

# MIRSAL 2

## DECLARATION PROCESSING

### USER MANUAL – PART 1 OF 2



*To sustain economic and social development in Dubai and to be one of the leading customs administrations in the world supporting legitimate trade.*

**Version:**

**2.0**



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## **1. Introduction**

This user manual covers instructions and procedures for submitting new declarations through Mirsal-2 system of Dubai Customs. It also covers information on searching the submitted declarations, making requests for other services such as amendment or cancellation of declarations 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 declaration will vary depending on the declaration types, goods, purpose, origin, etc.

### **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:

Dubai Customs will introduce totally paperless trading including collection and release recognizing that provision needs to be made for private importers.

Customs is a validating authority for the declared information and not the information provider. Process common across all transport modes and locations will be standardized.

Co-operation network for information exchange between cargo custodians and Dubai Customs should be at least to the level for recognizing and accounting for cargo entering and leaving Dubai.

Declaration Process should be developed recognizing the potential to implement in the UAE and the GCC.

Any documents produced as part of declaration should be retained.

Customs will base their operating premise on the management of information supported by appropriate risk management Techniques.

There should be improvement to level of Transparency to stakeholders.

International standards and guidelines will be recognized and followed except where they contradict the needs of Dubai, the UAE and the GCC.

### **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. Declaration Clearance Process**

##### **Process Overview**

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

Every trader by themselves or through a recognized Customs Broker should submit declarations in the prescribed SAD (Single Administrative Document) format with Customs.

The declarant will be held responsible for the contents and information provided as part of the declaration.

The Customs Broker will be responsible for the verification of exemptions, permits and related supporting documents.

The information provided will be validated for format and information content depending on the type and purpose of the declaration.



Alternatively, the declaration is rejected for non-compliance to SAD standards and other Dubai Customs policies.

Declarant needs to take corrective actions if requested by Customs for further processing of the declaration.

Optionally, the Declarant provides authorization from the relevant controlling authority(s) for restricted/prohibited goods.

All charges will be settled through the credit account/standing guarantee account or e-payment facilities provided by Customs.

Account owner needs to maintain the availability of required balances in the credit account facilities.

Alternatively, the declaration is suspended from clearance when the funding is insufficient against the selected mode of payment.

All declarations will be risk assessed; an inspection case can be raised if the consignment is perceived to present a risk.

Risk identified declarations may be handled through the Inspection Unit (for physical inspection) or any other Customs units like Valuation, Tariff, Origin, IPR etc depending on the risk.

After clearance and if declaration owner or authorized declarant is VAT registered, declaration will be sent to FTA for VAT processing. A request for Customs Inspection prior to exporting goods in case of submitting a claim on VAT return. It is required to produce a copy of subsequent Import Declaration to prove previous importation of the goods.

In case, declaration owner or authorized declarant is not VAT Registered then declaration be sent to FTA for VAT payment processing before it will be cleared. In this case, declaration owner or authorized declarant should visit any FTA office to settle first the VAT related charges. Customs Clearance will be provided after approval from FTA on VAT. For more information on the FTA-VAT Implementation, see section **Appendix 19.8 FTA-VAT implementation**.

Declaration will be kept under Hold till the identified risk is analyzed and mitigated.

Declarant and the involved parties (Importer / Exporter / Broker) will be notified on the status of the declaration electronically.

Clearance or Hold / Detain messages will be notified electronically to the cargo custodian.

## **Strategic Objectives**

Facilitate trade

Collect the correct revenue

Protect society

Gather accurate trade data

### **1.3. Basic flow for Accessing Mirsal**

The following steps are the basic flow for processing a declaration:

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

### **1.4. Logging In**

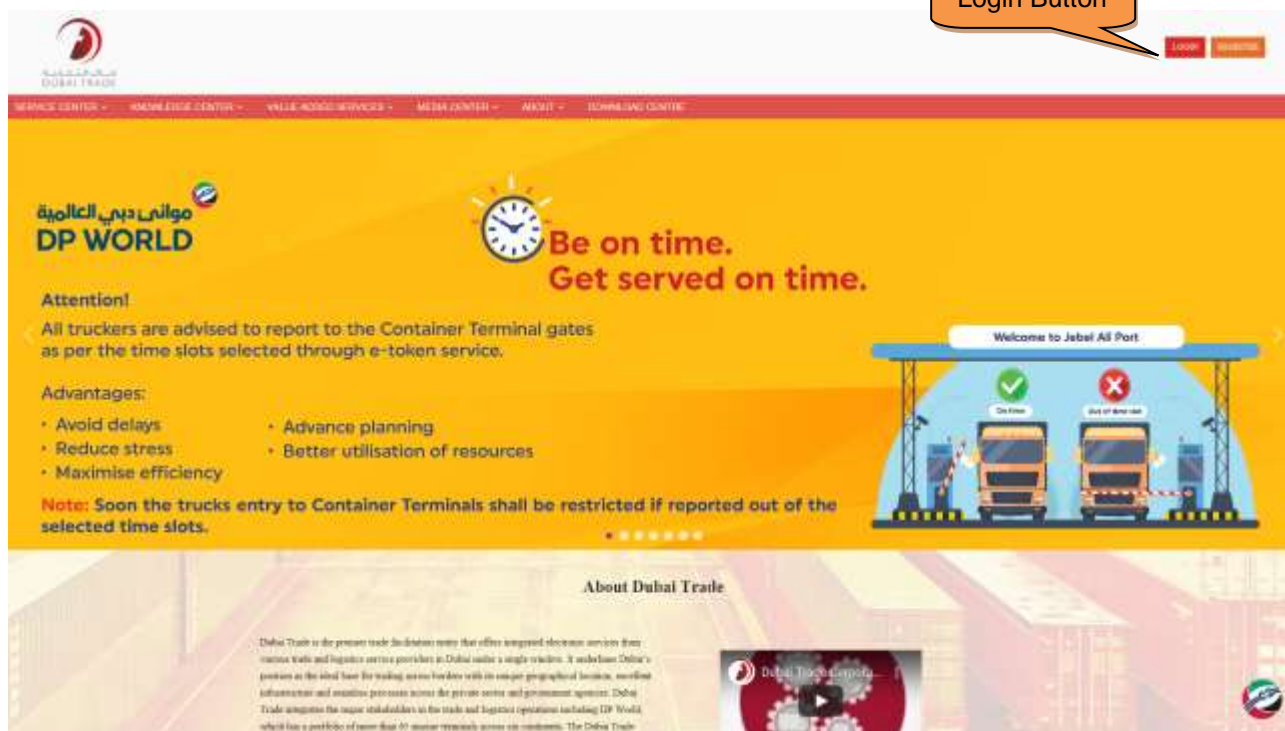
Only registered clients in the Mirsal 2 application will be able to submit declarations.

1. Open the Dubai Trade web portal (<http://www.dubaitrade.ae> ). Then click “Login” button.

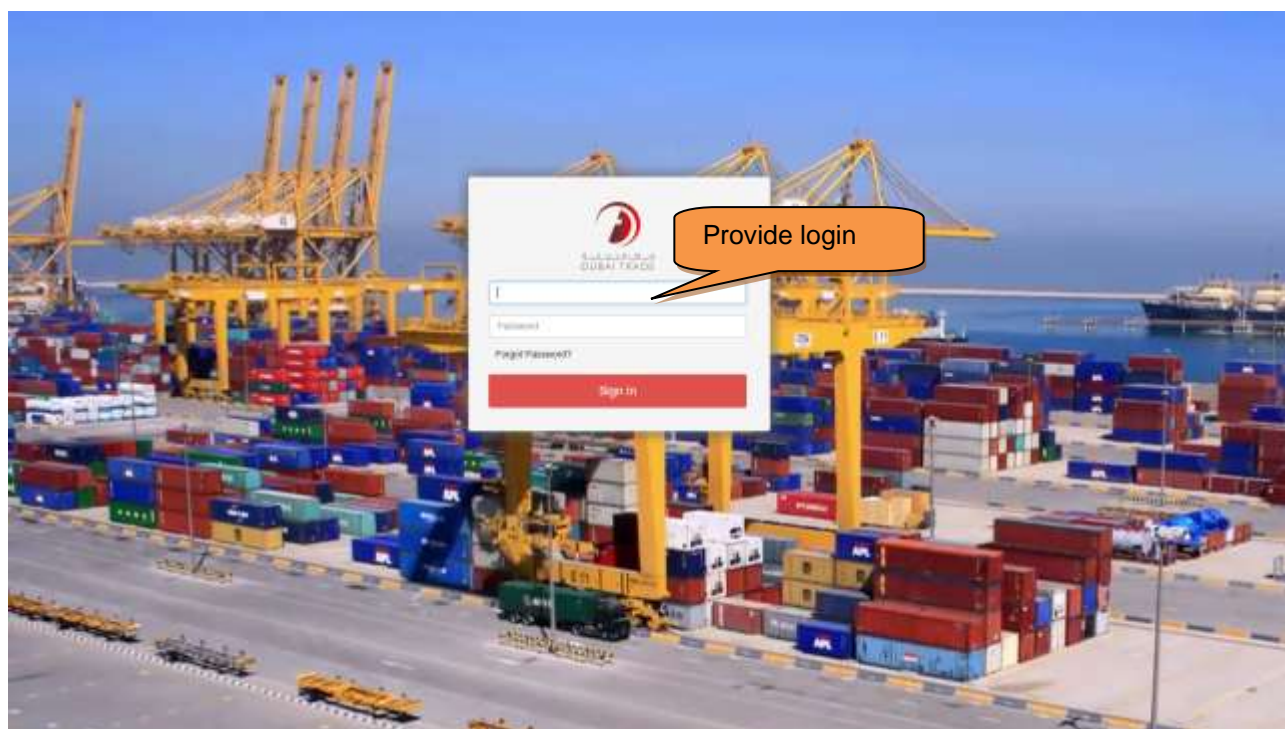




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2. Enter the Username and the Password provided as part of client registration for accessing the Mirsal-2 application.

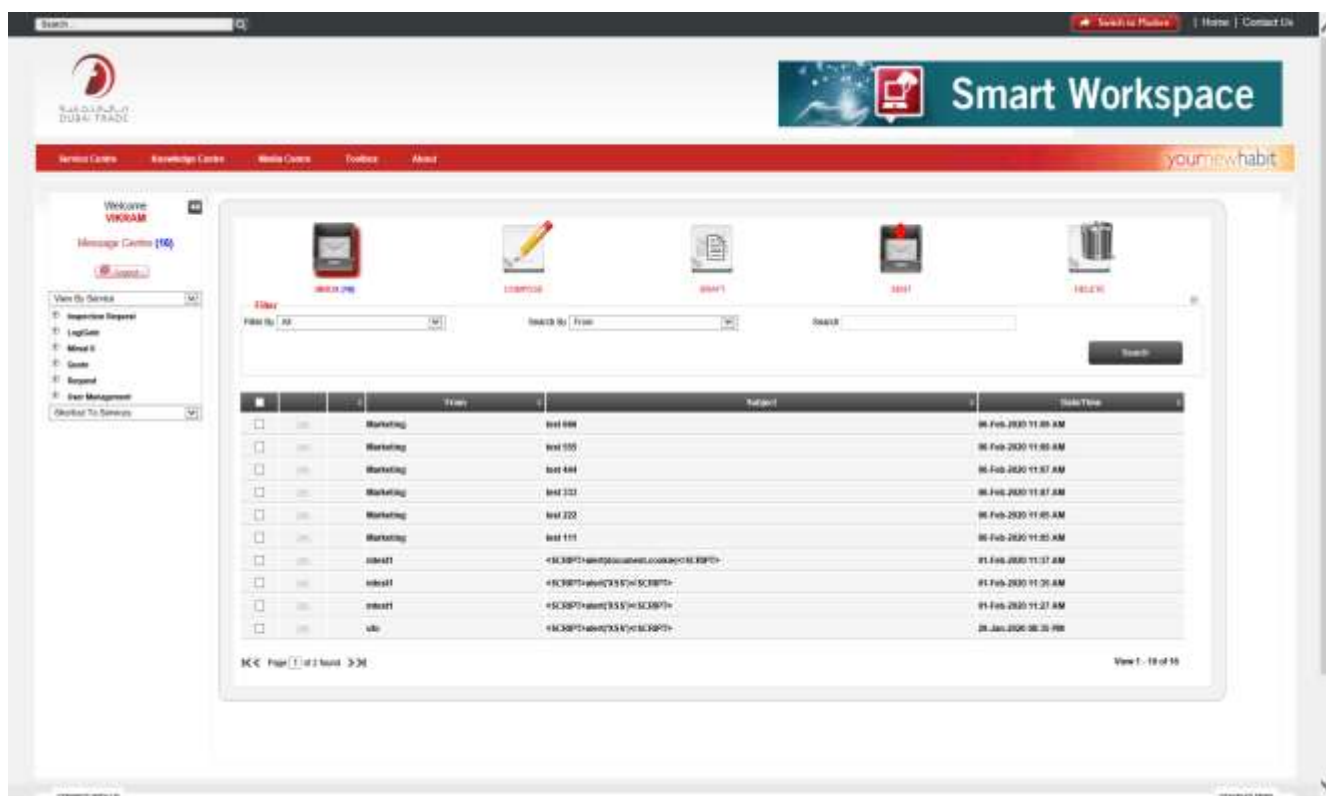


Upon successful login, the following screen appears.

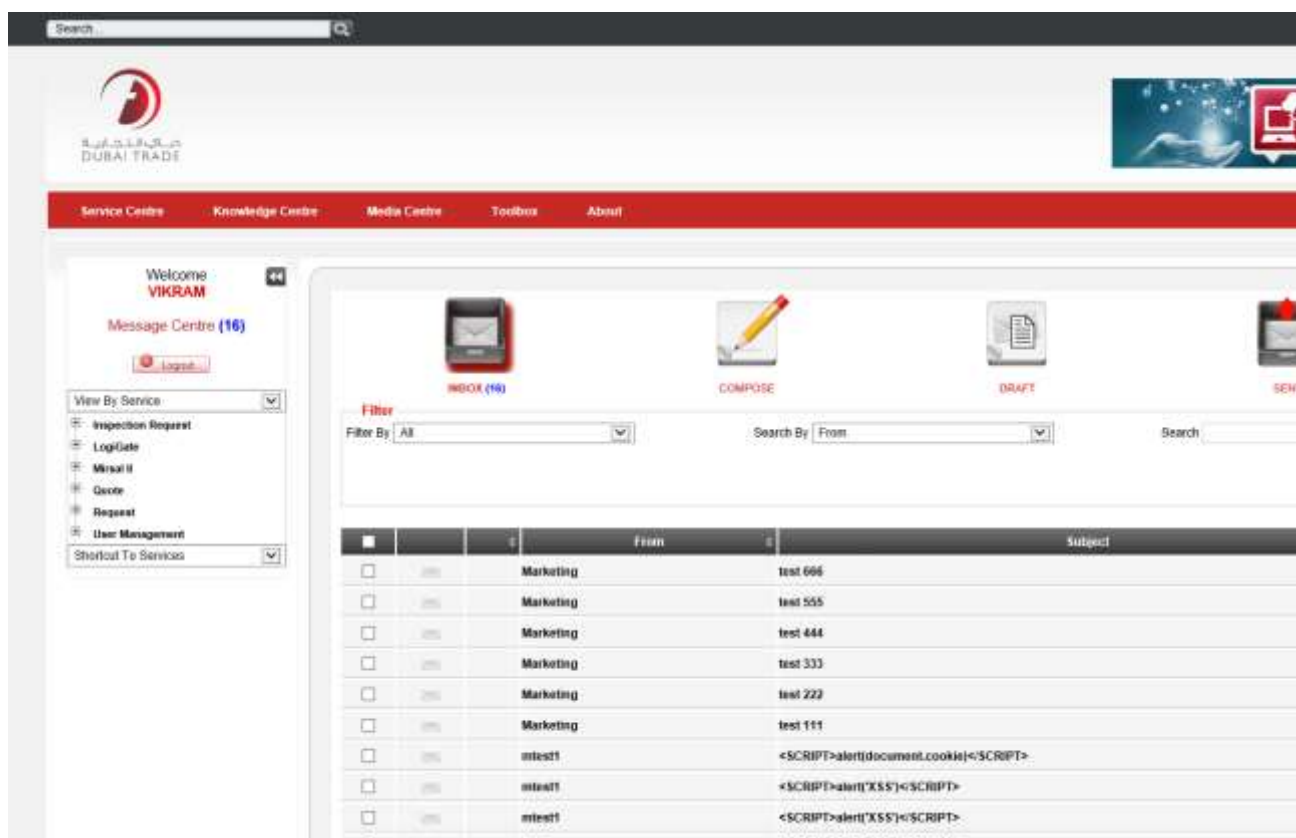




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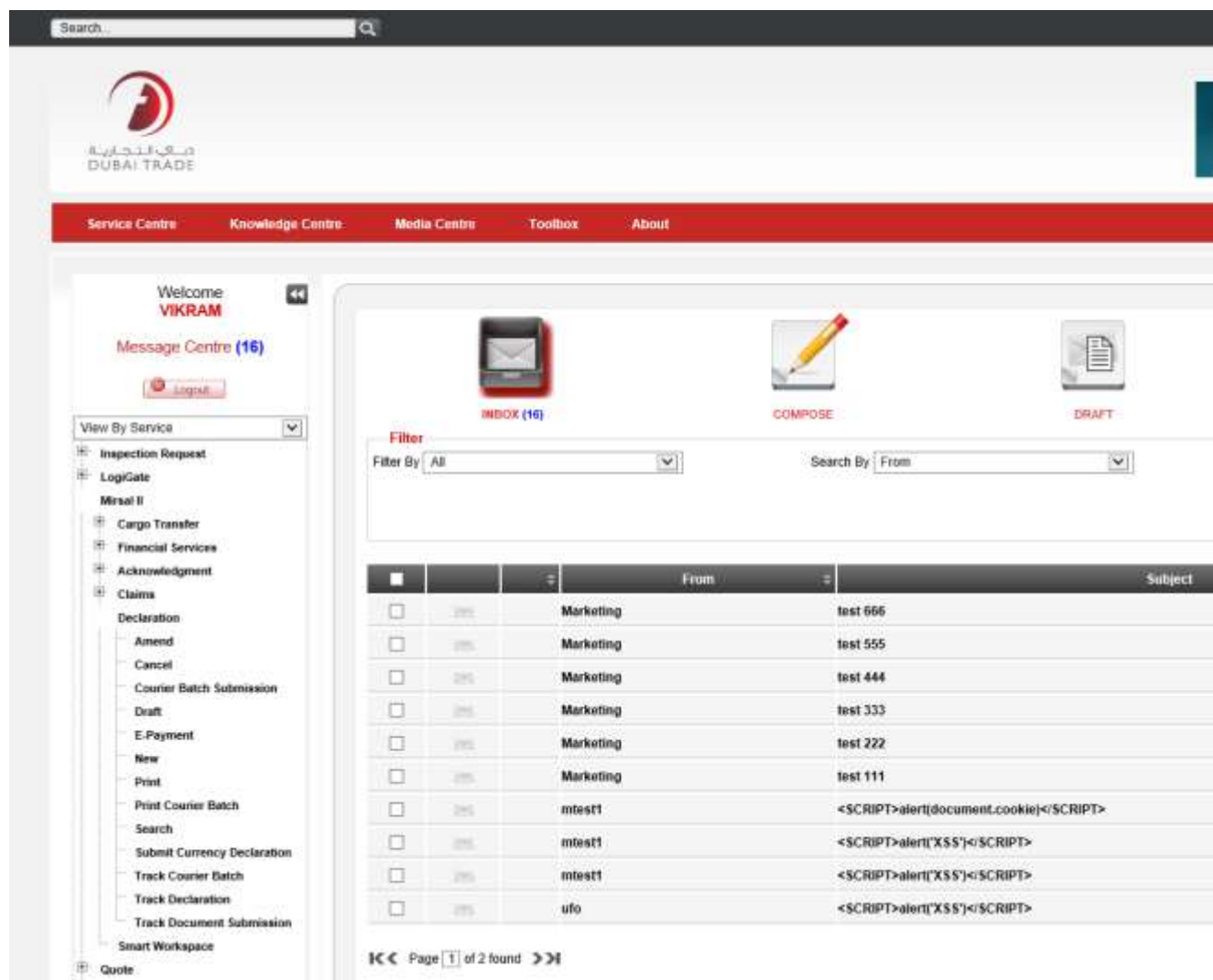
- Click on the + button to expand the options available under Mirsal II. The following screen appears








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4. Click on the + button to expand the options available under declaration. The following screen appears





















## 1.5. Generic Buttons and Icons

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

Button	Description
Add or 	Add an entry or details
Back	Navigates to the previous parent screen
Browse	Browse a file location
Cancel	Navigates to the previous screen
Close	Closes the screen
Continue or 	Opens new screen to continue the entry of a draft declaration
Delete or 	Deletes the specified value or specified row entry



Edit or 	Allows to edit the entered value or specified row entry
History or 	Displays the previous Requests/status against a particular declaration
New Search	Begins a new search by changing parameters
Next	Navigates to the next screen
Previous	Navigates to the previous screen
Print or 	Performs print
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 or 	Selects the specified row entry
Submit	Saves and submits the value entered in the screen as a request/declaration
Upload	Upload a document or file containing multiple items or details
View or 	Displays the relevant data
	Performs view, add or edit vehicle details
	Add or edit permit details
	Search for a value in a field
	Search for a date
 or 	View invoice line items
	View the suspension details and respond to Customs
	View currency details
	Add declaration to Favorites
	Make a request to amend or cancel declaration
	Search or add a Personal Customer or Passenger
	Decline acknowledgment of a particular declaration
	View additional information on a particular field



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## 2. Submitting a New Declaration

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

### General Information

Information related to the declaration such as purpose (import / export etc), channel (air / sea etc), involved parties / persons and availability of required documents 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.

