | Inbound Master Transfer Doc.No. | Client's Dec. Ref. No | Transferee Buss.Code-Name | Release Status | Release Date |
|--|------------|---------------------------------|-----------------------|------------------------------|----------------|----------------------|
| <input type="checkbox"/> 6050000016010 | 24-02-2010 | 123123 | 111 | AE-1001422-Phoenix Cargo Ops | Not Released | <input type="text"/> |
| <input type="checkbox"/> 6050000016110 | 24-02-2010 | 13123 | ***** | AE-1001422-Phoenix Cargo Ops | Not Released | <input type="text"/> |
| <input type="checkbox"/> 6050000016210 | 24-02-2010 | ***** | 121 | AE-1001422-Phoenix Cargo Ops | Not Released | <input type="text"/> |

☐ I/We hereby confirm the release of the cargo as described in the selected declaration/s.

2. The following details are displayed:

| Fields/Buttons | Description |
|-----------------------------------|---|
| Cargo Transfer Number | Number generated by the Customs system for the Cargo Transfer request. |
| Date | Date submitted to Customs. |
| Inbound Master Transport Doc. No. | Transport document number such as Airway Bill or Bill of Lading. |
| Client's Dec. Ref. No. | This reference number is used by the declarant to track the Cargo Transfer or for serial wise filing purpose. |
| Transferee Business Code - Name | Business code and name of the owner of the Cargo Transfer. |
| Release Status | Initial status will be "Not Released" when in the Cargo Release Worklist. |



| | |
|--------------|--|
| Release Date | Enter or select the Date to which the Cargo is released. |
|--------------|--|

3. Check the **Undersigning Statement** box.

Ticking this checkbox is a pre-requisite before submitting the Cargo Release.

For more information on submitting Cargo Release, see section **9.1.59.1.5 Initiating a Cargo Release**

4. Click the **Confirm Release** button.

This will initiate the submission of Cargo Release.

For more information on submitting Cargo Release, see section **9.1.59.1.5 Initiating a Cargo Release**

5. Click the **Search** button.

The **Cargo Release Search** screen appears with the **Quick Search** tab selected as default. In this screen the **Advance Search** will also be available.

For more information on the **Quick Search**, see section **9.1.2 Searching a Cargo Transfer using Quick Search**

9.1.2. Searching a Cargo Transfer using Quick Search

Quick search is useful when the user knows the Cargo Transfer number.

To search using Quick Search

1. In the Cargo Release Worklist, click **Search**.

The **Cargo Release Search** screen appears with the **Quick Search** tab selected as default.

2. Enter the following field/s:

| Field | Description |
|-----------------------|--|
| Cargo Transfer Number | Enter the Cargo Transfer Number available on the successful new Cargo Transfer submission message. |

3. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section **9.1.4 Viewing the Search Results for Cargo Release**



9.1.3. Searching a Cargo Transfer using Advanced Search

Advanced search is useful when the user does not remember the Cargo Transfer number, as it provides more search fields such as Cargo Transfer Date and Release Status, etc.

Enter all mandatory attribute (in asterisk) in the appropriate field to initiate search.

To search using Advanced Search

1. In the Cargo Release Worklist, click **Search**.

The **Cargo Release Search** screen appears with the **Quick Search** tab selected by default.

2. Click the **Advanced Search** tab.

The **Advanced Search** screen appears.

3. Enter or select the following field/s:

| Search | Description |
|--|---|
| Cargo Transfer From Date Cargo Transfer To Date | Enter or select the Date Range to search against the Cargo Transfer Date. |
| Release Status | Select the status from the dropdown list such as Released or Not Released. |
| Master Transport Document No. | Optionally enter to search against the Master Transport Document No. |
| Carrier Registration No. | Optionally enter to search against the Carrier Registration No. |
| Client Dec Ref. No. | Optionally enter to search against the Client Declaration Reference Number. |

4. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section **9.1.4 Viewing the Search Results for Cargo Release**



9.1.4. Viewing the Search Results for Cargo Release

Only selected high-level information related to the Cargo Transfer is displayed to identify the particular Cargo Transfer request.

| Cargo Transfer No. | Date | Inbound Master Transfer Doc.No. | Client's Dec. Ref. No | Transferee Buss.Code-Name | Release Status | Release Date |
|-------------------------------|------------|---------------------------------|-----------------------|------------------------------|----------------|--------------|
| 6050000016010 | 24-02-2010 | 123123 | 111 | AE-1001422-Phoenix Cargo Ops | Released | 24-02-2010 |
| 6050000016210 | 24-02-2010 | ***** | 121 | AE-1001422-Phoenix Cargo Ops | Released | 25-02-2010 |