### Invoice Details

Goods information such as HS code, Description, value etc as provided in the invoice level is entered here.

### Payment Details

Details of available and preferred settlement options are entered here.

### 2.1. Entering General Information

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

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

**New**

1 General Information 2 Shipping Details 3 Invoice Details 4 Payment Details

**Declaration Header**

Regime Type: Temporary Admission Declaration Type: Temporary Admission from ROW to Local

Cargo Channel (Import): Import Client's Dec. Ref. No.

Purpose: [Please Select] Purpose Details

**Person/Parties**

Exporter's Code Importer's Code

OR Add Deersal Customer MRA AEC OR Personal Customer

Net Party Code Cargo Handler's Code

Agent's Code Customs Broker: AE-105105

**Availability of Required Documents**

Invoice: [Please Select] AWE / BDL: [Please Select]

Packing List: [Please Select] Cert. of Origin: [Please Select]

**Next**



## 2. Enter the following fields:

Field	Description
Regime Type	<p>Select the required Regime Type from the dropdown list. Regime type denotes the purpose of the declaration. Purpose could be Import, Export etc.</p> <p>Declaration can be submitted for any one of the following Regime types:</p> <ul style="list-style-type: none"> <li>• Import</li> <li>• Export</li> <li>• Transit</li> <li>• Temporary Admission</li> <li>• Transfer</li> </ul>
Declaration Type	<p>Select the type of declaration required from the dropdown list.</p> <p>There are different types of declarations available to cater to various types of clearance needs.</p> <p>For more information on the types of declarations, see section <b>2.1.1 Declaration Types</b></p> <p>Make sure the selected declaration type is correct. Changing of declaration type after submission will require a cancellation request and may attract fines/penalties.</p>
Cargo Channel	<p>Enabled when the declaration type is selected. Select the Cargo Channel from the drop down list. Cargo channel is the transportation mode used for shipping the goods. In case of transit both in / out channel should be specified.</p> <p>Following are the available Cargo Channels:</p> <ul style="list-style-type: none"> <li>• Air</li> <li>• Sea</li> <li>• Land</li> <li>• Coastal</li> <li>• Courier Air</li> <li>• Courier Land</li> <li>• Postal</li> <li>• Passenger</li> </ul> <p><b>Note</b> More channels will be available in the forth-coming releases.</p>
Client's Dec. Ref. No	<p>Enter your reference number for the declaration, e.g., job reference number.</p> <p>This reference number will be useful for the declarant to later track the declaration or for serial wise filing purpose.</p>
Purpose	<p>Select the reason why the goods are imported temporarily (e.g. exhibition, repair etc.)</p> <p><b>Note:</b> Applicability of declaration purpose and list of selection will be based on declaration type.</p>



Purpose Details	Enter the purpose details. For e.g. if it is for exhibition then write the exhibition name, where it is happening, etc.
Total Number of HAWBs Consolidated	Enter Total Number of House Air Way Bills in a consolidated documents and letters declaration. <b>Note:</b> Above attribute is applicable only for bulk submission through “Courier File Upload” and “Courier B2B”
<b>Person/Parties Details section</b>	
Exporter Code	Enter the Exporter Code or details of the Exporter (Local or Overseas) based on the declaration type if it is not registered. For more information on how to enter Exporter’s Codes, see section <b>2.1.2 Registering a New Overseas Customer</b> OR Search for the entity in case of Export declaration where the exporter could be a business entity already registered with Dubai Customs. For more information on how to search Exporter’s Codes, see section <b>2.1.3 2.1.7 Searching for a Value in a Field</b> <b>Note: If applicable, in case of Import Declarations, an option is provided to indicate the Exporter is an MRA AEO Customer.</b>
Importer Code	Enter the Importer Code or details of the Importer (Local or Overseas) based on the declaration type if it is not registered. For more information on how to enter Importer’s Codes, see section <b>2.1.2 Registering a New Overseas Customer</b> OR Search for the entity in case of import declaration where the importer could be a business entity already registered with Dubai Customs. For more information on how to search Importer’s Codes, <b>2.1.3 Searching for a Value in a Field</b>
Passenger code	Enter the Passenger Code or details of the Passenger based on the declaration type if it is not registered. OR Search for the Person where the Passenger is already registered with Dubai Customs. For more information on how to register or search Passenger’s Codes, see section <b>2.1.3 Registering a Passenger</b>  <b>Note:</b> When Importer or Exporter is a Personal Customer then he/she will automatically be considered as the Passenger. In such cases, the passenger information cannot be modified by the declarant.
Notify Party code	Enter or select the notify party if any available in the Transport document other than the consignee (e.g. Other Clients such as banks, business entities) For more information on how to select the Notify Party Code, see section <b>2.1.3 Searching for a Value in a Field</b>
Cargo Handlers code	Enter or select the Cargo Handlers code.



	<p>Cargo Handler is the party with whom the cargo is stored before clearance.</p> <p>For more information on how to search for the Cargo Handlers premise Code, see section <b>2.1.3 Searching for a Value in a Field</b></p> <p><b>Note:</b> In case of Coastal Declarations, Cargo Handlers Code will be auto-populated based on the Vessel Registration provided in the Carrier Registration No. in Shipping Details tab. In such cases, the Cargo Handlers Code cannot be modified by the declarant.</p>
Agent code	<p>Enter or select the carrier agent code such as airline or shipping agent.</p> <p>For 'Transit ROW to ROW' declaration, since there is no Shipping/Airline Agent for Land or Coastal channel, a Dummy Agent "Transit Without Agent" can be selected. In case Inbound Passenger declarations, Agent Code will auto-populated with "TRANSIT WITHOUT AGENT", in this case, the Cargo Handlers Code cannot be modified by the declarant.</p> <p>For more information on how to search for the Shipping / Airline Agent Code, see section <b>2.1.3 Searching for a Value in a Field</b></p>
Customs Broker	System displays automatically based on the login details of the user.
<b>Import/Export Entity</b>	
Importing CW / FZ	<p>Select the CW (Customs Warehouse)/ FZ (Free Zone) entity code to which the importer's business is attached.</p> <p>This field is required only if the declaration type is related to CW / FZ.</p> <p>For more information, see section <b>2.1.3 Searching for a Value in a Field</b></p>
Exporting CW / FZ	<p>Select the CW / FZ entity code to which the exporter's business is attached.</p> <p>This field is required only if the declaration type is related to CW / FZ.</p> <p>For more information, see section <b>2.1.3 Searching for a Value in a Field</b></p>
<b>Availability of required documents</b>	
Invoice	Select the availability from the dropdown list.
AWB/BOL	Select the availability from the dropdown list.
Packing List	Select the availability from the dropdown list.
Cert of Origin	Select the availability from the dropdown list.
Reason for not required	<p>Select the reason for non requirement of certificate of origin.</p> <p>This field is required only if the Certificate of Origin not required is selected.</p>

3. Click the **Next** button.

The **Shipping Details** screen appears.





### 2.1.1. Declaration Types

There are thirty-nine types of declarations, depending upon the purpose of clearance. These are the declarations that are selected in the **Declaration Type** dropdown list of the **General Information** tab of the **Customs Declaration** form. For more information see, section **2.1 Entering General Information**.

The following table lists the types of declarations:

Sl. No	Declaration Type	Purpose
01	Import to Local from ROW (Rest of the World)	To import goods for local/GCC consumption from overseas countries other than (GCC) Gulf Co-operation Council Countries.
02	Import to Local from FZ (Free Zone)	To import goods for local/GCC consumption from Free Zones.
03	Import to Local from CW (Customs Warehouse)	To import goods for local/GCC consumption from Customs Warehouses.
04	Import to Local from GCC (statistical Import)	To import goods for local consumption from a GCC country or Transit to another GCC country.
05	Import for Re Export to Local from ROW	To import goods from overseas countries including GCC to local, for the purpose of re-export to overseas countries other than GCC.
06	Import for Re Export to Local from FZ	To import goods from Free Zones to Local for the purpose of re-export to overseas countries other than GCC
07	Import for Re Export to Local from CW	To import goods from Customs Warehouses to Local for the purpose of re-export to overseas countries other than GCC
08	Import to CW from ROW	To import goods to a Customs Warehouse from overseas countries other than GCC.
09	Import to CW from FZ	To import goods to Customs Warehouses from Free Zones.
10	Import to CW from Local (after temporary admission)	To return goods to a Customs Ware House, which were originally imported from a Ware House to Local market for temporary purpose.
11	Import to Local After Temporary Admission	To declare local consumption of goods originally imported under temporary admission.
12	Export from Local to ROW	To export goods from local to overseas countries other than GCC
13	Export from Local to FZ	To export goods from local to Free Zone.
14	Export from Local to GCC (statistical export)	To export the local or previously imported goods to GCC countries.
15	Temporary Export from Local to ROW	To export goods from the local market to overseas countries temporarily for purposes such as repair, exhibition etc.
16	Temporary Export from Local to FZ	To export goods from the local market to Free Zones temporarily.
17	Export from CW to ROW	To export goods from a Customs Warehouse to overseas countries other than GCC.



18	Export from CW to FZ	To export goods from Customs Warehouse to Free Zones.
19	Re Export to ROW (after import for re export)	To re - export goods to overseas countries other than GCC, which were previously imported on an Import for re-export declaration.
20	Re Export to FZ (after Import for Re Export)	To re - export goods to a Free Zone, which were previously imported on an Import for Re-Export declaration.
21	Return to FZ after Temporary Admission	To return goods to a Free Zone, which were temporarily imported from a Free Zone.
22	Return to ROW after Temporary Admission	To return goods to overseas countries after being temporarily imported.
23	Transit (ROW to ROW)	For goods transiting through Dubai from an overseas country to another overseas country. For Courier High Value (HV) goods transiting through Dubai from an overseas/GCC country to another overseas/GCC country.
24	FZ Transit In	To import goods to a Free Zone from an overseas country.
25	FZ Transit In from GCC and Other Emirates FZ and GCC Local Market	To import goods to a Dubai Free Zone from another Free Zone under Other Emirates or GCC  Same is used for importing goods to a Dubai Free Zone from GCC Local Market
26	FZ Transit Out	To export goods from a Free Zone to an overseas country other than GCC
27	FZ Transit Between Dubai based FZ	To transfer goods between two Free Zones under Dubai
28	Temporary Admission from ROW to Local	To import goods for a temporary purpose (such as exhibition, maintenance, repair etc) from an overseas country including GCC
29	Temporary Admission from FZ to Local	To import goods from a Free Zone to Local for temporary purpose (such as exhibition, maintenance, repair etc)
30	Temporary Admission from CW to Local	To import goods from a Customs Warehouse to Local for temporary purpose (such as exhibition, maintenance, repair etc)
31	Transfer of cargo by Dubai based CW	To transfer goods between two Private Custom warehouses or change of ownership of goods stored within a Public Custom Warehouse
32	Transfer within a FZ	To transfer goods between companies within the same free zone
33	Courier Import	To import Courier Low Value (LV) consignments destined for local/GCC/FZ from overseas/GCC countries. <i>Note: This Declaration Type is applicable only for bulk submission through "Courier File Upload" and "Courier B2B"</i>
34	Courier Export	To export Courier Low Value (LV) consignments from local to overseas/GCC countries.



		<i>Note:</i> This Declaration Type is applicable only for bulk submission through “Courier File Upload” and “Courier B2B”
35	Courier Transit	For Courier Low Value (LV) consignments transiting through Dubai from an overseas/GCC country to another overseas/GCC country. <i>Note:</i> This Declaration Type is applicable only for bulk submission through “Courier File Upload” and “Courier B2B”
36	GCFT HV	To import Courier High Value (HV) consignments from an overseas country and destined for a GCC country other than UAE where customs formalities will be completed. This declaration is allowed only for courier companies who have courier facility in the GCC country. <i>Note:</i> This Declaration Type is applicable only for bulk submission through “Courier File Upload” and “Courier B2B”
37	GCFT LV	To import Courier Low Value (LV) consignments from an overseas country and destined for a GCC country other than UAE where customs formalities will be completed. This declaration is allowed only for courier companies who have courier facility in the GCC country. <i>Note:</i> This Declaration Type is applicable only for bulk submission through “Courier File Upload” and “Courier B2B”
38	Currency Import	To import Currency Notes and/or Traveller’s Check consignments destined for local from overseas countries. <i>Note:</i> This Declaration Type is applicable only for Passenger Cargo Channel through Dubai Passenger Terminals.
39	Currency Export	To export Currency Notes and/or Traveller’s Check consignments from local to overseas countries. <i>Note:</i> This Declaration Type is applicable only for Passenger Cargo Channel through Dubai Passenger Terminals.

### 2.1.2. Registering a New Overseas Customer

1. Click the **Add Overseas Customer** button near the **Exporter’s code** or **Importer’s Code** field.  
The **Add New** screen is displayed.



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**Add Overseas Customer**

**Add new Exporter Details**

Name: \*

Address: \*

Country: \* CANADA

City Code: \* [Please Select]

Phone: \* 1

2. Enter the required details.

**Note:** In case of Coastal Export Declarations, Name of Overseas Customer can be provided in Arabic for Arabic Coastal Export Manifest. Change Keyboard language to Arabic for Arabic data entry.

3. Click the **Save** button.

The customer details are saved and the following message appears.

**Add Overseas Customer**

Customer Added Successfully. The customer code is: 59464. You may wish to input this code for future transactions.

### 2.1.3. Completing Declarations for Personal Customers

With effect from 1 August 2009 Customs Brokers will be able to submit declarations on behalf of Personal Customers / Private Individuals in Mirsal 2.

The Personal Customer registration process is detailed below. All other aspects of the declaration completion will remain standard, i.e. completion of the shipping details, package details, invoice details, payment mode.

### 2.1.4. Registering a Personal Customer

1. Click the **Personal Customer** Icon in the field.

The **Search** screen is displayed.

**Customer Search**

Any change in the existing Personal Customer details should be reported to Customs for update

Personal Customer Code: \*



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- If the Customer is a new one, New Customer Link can be used to register. The **Add New Customer** screen is displayed.

**Customer Registration**

**Personal Details**

Name: \*  
Address: \*  
Country: \* [Please Select]  
City: \* [Please Select]  
Mobile Phone No: \*  
Date of Birth: \*  
E-Mail: \*

**Document Details**

ID Document Type: \* National ID  
ID Document No: \*  
ID Document Issuing Country: \* Please Select

**UAE National ID Details**

UAE National ID No: \*

☐ We (xvildestr002) hereby solemnly declare and confirm that the details of the person given on this form are true and complete and we are registering him with Dubai Customs for facilitating the clearance of his goods by customs. We further undertake the full responsibility on the consequences arising out of this registration and confirm that the individual being registered is aware that any customs broker or Authorized Declarant can access the personal details contained in this registration form.

We also undertake to retain the copies of the personal documents relating to the information given on this form for a period of five years and present them to customs as and when required.

< Back Submit Reset

Close

- Enter the required details.
- Click the **Submit** button. The customer details are saved and the message with the Personal Customer/Passenger code appears.
- Click the **Print** Button

**Customer Registration**

Personal details of (VIKRAM SINGH) - Id PC00028028 has been added.  
Customer id assigned is PC00028028

Close Print

- The Broker can print the Personal Customer details for the Customer's verification. The Personal Customer needs to authenticate the printed form of Personal Information. The Customer can also request to update personal information if required. Broker shall retain the authenticated personal information print along with the submitted declaration Documents.
- Click the **Search** button



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8. To use the existing Personal Customer code for Declaration Submission and to ensure the correctness of personal information, details can be retrieved by entering available Personal Customer code by using the Quick Search option

**Note:** Persons already registered as a Passenger can also be used as a Personal Customer.

The screenshot shows the 'Customer Search' window. At the top, there is a header bar with the title 'Customer Search' and a close button. Below the header, a light blue banner contains the text: 'Any change in the existing Personal Customer details should be reported to Customs for update'. On the right side of this banner is a '+ New Customer' button. Below the banner, there are two tabs: 'Quick Search' (selected) and 'Advanced Search'. Under the 'Quick Search' tab, there is a text input field labeled 'Personal Customer Code:'. Below this field are two buttons: 'Search' (highlighted with a red box) and 'Reset'. At the bottom of the window is a 'Close' button.

9. Click the **Advanced Search** tab
10. If the Customer is an already registered one and the Personal Customer Code cannot be produced, Advanced Search option can be used to locate the Customer Code and to get the particulars of the Customer.
11. When entering the required search fields in the Advance Search, all associated details will appear on the Screen if existing in the Database. The Broker can verify the details to ensure that all the information of the submitted Document matches with the same and confirm the Personal Customers Code.

The screenshot shows the 'Customer Search' window with the 'Advanced Search' tab selected. Below the tabs, there is a 'Search By' dropdown menu with 'ID Document Details' selected (highlighted with a red box). Below this, there is a section titled 'ID Document Details' containing three input fields: 'ID Document Type' (with a '[Please Select]' dropdown), 'ID Document Issuing Country' (with a '[Please Select]' dropdown), and 'ID Document No.'. Below these fields are two buttons: 'Search' (highlighted with a red box) and 'Reset'. At the bottom of the window is a 'Close' button.

12. The search results appear as given in the below screen. The Broker can choose the exact code and use it for Declaration Submission



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**Customer Search** ✕

Code	Name	ID Doc. Type	ID Doc. No.	ID Doc Issuing Country	Mobile No.	Actions
PC00028028	VIKRAM SINGH	National ID	12321232322	OMAN	9715223433	

13. After Selecting the Personal Customer, the Personal Customer code will appear in the Importer's/ Exporter's Code, wherever it is applicable. In the case of an Importer's code it will appear as given below

Importer's Code: \*

PC00028028

VIKRAM SINGH

— OR —

**Please note**, that Brokers cannot amend the personal details of a Personal Customer once the individual is recognized by Mirsal 2. In the future event of a Personal Customer's details requiring amendment (for example the passport number has changed) any change will require the Personal Customer to contact Customs to effect the change

### 2.1.5. Capturing Courier Personal Customer details

1. Click the **Personal Customer** Icon in the field. The **Search** screen is displayed

**Customer Registration** ✕

**Personal Details**

Name: \*

Country: \*

[Please Select]

Mobile Phone No:

Address: \*

City: \*

[Please Select]

**Document Details**

ID Document Type:

[Please Select]

ID Document No:

ID Document Issuing Country:

[Please Select]

**UAE National ID Details**

UAE National ID No:





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2. The following table describes the fields to be entered:

Field	Description
Name	Enter the Name of the Personal Customer
Address	Enter the Address of the Personal Customer like Post Box, Street etc.
Country	Enter Country of the Residence of the Personal Customer
City	Enter City of the Residence of the Personal Customer
Mobile Phone	Enter the Mobile Phone
ID Document Type	Select the ID Document Type like "Passport" , "Driving License" etc.
ID Document No	Enter the Passport Number or Driving License Number based on the Type selected
ID Document Issuing Country	Enter the Issuing country of the ID document Type like Passport issuing country etc,
UAE National ID	Enter the UAE National ID Card Number

3. Enter the required details.

4. Click the **Submit** button.

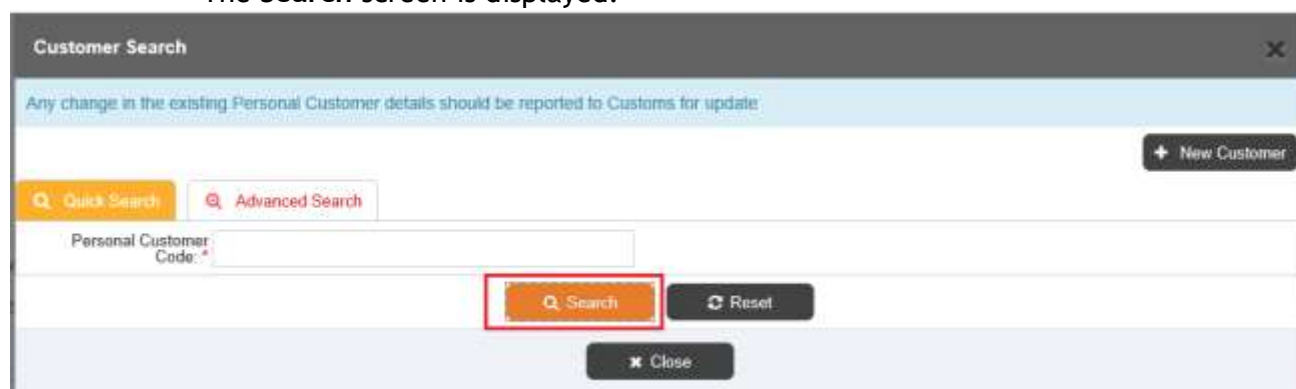
5. The customer details are saved and the message with the Personal Customer code appears.



6. Click the Close button to close the screen and return to Declaration Screen

### 2.1.6. Registering a Passenger

1. Click the **Passenger** Icon in the field.  
The **Search** screen is displayed.



2. If the Customer is a new one, New Customer Link can be used to register.  
The **Add New Customer** screen is displayed.



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Customer Registration

Personal Details

Name: \*

Country: \* [Please Select]

Address in Country Of Residence: \*

Nationality: \* [Please Select]

Place Of Birth: \* [Please Select]

Date of Birth: \*

Address: \*

City: \* [Please Select]

Occupation: \*

Country of Birth: \* [Please Select]

Mobile Phone No: \*

E-Mail: \*

Document Details

ID Document Type: \* [Please Select]

UAE National ID Details

UAE National ID No: \*

Visa Details

Visa Type: \* [Please Select]

☐ We (xvikestr002) hereby solemnly declare and confirm that the details of the person given on this form are true and complete and we are registering him with Dubai Customs for facilitating the clearance of his goods by customs. We further undertake the full responsibility on the consequences arising out of this registration and confirm that the individual being registered is aware that any customs broker or Authorized Declarant can access the personal details contained in this registration form.  
We also undertake to retain the copies of the personal documents relating to the information given on this form for a period of five years and present them to customs as and when required.

Back

Submit

Reset

Close

3. The following table describes the fields to be entered:

Field	Description
Name	Enter the Name of the Passenger
Address	Enter the Address of the Passenger like Post Box, Street etc.
Country	Select the Country of the Residence of the Passenger
City	Select the City of the Residence of the Passenger
Address in Country of Residence	Enter the Address in UAE
Nationality	Select the Nationality of the Passenger
Occupation	Enter the Occupation of the Passenger
Country of Birth	Select the Country of Birth of the Passenger
Place of Birth	Select the Place of Birth of the Passenger
Mobile Phone	Enter the Mobile Phone
Date of Birth	Select the Date of Birth of the Passenger
ID Document Type	Select the ID Document Type like "Passport" , "Driving License" etc.



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ID Document No	Enter the Passport Number or Driving License Number based on the Type selected
ID Document Issuing Country	Enter the Issuing country of the ID document Type like Passport issuing country etc,
UAE National ID	Enter the UAE National ID Card Number
Visa Type	Select the Visa Type of the Passenger
Other Visa	If Visa Type is selected as "Others" then enter the Visa Type in the provided text box.

4. Enter the required details.
5. Click the **Submit** button. The customer details are saved and the message with the Personal Customer/Passenger code appears.
6. Click the **Print** Button

7. The Broker can print the Passenger details for the Customer's verification.
8. Click the **Search** button
9. To use the existing Passenger code for Declaration Submission and to ensure the correctness of personal information, details can be retrieved by entering available Passenger code by using the Quick Search option

**Note:** Persons already registered as a Personal Customer can also be used as a Passenger.

10. Click the **Advanced Search** tab
11. If the Customer is an already registered one and the Passenger Code cannot be produced, Advanced Search option can be used to locate the Customer Code and to get the particulars of the Customer.
12. When entering the required search fields in the Advance Search, all associated details will appear on the Screen if existing in the Database. The Broker can verify the details to ensure



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that all the information of the submitted Document matches with the same and confirm the Passenger Code.

Customer Search

Any change in the existing Personal Customer details should be reported to Customs for update

+ New Customer

Quick Search Advanced Search

Search By \* ID Document Details

ID Document Details

ID Document Type: \* [Please Select] ID Document Issuing Country: \* [Please Select]

ID Document No. \*

Search Reset

Close

13. The search results appear as given in the below screen. The Broker can choose the exact code and use it for Declaration Submission

Code	Name	ID Doc. Type	ID Doc. No.	ID Doc Issuing Country	Mobile No.	Actions
PC00028028	VIKRAM SINGH	National ID	12321232322	OMAN	9715223433	

Close

14. After Selecting the Passenger, the Passenger code will appear in the Passenger Code, wherever it is applicable.

Passenger's Code: \* PC00005408

**Please note**, that Brokers cannot amend the personal details of a Passenger once the individual is recognized by Mirsal 2. In the future event of a Passenger's details requiring amendment (for example the passport number has changed) any change will require the Passenger to contact Customs to effect the change

### 2.1.7. Searching for a Value in a Field

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

The **Search** screen is displayed.

e.g. Searching for Exporter Code



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Search Exporter

Search

Exporter Name:

Q Search

✕ Close

e.g. Searching for Cargo Handler's Code

Search Cargo Handler

Search

Cargo Handler's Name:

Q Search

✕ Close

2. 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.

e.g. Search Result for Exporter

Search Exporter

Search

Exporter Name:

Q Search

Results

Exporter Code	Exporter Name	Business Types	Facility Locations	Action
AE-1000649	SONY GULF FZE	Free zone	JEBEL ALI	
AE-2000002	sony	Importer (Professional), Importer(Commercial), Importer (Industrial), Exporter(Commercial)	DUBAI INTERNET CITY	

✕ Close



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e.g. Search Result for Cargo Handler

Search Cargo Handler

Search

Cargo Handler's Name:

Search

Results

Cargo Handler's Code	Cargo Handler's Name	Customs Location	Premises	Address	Action
PR-01657	Customs goods LLC	PORT RASHID	Port Rashid	Burdubai port rashid	
PR-00039	FLAIR SHIPPING LLC			AL134059 AL234059 AL334059	
PR-01413	Imperial Cargo LLC	AWEER TERMINAL	Dubai International Airport	Imperial Cargo LLC Dubai Cargo Village	
PR-01645	Irshad LLC	JEBEL ALI	Jebel Ali	al mina road burdubai	

Close

- Click the **Select** icon next to the item you want to insert.  
The selected item is entered in the field.

e.g. Selected Exporter Code

Exporter's Code: \*    
RED ENTERTAINMENT DISTRIBUTION FZCO VIKRAM

e.g. Selected Cargo Handler's Code

Cargo Handler's Code:

## 2.2. Entering Shipping Details

After entering the General details the declaration proceeds to the Shipping Details screen.

Shipping details are entered in the following three tabs:

### General Shipping Details

Information related to the carrier, journey and the goods at transport document level.

### 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.

### 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 information of container such as container



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number, type, size and seal number will be required. This is applicable only if the cargo channel is sea.

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

Field	Description
Carrier Registration No.	<p>Enter the Carrier registration number based on the declaration type inbound (for import), or outbound (for export), or both (for transit).</p> <p>Carrier registration number is the rotation number in the case of sea and flight number in the case of air or passenger and vessel registration number in case of coastal.</p> <p>For more information on how to search for the carrier registration number by vessel name, voyage number or calling port, see section <b>2.1.3</b></p> <p>In the case of Transit ROW - ROW, enter the outgoing carrier registration number also, see section <b>2.2.1 Entering Outbound Shipping Details</b></p>
Carrier Number	<p>In case cargo channel is Courier Land, enter Carrier number based on the declaration type inbound (for import), or outbound (for export) or both (for transit).</p>
Scheduled Date	<p>Enter or select the scheduled date in the case of air/ Courier Air/ Courier Land / Passenger. But if the cargo channel is sea this is populated by the system according to the carrier registration number.</p> <p>Scheduled date is the expected arrival / departure date of the carrier.</p> <p>The scheduled date is entered based on the declaration type inbound (for import), or outbound (for export), or both (for transit)</p> <p>In the case of Transit ROW - ROW, enter the outgoing carrier</p>





	registration date also, see section <b>2.2.1 Entering Outbound Shipping Details</b>
MAWB / MBOL	<p>Enter the Master Airway Bill or Master Bill of Lading number in the case of sea channel.</p> <p>This is entered based on the declaration type inbound (for import), or outbound (for export), or both (for transit)</p> <p>In the case of Transit ROW - ROW, enter the outgoing MAWB / MBOL also, see section <b>2.2.1 Entering Outbound Shipping Details</b></p> <p><b>Note:</b> For Sea imports, Upon entering the BOL number, following details will be auto populated from the corresponding manifest:</p> <p style="padding-left: 40px;">Port of Loading Port of Discharge Original Load Port Gross Weight Gross Weight Unit Volume Volume Unit</p> <p>In such cases, the auto populated information cannot be modified by the declarant.</p> <p>In case of Postal Declaration, enter the Parcel Postal Number as MAWB/MBOL.</p>
HAWB / HBOL	<p>Enter the House Airway Bill or House Bill of Lading in the case of sea.</p> <p>In the case of Transit ROW - ROW, enter the outgoing HAWB / HBOL also, see section <b>2.2.1 Entering Outbound Shipping Details</b></p>
Original Load Port (OLP)	<p>Enter or select the port from where the journey of goods originated. For e.g., for goods coming to Dubai from Australia through Hong Kong, OLP is an Australian Port.</p> <p><b>Note:</b> For Sea imports, Upon entering the BOL number, this details will be auto populated. In such cases, the auto populated information cannot be modified by the declarant.</p> <p>For more information on how to search for the Original Load Port, see <b>2.1.3 2.1.7 Searching for a Value in a Field</b></p>
Port of Load (POL)	<p>Enter or select the port where the goods are loaded in the final journey. For e.g., for goods coming to Dubai from Australia through Hong Kong, POL is Hong Kong. Similarly, goods leaving Dubai to any other country, POL is the specific customs location where the goods are loaded.</p> <p><b>Note:</b> For Sea imports, Upon entering the BOL number, this details will be auto populated. In such cases, the auto populated information cannot be modified by the declarant.</p> <p>For Coastal Outbound Declarations and if applicable, POL will be auto-populated based on the Vessel Registration No. provided. In such cases, the auto populated information cannot be modified by the declarant.</p> <p>For more information on how to search for the Port of Load,</p>



	<p>see <b>2.1.3 2.1.7 Searching for a Value in a Field</b></p> <p><b>Note:</b> OLP &amp; POL may be same in most cases. When cargo channel is “Land” then Port of Load is auto populated as “AELND - Dry Port Customs Center” for the below declaration types</p> <ul style="list-style-type: none"> <li>• Export from Local to ROW</li> <li>• Export from Local to GCC (Statistical Export)</li> <li>• Temporary Export from Local to ROW</li> <li>• Export from CW to ROW</li> <li>• Export from CW to FZ</li> <li>• Re Export to ROW (After Import for Re export)</li> <li>• Return to ROW after Temporary Admission</li> <li>• FZ Transit Out</li> </ul>
Port of Discharge	<p>Enter or select the port at which the goods are going to be finally discharged.</p> <p><b>Note:</b> For Sea imports, Upon entering the BOL number, this details will be auto populated. In such cases, the auto populated information cannot be modified by the declarant. For Coastal Inbound Declarations and if applicable, POD will be auto-populated based on the Vessel Registration No. provided. In such cases, the auto populated information cannot be modified by the declarant.</p> <p>For more information on how to search for the Port of Load, see <b>2.1.3 2.1.7 Searching for a Value in a Field</b></p> <p>Also, when cargo channel is “Land” then Port of Discharge is auto populated as “AED05 - HATTA (Al Wajajah)” for the below declaration types</p> <ul style="list-style-type: none"> <li>• Transit (ROW to ROW)</li> <li>• Temporary Admission from ROW to Local</li> </ul>
Destination country	<p>Select the country where the goods are to be sent in the case of Export and Transit.</p> <p>This field is required in the case where the importer is a GCC importer and the goods will be finally delivered in to the particular GCC country.</p> <p><b>Note:</b> In case goods are exported to aircraft / ship stores or Duty free shops based in UAE or other GCC Countries , same should be selected as Destination</p>
Net Weight & Net Weight Unit	<p>Enter the Net Weight and Net Weight Unit of the goods according to the transport document.</p>
Gross Weight & Gross Weight Unit	<p>Enter the Gross Weight and Gross Weight Unit of the goods according to the transport document.</p> <p><b>Note:</b> For Sea imports, Upon entering the BOL number, this details will be auto populated. In such cases, the auto populated information cannot be modified by the declarant.</p>
Volume & Volume Unit	<p>Enter the Volume and Volume Unit of the goods according to the transport document.</p> <p><b>Note:</b> For Sea imports, Upon entering the BOL number, this details will be auto populated. In such cases, the auto populated information cannot be modified by the declarant.</p>
Cargo Type	<p>Select the type of the cargo such as FCL, LCL General etc.</p>



	<p>Based on selected cargo type, enter or upload the container details in the <b>Container Details</b> screen.</p> <p><b>Note:</b> For Postal or Passenger, Cargo Type will be auto populated with “General”. In such cases, the auto populated information cannot be modified by the declarant.</p>									
Customs Exit Point	<p>Select the Port or Point of Exit through which the goods will be leaving the country (UAE).</p> <p><b>Note:</b> For Postal declaration, Point of Exit will be auto populated with the location of the Port of Loading. In such cases, the auto populated information cannot be modified by the declarant.</p> <p>For Land declaration, when Destination is selected as “Duty Free Shop-UAE”, specific UAE-based Duty Free Shops can only be selected as Point of Exit.</p> <p>For Coastal Outbound Declarations and if applicable, Customs Exit Point will be auto-populated based on the Vessel Registration No. provided.</p>									
Response Type	<p>Select the Response Type in case of IHC Applicable declarations from the dropdown list.</p> <p>Applicable Response Type are the following:</p> <table><tr><td>Cyclones / Hurricanes / Tornadoes</td></tr><tr><td>Tsunamis / Floods</td></tr><tr><td>Earthquakes / Landslides / Avalanches</td></tr><tr><td>Drought / Extreme temperatures</td></tr><tr><td>Volcanic eruptions</td></tr><tr><td>Conflict</td></tr><tr><td>Pandemics / Disease epidemics</td></tr><tr><td>Wildfires</td></tr><tr><td>Under-development / poverty</td></tr></table>	Cyclones / Hurricanes / Tornadoes	Tsunamis / Floods	Earthquakes / Landslides / Avalanches	Drought / Extreme temperatures	Volcanic eruptions	Conflict	Pandemics / Disease epidemics	Wildfires	Under-development / poverty
Cyclones / Hurricanes / Tornadoes										
Tsunamis / Floods										
Earthquakes / Landslides / Avalanches										
Drought / Extreme temperatures										
Volcanic eruptions										
Conflict										
Pandemics / Disease epidemics										
Wildfires										
Under-development / poverty										

2. Click **Proceed to Package Details** or the **Package Details** tab to enter package details



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The **Package Details** screen appears.

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

Field	Description
No. of Packages	<p>Enter the number of packages in which the goods are transported. Select the type of package.</p> <p>Note: For Sea imports, Upon entering the BOL number, following details will be auto populated from the corresponding manifest:</p> <p style="text-align: center;">Package Type Number of Packages</p> <p>In such cases, the auto populated information cannot be modified by the declarant.</p>
Shipping marks	Enter the shipping marks and numbers available against each type and number of packages as per transport document.



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**Note:** In case of Coastal Export Declaration, Shipping Marks can be provided in Arabic for Arabic Coastal Export Manifest. Change Keyboard language to Arabic for Arabic data entry.

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

1 General Information 2 Shipping Details 3 Invoice Details 4 Payment Details

General Shipping Details Package Details (2) Container Details (0)

**Add/Edit Package**

No. of packages: 424 BOXES ☒ Shipping Marks

**+ Add** Proceed to Container details >

**Package List**

No. of packages	Shipping Marks	Action
424 BOXES(s)	Remarks	

< Previous Next >

The package details are listed below.

1 General Information 2 Shipping Details 3 Invoice Details 4 Payment Details

General Shipping Details Package Details (2) Container Details (0)

**Add/Edit Package**

No. of packages: 424 Please Select ☒ Shipping Marks

**+ Add** Proceed to Container details >

**Package List**

No. of packages	Shipping Marks	Action
424 BOXES(s)	No Remarks	
234234 BUNDLES(s)	Remarks Handle with care	

< Previous Next >

5. Click the **edit** icon to edit the package details or click the **delete** icon to delete the details. According to the selected cargo type you may have to enter the container details.

6. Click **Proceed to Container Details** or the **Container Details** tab.

The **Container Details** screen appears.



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

Field	Description
Container No.	<p>Enter the Container number with check digit in which the cargo comes. This is obtained from the Bill of Lading.</p> <p><b>Note:</b> For Sea imports, Upon entering the BOL number, following details will be auto populated from the corresponding manifest:</p> <p>Container No Container Seal Number</p> <p>In such cases, the auto populated information cannot be modified by the declarant.</p>
Seal No.	<p>Enter the seal number used to seal the container. This is obtained from the Bill of Lading. This field is optional.</p> <p><b>Note:</b> For Sea imports, Upon entering the BOL number, this details will be auto populated. In such cases, the auto populated information cannot be modified by the declarant.</p>
Container Size	<p>Select the size of the container such as '20 or '40 from the dropdown.</p>
Container Type	<p>Select the type of the container such as Reefer, Dry etc from the dropdown.</p>
File Upload	<p>Click the <b>Browse</b> button to select a file with container details data, and then click the <b>Upload</b> button.</p>

8. Click the **Add** button to save it. Add more container details if required.  
The container details are listed below.



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1 General Information 2 Shipping Details 3 Invoice Details 4 Payment Details

The uploaded list contains non-standard container number(s), please check these are shipper's own container (SOC).

General Shipping Details Package Details (2) Container Details (11)

Upload Container





















File Location: Browse Upload

Add/Edit Container

Container No: Seal No: Container Size: [Please Select] Container Type: [Please Select]

+ Add

Container List

Container No	Seal No	Container Size	Container Type	Action
HSTU700994		40	Road Trailer	 
ISTU700994	SEAL	45	Reefer	 
JSTU700994	SEAL	20	Dry	 
ASTU700994		40	Standard	 
BSTU700994	SEAL	45	Trailer	 
CSTU700994	SEAL	20	Tank	 
ZSTU700994		40	Ventilator	 
ESTU700994	SEAL	45	Cub Reefer	 
FSTU700994	SEAL	20	Flat Height	 
BSTU700995	SEAL	45	Insulator	 

Previous Next

9. Click the **edit** icon to edit the package details or click the **delete** icon to delete the details.

10. Click the **Next** button.

The **Invoice Details** screen appears.

### 2.2.1. Entering Outbound Shipping Details

When the declaration type selected is Transit ROW - ROW, in the **General Information** screen, enter the **Cargo Channel (Outbound)** and in the **Shipping Details** screen, enter the **Outgoing Shipping Details** as shown in the following screens.

1. Select the **Cargo Channel (Outbound)** in **General Information** tab as shown below.





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1 General Information

2 Shipping Details

3 Invoice Details

4 Payment Details

**Declaration Header**

Regime Type: Transit

Cargo Channel (Inbound): Air

Client's Doc. Ref. No.:

Declaration Type: Transit (ROW to ROW)

Cargo Channel (Outbound): Air

**Person/Parties**

Exporter's Code: [Search]

Importer's Code: [Search]

Cargo Handler's Code: [Search]

Agent's Code: [Search]

**Availability of Required Documents**

Invoice: [Please Select]

AWB / BOL: [Please Select]

Next

2. Enter the **Outgoing - Shipping Details** as shown below.

New - Transit (ROW to ROW)

1 General Information

2 Shipping Details

3 Invoice Details

4 Payment Details

**Inbound - Shipping Details**

Carrier Registration No.: [Search]

Scheduled Date: [Calendar]

MAWB / BOL: [Search]

HAWB: [Search]

**Outbound - Shipping Details**

Carrier Registration No.: [Search]

Scheduled Date: [Calendar]

MAWB / BOL: [Search]

HAWB: [Search]

**Port Details**

Original Load Port: [Search]

Port of Discharge: [Search]

Customs Exit Point: [Please Select]

Port of Load: [Search]

Destination Country: [Please Select]

**Cargo Weight/Volume/Type**

Net Weight: [Please Select]

Volume: [Please Select]

Gross Weight: [Please Select]

Cargo Type: [Please Select]

**Party Information**

Agent Name: SAESA SHIPPING INTERNATIONAL (L.L.C.) Shaban Clearing & General Transport LLC Solih Ship Spare Parts

License Expires on: 25-11-2048

Cargo Handler Name: TESTCH EXP04

Broker Name: VIKRAM SINGH (L.L.C.)

License Expires on: 15-06-2028

## 2.3. Entering Invoice Details

After entering the General and Shipping details the declaration proceeds to the Invoice Details screen.

Invoice information is entered in the following levels:

- Invoice header information



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- Invoice line information
- Permit details (if any)
- Vehicle information (required only in case the commodity is vehicle)

**Note:** One declaration can have multiple invoices, each invoice can have multiple line items, and each line item can have multiple vehicles.

## To Enter Invoice Header information

1. Click the **Add Invoice** button to add a new invoice.

OR

Click the **Browse** button to select an invoice from the computer and then click the **Upload** button.