Back Confirm Release Search

The following details are displayed:

| Fields/Buttons | Description |
|-----------------------------------|---|
| Cargo Transfer Number | Number generated by the Customs system for the Cargo Transfer request. |
| Date | Date submitted to Customs. |
| Inbound Master Transport Doc. No. | Transport document number such as Airway Bill or Bill of Lading. |
| Client's Dec. Ref. No. | This reference number is used by the declarant to track the Cargo Transfer or for serial wise filing purpose. |
| Transferee Business Code - Name | Business code and name of the owner of the Cargo Transfer. |
| Release Status | Current status of the physical Cargo whether it is Released or Not Released. |
| Release Date | Date of Release of the physical Cargo. |

9.1.5. Initiating a Cargo Release

| | Cargo Transfer No. | Date | Inbound Master Transfer Doc.No. | Client's Dec. Ref. No | Transferee Buss.Code-Name | Release Status | Release Date |
|-------------------------------------|-------------------------------|------------|---------------------------------|-----------------------|------------------------------|----------------|--------------|
| <input checked="" type="checkbox"/> | 6050000016010 | 24-02-2010 | 123123 | 111 | AE-1001422-Phoenix Cargo Ops | Not Released | 24-02-2010 |
| <input type="checkbox"/> | 6050000016110 | 24-02-2010 | 13123 | ***** | AE-1001422-Phoenix Cargo Ops | Not Released | |
| <input checked="" type="checkbox"/> | 6050000016210 | 24-02-2010 | ***** | 121 | AE-1001422-Phoenix Cargo Ops | Not Released | 24-02-2010 |

☒ I/We hereby confirm the release of the cargo as described in the selected declaration/s.

Confirm Release Search

- To confirm cargo release of one or more Cargo Transfers, select by ticking the checkbox from the leftmost side of the Worklist or Search Result.



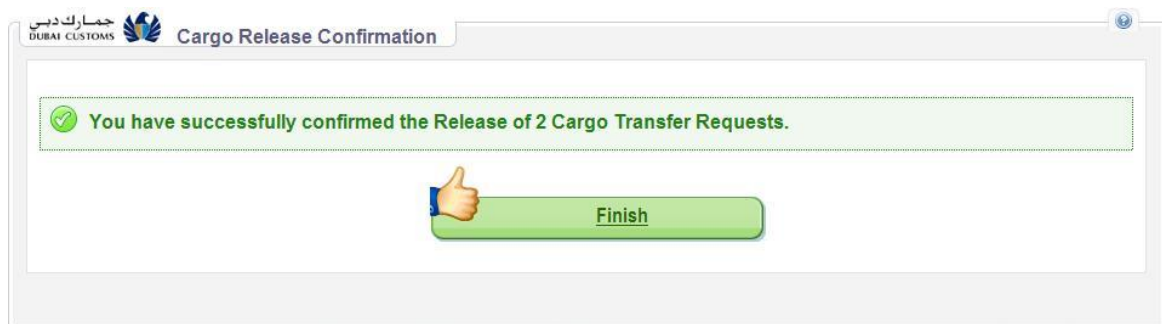
2. For all the selected Cargo Transfer request, update the release date by entering or selecting a date from the rightmost side of the Search Result.
3. Tick the Undersigning Statement to confirm that all provided informations are true and correct.

For more information on viewing the Search Result, see section **9.1.4 Viewing the Search Results for Cargo Release**

Note: Multiple Cargo Transfer can be selected for submitting Cargo Release.

4. Click the **Confirm Release** button.

The **Cargo Release Confirmation** screen appears.



5. Click the **Finish** button to go back to previous screen.



10. Submitting a Cargo Receipt

You can search for the Cargo Transfer request for Cargo Receipt submission.

Cargo Transfer request can be searched using the following three ways:

- Cargo Receipt Worklist
- Quick Search
- Advanced Search

10.1.1. Viewing Cargo Transfer/s using Worklist

This will be the first screen when clicking the Cargo Receipt service. In this screen, only the Cargo Transfer/s with pending Cargo Receipt will be displayed. Submission of Cargo Receipt can already be done in this screen. For more information on submitting Cargo Receipt, see section 10.1.5 Initiating a Cargo Receipt

To View the Cargo Receipt Worklist

1. In the main menu, click **Mirsal II > Cargo Transfer > Cargo Receipt**.

The **Cargo Receipt Worklist** screen appears with the selected high-level information related to the Cargo Transfer is displayed to identify the particular Cargo Transfer request

| Cargo Transfer No. | Date | Inbound Master Transfer Doc.No. | Client's Dec. Ref. No. | Transferor Buss.Code-Name | Release Status | Receipt Status | Receipt Date |
|--|------------|---------------------------------|------------------------|------------------------------|----------------|----------------|----------------------|
| <input type="checkbox"/> 6050000021210 | 29-03-2010 | 123 | 123 | AE-1001422-Phoenix Cargo Ops | Not Released | Not Received | <input type="text"/> |
| <input type="checkbox"/> 6050000021310 | 29-03-2010 | 1231 | 1234 | AE-1001422-Phoenix Cargo Ops | Not Released | Not Received | <input type="text"/> |

Change Page: <Previous Next

☐ I/We hereby confirm the receipt of the cargo as described in the selected declaration/s.