On clicking the **Add Invoice** button, the following screen appears to enter invoice header details:

2. Enter the following fields for invoice header information:

Field	Description
Invoice No.	Enter the invoice number based on which the particular declaration is made.
Invoice Date	Enter or select the date of the invoice on which the particular declaration is made.
Seller	If the seller and exporter are same, then click the button <b>Same as Exporter</b> to enter the exporter details. If the seller is different from exporter, then enter or select the seller's name in the field. This is the person or Entity which is actually selling the



	goods to the buyer. For more information on searching a seller see section 2.1.3
Buyer	Enter or update the Buyer's name in the field. This is the person or Entity which is actually buying/importing the goods from the seller(Exporter of Goods). <b>Note:</b> Currently, Buyer is only applicable for Coastal Export Declarations. Initially, Buyer will be auto populated from Importer Name provided in the General Info Tab. Declarant will have an option to change the Buyer name.
Number of pages	Enter the total number of pages of the declared invoice. <b>Note:</b> For Passenger declarations, Number of Pages will be auto populated with "1". In such cases, the auto populated information cannot be modified by the declarant.
Invoice Type	Select the type of the invoice on which the declaration is being made such as commercial, sales or tax etc from the dropdown list. <b>Note:</b> For Passenger declarations, Invoice Type will be auto populated with "Invoice". In such cases, the auto populated information cannot be modified by the declarant.
Value	Enter the total value of the goods as per the declared invoice. The value should be equal to the total value of line items.
Terms of Delivery (INCO Term)	Select the INCO term under the goods that are transported or sold such as CIF, C&F, FOB etc from the dropdown list. <b>Note:</b> For Passenger, INCO TERM will be auto populated with "CIF". In such cases, the auto populated information cannot be modified by the declarant.
Currency	Select the invoice currency under which the value is provided from the dropdown list.
Freight cost & Currency	Enter the freight charges incurred for moving the goods from the origin to the destination along with the currency. Select the currency from the dropdown list. For more information <b>see 19 Appendix, 19.2 INCO Terms</b>
Payment term	Select the terms of settlement between the buyer and the seller such as Cash, TT, LC etc. <b>Note:</b> For Passenger declarations, Payment Term will be auto populated with "Cash - Cash Payment". In such cases, the auto populated information cannot be modified by the declarant.
Insurance cost & Currency	Enter the cost of insurance incurred while moving the goods from the origin to destination. If nothing is provided, based on the INCO term a fixed insurance rate will be applied. Select the currency from the dropdown list. For more information <b>see 19 Appendix, 19.2 INCO Terms</b>

- Click the **Save** button to save the invoice header information or click **Save & Add another Invoice** to continue adding another invoice header information or click **Save & Go to Add Items** to proceed with adding line items on same invoice



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**Note:** System will calculate the CIF (Cost-Insurance-Freight) value of the goods and this will be displayed in local currency.

The invoice header is saved.

- Click the **View Invoice List** link to view the invoice header created.

**Invoice Details**

Invoice No.	Invoice Date	Terms of Delivery	Value	No. of Line Items
Invoice No-1	30-04-2020	FOB	AED 3000	1 line item(s)
Invoice No-2	30-04-2020	CIF	AED 15001	1 line item(s)
Grand Total: AED 18,001.00				

Close

- Click the **Close** button to go to the **Invoice Details** screen.

Progress bar: 1 General Information, 2 Shipping Details, 3 Invoice Details, 4 Payment Details

**Invoice Details**

Invoice No.	Invoice Date	Terms of Delivery	Value	No. of Line Items	Action
Invoice No-1	30-04-2020	FOB	AED 3000	1 line item(s)	View Edit Add New Delete
Invoice No-2	30-04-2020	CIF	AED 15001	1 line item(s)	View Edit Add New Delete
Grand Total: AED 18,001.00					

**Add/Upload Invoice**

+ Add Invoice Or Upload [Browse] Upload

Previous Next

The invoice header has the action icons for **View Items**, **Edit**, **Add New Items**, and **Delete**. You can add or upload more invoices if required.

## To Enter Invoice Line information

- Click the **Add New Items** icon to add **Invoice Line Information**. Clicking **Save & Go to Add Items** button on the Add Invoice Screen provides same.

**Note:** If the invoice is uploaded, the file will have a header as well as line details.

The following screen appears:



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Invoice Number Invoice No-1

**Invoice Item Details**

HS Code:

Goods Description:

Condition:

Country of Origin:

Statistical Quantity:

Supplementary Quantity:

Weight:  Kilograms

Value of Goods:

**Exemption / Reference Declaration**

Exemption Type:

Exemption Reference No:

Declaration No:

[View Invoice Item list](#)

In case of IHC-related Declarations, below screen will appear with an additional fields:

Invoice Number Invoice No - 1

**Invoice Item Details**

HS Code:

Goods Description:

Condition:

Country of Origin:

Statistical Quantity:

Supplementary Quantity:

Weight:  Kilograms

Value of Goods:

**Exemption / Reference Declaration**

Exemption Type:

Exemption Reference No:

Declaration No:

**IHC Item Details**

Item Quantity:

Item Volume:

Classification Of Goods:

[View Invoice Item list](#)

2. Enter the following fields:

Field	Description
View Details	Click this button to view the summary of invoice header details.
H.S. Code	Enter or select the Harmonized System Code (commodity code) of the invoice line item being declared. For more information on how to select H.S. Code, see section <b>2.1.3 2.1.7 Searching for a Value in a Field</b>
Goods Description	Enter the description of the goods being declared by invoice line item. <b>Note:</b> In case IHC Applicable declarations, declarant should select the IHC-related goods description based on the HS Code. System will provide an option to search and select HS Code and IHC goods descriptions. In case of Coastal Export Declarations, Goods Description can be provided in Arabic for Arabic Coastal Export Manifest. Change Keyboard language to Arabic for Arabic data entry.
Statistical Quantity	Enter the quantity of the invoice line item being declared. This has to be the quantity in detail such as how many pieces or length or



	<p>liters etc, depending on the commodity.</p> <p><b>Note:</b> Statistical Quantity Measurement Unit will be auto displayed by system according to the commodity (e.g. Yards, Liters).Dubai Customs has adopted UN / WCO standards to achieve accurate trade statistics according to the measurement units.</p>
Supplementary Quantity	<p>Enter the Supplementary quantity only where duty is calculated on number of pieces or weight (such as Tobacco products).</p> <p>System will prompt the mandatory requirement according to the HS codes.</p> <p><b>Note:</b> in case of Tobacco products, Supplementary quantity should be declared in total number of sticks / units.</p>
Weight	Enter the weight and weight unit of the invoice line item.
Condition	Select the condition of the goods being declared by invoice line item (such as New or Old)
Country of origin	Select the origin of the goods. i.e., country of manufacture.
Value of goods	<p>Enter the Line Item Value of the goods being declared as per the invoice.</p> <p>In the exceptional scenario of multiple invoices against one single item, user should add the total cost such as value, freight and insurance charges of the additional invoice(s) to the main invoice value, freight and insurance and declare as one item value.</p> <p>For e.g.: Vehicle getting imported having separate invoice from the maker for the cost of the vehicle and another invoice for refurbishment work done on same vehicle in some other location.</p>
Exemption type	<p>Select the exemption type in case Duty Exemption is being claimed against the invoice line item.</p> <p>Exemption type needs to be declared accordingly.</p> <p>All exemptions other than HS code based needs to be claimed by the Declarant (such as Industrial, Origin, Free Trade Agreement and Personnel Effects etc).</p> <p><b>Note:</b> Origin based exemptions are subject to the <b>Availability of Documents</b> information provided</p> <p>For more information <i>see, 19 Appendix, 19.7 Exemption Types</i></p>
Exemption Reference No.	<p>Enter the reference number provided by the exemption approving authority.</p> <p>This field is required only if Exemption type is selected.</p> <p><b>Note:</b> Industrial Exemption is selected and no <b>Exemption Reference Number</b> is provided, system will automatically calculate Deposit instead of duty and an additional service charge will also be levied.</p>
Previous Declaration Reference No.	<p>Enter the previous Declaration number (if any) related to the current declaration.</p> <p>Required in case the new declaration is anyway linked to some previous declaration such as Short Landed cargo or Return Goods where there is a need to identify the previous declaration where it was Short landed.</p> <p>For e.g., Current declaration type 'Re Export to ROW (after import for re export)', previous declaration ref. No. would be the declaration number of 'Import for Re Export to Local from ROW' in which the goods were originally declared.</p> <p><b>Note:</b> In case of IM11, EX2, EX3, EX9, EX10, EX12, EX11 declaration types, Only Mirsal 2 Declaration or Mirsal1 Bill Entry Number should</p>



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	be provided.		
Is Restricted	Enter the value “Y”, if the Courier Cargo is restricted. Otherwise value should be “N”. <b>Note:</b> This attribute is applicable only for bulk submission through “Courier File Upload” and “Courier B2B”		
Item Quantity	Enter the Item Quantity based on the selected IHC Goods Description. This has to be the quantity in detail, such as how many pieces, depending on the IHC Goods Description selected. <b>Note:</b> Item Quantity Unit will be auto displayed by system according to the selected IHC Goods (e.g. Yards, Liters). This attribute is applicable only for IHC applicable declarations.		
Item Volume	Enter the Item Volume based on the selected IHC Goods Description. This has to be the volume in detail, such as in Cubic Meter, depending on the IHC Goods Description selected. <b>Note:</b> Item Volume Unit will be auto displayed by system according to the selected IHC Goods (e.g. Cubic Meter). This attribute is applicable only for IHC applicable declarations.		
Classification of Goods	Select the Classification of Goods based on the selected IHC Goods Description. Applicable Classification of Goods are the following: <table><tr><td>Local</td></tr><tr><td>International</td></tr></table> <b>Note:</b> This attribute is applicable only for IHC applicable declarations.	Local	International
Local			
International			

3. Click the **Save & Add New** button to save the invoice line information.
4. Click the **Save** button to save the invoice line information or click **Save & Add another Item** to continue adding invoice line item on same Invoice
5. Click the **View Invoice Item List** link to view the invoice line information.

Invoice Items			
Invoice Number Invoice No-1			
Invoice Line Item Details			
HS Code	Goods Description	Quantity	Value
24031010	Chopped or compressed tobacco, whether or not containing tobacco substitutes in any proportion	2323 kg(s)	AED 2000
22084000	Rum and other spirits obtained by distilling fermented sugar cane products	2332 l(s)	AED 2000
87021000	Motor vehicles for the transport of ten or more persons, including the driver, with only compression	3 u(s)	AED 5000
92012000	Grand pianos	323 u(s)	AED 2000
15083373	IT Commodity	2323 kg(s)	AED 1000
26202900	Ash & residues other than from the manufacture of iron or steel containing mainly lead other than	1 kg(s)	AED 3000
✖ Close			





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6. Click the **Close** button to go to the **Invoice Line Item** screen.

HS Code	Goods Description	Quantity	Value	Action
24021010	Chopped or compressed tobacco, whether or not containing tobacco substit	2323 kg(s)	AED 2000	[Edit] [Delete] [Permit]
22084000	Rum and other spirits obtained by distilling fermented sugar cane products	2332 l(s)	AED 2000	[Edit] [Delete] [Permit]
87021000	Motor vehicles for the transport of ten or more persons, including the drive	3 u(s)	AED 5000	[Edit] [Delete] [Vehicles]
92012000	Grand pianos	323 u(s)	AED 2000	[Edit] [Delete]
15083373	IT Commodity	2323 kg(s)	AED 1000	[Edit] [Delete]
26282900	Ash & residues other than from the manufacture of iron or steel containing	1 kg(s)	AED 1000	[Edit] [Delete]

Buttons: + Add Invoice Line Item, Proceed to Invoice List, < Previous, Next >

Already entered invoice line details appear in a tabular format where the user can **Edit**, or **Delete** the line Item. In case the commodity requires a permit from the external authorities the **Permit** icon appears against the particular line item. In case the commodity is a vehicle the **Vehicles** icon appears against the particular line item.

You can **Add Invoice Line Item** or **Proceed to Invoice List** if required.

## To Enter Permit Details information

For more information on permit, see section **19.6 Permit Details**

1. Click the **Permit** icon to enter the permit reference number issued by the authorized permit issuing authorities.

The following screen appears.

Invoice Number Invoice No-1

Permit Details

Authority	Permit No.	Permit Not required
Dubai Police		<input type="checkbox"/>

Buttons: Save, Save & Proceed, Cancel

2. Enter or view the following fields:

Field	Description
Authority	System displays the related authorities whose permits are required against the commodity.
Permit Number	Enter the permit number issued by the authority.



Permit Not Required	<p>Tick the Permit Not Required box in case the commodity does not require a permit.</p> <p>Certain commodities requiring permit depends on the usage such as internal use permit required but if it is for external use no permit is required. Since the HS code is same irrespective of the usage, this is provided.</p>
---------------------	--

3. Click the **Save** button.

The permit is saved.

**Note:** One Invoice item could have zero or many permit details.

4. Click the **Cancel** button to return to the **Invoice Line Item** screen without applying the changes.
5. Click the **Save & Proceed** button to go to the **Invoice Line Item** screen.

### To Enter Vehicle Details information

If the commodity is a vehicle the **Vehicles** icon appears against the particular line item.

1. Click the **Vehicles** icon.

The following screen appears.

2. Click the **Add Vehicle** button to enter the data manually.

OR

Click the **Browse** button and then the **Upload** button, to upload the details from a file stored in the computer.

The following screen appears on clicking the **Add Vehicle** button.



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**Note:** For certain DUCAMZ declarations where previous declaration is required, enter the vehicle chassis number and click on “Fetch vehicle Details” button to fetch the vehicle information from the previous reference declaration. Available information of the vehicle will be displayed.

In other cases, enter the following fields:

Field	Description
Type	Select the type of the vehicle such as Car, Bus or Forklift etc from the drop down list.
Vehicle Brand	Select the brand name of the vehicle such as Toyota, Nissan etc from the drop down list.
Model	Enter the vehicle model such as Lexus, Corolla, Sunny, Civic etc.
Condition	Select the condition of the vehicle such as new or old from the drop down list.
Specification Standard	Select the specification standard of the vehicle such as GCC or Non GCC standard from the drop down list.
Color	Enter the color of the vehicle.
Drive	Select the vehicle drive such as Left or Right from the drop down list.
Chassis No.	Enter the Chassis Number of the vehicle.
Engine No.	Enter the Engine Number of the vehicle.
Engine Capacity	Enter the Engine capacity of the vehicle in CC, for e.g., 2500 CC.
Year Build	Select the Manufacturing year of the vehicle from the drop down list.
Passenger capacity	Select the Passenger capacity of the vehicle from the drop down list.
Carriage capacity	Select the Carriage capacity of the vehicle in case of load carrying vehicles from the drop down list. Enter the weight the vehicle can carry in tons, for e.g., 3.0 Tons.





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- Click the **Save** button to save the vehicle information or click **Save & Add another Vehicle** to continue adding more vehicle information on same Invoice line item

Already entered vehicle summary is shown in a tabular format where you can **Edit**, or **Delete** the line Item.

Invoice Number Invoice No-1

**Vehicle Details**

Vehicle Type	Vehicle Brand	Model	Chassis Number	Action
ALL TERRAIN	GMC	Yukon	VEHCHASSVKSITZU43	 
HATCHBACK	HONDA	Accord	VEHCHASSVKSITZU42	 
CAR	BMW	X7	VEHCHASSVKSITZU41	 

**Add/Upload Vehicle**

[+ Add Vehicle](#) Or Upload  [Browse](#) [Upload](#)
















[Proceed to Invoice Item List](#)

[Previous](#) [Next](#)

- Click the **Proceed to Invoice Item List** button to go to Invoice line Item screen.

Invoice Number Invoice No-1

**Invoice Line Item Details**

HS Code	Goods Description	Quantity	Value	Action
24031010	Chopped or compressed tobacco, whether or not containing tobacco substitutes in any proportion	2325 kg(s)	AED 2600	  
22084900	Rum and other spirits obtained by distilling fermented sugar cane products	2332 lt(s)	AED 2600	  
87021000	Motor vehicles for the transport of ten or more persons, including the driver's, with only compression	3 u(s)	AED 5600	  
82012000	Grand pianos	323 u(s)	AED 2600	 
15083373	IT Commodity	2325 kg(s)	AED 1600	 
26072900	Ash & residues other than from the manufacture of iron or steel containing mainly lead other than	1 kg(s)	AED 3600	 

**Add Invoice Line Item**

[+ Add Invoice Line Item](#)









[Proceed to Invoice List](#)

[Previous](#) [Next](#)

- Click the **Proceed to Invoice List** button to go to Invoice Details screen.

1 General Information 2 Shipping Details 3 Invoice Details 4 Payment Details

**Invoice Details**

Invoice No.	Invoice Date	Terms of Delivery	Value	No. of Line Items	Action
Invoice No-1	30-04-2020	FOB	AED 15000	6 line item(s)	   
Invoice No-2	30-04-2020	CFR	AED 15001	1 line item(s)	   

Grand Total: AED 30,001.00

**Add/Upload Invoice**

[+ Add Invoice](#) Or Upload  [Browse](#) [Upload](#)

[Previous](#) [Next](#)



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6. Click the **Next** button.

The **Payment Details** screen appears.

## 2.4. Entering Payment Details

Upon completion of General, Shipping and Invoice Details the declaration proceeds to the Payment Details screen where applicable charges according to the declared commodities and value are displayed.

Payment details are divided into three segments such as applicable Customs Duty / Tax, Deposit, and Other Charges.

1 General Information 2 Shipping Details 3 Invoice Details 4 Payment Details

Importer is not registered in Federal Tax Authority System. Please note that Customs clearance shall be provided only after FTA's approval on VAT

**Payment Details**

Payment Mode \* Payment Reference \*

Customs Duty / Tax: AED 4,809.00  
Duty: AED 4809.00

Deposit: AED 1,000.00  
Missing Document Deposit: AED 1000.00

Other Charges: AED 195.00

Registration Fee: AED 30.00  
Knowledge-Innovation Dirham Charge: AED 20.00  
Identical Customs Charges: AED 131.00  
e-Archive service fee: AED 9.00

☐ I, the undersigned USRPN USREN being authorized by VIKRAM SINGH (LLC) and for the purposes of using the electronic services provided by Dubai Customs, and after perusing the terms and conditions of using Misal (2), declare and undertake to comply with the terms and conditions referred hereinafter without prejudice to any obligations and provisions provided for in the customs law, policies and decisions thereof, laws in force and customs broker policy.

I, the Authorized Person, have carefully read and fully understood the Terms and Conditions and accept them.

Previous Next

1. Enter or view the following fields:

Field	Description
Customs Duty / Tax	Duty / Tax applicable against the declaration are automatically generated.
Deposit	Deposit applicable for lack of original documents such as invoice, certificate of origin etc or Deposit against Duty in case of Import for Re-Export or Transit Declaration etc is automatically generated.
Other Charges	Other charges applicable on the declaration such as registration, knowledge dirham etc is automatically 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 etc from the dropdown list.  <b>Note:</b> In case of Passenger, selecting Mode of Payment is



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	not applicable.
Payment Reference	<p>Select the account number assigned to the Standing Guarantee A/C, Duty Credit A/C etc by Dubai Customs from the dropdown list.</p> <p>Only account numbers related to the involved parties will be displayed for selection. The broker should use an importer account only if he has been authorized by the importer to use his account.</p> <p>In the case of E-Payment, payment reference not required.</p> <p><i>For more information on Account selection, see 19 Appendix, 19.4 Customs Broker</i></p> <p>Note: In case of Passenger, selecting Mode of Payment is not applicable.</p>

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

### New - Import to Local from ROW

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

You are going to submit a new Declaration which is created from any existing declarations. In case you are submitting the missing information without any modification, it may result in a duplicate declaration.

#### Declaration Details

View Declaration			
Customer Name	USDM	Declaration Type	Import to Local from ROW
Client's Dec. Ref. No.	IM1 Air 2020 V	Inbound MANIFEST	243534534534534534534
Inbound HAWBOL	34534534534534534534534534534534534	No. of packages	200465
Importer VAT TRN	100654549300003		

#### Payment Summary

Payable Taxes	AED 2864	Payment Reference is	E-Payment
Total Amount Payable	AED 2864		

#### Request Details

Submission Date		Total No. of Invoice Line Item	2
-----------------	--	--------------------------------	---

Sign & Submit



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A confirmation message containing high level declaration details with date & time of submission is displayed.

**New - Import to Local from ROW**

Please to upload request documents can result in delayed customs inspection of declaration

**Declaration Details**

[View Declaration](#)

Customer Name:	USAFW	Declaration Type:	Import to Local from ROW
Client's Dec. Ref. No:	881 Air 2020 V	Import NAWBMSOL:	234324
No. of packages:	234658	Imports VAT TRN:	100003801460003

**Payment Summary**

Payable from KANBAN:	AED 99414	Payment Reference No:	Credit/Debit Account
Total Amount Payable:	AED 99414		

**Request Details**

Submission Date:		Total No. of Invoice Line Item:	7
------------------	--	---------------------------------	---

[Upload](#) [Sign & Submit](#)

- Click the **Upload** button to optionally upload the supporting documents such as exemption certificate.
- Click the **View Declaration** link to view all the details entered.  
The following screen appears.





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## View Customs Declaration (Version 1)



### CUSTOM BILL

REGIME TYPE		TRANSACTION TYPE		Total No. Consolidated HAWBs
Import		New Declaration Request		
CARGO CHANNEL	DECLARATION TYPE	DECLARATION DATE	REQUEST NO.	DECLARATION NO. / CUSTOMS CLEARANCE NO.
Air	Import to Local from ROW	05-05-2020	963162	1010012061820
CONSIGNEE / IMPORTER / BUYER / TRANSFEREE			CONSIGNOR / EXPORTER / SELLER / TRANSFEROR	
VIKRAM SINGH LCC AE-1223964			VIKRAM 37704	
IMPORTER VAT TRN	BROKER	PASSENGER	AGENT	NOTIFY PARTY
	VIKRAM SINGH (L.L.C) AE-1223969		SABA SHIPPING INTERNATIONAL (L.L.C) Shaban Clearing & General Transport LLC Salfee Ship Spare Parts AE-1223397	
MAWB/MBOL	HAWB/HBOL	CARRIER NUMBER	CARRIER NAME	SCHEDULED DATE
234324			AI2461	20-10-2020
ORIGINAL LOAD PORT	PORT OF LOAD	PORT OF DISCHARGE	DESTINATION COUNTRY	RESPONSE TYPE
AIRCRAFT STORES	DUBAI DUTY FREE	DUBAI INTL AIRPORT PASSENGER T2		
GOODS LOCATION		CARGO HANDLER		
JEBEL ALI		PR-01950 / TESTCH EXPO4		
NET WEIGHT	GROSS WEIGHT	MEASUREMENT	NUMBER OF PACKAGES	CARGO TYPE
	11231 kg		234234-BUNDLES, 424-BOXES	FCL

### MARKS & NUMBER

Remarks Handle with care, No Remarks

### Container Details

SL NO	CONTAINER TYPE	CONTAINER SIZE	CONTAINER NUMBER	SEAL NUMBER
1	Open Side	45	BSTU700996	SEAL
2	Blowthrough Container	20	BSTU700996	
3	High Cube	40	BSTU700911	SEAL



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Invoice

SL NO	INVOICE NO	INVOICE TYPE	SELLER INFO	BUYER INFO	TERMS OF DELIVERY	INVOICE VALUE	FREIGHT	INSURANCE	CIF Value (AED)	PAYMENT METHOD	ACTION
1	Invoice No-2	Sales Invoice	VIKRAM		Cost, Insurance & Freight	AED 15001			AED 15001	T/T - Telex Transfer	
2	Invoice No-1	Invoice	VIKRAM		Free Onboard Vessel	AED 11000	AED 2100	USD 1000	AED 15100.01	L/C - Letter of credit	
TOTAL						26001	2100	1000	AED 30101.01		

Document

DOCUMENT AVAILABILITY	TYPE	PURPOSE	REASON
AWB/BOL	Available in Original (Paper)		
Cert. of Origin	Available in Electronic		
Invoice	Available in Copy		
Packing List	Available in Original (Paper)		

Charge Details

TOTAL CUSTOM CHARGE DETAILS		COLLECTION DETAILS				
	AMOUNT	PAYMENT MODE	RECEIPT NUMBER	ACCOUNT/CHEQUE NUMBER	BANK & BRANCH	STATUS
Duty	4009	Credit/Debit Account	10083950	1113091-VIKRAM SINGH (L.L.C)		
Identical Customs Charges	131	Credit/Debit Account	10083951	1113091-VIKRAM SINGH (L.L.C)		
Knowledge-Innovation Dirham	20	Credit/Debit Account	10083952	1113091-VIKRAM SINGH (L.L.C)		
e-Archive service fee	5	Credit/Debit Account	10083953	1113091-VIKRAM SINGH (L.L.C)		
Missing document deposit	1000	Standing guarantee	1048223	2113046-VIKRAM SINGH (L.L.C)		
Registration fee	30	Credit/Debit Account	10083954	1113091-VIKRAM SINGH (L.L.C)		
TOTAL	AED 5195					

Transit Details / Other Remarks

<div>TRANSIT DETAILS</div> <div> <div>OUTBOUND MAWB/MBOL</div> <div>OUTBOUND HAWB/HBOL</div> <div>CARRIER NAME</div> <div>CARRIER NUMBER</div> <div>POINT OF EXIT</div> <div>OUT BOUND CARGO CHANNEL</div> </div>	<div>OTHER REMARKS</div> <div> <div>IMPORTING W/H CODE</div> <div>EXPORTING W/H CODE</div> <div>BROKER ID</div> <div>CLIENT DEC REF NO</div> </div> <div> <div>AE-1223969</div> <div>IM1 Air 2020 V</div> </div>
---	--

8. Below displays the **Marks and Number** section to view the corresponding details.

MARKS & NUMBER

Remarks Handle with care, No Remarks

9. Click the **View** icon under the invoice section to view the Invoice details.

The invoice details are displayed in a separate screen.



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Invoice

SL NO	INVOICE NO	INVOICE TYPE	SELLER INFO	BUYER INFO	TERMS OF DELIVERY	INVOICE VALUE	FREIGHT	INSURANCE	CIF Value (AED)	PAYMENT METHOD	ACTION
1	Invoice No-1	Invoice	VIKRAM		Free Onboard Vessel	AED 15000	AED 2100	USD 1000	AED 19100	L/C - Letter of credit	
2	Invoice No-2	Sales Invoice	VIKRAM		Cost, Insurance & Freight	AED 15001			AED 15001	T/T - Telex Transfer	
TOTAL						30001	2100	1000	AED 34101		

View Item Details

View Item Details

10. Below displays the **Invoice Line Item Details** section to view the corresponding details.

Invoice Line Item Details


CUSTOM BILL - INVOICE DETAILS

CONSIGNEE / IMPORTER / BUYER / TRANSFEREE	CONSIGNOR / EXPORTER / SELLER / TRANSFEROR	DECLARATION DATE	DECLARATION TYPE	DECLARATION NO. / CUSTOMS CLEARANCE NO.
VIKRAM SINGH LCC	VIKRAM	05-05-2020	Import to Local from ROW	1010012061020

INVOICE

SL NO	INVOICE NO	INVOICE TYPE	SELLER INFO	BUYER INFO	TERMS OF DELIVERY	INVOICE VALUE	FREIGHT	INSURANCE	CIF Value(AED)	PAYMENT METHOD
2	Invoice No-1	Invoice	VIKRAM		Free Onboard Vessel	AED 11000	AED 2100	USD 1000	AED 15100.01	L/C - Letter of credit

Invoice Line Item Details

LINE ITEM	HSCODE	GOODS DESCRIPTION	STAT QTY. UNIT	WEIGHT UNIT	GOODS VALUE IN FOREIGN CURRENCY	CURRENCY RATE	CIF VALUE IN AED	DUTY%	DUTY/DEPOSIT	ORIGIN	ACTION
+ 1	26202900	Ash & residues other than from the manufacture of iron or steel containing mainly lead other than	1 kg	1000 kg	3000 AED	1	3599.19	20	701.842	UNITED STATES	
+ 2	15083373	IT Commodity	2323 kg	2323 kg	1000 AED	1	1306.65	0		BELARUS	
+ 3	92012000	Grand pianos	323 u	3434 kg	2000 AED	1	2548.17	5	0	CROATIA (Hrvatska)	
+ 4	87021000	Motor vehicles for the transport of ten or more persons, including the driver, with only compression	3 u	32323 kg	5000 AED	1	7646	5	382.3	CONGO, THE DEMOCRATIC REPUBLIC OF THE (formerly Zaire)	

Exemption / Permit Details

Close

11. Click the **Vehicle** icon on the invoice details screen to view the vehicle details  
The vehicle details are displayed in a separate screen



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**Vehicle Details**

**View Customs Declaration**

CONSIGNEE / IMPORTER / BUYER / TRANSFEREE <sup>1</sup>	CONSIGNOR / EXPORTER / SELLER / TRANSFEROR <sup>2</sup>	DECLARATION DATE <sup>3</sup>	DECLARATION TYPE <sup>4</sup>	DECLARATION NO. / CUSTOMS CLEARANCE NO. <sup>5</sup>
VIKRAM SINGH LCC	VIKRAM	05-05-2020	Import to Local from ROW	1010012061820

**VEHICLE DETAILS**

SERIAL NO	VEHICLE TYPE <sup>6</sup>	BRAND <sup>7</sup>	MODEL <sup>8</sup>	CONDITION <sup>9</sup>	SPECIFICATION <sup>10</sup>	COLOR <sup>11</sup>	DRIVE <sup>12</sup>	CHASSIS NUMBER <sup>13</sup>	ENGINE NUMBER <sup>14</sup>
+ 1	ALL TERRAIN	GMC	Yukon	New	Non-GCC Standard	Red/Green/	Left Hand Drive	VEHCHASSVIKSIT2UI43	ENGINESIT21143
+ 2	CAR	BMW	X7	New	GCC Standard	Red/Green/Blue-Yellow/blue/whi	Left Hand Drive	VEHCHASSVIKSIT2UI41	ENGINESIT21141
+ 3	HATCHBACK	HONDA	Accord	Old	GCC Standard	Blue-Yellow/blue	Left Hand Drive	VEHCHASSVIKSIT2UI42	ENGINESIT21142

Close

12. Click the **Sign & Submit** button to complete and submit the digitally signed declaration.
- The following acknowledgement message.

**New - Import to Local from ROW**

This declaration requires physical documents to be submitted to Customs within 14 days of clearance.

Your Customs Declaration has been sent for approval. Request Number is: 962427 Please Click [here](#) to View the Declaration Details. The details can also be viewed from Track Request service

[+ Add to Template](#) [☆ Add to Favourite](#) [⚙ Finish Declaration](#)

In case the declaration is involving AEO parties (Broker or Owner of the declaration) , the following message appears.

**New - Import to Local from ROW**

This declaration is identified as Customs privileged AEO declaration. No physical document submission required

Your Customs Declaration has been sent for approval. Request Number is: 962427 Please Click [here](#) to View the Declaration Details. The details can also be viewed from Track Request service

[+ Add to Template](#) [☆ Add to Favourite](#) [⚙ Finish Declaration](#)

In case the cargo channel is “Postal” and the declaration requires physical document submission, the following message appears.



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**New - Import to Local from ROW**

This declaration requires physical documents to be submitted to Customs at the time of receiving Postal Parcel.

Your Customs Declaration has been sent for approval. Request Number is: 862434 Please Click [here](#) to View the Declaration Details. The details can also be viewed from Track Request service

[+ Add to Template](#) [+ Add to Favourite](#) [Finish Declaration](#)

In case the cargo channel is “Passenger”, the following message appears.

**New - Import for Re Export to Local from ROW**

Customs Declaration successfully submitted. Passenger is advised to approach Dubai Passenger Terminal Customs Office for declaration verification and payment of any applicable charge.

The Customs Clearance will be provided after approval from FTA on VAT.

Your Customs Declaration has been sent for approval. Request Number is: 862438 Please Click [here](#) to View the Declaration Details. The details can also be viewed from Track Request service

[+ Add to Template](#) [+ Add to Favourite](#) [Finish Declaration](#) [Print Acknowledgement](#)

**New - Currency Import**

Customs Declaration successfully submitted. Passenger is advised to approach Dubai Passenger Terminal Customs Office for declaration verification and payment of any applicable charge.

Your Customs Declaration has been sent for approval. Request Number is: 862458 Please Click [here](#) to View the Declaration Details. The details can also be viewed from Track Request service

[Finish Declaration](#) [Print Acknowledgement](#)

In case the declaration may be applicable for VAT refund, the following message appears.

**New - FZ Transit Out**

This declaration requires physical documents to be submitted to Customs within 14 days of clearance.

Please note that you must request for Customs Inspection prior to exporting these goods in case you intend to submit a claim on VAT return. Also, please be informed that you shall be required to produce a copy of subsequent Import Declaration to prove previous importation of the goods.

Your Customs Declaration has been sent for approval. Request Number is: 963412 Please Click [here](#) to View the Declaration Details. The details can also be viewed from Track Request service

[+ Add to Template](#) [+ Add to Favourite](#) [Finish Declaration](#)

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

**Note:** Submission of truck release request is mandatory for each and every land channel declaration where point of entry or port of exit is "Hatta (Al Wajajah)". For further details kindly refer to Inspection system user manual.

**Note:** In case of Passenger Channel, the submitted passenger declaration will be saved as draft submitted and can be tracked or viewed through Track Request service. The



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*Passenger or carrier of the goods is advised to proceed to Bureau Office in the Dubai Passenger Terminal, on arrival or departure, to complete the declaration and pay for applicable charges.*





### 3. Tracking a Declaration

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

#### 3.1. Tracking a Declaration using Quick Search

Quick search is useful when the user knows the request number or Client's Declaration reference number.

##### 3.1.1. To track using Quick Search

1. In the main menu, click **Mirsal II > Declaration > Track Request**.

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

The screenshot shows the 'Track Request' interface. At the top, there's a title 'Track Request' in red. Below it, there are two tabs: 'Quick Search' (selected) and 'Advanced Search'. The 'Quick Search' tab has two input fields: 'Request No.' and 'Client's Dec. Ref. No.'. Below these fields are two buttons: 'Search' and 'Reset'.

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. Enter the Clients's Dec. Ref. No. This is the Client's Declaration Reference number entered by the customer at the time of the declaration submission.
4. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section **3.3 Viewing the Search Results for Tracking**.

#### 3.2. Tracking a Declaration using Advanced Search

Advanced search is useful when the user does not know the request number or Client's Declaration reference number.

##### 3.2.1. To track using Advanced Search

1. In the main menu, click **Mirsal II > Declaration > Track Request**.

The **Track Request** screen appears with the **Advanced Search** tab selected.





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2. Enter the From Date and To Date during which the request was submitted.
3. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section **3.3 Viewing the Search Results for Tracking**.

### 3.3. Viewing the Search Results for Tracking

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

Request No.	Declaration No.	Transaction Type	Business Code - Name	Status	Created Date	Assigned Date	Remarks	Print Ack.	Action
963162	1010012061828	New Declaration Request	AE-1223964 - VIKRAM SINGH LCC	Completed	05-05-2020	05-05-2020	Cleared (END)		
963038	1010012061928	New Declaration Request	AE-3PC0011 - VIKRAM JASHANMAL NATIONAL COMPANY	Completed	06-05-2020	06-05-2020	Cleared (END)		
963039	1050002529328	New Declaration Request	AE-1223528 - AIAZARI CLEARING & FORWARDING	Completed	06-05-2020	06-05-2020	Cleared (END)		
962040	2020001453428	New Declaration Request	AE-1223964 - VIKRAM SINGH LCC	Completed	06-05-2020	06-05-2020	Cleared (END)		
963042	1010012062028	New Declaration Request	PC00007089 - VIKRAM SINGH DHALMALOM	Suspended	06-05-2020	06-05-2020	Please upload documents:Provide ...		
963043		New Declaration Request	PC00007089 - VIKRAM SINGH DHALMALOM	Passenger Arrived	06-05-2020	06-05-2020	Pending for Passenger Arrival		

The following details are displayed:

Fields/Buttons	Description
Request No.	System generated request number received as part of request acknowledgement
Declaration Number	Number generated by the Customs system for the declaration.
Transaction Type	Type of Request such as amendment or cancellation
Business Code - Name	Business code and name of the owner of the declaration
Status	Current status of request such as requested, approved etc..
Created Date	Date of request submission



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Assigned Date	Date on which the request was assigned to a Dubai Customs Officer for action.
Remarks	Remarks if any by Dubai Customs
Print Acknowledgment Icon	Click to view and print the Passenger Declaration acknowledgment details in case of Passenger Channel.
Details Icon	Click to view the suspension details and respond to Customs
View Icon	Click to view the complete declaration details.

### 3.3.1. To view and print the Passenger Declaration acknowledgment

1. Click the **Print Acknowledgment** icon from the search results screen, to view the Passenger Declaration acknowledgment against which the request has been submitted.

The Passenger Declaration Acknowledgment screen appears.

Passenger Declaration-Acknowledgement

Request Details

Request Number	962462	Request Date	01/05/2020
Request Type	New Declaration	Declaration Type	Import to Local from ROW
Broker Code & Name	AE-1223969 - VIKRAM SINGH (L.L.C)	Importer Code & Name	AE-1223964 - VIKRAM SINGH LCC
Passenger Code & Name	PC00007889 - VIKRAM SINGH DHALIWALOM		

Charges Details

Charge Type	Charge Amount (AED)	Payment Mode	Account Number
Duty	2925		
e-Archive service fee	5		
Missing document deposit	1000		
Registration fee	50		
Knowledge-Innovation Dirham	20		

Print

Close

2. Click the **Print** button from the screen, to print the Passenger Declaration - acknowledgment against which the request has been submitted.

The Passenger Declaration Acknowledgment as printed.



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## Passenger Declaration-Acknowledgement

Page 1 of 1



962460



## Passenger Declaration-Acknowledgement

### Request Details

Request Number	962460	Request Date	01/05/2020
Request Type	New Declaration	Declaration Type	Import for Re Export to Local from ROW
Broker Code & Name	AE-1223969 - VIKRAM SINGH (LLC)	Importer Code & Name	AE-3221187 - Regression29
Passenger Code & Name	PC00005408 - VIKRAM Kuwait		

### Charges Details

Charge Type	Charge Amount (AED)	Payment Mode	Account Number
e-Archive service fee	5		
Deposit Alternative duty rate	3700		
Registration fee	100		
Knowledge-Innovation Dirham	20		

### 3.3.2. To view the Declaration of the request

1. Click the **View** icon from the search results screen, to view the declaration against which the request has been submitted.

The **View Declaration** screen appears. A Customs privilege logo is displayed if the declaration is involving parties (Broker or Owner of the declaration) with AEO, WLP, EXPO2020 privileges. For more information, refer to **Appendix 19.10 Customs AEO Program, WLP Categories, AEO-MRA and Expo 2020.**



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View Customs Declaration (Version -1)

CUSTOM BILL

REGIME TYPE		TRANSACTION TYPE		Total No. Consolidated HAWBs
Import		New Declaration Request		
CARGO CHANNEL	DECLARATION TYPE	DECLARATION DATE	REQUEST NO.	DECLARATION NO. / CUSTOMS CLEARANCE NO.
Air	Import to Local from ROW		962465	
CONSIGNEE / IMPORTER / BUYER / TRANSFEREE			CONSIGNOR / EXPORTER / SELLER / TRANSFEROR	
AJAZARI CLEARING & FORWARDING AE-1223620 UAE DDP				
IMPORTER VAT TRN	BROKER	PASSENGER	AGENT	NOTIFY PARTY
11100234777773	xxxxxx324234234 AE-XPD0013 UAE DDP		Advanced Trading TEST AE-1223150	
MAWB/MBOL	HAWB/HBOL	CARRIER NUMBER	CARRIER NAME	SCHEDULED DATE
dfgdsf			AJB084	20-10-2020
ORIGINAL LOAD PORT	PORT OF LOAD	PORT OF DISCHARGE	DESTINATION COUNTRY	RESPONSE TYPE
Bagram	Bagram	DUBAI CARGO VILLAGE		
GOODS LOCATION		CARGO HANDLER		
JEBEL ALI		PR-01781 / premises		
NET WEIGHT	GROSS WEIGHT	MEASUREMENT	NUMBER OF PACKAGES	CARGO TYPE
	111 kg		111-BAGS	General

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

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

The declaration information has been grouped into related segments for easy viewing. Wherever multiple information is available against the same segment an additional button has been provided to view details where the display area cannot carry the complete information (e.g. marks & numbers, container details, invoice details and vehicle details)

- Click the hyperlinked **Passenger** name and code in the **Declaration Header** section. The passenger details screen appears.



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**Customer Details**

**Personal Details**

Name:	VIKRAM SINGH DHALIWALOM	Code:	PC00007889
Address:	Dubai	Country:	OMAN
City:	Mina' Qabus	Mobile Phone No:	52658565545
Address in Country Of Residence:	Dubai	Nationality:	INDIA
Place Of Birth:	INIXC	Occupation:	UAT Analyst
Date of Birth:	23-09-1980	E-mail:	vikram.dhaliwal@gmail.com

**ID Document Details**

ID Document Type:	Passport	ID Document No:	5633454744
ID Document Issuing Country:	INDIA		

**UAE National ID Details**

UAE National ID No:	INIDA23424324
---------------------	---------------

**Visa Details**

Visa Type	RESIDENCE	Other Visa
-----------	-----------	------------

✕ Close

- Click the **View** icon in the **Invoice Details** section.  
The invoice details screen appears.



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Invoice Line Item Details

CUSTOM BILL - INVOICE DETAILS

CONSIGNEE / IMPORTER / BUYER / TRANSFEREE*	CONSIGNOR / EXPORTER / SELLER / TRANSFEROR*	DECLARATION DATE*	DECLARATION TYPE*	DECLARATION NO. / CUSTOMS CLEARANCE NO.*
VIKRAM SINGH LCC			Import to Local from ROW	

INVOICE

SL NO	INVOICE NO	INVOICE TYPE	SELLER INFO	BUYER INFO	TERMS OF DELIVERY	INVOICE VALUE	FREIGHT	INSURANCE	CIF Value(AED)	PAYMENT METHOD
1	Invoice-1	Invoice			Cost, Insurance & Freight	AED 15001			AED 15001	L/C - Letter of credit

Invoice Line Item Details

LINE ITEM	HSCODE	GOODS DESCRIPTION	STAT QTY. UNIT	WEIGHT UNIT	GOODS VALUE IN FOREIGN CURRENCY	CURRENCY RATE	CIF VALUE IN AED	DUTY%	DUTY/DEPOSIT	ORIGIN	ACTION
+ 1	26202900	Ash and residues other than from the manufacture of iron or steel containing mainly lead other than	1 kg	1000 kg	15001 AED	1	15001	20	2925.195	UNITED STATES	

Exemption / Permit Details

LINE ITEM	REF. DECLARATION*	REFERENCE NUMBER*	TYPE/SOURCE*	AUTHORITY*	PERMIT NOT REQUIRED*	REFERENCE NO.*
1	1020000060920					

Close

In case of Currency Declaration, the invoice details appear as below.