2. The following details are displayed:

| Fields/Buttons | Description |
|-----------------------------------|---|
| Cargo Transfer Number | Number generated by the Customs system for the Cargo Transfer request. |
| Date | Date submitted to Customs. |
| Inbound Master Transport Doc. No. | Transport document number such as Airway Bill or Bill of Lading. |
| Client's Dec. Ref. No. | This reference number is used by the declarant to track the Cargo Transfer or for serial wise filing purpose. |
| Transferor Business Code - Name | Business code and name of the owner of the Cargo Transfer. |
| Release Status | Current status of the physical Cargo whether it is Released or Not Released. |



| | |
|----------------|---|
| Receipt Status | Initial status will be “Not Received” when in the Cargo Receipt Worklist. |
| Receipt Date | Enter or select the Date to which the Cargo is received. |

3. Check the **Undersigning Statement** box.

Ticking this checkbox is a pre-requisite before submitting the Cargo Receipt.

For more information on submitting Cargo Receipt, see section **10.1.5 Initiating a Cargo Receipt**

4. Click the **Confirm Receipt** button.

This will initiate the submission of Cargo Receipt.

For more information on submitting Cargo Receipt, see section **10.1.5 Initiating a Cargo Receipt**

5. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section **10.1.4 Viewing the Search Results for Cargo Receipt**

10.1.2. Searching a Cargo Transfer using Quick Search

Quick search is useful when the user knows the Cargo Transfer number.

To search using Quick Search

1. In the Cargo Receipt Worklist, click **Search**.

The **Cargo Receipt Search** screen appears with the **Quick Search** tab selected as default.

2. Enter the following field/s:

| Field | Description |
|-----------------------|--|
| Cargo Transfer Number | Enter the Cargo Transfer Number available on the successful new Cargo Transfer submission message. |

3. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section **10.1.4 Viewing the Search Results for Cargo Receipt**



10.1.3. Searching a Cargo Transfer using Advanced Search

Advanced search is useful when the user does not remember the Cargo Transfer number, as it provides more search fields such as Cargo Transfer Date and Receipt Status, etc.

Enter all mandatory attribute (in asterisk) in the appropriate field to initiate search.

To search using Advanced Search

4. In the Cargo Receipt Worklist, click **Search**.

The **Cargo Receipt Search** screen appears with the **Quick Search** tab selected by default.

5. Click the **Advanced Search** tab.

The **Advanced Search** screen appears.

6. Enter or select the following field/s:

| Search | Description |
|--|---|
| Cargo Transfer From Date Cargo Transfer To Date | Enter or select the Date Range to search against the Cargo Transfer Date. |
| Receipt Status | Select the status from the dropdown list such as Received or Not Received. |
| Master Transport Document No. | Optionally enter to search against the Master Transport Document No. |
| Carrier Registration No. | Optionally enter to search against the Carrier Registration No. |
| Client Dec Ref. No. | Optionally enter to search against the Client Declaration Reference Number. |

7. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section **10.1.4 Viewing the Search Results for Cargo Receipt**



10.1.4. Viewing the Search Results for Cargo Receipt

Only selected high-level information related to the Cargo Transfer is displayed to identify the particular Cargo Transfer request.

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Cargo Receipt Search -Result