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**Invoice Line Item Details**

**CUSTOM BILL - INVOICE DETAILS**

CONSIGNEE / IMPORTER / BUYER / TRANSFEREE <sup>1</sup>	CONSIGNOR / EXPORTER / SELLER / TRANSFEROR <sup>2</sup>	DECLARATION DATE <sup>3</sup>	DECLARATION TYPE <sup>4</sup>	DECLARATION NO. / CUSTOMS CLEARANCE NO. <sup>5</sup>
VIKRAM SINGH DHALIWALOM		01-05-2020	Currency Import	1230001047320

**INVOICE**

SL NO	INVOICE NO <sup>6</sup>	INVOICE TYPE <sup>7</sup>	SELLER INFO <sup>8</sup>	BUYER INFO	TERMS OF DELIVERY <sup>9</sup>	INVOICE VALUE <sup>10</sup>	FREIGHT <sup>11</sup>	INSURANCE <sup>12</sup>	CIF Value(AED) <sup>13</sup>	PAYMENT METHOD <sup>14</sup>
1					Cost, Insurance & Freight	AED 60000			AED 60000	

**Invoice Line Item Details**

LINE ITEM	HSCODE <sup>15</sup>	GOODS DESCRIPTION <sup>16</sup>	STAT QTY. UNIT <sup>17</sup>	WEIGHT UNIT <sup>18</sup>	GOODS VALUE IN FOREIGN CURRENCY <sup>19</sup>	CURRENCY RATE <sup>20</sup>	CIF VALUE IN AED <sup>21</sup>	DUTY% <sup>22</sup>	DUTY/DEPOSIT <sup>23</sup>	ORIGIN <sup>24</sup>	ACTION
1	49070031	Banknotes in circulation			60000 AED		60000				

SUPP QTY.  
UNIT:  
Exemption Type<sup>25</sup>:  
Exempted Duty<sup>26</sup>:  
RESTRICTION:  
CONDITION<sup>27</sup>:

**Exemption / Permit Details**

Close

5. Click the **Currency** icon to view the currency details.

The **Currency Details** screen appears.

**Currency Details**

**View Customs Declaration**

CONSIGNEE / IMPORTER / BUYER / TRANSFEREE <sup>1</sup>	CONSIGNOR / EXPORTER / SELLER / TRANSFEROR <sup>2</sup>	DECLARATION DATE <sup>3</sup>	DECLARATION TYPE <sup>4</sup>	DECLARATION NO. / CUSTOMS CLEARANCE NO. <sup>5</sup>
VIKRAM SINGH DHALIWALOM		01-05-2020	Currency Import	1230001047320

**CURRENCY DETAILS**

SERIAL NO	CURRENCY CODE	FOREIGN CURRENCY AMOUNT	AMOUNT IN AED	EXCHANGE RATE
1	SPANISH PESTA	60,000.00	1,170.00	0.0195
2	EUROPE UNION	12,000.00	59,987.40	4.99895

Close

6. Click the **Vehicles** icon to view the vehicle details.

The **Vehicle Details** screen appears.





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**Vehicle Details**

**View Customs Declaration**

CONSIGNEE / IMPORTER / BUYER / TRANSFEREE	CONSIGNOR / EXPORTER / SELLER / TRANSFEROR	DECLARATION DATE	DECLARATION TYPE	DECLARATION NO. / CUSTOMS CLEARANCE NO.
Ilbya	VIKRAM	01-05-2020	Import to Local from ROW	1010012028020

**VEHICLE DETAILS**

SERIAL NO	VEHICLE TYPE	BRAND	MODEL	CONDITION	SPECIFICATION	COLOR	DRIVE	CHASSIS NUMBER	ENGINE NUMBER
+ 1	ALL TERRAIN	GMC	Yukon	New	Non-GCC Standard	Red/Green	Left Hand Drive	VEHCHASSVIKSIT2U143	ENGINESIT21143
+ 2	HATCHBACK	HONDA	Accord	Old	GCC Standard	Blue-Yellow/blue	Left Hand Drive	VEHCHASSVIKSIT2U142	ENGINESIT21142
+ 3	CAR	BMW	X7	New	GCC Standard	Red/Green/Blue-Yellow/blue/whi	Left Hand Drive	VEHCHASSVIKSIT2U141	ENGINESIT21141

Close

7. Click the **Archive Documents** link to view the archived documents.

The **Archive Documents** screen appears.

**Customs Declaration**

**Archived Documents**

Document Number	Document Type	Submitted Date
1010136891714	Declaration	15/09/2014 10:14

Close

### 3.4. 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 declarations and requests. The declarant is liable to provide such information as soon as possible to Customs in order to proceed with the case. Declarations 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 declaration or requests in the **Remarks** area of the **Track Request Search Result** screen of the Mirsal 2 system.



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Track Request									
Please contact Customer care if the Declaration Number is not displayed within 30 minutes of Declaration submission.									
Request No.	Declaration No.	Transaction Type	Business Code - Name	Status	Created Date	Assigned Date	Remarks	Print Ack.	Action
963162	1019812061820	New Declaration Request	AE-1223964 - VIKRAM SINGH LCC	Completed	05-05-2020	05-05-2020	Cleared (END)		
969038	1019812061920	New Declaration Request	AE-XPO8811 - VIKRAM JASHANMAL NATIONAL COMPANY	Completed	05-05-2020	05-05-2020	Cleared (END)		
969039	1058882509220	New Declaration Request	AE-1223620 - AJAZARI (CLEARING & FORWARDING)	Completed	06-05-2020	06-05-2020	Cleared (END)		
969040	2029881453420	New Declaration Request	AE-1223964 - VIKRAM SINGH LCC	Completed	06-05-2020	06-05-2020	Cleared (END)		
969042	1019812062020	New Declaration Request	PC00007889 - VIKRAM SINGH CHALWALOM	Suspended	06-05-2020	06-05-2020	Please upload documents;Provide documents		
969043		New Declaration Request	PC00007888 - VIKRAM SINGH CHALWALOM	Passenger Arrived	06-05-2020	06-05-2020	Pending for Passenger Arrival		
<a href="#">Back</a>									

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

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

Declarant's Response	
<b>Request Details</b>	
To:	AE-1223965 - VIKRAM SINGH (L.L.C)
Comments:	Please upload documents;Provide documents
Response *	<input type="text" value="Response with additional invoice details"/>
Attachments	<div>Catalogues (2 Documents) Upload Limit for each document is 1MB <a href="#">View Documents</a></div> <div>Please specify a file to Upload: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/></div>
<b>CDM Contact Details</b>	
Contact Section Name	Customs Declaration Management
Phone Number	04-3455555
Fax Number	04-3451606
Contact Time	8:00 AM to 5:00 PM
Contact Location	DUBAI CUSTOMS HQ, PORT RASHID, DUBAI
<a href="#">Back</a> <a href="#">Submit</a>	

2. Query from Customs is displayed under **Comments** header
3. Enter your response in the box.
4. Click on **View Documents** button to view the already uploaded Documents, if any.
5. You may attach relevant files against each type of document demanded by Customs to support the response.

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

6. Click the **Submit** button.

The response is submitted to Customs.



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### 3.5. Viewing and Responding to Additional Deposit/Fine Demand from Customs

Customs officers as part of their course of action could demand an additional deposit or fine related to the submitted declarations and requests. The declarant is liable to provide such information as soon as possible to Customs in order to proceed with the case. Declarations and Requests on which additional deposit/fine has been requested by Customs will be kept as pending until the information is provided.

The user will be able to see the **Additional Deposit/Fine Demand** from Customs against any declaration or requests in the **Remarks** area of the **Track Request Search Result** screen of the Mirsal 2 system.

Request No	Declaration No	Transaction Type	Business Code - Name	Status	Created Date	Assigned Date	Remarks	Print Ack	Action
962467	1230001047320	Amend Declaration Request	PC00007889 - VIKRAM SINGH DHALMALOM	Completed	01-05-2020	01-05-2020	Cleared (END)		
962468	1010012626420	New Declaration Request	BH-0000670 - GCC1-PPF	Suspended	01-05-2020	01-05-2020	Pay Demand Fine		

1. Click the **Details** icon to view additional deposit/fine details and to send a response to Customs.

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

**Request Details**

To: AE-1223989 - VIKRAM SINGH (L.L.C.)

Comments: Pay Demand Fine

Response: \* CDM Fine Requested

**Payment Details**

CDM Fine: AED: 700 Reason: Incorrect Weight

Knowledge Innovation Dtham: AED: 20

Mode of Payment: \* [Please Select]

Payment Reference: \* [Please Select]

**CDM Contact Details**

Contact Section Name: Customs Declaration Management Phone Number: 04-3455555

Fax Number: 04-3451656 Contact Time: 8:00 AM to 5:00 PM

Contact Location: DUBAI CUSTOMS HQ, PORT RASHID, DUBAI



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2. Query from Customs is displayed under **Comments** header
3. Enter your response in the box.
4. Specify the payment mode and payment reference against each of the demanded deposit and/or fines

<b><i>Note: Option to disagree is only for additional deposit but not for fines.</i></b>
--

5. Click the **Submit** button.  
The response is submitted to Customs.



## 4. Drafting a Declaration

It is possible to track draft declarations, which are saved in the system as draft (but not yet submitted to Dubai Customs). Declarations are automatically saved as draft once the new declaration 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 Declaration** window, the system automatically saves the data already entered and keeps it in a draft form.

### To open a drafted declaration

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

The **Draft Declarations** screen appears displaying all declarations that are currently available in draft.

Draft Declarations				
Client Reference No.	Declaration Type	Last Updated Date	Last Updated By	Action
Vehicle	Temporary Admission from RQW to Local	01-05-2020	vllimpexpo	>
RM1 Land 2020 V	Import to Local from RQW	01-05-2020	vllimpexpo	>
RM4 Air 2020 V	Import Statistical Declaration	01-05-2020	vllimpexpo	>

The following details appear in the results.

Fields	Description
Client Reference No.	Client's reference number for the declaration, e.g. Job reference no., etc
Declaration Type	Type of the declaration
Last Updated date	Date the draft declaration was last updated
Last Updated By	User who last updated the draft declaration

2. Click the **Continue** icon to continue with new declaration submission.



## 5. Searching a Declaration

You can search for the declarations already submitted to Dubai Customs.

Declarations can be searched using the following two ways:

- Quick Search
- Advanced Search

### 5.1. Searching a Declaration using Quick Search

Quick search is useful when the user knows the declaration number or the client's declaration reference number.

#### To search using Quick Search

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

The **Search Declaration** screen appears with **Search by Declaration** as default.

2. Enter any one or both of the following fields:

Field	Description
Declaration Number	Enter the Declaration Number available on the successful new declaration submission message.
Client Dec. Ref. No.	Enter the Reference number used by the Declarant at the time of a new declaration submission.

### 5.2. Searching a Declaration using Advance Search

Advance search is useful when the user doesn't know the declaration number or the client's declaration reference number.

#### To search using Advance Search – General Details

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

The **Search Declaration** screen appears with **Search by General Details**.



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**Search Declaration**

Search by: General Details

**General Details**

Broker Code: AE-122398

Customer Code:

Declaration Type: [[Please Select]]

From Date:

Customer Type: Business

Regime Type: [[Please Select]]

Declaration Status: [[Please Select]]

To Date:

Back Search Reset

2. Enter any one or more of the following fields:

Field	Description
Broker Code	System displays automatically based on the login details of the user.
Customer Type	Select the Customer Type from the dropdown list.
Customer Code	Enter the Customer.
Regime Type	<p>Select the required Regime Type from the dropdown list. Regime type denotes the purpose of the declaration. Purpose could be Import, Export etc.</p> <p>Declaration can be submitted for any one of the following Regime types:</p> <ul style="list-style-type: none"> <li>• Import</li> <li>• Export</li> <li>• Transit</li> <li>• Temporary Admission</li> <li>• Transfer</li> </ul>
Declaration Type	<p>Select the type of declaration required from the dropdown list.</p> <p>There are different types of declarations available to cater to various types of clearance needs.</p> <p>Make sure the selected declaration type is correct. Changing of declaration type after submission will require a cancellation request and may attract fines/penalties.</p>
Declaration Date	This is the Declaration Date. The date when the declaration is submitted. From Date and To Date are the date range of the Declaration date used for searching
Declaration Status	<p>Select the required Declaration Status from the dropdown list.</p> <p>Declaration Status denotes the current status of the declaration. Status could be Cleared, Submitted etc.</p> <p>Declaration can be any one of the following Status:</p> <ul style="list-style-type: none"> <li>• Submitted</li> <li>• Suspended</li> <li>• VAT Approval Pending</li> <li>• Payment Pending</li> </ul>





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	<ul style="list-style-type: none"><li>• Cleared</li><li>• Cleared with inspection</li><li>• Released for inspection</li><li>• Cancelled</li><li>• Declined</li></ul>
--	--

## To search using Advance Search – Transport Document No.

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

The **Search Declaration** screen appears with **Search by Transport Document No.**

The screenshot shows the 'Search Declaration' interface. At the top, it says 'Search by:'. Below this, there is a dropdown menu currently set to 'Transport Document No.'. Underneath the dropdown, there are two input fields: 'Transport Document No.' and 'House Transport Doc. No.'. At the bottom of the form, there are three buttons: 'Back', 'Search', and 'Reset'.

2. Enter any one or both of the following fields:

Field	Description
Master Transport Doc. No.	Master Transport document number such as Airway Bill or Bill of Lading.
House Transport Doc. No.	House Transport document number such as Airway Bill or Bill of Lading.

## To search using Advance Search – Container No.

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

The **Search Declaration** screen appears with **Search by Container No.**

The screenshot shows the 'Search Declaration' interface. At the top, it says 'Search by:'. Below this, there is a dropdown menu currently set to 'Container No.'. Underneath the dropdown, there is one input field: 'Container Number'. At the bottom of the form, there are three buttons: 'Back', 'Search', and 'Reset'.

2. Enter the following fields:

Field	Description
Container No.	Enter the Container number with check digit in which the cargo comes. This is obtained from the Bill of Lading.



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## To search using Advance Search – Vehicle Chassis No.

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

The **Search Declaration** screen appears with **Search by Vehicle Chassis No.**

2. Enter the following fields:

Field	Description
Vehicle Chassis No.	Enter the Chassis Number of the vehicle.

3. Click the **Search** button.

The search results are displayed.



### 5.3. Viewing the Search Results

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





AEO (Authorized Economic Operator) logo is displayed for declarations involving AEO parties (Broker or Declaration Owner)



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Search Declaration Results						
Business Code: AE-1223965-VIKRAM SINGH (L.L.C)						
<a href="#">New Search</a>						
Declaration No.	Date	Declaration Type	Business Code - Name	Master Transport Doc. No.	Status	Action
1010011643020 	11-01-2020	Import to Local from ROW	AE-1223036-RED ENTERTAINMENT DISTRIBUTION FZCO VIKRAM	AIMAWBNAT	Cleared	 
<a href="#">Back</a>						

AEO and WLP logo is displayed for declarations involving AEO and WLP parties (Broker or Declaration Owner)

Search Declaration Results						
Business Code: AE-1223965-VIKRAM SINGH (L.L.C)						
<a href="#">New Search</a>						
Declaration No.	Date	Declaration Type	Business Code - Name	Master Transport Doc. No.	Status	Action
1010011628520  	03-05-2020	Import to Local from ROW	AE-1223626-AJAZAR CLEARING & FORWARDING	214324	Cleared	 
<a href="#">Back</a>						

Expo 2020 logo is displayed for declarations involving Expo 2020 parties (Broker or Declaration Owner)

Search Declaration Results						
Business Code: AE-1223965-VIKRAM SINGH (L.L.C)						
<a href="#">New Search</a>						
Declaration No.	Date	Declaration Type	Business Code - Name	Master Transport Doc. No.	Status	Action
1010002349520 	13-04-2020	Transit (ROW to ROW)	AE-3P00012-VIKRAM UR CLEARING & FORWARDING AIRLINEAGENT	HAWBINT3Apr202009	Cleared	 
<a href="#">Back</a>						

WLP logo is displayed for declarations involving WLP parties (Broker or Declaration Owner)

Search Declaration Results						
Business Code: AE-1223965-VIKRAM SINGH (L.L.C)						
<a href="#">New Search</a>						
Declaration No.	Date	Declaration Type	Business Code - Name	Master Transport Doc. No.	Status	Action
1020002327720 	19-02-2020	Import to Local from FZ	AE-1223626-AJAZAR CLEARING & FORWARDING		Cleared	 
<a href="#">Back</a>						

The following details are displayed:



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Fields/Buttons	Description
Declaration Number	Number generated by the Customs system for the declaration. Click the hyperlink to view the complete declaration details.
Date	Date submitted to Customs.
Declaration Type	Type of the declaration submitted.
Business Code - Name	Business code and name of the owner of the declaration.
Master Transport Doc. No.	Transport document number such as Airway Bill or Bill of Lading.
Status	Current status of the declaration such as submitted, payment pending ,cleared etc.
History Icon	Click to view the previous requests / status against the particular declaration.
Favorite Icon	Click to add declaration to Favorites.

## To view the Declaration Details

1. Click the hyperlinked Declaration Number from the search results screen, to view the complete declaration details.

The View Declaration screen appears.

View Customs Declaration (Version 1) ✕

CUSTOM BILL

REGIME TYPE:-		TRANSACTION TYPE:-		Total No. Consolidated HAWBs:-
Import		New Declaration Request		
CARGO CHANNEL:-	DECLARATION TYPE:-	DECLARATION DATE:-	REQUEST NO.:-	DECLARATION NO. / CUSTOMS CLEARANCE NO.:-
Postal	Import to Local from ROW	01-05-2020	962434	1010012028220
CONSIGNEE / IMPORTER / BUYER / TRANSFEREE:-			CONSIGNOR / EXPORTER / SELLER / TRANSFEROR:-	
GCC1-PPF BH-0000070				
IMPORTER VAT TRN	BROKER:-	PASSENGER	AGENT:-	NOTIFY PARTY:-
100003001600003	VIKRAM SINGH (L.L.C) AE-1223969			
MAWB/MBOL:-	HAWB/HBOL:-	CARRIER NUMBER:-	CARRIER NAME:-	SCHEDULED DATE:-
23326				
ORIGINAL LOAD PORT:-	PORT OF LOAD:-	PORT OF DISCHARGE:-	DESTINATION COUNTRY:-	RESPONSE TYPE
		G. POST OFFICE (GPO)	BAHRAIN	Under-development / poverty
GOODS LOCATION:-		CARGO HANDLER:-		
G. POST OFFICE (GPO)				
NET WEIGHT:-	GROSS WEIGHT:-	MEASUREMENT:-	NUMBER OF PACKAGES:-	CARGO TYPE:-
	234 kg		234-BUNDLES	General



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	AMOUNT <sup>==</sup>	PAYMENT MODE <sup>==</sup>	RECEIPT NUMBER <sup>==</sup>	ACCOUNT/CHEQUE NUMBER <sup>==</sup>	BANK & BRANCH <sup>==</sup>	STATUS <sup>==</sup>
Duty	2925	Credit/Debit Account	26471	1113091-VIKRAM SINGH (L.L.C)		
e-Archive service fee	5	Credit/Debit Account	26472	1113091-VIKRAM SINGH (L.L.C)		
Missing document deposit	1000	Standing guarantee	5769	2113046-VIKRAM SINGH (L.L.C)		
Registration fee	70	Credit/Debit Account	26473	1113091-VIKRAM SINGH (L.L.C)		
Knowledge-Innovation Dirham	20	Credit/Debit Account	26474	1113091-VIKRAM SINGH (L.L.C)		
<b>TOTAL</b>	<b>AED 4020</b>					

**Transit Details / Other Remarks**

**TRANSIT DETAILS**

OUTBOUND MAWB/MBOL<sup>==</sup>

OUTBOUND HAWB/HBOL<sup>==</sup>

CARRIER NAME<sup>==</sup>

CARRIER NUMBER<sup>==</sup>

POINT OF EXIT<sup>==</sup>

OUT BOUND CARGO CHANNEL<sup>==</sup>

OUT BOUND SCHEDULE DATE<sup>==</sup>

**OTHER REMARKS<sup>==</sup>**

IMPORTING W/H CODE<sup>==</sup>

EXPORTING W/H CODE<sup>==</sup>

BROKER ID<sup>==</sup>AE-1223969

CLIENT DEC REF NO.<sup>==</sup>IM1 land 2020 V

Versions of Declaration: 1010011965820

Version1(Current)

This declaration requires physical documents to be submitted to Customs. Please ignore this statement if the required documents have already been submitted.

Submitted Date: 09-04-2020 10:48:13 AMCleared Date: 09-04-2020 11:14:09 AM

View Documents:

[View Associated Documents](#)

[Archived Documents](#)

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

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

The declaration information has been grouped into related segments for easy viewing. Wherever multiple information is available against the same segment an additional button has been provided to view details where the display area cannot carry the complete information (e.g. marks & numbers, container details, invoice details and vehicle details)

3. Click the hyperlinked **Passenger** name and code in the **Declaration Header** section.

The passenger details screen appears.



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**Customer Details**

**Personal Details**

Name:	VIKRAM SINGH DHALIWALOM	Code:	PC00007889
Address:	Dubai	Country:	OMAN
City:	Mina' Qabus	Mobile Phone No:	52658565545
Address in Country Of Residence:	Dubai	Nationality:	INDIA
Place Of Birth:	INIXC	Occupation:	UAT Analyst
Date of Birth:	23-09-1980	E-mail:	vikram.dhaliwal@gmail.com

**ID Document Details**

ID Document Type:	Passport	ID Document No:	5633454744
ID Document Issuing Country:	INDIA		

**UAE National ID Details**

UAE National ID No:	INIDA23424324
---------------------	---------------

**Visa Details**

Visa Type	RESIDENCE	Other Visa
-----------	-----------	------------

✕ Close

- Click the **View** button in the **Invoice Details** section.  
The invoice details screen appears.



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Invoice Line Item Details

CUSTOM BILL - INVOICE DETAILS

CONSIGNEE / IMPORTER / BUYER / TRANSFEREE <sup>1</sup>	CONSIGNOR / EXPORTER / SELLER / TRANSFEROR <sup>2</sup>	DECLARATION DATE <sup>3</sup>	DECLARATION TYPE <sup>4</sup>	DECLARATION NO. / CUSTOMS CLEARANCE NO. <sup>5</sup>
GCC1-PPF		01-05-2020	Import to Local from ROW	1010012028220

INVOICE

SL NO	INVOICE NO <sup>1</sup>	INVOICE TYPE <sup>2</sup>	SELLER INFO <sup>3</sup>	BUYER INFO <sup>4</sup>	TERMS OF DELIVERY <sup>5</sup>	INVOICE VALUE <sup>6</sup>	FREIGHT <sup>7</sup>	INSURANCE <sup>8</sup>	CIF Value(AED) <sup>9</sup>	PAYMENT METHOD <sup>10</sup>
1	23423	Commercial Invoice			Free Onboard Vessel	CSK 10000	CYP 343	BDT 433	AED 4268.38	DAC(Doc against Accept)

Invoice Line Item Details

LINE ITEM	HSCODE <sup>1</sup>	GOODS DESCRIPTION <sup>2</sup>	STAT QTY. UNIT <sup>3</sup>	WEIGHT UNIT <sup>4</sup>	GOODS VALUE IN FOREIGN CURRENCY <sup>5</sup>	CURRENCY RATE <sup>6</sup>	CIF VALUE IN AED <sup>7</sup>	DUTY% <sup>8</sup>	DUTY/DEPOSIT <sup>9</sup>	ORIGIN <sup>10</sup>	ACTION
+ 1	85129000	Light, Vehicle Fog Light Kit	234 kg	234 kg	10000 CSK	0.133	4268.38	5	213.419	CONGO(REPUBLIC OF CONGO)	

IHC Line Item Details

LINE ITEM	HSCODE <sup>1</sup>	GOODS DESCRIPTION <sup>2</sup>	ITEM QTY. UNIT	ITEM VOL. UNIT	CLASSIFICATION OF GOODS
1	85129000	Light, Vehicle Fog Light Kit	23 Packs	232 Cubic Meters	International

Exemption / Permit Details

LINE ITEM	REF. DECLARATION <sup>1</sup>	REFERENCE NUMBER <sup>2</sup>	TYPE/SOURCE <sup>3</sup>	AUTHORITY <sup>4</sup>	PERMIT NOT REQUIRED <sup>5</sup>	REFERENCE NO. <sup>6</sup>
1			Industrial Exemption			

✖ Close

In case of Currency Declaration, the invoice details appear as below:





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Invoice Line Item Details

CUSTOM BILL - INVOICE DETAILS

CONSIGNEE / IMPORTER / BUYER / TRANSFEREE	CONSIGNOR / EXPORTER / SELLER / TRANSFEROR	DECLARATION DATE	DECLARATION TYPE	DECLARATION NO. / CUSTOMS CLEARANCE NO.
VIKRAM SINGH DHALIWALOM		01-05-2020	Currency Import	1230001047320

INVOICE

SL NO	INVOICE NO	INVOICE TYPE	SELLER INFO	BUYER INFO	TERMS OF DELIVERY	INVOICE VALUE	FREIGHT	INSURANCE	CIF Value(AED)	PAYMENT METHOD
1					Cost, Insurance & Freight	AED 81157.4			AED 81157.4	

Invoice Line Item Details

LINE ITEM	HSCODE	GOODS DESCRIPTION	STAT QTY. UNIT	WEIGHT UNIT	GOODS VALUE IN FOREIGN CURRENCY	CURRENCY RATE	CIF VALUE IN AED	DUTY%	DUTY/DEPOSIT	ORIGIN	ACTION
1	49070031	Banknotes in circulation			61157.4 AED		61157.4				
SUPP QTY, UNIT: Exemption Type: Exempted Duty: RESTRICTION: CONDITION:											
2	49070040	Travelers cheques			20000 AED		20000				

Exemption / Permit Details

Close

- Click the **Currency** icon to view the currency details.  
The **Currency Details** screen appears.

Currency Details

View Customs Declaration

CONSIGNEE / IMPORTER / BUYER / TRANSFEREE	CONSIGNOR / EXPORTER / SELLER / TRANSFEROR	DECLARATION DATE	DECLARATION TYPE	DECLARATION NO. / CUSTOMS CLEARANCE NO.
VIKRAM SINGH DHALIWALOM		01-05-2020	Currency Import	1230001047320

CURRENCY DETAILS

SERIAL NO	CURRENCY CODE	FOREIGN CURRENCY AMOUNT	AMOUNT IN AED	EXCHANGE RATE
1	SPANISH PESTA	60,000.00	1,170.00	0.0195
2	EUROPE UNION	12,000.00	59,987.40	4.99895

Close

- Click the **Vehicles** icon to view the vehicle details.  
The **Vehicle Details** screen appears.



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**Vehicle Details**

**View Customs Declaration**

CONSIGNEE / IMPORTER / BUYER / TRANSFEREE <sup>1</sup>	CONSIGNOR / EXPORTER / SELLER / TRANSFEROR <sup>1</sup>	DECLARATION DATE <sup>1</sup>	DECLARATION TYPE <sup>1</sup>	DECLARATION NO. / CUSTOMS CLEARANCE NO. <sup>1</sup>
libya	VIKRAM	01-05-2020	Import to Local from ROW	1010012028020

**VEHICLE DETAILS**

SERIAL NO	VEHICLE TYPE <sup>1</sup>	BRAND <sup>1</sup>	MODEL <sup>1</sup>	CONDITION <sup>1</sup>	SPECIFICATION <sup>1</sup>	COLOR <sup>1</sup>	DRIVE <sup>1</sup>	CHASSIS NUMBER <sup>1</sup>	ENGINE NUMBER <sup>1</sup>
1	ALL TERRAIN	GMC	Yukon	New	Non-GCC Standard	Red/Green/	Left Hand Drive	VEHCHASSVIKSIT2UI43	ENGINESIT21143
ENGINE CAPACITY <sup>1</sup> :					500				
YEAR BUILT <sup>1</sup> :					2013				
PASSENGER CAPACITY <sup>1</sup> :					1				
CARRIAGE CAPACITY <sup>1</sup> :					4.1				
2	HATCHBACK	HONDA	Accord	Old	GCC Standard	Blue-Yellow/blue	Left Hand Drive	VEHCHASSVIKSIT2UI42	ENGINESIT21142
3	CAR	BMW	X7	New	GCC Standard	Red/Green/Blue-Yellow/blue/whi	Left Hand Drive	VEHCHASSVIKSIT2UI41	ENGINESIT21141

Close

7. Click the **Archive Documents** link to view the archived documents.

The **Archive Documents** screen appears.

**Customs Declaration**

Archived Documents

Document Number	Document Type	Submitted Date
1010138891714	Declaration	15/09/2014 10:14

Close

## To view the History

1. Click the **History** icon from the search results screen, to view the history of the declaration.

The **History** screen appears.

**Declaration History**

**Declaration History**

Request No.	Description	Request Date & Time	Status
949653	New Declaration	27-01-2020 10:11:45 AM	Completed

View associated Requests

Close



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History shows all the requests made against the specific declaration such as status of request, date of request and the request type. You may click the View Associated Requests link to view any requests associated to this declaration.



## 6. Amending a Declaration

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

Amendment of declaration could initiate collection or refund of duty / deposits depending on the changes. All amendment requests are subject to Customs approval.

**Note:** A fine will be applicable to the amendment of fields like Value (currency & price), HS code, Goods description, Statistical quantity, Supplementary quantity, weight, measurement unit and country of origin if the amendment is submitted after the prescribed time limit of clearance.

**Note:** Amending Passenger Channel Declaration is not allowed in Mirsal 2 System. Passenger Channel Declarations can only be amended through Bureau Office in Dubai Passenger Terminals.

You can search for the declarations to amend using the following two ways:

- Quick Search
- Advanced Search

### 6.1. Searching a Declaration to Amend using Quick Search

Quick search is useful when the user knows the declaration number or the client's declaration reference number.

#### To search using Quick Search

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

The **Amend Declaration Search** screen appears with the **Quick Search** tab selected by default.

2. Enter any one or both of the following fields:

Field	Description
Declaration Number	Enter the Declaration Number available on the successful new declaration submission message.
Client Dec. Ref. No.	Enter the Reference number used by the Declarant at the time of a new declaration submission.

3. Click the **Search** button.

The search results are displayed.



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For more information on the search results, see section **6.2 Viewing the Search Results for Amending**. For more information on editing the Declaration, see section **6.3 Initiating an Amendment Request**.

## 6.2. Viewing the Search Results for Amending

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

The following details are displayed:

Fields/Buttons	Description
Declaration Number	Number generated by the Customs system for the declaration. Click to view the complete declaration details.
Date	Date submitted to Customs.
Declaration Type	Type of the declaration submitted.
Business Code - Name	Business code and name of the owner of the declaration.
Transport Doc. No.	Transport document number such as Airway Bill or Bill of Lading.
Status	Current status of the declaration such as submitted, cleared etc.
Make Request Icon	Click to initiate a new amend request, against a particular declaration.
History Icon	Click to view the previous requests / status against the particular declaration.
Favorite Icon	Click to mark the particular declaration as Favorite.

## 6.3. Initiating an Amendment Request

1. Click the **Make Request** icon from the **Amendment Search Results** screen.

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



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Amend - Import to Local from ROW - 1010012028520

1 General Information 2 Shipping Details 3 Invoice Details 4 Amendment Details 5 Payment Details

**Declaration Header**

Regime Type \* Import Declaration Type \* Import to Local from ROW  
Cargo Channel (Inbound) \* Air Client's Dec. Ref. No. \* AM1 AA 2018 Y

**Person/Parties**

Exporter's Code \* 37704 Importer's Code \* AE-1223500  
VIKRAM AJAZARI CLEARING & FORWARDING  
OR ---  
Add Overseas Customer ☐ MWA-AED Personal Customer  
Notify Party Code \* Cargo Handler's Code \* PR/01988  
Agent's Code \* AE-1223397 Customs Broker \* AE-1223888

**Availability of Required Documents**

Invoice \* Available in Copy AWB / BOL \* Available in Copy  
Packing List \* Available in Original (Paper) Cert. of Origin \* Available in Electronic

Next >

2. 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 - Import to Local from ROW - 1010012028520

1 General Information 2 Shipping Details 3 Invoice Details 4 Amendment Details 5 Payment Details

General Shipping Details Package Details (7) Container Details (17)

**Inbound - Shipping Details**

Carrier Registration No. \* EX2885 Scheduled Date \* 20-10-2018  
MAWB / BOL \* 2340240 HAWB \* 40248

**Port Details**

Original Load Port \* A01 Port of Load \* B0Y  
Port of Discharge \*

**Cargo Weight/Volume/Type**

Net Weight: 123 Kilograms Volume: 354 Liters  
Gross Weight: 112316 Kilograms Cargo Type: PCS

Proceed to Package details >  
< Previous Next >

**Party Information**

Exporter Name: VIKRAM  
Importer Name: AJAZARI CLEARING & FORWARDING  
License Expires on: 25-12-2020  
VAT TRN: 11186234777773  
Agent Name: SABA SHIPPING INTERNATIONAL (LLC) Shaban Clearing & General Transport LLC Saline Ship Spare Parts  
Cargo Handler Name: TESTCH EXPD4  
Broker Name: VIKRAM SINGH (LLC)  
License Expires on: 15-06-2020



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

The **Invoice Details** screen appears.

Amend - Import to Local from ROW - 1010012028520

1

2

3

4

5

General Information













Shipping Details

Invoice Details

Amendment Details

Payment Details

**Invoice Details**

Invoice No.	Invoice Date	Terms of Delivery	Value	No. of Line Items	Action
Invoice - 3	03-05-2020	FOB	AED 3000	1 line item(s)	   
Invoice No-2	30-04-2020	CRF	AED 15001	1 line item(s)	   
Invoice No-1	30-04-2020	FOB	AED 15000	5 line item(s)	   


Grand Total: AED 33,001.00

**Add/Upload Invoice**

+ Add Invoice

Or Upload

Browse

 Upload

Previous

Next

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

The **Amendment Details** screen appears.





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General Information Shipping Details Invoice Details Amendment Details Payment Details

• Failure to upload required documents can result in delayed clearance/registration of declaration

### Amendment Summary

Attribute Name	Old Value	New Value
Carrier Registration No	AQ2485	EK2005
Port of Load	DUBAI DUTY FREE	Bahama
AMS / BOL	Available in Original (Paper)	Available in Copy
HAWB		45263
MAWB / BOL	234324	2343243
Gross Weight	11231	112314
Net Weight		123
Net Weight Unit		kg
Volume		564
Volume Unit		l
Change in Invoice Header details		
Change in Invoice Line Item details		

#### Old Charges

Charges	Amount	Status
Duty	3922	
Identical Customs Charges	120	
Knowledge-Innovation Dirham	20	
Duty - Liquor	1179	
Duty - FTT	92920	
Duty Deposit	118	
Missing document deposit	1000	
Registration fee	30	
Service Charge	100	

#### New Charges

Charges	Amount
Duty	6,945
Identical Customs Charges	120
Duty - Liquor	1,179
Duty - FTT	92,520
Duty Deposit	118
Missing document deposit	1,000
Registration fee	30
Service Charge	100
Knowledge-Innovation Dirham	20
Declaration Amendment Fine	500
Knowledge-Innovation Dirham	20
Declaration Amendment Charge	25

### Amendment Update

Amendment Reason \* [Select Amendment Reason]

Version(s) of Declaration: [Select Version]

Cargo Status \* [Select Cargo Status]

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

The changes in duty or deposits along with amendment related charges and fines if any are also displayed.

5. Select a valid reason for amendment from the **Amendment Reason** dropdown list.
6. 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 amendment should be entered in the box provided.
7. Select the cargo status from the **Cargo Status** dropdown list.
8. Select the **Version of Declaration** in dropdown list to view the previous details of declaration.
9. Click **Upload** button to upload files or documents related to the request as attachment.
10. Click the **Next** button.

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



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Amend - Import to Local from ROW - 1010012028520

1 General Information 2 Shipping Details 3 Invoice Details 4 Amendment Details 5 Payment Details

Payment Details

Duty:	AED 3,023.86	[Please Select]	[Please Select]
Declaration Amendment Fee:	AED 500.00	[Please Select]	[Please Select]
Knowledge Innovation Dirham:	AED 20.00	[Please Select]	[Please Select]
Declaration Amendment Charge:	AED 25.00	[Please Select]	[Please Select]

☐ I, the undersigned USITFN URLIN being authorized by VIKRAM SINGH (J.L.C) and for the purposes of using the electronic services provided by Dubai Customs, and after perusing the terms and conditions of using Mesal (2), declare and undertake to comply with the terms and conditions referred hereinafter without prejudice to any obligations and provisions provided for in the customs law, policies and decisions thereof, laws in force and customs broker policy.

I, the Authorized Person, have carefully read and fully understood the Terms and Conditions and accept them.

< Previous Next >

Party Information

Exporter Name: VIKRAM

Importer Name: ABJARI CLEARING & FORWARDING

License Expires on: 25.12.2020

VAT TRN: 11186254777773

Agent Name: SABA SHIPPING INTERNATIONAL (J.L.C) Shaban Clearing & General Transport LLC Sadhe Ship Spare Parts

Cargo Handler Name: TESTCH EXP04

Broker Name: VIKRAM SINGH (J.L.C)

License Expires on: 15.06.2020

11. 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 etc from the dropdown list.
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. The broker should use an importer account only if he has been authorized by the importer to use his account. In the case of E-Payment, payment reference not required. For more information on Account selection, <b>see 19 Appendix, 19.4 Customs Broker</b>

12. Tick the designated box to declare that all provided particulars in the declaration are true and correct.

13. Click the **Submit** button to submit the amendment request for Customs approval.

Upon submission of the amendment request a confirmation message containing the Request Number and high-level declaration details with date & time of submission is displayed to the Declarant.



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**Amend - Import to Local from ROW - 1010012028520**

Your Request for Customs Declaration Amendment will be sent for approval. Request Number is 362358

**Submission Details**

Submission Date:	2020-05-03 10:18:12	Reason for Amendment:	Vehicle Carriage Capacity wrongly declared.
Customer Name:	USRFN		

**Declaration Details**

Declaration No:	1010012028520	Declaration Type:	Import to Local from ROW
Declaration Date:	2020-05-03	Client's Dec. Ref. No:	BM1 Air 2020 V
Importer VAT TRN:	11100234777773		

**Sign & Submit**

14. Click the **Sign & Submit** button to complete and submit the digitally signed amendment request.

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



## 7. Canceling a Declaration

A request can be made to cancel any declaration that is already submitted to Dubai Customs.

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

**Note:** A fine will be applicable on selected declaration types if cancellation is due to a change in declaration type.

**Note:** Cancelling of Passenger Channel Declaration is not allowed in Mirsal 2 System. Passenger Channel Declarations can only be amended through Bureau Office in Dubai Passenger Terminals.

You can search for the declarations to cancel using the following two ways:

- Quick Search
- Advanced Search

### 7.1. Searching a Declaration to Cancel using Quick Search

Quick search is useful when the user knows the declaration number or the client's declaration reference number.

#### To search using Quick Search

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

The **Cancel Declaration Search** screen appears with the **Quick Search** tab selected by default.

2. Enter any one or both of the following fields:

Field/Button	Description
Declaration Number	Enter the Declaration Number available on the successful new declaration submission message.
Client Dec. Ref. No.	Enter the Reference number used by the Declarant at the time of a new declaration submission.

3. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section **7.2 Viewing the Search Results for** .  
For more information on canceling the Declaration, see section **7.3 Initiating a Cancel Request**.



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## 7.2. Viewing the Search Results for Canceling

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

Cancel Declaration - Search Results

Business Code: AE-122365-VIKRAM SINGH (L.L.C)

Make Search

Declaration No.	Date	Declaration Type	Business Code - Name	Master Transport Doc. No.	Status	Action
1010001293818	05-01-2015	Transit (ROW to ROW)	AE-122365-VIKRAM SINGH (L.L.C)	12312343	Cleared	
1010001294118	05-01-2015	Transit (ROW to ROW)	AE-122365-VIKRAM SINGH (L.L.C)	123123	Cleared	
1010001294018	05-01-2015	Transit (ROW to ROW)	AE-122365-VIKRAM SINGH (L.L.C)	1231234	Cleared	
1010001293718	05-01-2015	Transit (ROW to ROW)	AE-122365-VIKRAM SINGH (L.L.C)	123123	Cleared	
1010001293518	05-01-2015	Transit (ROW to ROW)	AE-122365-VIKRAM SINGH (L.L.C)	123123	Cleared	
1010001293618	05-01-2015	Transit (ROW to ROW)	AE-122365-VIKRAM SINGH (L.L.C)	123123	Cleared	
1010001293918	05-01-2015	Transit (ROW to ROW)	AE-122365-VIKRAM SINGH (L.L.C)	12312343	Cleared	
1010001295718	10-01-2015	Transit (ROW to ROW)	AE-1224194-VIKRAM SINGH DHALWAL FREIGHT SYSTEMS LLC	123123	Cleared	

Back

The following details are displayed:

Fields/Buttons	Description
Declaration Number	Number generated by the Customs system for the declaration. Click to view the complete declaration details.
Date	Date submitted to Customs.
Declaration Type	Type of the declaration submitted.
Business Code - Name	Business code and name of the owner of the declaration.
Master Transport Doc. No.	Transport document number such as Airway Bill or Bill of Lading.
Status	Current status of the declaration such as submitted, cleared etc.
Make Request Icon	Click to initiate a new cancel request, against a particular declaration.
History Icon	Click to view the previous requests / status against the particular declaration.
Favorite Icon	Click to mark the particular declaration as Favorite.

## 7.3. Initiating a Cancel Request

1. Click the **Make Request** icon from the **Cancel Declaration Search Results** screen.

The **Cancel Declaration Request** screen is displayed.