| Cargo Transfer No. | Date | Inbound Master Transfer Doc.No. | Client's Dec. Ref. No | Transferor Buss.Code-Name | Release Status | Receipt Status | Receipt Date |
|-------------------------------|------------|---------------------------------|-----------------------|------------------------------|----------------|----------------|--------------|
| 6050000019510 | 24-03-2010 | 123123 | 123 | AE-1001422-Phoenix Cargo Ops | Released | Received | 24-03-2010 |
| 6050000020610 | 24-03-2010 | 123123 | 123 | AE-1001422-Phoenix Cargo Ops | Released | Received | 24-03-2010 |
| 6050000020710 | 24-03-2010 | 123 | 123 | AE-1001422-Phoenix Cargo Ops | Not Released | Received | 24-03-2010 |
| 6050000020810 | 29-03-2010 | 13123 | 123123 | AE-1001422-Phoenix Cargo Ops | Not Released | Received | 29-03-2010 |
| 6050000020910 | 29-03-2010 | 123123 | 123 | AE-1001422-Phoenix Cargo Ops | Not Released | Received | 29-03-2010 |
| 6050000021010 | 29-03-2010 | 123123 | 123123 | AE-1001422-Phoenix Cargo Ops | Not Released | Received | 29-03-2010 |
| 6050000021110 | 29-03-2010 | 12123 | 123 | AE-1001422-Phoenix Cargo Ops | Not Released | Received | 29-03-2010 |
| 6050000021210 | 29-03-2010 | 123 | 123 | AE-1001422-Phoenix Cargo Ops | Not Released | Received | 29-03-2010 |
| 6050000021310 | 29-03-2010 | 1231 | 1234 | AE-1001422-Phoenix Cargo Ops | Not Released | Received | 29-03-2010 |

Back Confirm Receipt Search

The following details are displayed:

| Fields/Buttons | Description |
|-----------------------------------|---|
| Cargo Transfer Number | Number generated by the Customs system for the Cargo Transfer request. |
| Date | Date submitted to Customs. |
| Inbound Master Transport Doc. No. | Transport document number such as Airway Bill or Bill of Lading. |
| Client's Dec. Ref. No. | This reference number is used by the declarant to track the Cargo Transfer or for serial wise filing purpose. |
| Transferee Business Code - Name | Business code and name of the owner of the Cargo Transfer. |
| Release Status | Current status of the physical Cargo whether it is Released or Not Released. |
| Receipt Status | Current status of the physical Cargo whether it is Received or Not Received. |
| Receipt Date | Date of Receipt of the physical Cargo. |



10.1.5. Initiating a Cargo Receipt

| | Cargo Transfer No. | Date | Inbound Master Transfer Doc.No. | Client's Dec. Ref. No | Transferor Buss.Code-Name | Release Status | Receipt Status | Receipt Date |
|-------------------------------------|--------------------|------------|---------------------------------|-----------------------|------------------------------|----------------|----------------|--------------|
| <input checked="" type="checkbox"/> | 6050000021210 | 29-03-2010 | 123 | 123 | AE-1001422-Phoenix Cargo Ops | Not Released | Not Received | 29-03-2010 |
| <input checked="" type="checkbox"/> | 6050000021310 | 29-03-2010 | 1231 | 1234 | AE-1001422-Phoenix Cargo Ops | Not Released | Not Received | 29-03-2010 |

Change Page: <Previous Next

☒ I/We hereby confirm the receipt of the cargo as described in the selected declaration/s.

1. To confirm cargo receipt of one or more Cargo Transfer, select by ticking the checkbox from the leftmost side of the Worklist or Search Result.
2. For all the selected Cargo Transfer request, update the receipt date by entering or selecting the date from the rightmost side of the Search Result.
3. Tick the Undersigning Statement to confirm that all provided informations are true and correct.

For more information on viewing the Search Result, see section 10.1.4 Viewing the Search Results for Cargo Receipt

Note: Multiple Cargo Transfer can be selected for submitting Cargo Receipt.

4. Click the **Confirm Receipt** button.

The **Cargo Receipt Confirmation** screen appears.

☒ You have successfully confirmed the Receipt of 2 Cargo Transfer Requests.

5. Click the **Finish** button to go back to previous screen.



11. Appendix

11.1. Customs Broker

A Customs broker submits the declaration and is aware of all the Customs procedures that are required to make declarations. He is responsible for the following:

- Submitting all kinds of declarations
- Retaining original documents for the period stipulated by the Customs

A Customs Broker can be a Private Customs Broker (PCB) or a Sub Customs Broker (SCB)

A Private Customs Broker (PCB) is a person who represents the company for which he is employed (for e.g., local trading company, Free Zone Company, Shipping Agent, Private Customs Warehouse Consignee, Cargo Handler, etc.) to make the declarations.

A Sub Customs Broker (SCB) is a person who represents the General Broking Company (GCB) and can submit declarations to Customs on behalf of any local trading company, Free Zone Company, Shipping Agents, ATA agents, Walk in Customers etc.

A General Customs Broker (GCB) is a Customs broking company who will have SCB's to represent its business.

An Customs broker can only search or track the declarations submitted by themselves. They can also make requests for amendments, cancellations, and use print functionalities only if the declaration was initially submitted by the same Customs broker.

General Customs Brokers should get authorization from the trading entity to make declarations on behalf of them and/or to use trading company's Credit account or Standing Guarantee account. The liability of the account selection is the responsibility of the GCB and Customs do not hold any responsibility on the usage of the account.