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**Cancel Declaration - Payment Collection - 1010011443020**

• Failure to upload required documents can result in delayed clearance/rejection of Declaration

**Declaration Details**

Declaration Number	1010011443020	Declaration Date	2020-01-11
Declaration Type	Import to Local from ROW	Cargo Channel	Air
Business/Personal Customs Code & Name	AE-1223636 - RED ENTERTAINMENT DISTRIBUTION FZCO VIGRAM	Broker Code & Name	AE-1223636 - VIKRAM SINGH (L.L.C)
Inbound HAWB No./HBL	AWAWB1	Inbound MAWB No./MOL	AWMAWB1VAT
Outbound HAWB No./HBL		Outbound MAWB No./MOL	
		Client's Dec Ref. No	IM1 Air 2020 V

**Cancel Details**

Cancellation Reason \* Select Cancellation Reason Cargo Status \* Select Cargo Status

Upload Previous Next

A summary of the declaration 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. Click Upload button to 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 Declaration Request - Net Payment Settlement Details** screen.

**Cancel Declaration - Payment Collection - 1010011443020**

**Payment Details**

Declaration Cancellation Charge: AED 25.00

Payment Mode \* Please Select Payment Reference \* Please Select

☐ I, AE-1223636-VIKRAM SINGH (L.L.C) , hereby declare that, particulars provided in this declaration are true and correct, confirm availability of all related permits/approvals in dealing with the declared goods and also authorize Dubai Customs to deduct the required customs duties/deposit, other applicable charges and fines through my account.

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.



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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 etc from the dropdown list.
Payment Reference	<p>Select the account number assigned to the Standing Guarantee A/C, Duty Credit A/C etc by Dubai Customs from the dropdown list.</p> <p>Only account numbers related to the involved parties will be displayed for selection. The broker should use an importer's account only if he has been authorized by the importer to use his account.</p> <p>In the case of E-Payment, payment reference not required.</p> <p>For more information on Account selection, <b>see 10 E-payments</b></p>

8. Tick the designated box to declare that all provided particulars in the declaration 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 Request Number, high-level declaration details and cancellation request details with date & time of submission is displayed to the Declarant.

Cancel Declaration - Payment Collection - 1010011443020

Your Request will be sent for approval.

**Request Details**

Request Number	962899	Submission Date	03-05-2020 22:34
Reason for Cancellation	11: Port of Discharge wrongly declared	Business Code & Name	AE-1223836 RED ENTERTAINMENT DISTRIBUTION FZCO, VIKRAM
Broker Code & Name	AE-1223869 VIKRAM SINGH (I.L.C)		

**Declaration Details**

Declaration Number	1010011443020	Declaration Type	Import to Local from ROW
Declaration Date	2020-05-11	Cargo Channel	Air
Client's Dec Ref. No	IM1-Air 2020 V		

[Print](#) [Sign & Submit](#)

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

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





## 8. Printing a Declaration

It is possible to print any declaration submitted to Customs.

The types of print formats are as follows:

### GCC Format

This format is available only when the status of the declaration is **cleared**. This printout can be used as the official Customs Bill of Entry against the submitted declaration. There are two options to print in GCC Format. Declaration can be printed on GCC Stationery or A4 size Plain Paper with full GCC Format.

### Standard Format

This format is available irrespective of the declaration status. This print format can be used if the user wants to take the declaration printout for their own purpose such as filing, data checking etc. This format can be printed on A4 size plain paper.

**Note:** A declaration printed on standard format is not an official Customs Bill of Entry. This should not be used or presented to any government or non-government offices, entities, establishments or organizations.

### 8.1. Initiating a Declaration Print

1. In the main menu, click **Mirsal II > Declaration > Print**.

The **Print Declaration Search** screen appears.

Print Declaration - Search

Search

Declaration No. \*

Search Reset

A print can be requested by the declaration number for any particular declaration

2. Enter any one or more of the following.

Search	Description
Declaration No.	Number generated by the Customs system for the declaration. Enter the declaration number

3. Click the **Search** button.

The search results appear. Only selected high-level information related to the declaration is displayed to identify the particular declaration. The user can view the complete declaration by clicking the hyperlink on the declaration number.

Print Format	Choose the format on which the print is required. GCC format will be enabled on <b>Cleared</b> declarations only.
--------------	--



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**Print Declaration - Search**

**Search**

Declaration No. \* 1010012328529

**Search** **Reset**

**Results**

Declaration No.	Date	Business Code - Name	Client's Dec. Ref. No.	Status	GCC	Standard	Currency Declaration	Acknowledgement
1010012328529	03-05-2020	AE-1223620 - ALAZARI CLEARING & FORWARDING	IM1 Air 2020 V	Cleared	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

- Click the print icon in the “GCC” column to print declaration in GCC format.
- Declaration will be printed with all the type of selected copies as shown below. You may unselect if you do not require any particular type.

**Print in GCC Format** **X**

**Do you want to Print This Bill?**

☒ Handling Authority

☒ Consignee Copy

☒ Consignee Claim Copy

☒ Customs Copy

Print on: ☒ GCC Stationery ☐ A4 Plain Paper

**OK** **Cancel**

- Select the type of GCC Print required.
- Click **OK** button to proceed.
- Click the print icon in “Standard” column to print the declaration in standard format.

**Note:** Only one declaration can be selected for print at a time.

The below **View Customs Declaration** screen appears.



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## Customs Bill

REGIME TYPE:						
Import						
CARGO CHANNEL:	DECLARATION TYPE:	DECLARATION DATE:	REQUEST NO.:	DECLARATION NO. / CUSTOMS CLEARANCE	REQUEST TYPE:	MIRSAI REFERENCE NO.:
Air	Import to Local from ROW	03-05-2020	962479	1010012028520	New Declaration	
MAWB/MOBOL:	HAWB/MOBOL:	CARRIER NUMBER:	CARRIER NAME:		SCHEDULED DATE:	
234324			AI2461		20-10-2020	
ORIGINAL LOAD PORT:	PORT OF LOAD:	PORT OF DISCHARGE:	DESTINATION COUNTRY:		GOODS LOCATION:	
AIRCRAFT STORES	DUBAI DUTY FREE	DUBAI INTL AIRPORT PASSENGER T2			JEBEL ALI	
NET WEIGHT:	GROSS WEIGHT:	MEASUREMENT:	CARGO TYPE:			
	11231 kg		FCL			
PURPOSE:			PURPOSE DETAILS:			

## Persons/Parties

EXPORTER 37704 VIKRAM INDIA	IMPORTER AE-1223620 AJAZARI CLEARING & FORWARDING Dubai Dubai VAT TRN: 11100234777773 971-4-4176229
AGENT AE-1223397 SABA SHIPPING INTERNATIONAL (L.L.C) Shaban Clearing & General Transport LLC Saltee Ship Spare Parts Dubai Al Mina 971-4-1234567	CARGO HANDLER PR-01950 TESTCH EXPO4 Dubai Dubai 971-4-4444444
BROKER AE-1223968 VIKRAM SINGH (L.L.C) Address 1 Address 2 971-4-1234573	NOTIFY PARTY
PASSENGER	

## Clearance Instruction (If any)

Controlling Authority Inspection required Controlling Authority Inspection required Controlling Authority Inspection required	SUBMITTED BY xviktetr002 SUBMITTED ON May 03, 2020 16:11:47
DECLARATION STATUS Cleared (END) PRINTED ON May 04, 2020 09:31:35	



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## Charges & Payment Details

TOTAL CUSTOM CHARGE DETAILS<		COLLECTION DETAILS		
	AMOUNT<	RECEIPT NUMBER<	STATUS<	DATE<
Duty	3922	10083064		
Identical Customs Charges	120	10083065		
Knowledge-Innovation Dirham	20	10083066		
Duty - Liquor	1179	10083067		

Page 1 of 4

Duty - FTT	92920	10083068		
Duty Deposit	118	1047928		
Missing document deposit	1000	1047929		
Registration fee	30	10083069		
Service Charge	100	10083070		
TOTAL	99409			

## Document Availability

DOCUMENT AVAILABILITY<	TYPE<	REASON<
Packing List	Available in Original (Paper)	
AWB/BOL	Available in Original (Paper)	
Cert. of Origin	Available in Electronic	
Invoice	Available in Copy	

## Shipping Details

RELEASE INSTRUCTIONS<	TRANSIT DETAILS	OTHER REMARKS<
	OUTBOUND MAWB/MBOL<	
	OUTBOUND HAWB/HBOL<	
	CARRIER NAME<	
	CARRIER NUMBER<	
	POINT OF EXIT<	
	OUT BOUND CARGO CHANNEL<	
	OUT BOUND SCHEDULE DATE<	
		BROKER ID< CLIENT DEC REF NO.<
		AE-1223969 IM1 Air 2020 V

## Packages Details

NUMBER OF PACKAGES<	MARKS & NUMBER<
234234 BUNDLES	Remarks Handle with care
424 BOXES	No Remarks



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## Container Details

SL NO	CONTAINER TYPE	CONTAINER SIZE	CONTAINER NUMBER	SEAL NUMBER
1	Road Tanker	40	HSTU700994	
2	Reefer	45	ISTU700994	SEAL
3	Dry	20	JSTU700994	SEAL
4	Standard	40	ASTU700994	
5	Trailer	45	BSTU700994	SEAL
6	Tank	20	CSTU700994	SEAL
7	Ventilator	40	ZSTU700994	
8	Cub Reefer	45	ESTU700994	SEAL
9	Half Height	20	FSTU700994	SEAL
10	Insulator	45	BSTU700995	SEAL
11	Open Side	45	BSTU700996	SEAL
12	Open Side Open Top	45	BSTU700997	SEAL
13	Blowthrough Container	45	BSTU700998	SEAL

14	Chassis	40	BSTU700999	SEAL
15	Flat Rack Container	20	BSTU700900	SEAL
16	Flat	45	BSTU700910	SEAL
17	High Cube	40	BSTU700911	SEAL

## Invoice Details

Invoice - Invoice No-1								Date: 30-04-2020		
SL NO	No. of Pages	INVOICE TYPE	SELLER INFO	BUYER INFO	TERMS OF DELIVERY	INVOICE VALUE	FREIGHT	INSURANCE	PAYMENT METHOD	
1	3	Invoice	VIKRAM		Free Onboard Vessel	10000	2100	1000	L/C - Letter of credit	
LINE ITEM	HSCODE	GOODS DESCRIPTION	STAT QTY. UNIT	SUPP QTY. UNIT	GOODS VALUE IN FOREIGN CURRENCY	CIF VALUE IN AED	DUTY%	DUTY/DEPOSIT	ORIGIN	CONDITION
1	26202900	Ash & residues other than from the manufacture of iron or steel containing mainly lead other than	1 kg		3000 AED	3428.13	20	668.485	UNITED STATES	New
REF. DECLARATION			EXEMPTION REFERENCE NUMBER				EXEMPTION TYPE/SOURCE			
			4010000880017							
LINE ITEM	HSCODE	GOODS DESCRIPTION	STAT QTY. UNIT	SUPP QTY. UNIT	GOODS VALUE IN FOREIGN CURRENCY	CIF VALUE IN AED	DUTY%	DUTY/DEPOSIT	ORIGIN	CONDITION
2	15083373	IT Commodity	2323 kg		1000 AED	1198.69	0	0	BELARUS	Old
REF. DECLARATION			EXEMPTION REFERENCE NUMBER				EXEMPTION TYPE/SOURCE			



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LINE ITEM	HSCODE <sup>1</sup>	GOODS DESCRIPTION <sup>1</sup>	STAT QTY. UNIT <sup>1</sup>	SUPP QTY. UNIT <sup>1</sup>	GOODS VALUE IN FOREIGN CURRENCY <sup>1</sup>	CIF VALUE IN AED <sup>2</sup>	DUTY% <sup>3</sup>	DUTY/DEPOSIT <sup>4</sup>	ORIGIN <sup>5</sup>	CONDITION <sup>6</sup>
3	92012000	Grand pianos	323 u		2000 AED	2363.28	5	118.164	CROATIA (Hrvatska)	New
REF. DECLARATION <sup>7</sup>			EXEMPTION REFERENCE NUMBER <sup>8</sup>			EXEMPTION TYPE/SOURCE <sup>9</sup>				
						Industrial Exemption				
LINE ITEM	HSCODE <sup>1</sup>	GOODS DESCRIPTION <sup>1</sup>	STAT QTY. UNIT <sup>1</sup>	SUPP QTY. UNIT <sup>1</sup>	GOODS VALUE IN FOREIGN CURRENCY <sup>1</sup>	CIF VALUE IN AED <sup>2</sup>	DUTY% <sup>3</sup>	DUTY/DEPOSIT <sup>4</sup>	ORIGIN <sup>5</sup>	CONDITION <sup>6</sup>
4	87021000	Motor vehicles for the transport of ten or more persons, including the driver, with only compression	3 u		5000 AED	6576.01	5	328.801	CONGO, THE DEMOCRATIC REPUBLIC OF THE (formerly Zaire)	
REF. DECLARATION <sup>7</sup>			EXEMPTION REFERENCE NUMBER <sup>8</sup>			EXEMPTION TYPE/SOURCE <sup>9</sup>				

### Vehicle Details

Item No. 1

VEHICLE TYPE <sup>1</sup>	BRAND <sup>2</sup>	MODEL <sup>3</sup>	CONDITION <sup>4</sup>	SPECIFICATION <sup>5</sup>	DRIVE <sup>6</sup>	
CAR	BMW	X7	New	GCC Standard	Left Hand Drive	
CHASSIS NUMBER <sup>7</sup>	ENGINE NUMBER <sup>8</sup>	COLOR <sup>9</sup>	YEAR BUILT <sup>10</sup>	ENGINE CAPACITY <sup>11</sup>	PASSENGER CAPACITY <sup>12</sup>	CARRIAGE CAPACITY <sup>13</sup>
VEHCHASSVIK5IT2U141	ENGINESIT21141	Red/Green/Blue-Yellow/blue/whi	1900	500	4	4

REF. DECLARATION <sup>1</sup>	EXEMPTION REFERENCE NUMBER <sup>2</sup>	EXEMPTION TYPE/SOURCE <sup>3</sup>
PERMIT AUTHORITY <sup>4</sup>	PERMIT NOT REQUIRED <sup>5</sup>	PERMIT REFERENCE NO. <sup>6</sup>
	Yes	

LINE ITEM	HSCODE <sup>1</sup>	GOODS DESCRIPTION <sup>1</sup>	STAT QTY. UNIT <sup>1</sup>	SUPP QTY. UNIT <sup>1</sup>	GOODS VALUE IN FOREIGN CURRENCY <sup>1</sup>	CIF VALUE IN AED <sup>2</sup>	DUTY% <sup>3</sup>	DUTY/DEPOSIT <sup>4</sup>	ORIGIN <sup>5</sup>	CONDITION <sup>6</sup>
6	24031010	Chopped or compressed tobacco, whether or not containing tobacco substitutes in any proportion		2323 kg	2000 AED	3176.3	200	92920	CZECH REPUBLIC	New
REF. DECLARATION <sup>7</sup>			EXEMPTION REFERENCE NUMBER <sup>8</sup>			EXEMPTION TYPE/SOURCE <sup>9</sup>				
PERMIT AUTHORITY <sup>10</sup>			PERMIT NOT REQUIRED <sup>11</sup>			PERMIT REFERENCE NO. <sup>12</sup>				
			No			TRA-VIK-2322				
			No			FIRS-06062014-0003				

Invoice - Invoice No-2						Date: 30-04-2020			
SL NO	No. of Pages	INVOICE TYPE <sup>1</sup>	SELLER INFO <sup>2</sup>	BUYER INFO	TERMS OF DELIVERY <sup>3</sup>	INVOICE VALUE <sup>4</sup>	FREIGHT <sup>5</sup>	INSURANCE <sup>6</sup>	PAYMENT METHOD <sup>7</sup>
2	3	Sales Invoice	VIKRAM		Cost, Insurance & Freight	15001			T/T - Telex Transfer









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9. Click the **Print** button at the bottom of the screen.

The declaration is printed.

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



## 9. E-Payment

E-Payment supports online payments for the electronic declarations that are submitted through Dubai Trade Portal. The customers will select the payment method when they submit their declaration requests and they will proceed with the payment after the approval of their request.

Processing the payment will be executed through Dubai eGovernment gateway, and when the confirmation on the payment is received from the eGovernment gateway, Mirsal 2 will update the status of the declaration and will allow the customer to print approved Bill of Entry form and collect his goods.

**Note:** If E-Payment is the selected mode for any of the charges, the remaining charges must also be using E-Payment mode.

### 9.1. Viewing Declarations in E-payment

#### 9.1.1. View Declarations E-Payment Pending

1. In the main menu, click **Mirsal II > Declaration > E-Payment**.

The **E-Payment home page** screen appears displaying declarations that are currently pending for payment initiation. For more information on Initiating E-Payment see section **9.2 Initiating an E-Payment request**.

	Declaration Number	Client Dec. Reference No.	Request Date	Amount (AED)
<input type="checkbox"/>	3020001748529	TS2 Land 2020 Veh	04-05-2020	195.00
<input type="checkbox"/>	302000152520	TR2 Land 2020 V	04-05-2020	195.00
<input type="checkbox"/>	1810012041228	IM1 Postal 2020 BHC	04-05-2020	348.00
<input type="checkbox"/>	3020001748428	TS2 Land 2020 Veh	01-05-2020	195.00

The following details are displayed:

Fields/Buttons	Description
Status	Search by Status of e-payment from the dropdown list. By default system displays declarations under <b>Pending</b> status for e-payment.
Initiate button	Button to initiate the e-payment. One declaration must be selected as minimum to begin the e-payment initiation. For more information on Initiating E-Payment see section <b>9.2 Initiating an E-Payment request</b> .
Declaration Number	Number generated by the Customs system for the declaration.
Client Dec. Reference Number	Client's reference number for the declaration, e.g. Job reference number etc.
Request Date	Date on which declaration submitted to Customs
Amount	Amount to be settled



### 9.1.2. View Declarations E-Payment Initiated

1. In the main menu, click Mirsal II > Declaration > E-Payment

The **E-Payment home page** screen appears displaying declarations that are currently pending for payment initiation. For more information on Initiating E-Payment see section 9.2

**Initiating an E-Payment request.**

2. Open the **Status** dropdown box
3. Select **Initiated** from the list of values

The E-Payment screen with declaration status as initiated appears.

The screenshot shows the 'E-Payment' interface. At the top, there's a 'Status' dropdown menu set to 'Initiated(2)' and a 'Recheck' button. Below this is a table with the following columns: Declaration Number, Client Dec. Reference No., Request Date, and Amount (AED). Two rows are visible:

Declaration Number	Client Dec. Reference No.	Request Date	Amount (AED)
3020001748520	T52 Land 2020 Vah	04-05-2020	105.00
3020001752920	TR2 Land 2020 V	04-05-2020	105.00

The following details are displayed.

Fields/Buttons	Description
Status	Search by Status of e-payment on which results are displayed.
Recheck button	Button to recheck the latest status of any particular declaration. <i>Tick</i> check box of one declaration must be selected as minimum to begin the Recheck. <i>The E-Payment acknowledgement screen shown under section 9.2 Initiating an E-Payment request appears with latest status of the payment.</i>
Declaration Number	Number generated by the Customs system for the declaration.
Client Dec. Reference Number	Client's reference number for the declaration, e.g. Job reference number etc.
Request Date	Date on which declaration submitted to Customs
Amount	Amount to be settled

### 9.1.3. View Declarations E-Payment Successful

1. In the main menu, click Mirsal II > Declaration > E-Payment

The **E-Payment home page** screen appears displaying declarations that are currently pending for payment initiation. For more information on Initiating E-Payment see section 9.2

**Initiating an E-Payment request.**

2. Open the **Status** dropdown box
3. Select **Successful** from the list of values

The following screen appears.



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**E-Payment**

Status:  Declaration Number:

From Date:  To Date:

4. Enter any one or more of the following.

Search	Description
Status	Search by Status of e-payment
Declaration No.	Number generated by the Customs system for the declaration. Enter the declaration number if the search is against any particular declaration
From Date	Date on which the selection should begin.
To Date	Date on which the selection should end.

5. Click the **Display List** button.

The search results screen appears.

**E-Payment**

Status:  Declaration Number:

From Date:  To Date:

Declaration Number	Client Dec. Reference No	Request Date	Amount (AED)
<a href="#">1620001552620</a>	TR2 Land 2020 V	22-04-2020	105.00
<a href="#">2040001427720</a>	EXA Land 2020 V	22-04-2020	120.00
<a href="#">3630002311220</a>	TSS CL 2020 V	22-04-2020	2800.00
<a href="#">3830002339520</a>	TSS CL 2020 V	20-04-2020	3600.00
<a href="#">4830002478120</a>	TAS Air 2020 V	20-04-2020	3825.00

#### 9.1.4. View E-Payment Transaction History

Declarant can view the complete e-payment transaction history of any particular declaration. This option will be available on declarations displayed under search results of *Initiated* or *Successful* e-payment status. Click on the **Declaration Number** hyper link.

The following screen appears.



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ePayment History				✕	
Declaration Number	3020001748520	Request Date	04-05-2020		
Amount	105.00	Client Dec. Reference No	TS2 Land 2020 Veh		
Transaction No.	4012389	Transaction Date	06-05-2020		
DEG Transaction No.	550000228917073	DEG Transaction Date	06-05-2020 09:57:00		
Initiated By	xviktestr002	Initiated Date	06-05-2020		
Payment Method	Credit Card	ePayment Status	Successful		
Message	SUCCESS				
Declaration Number	3020001748520	Request Date	04-05-2020		
Amount	105.00	Client Dec. Reference No	TS2 Land 2020 Veh		
Transaction No.	4012385	Transaction Date	04-05-2020		
DEG Transaction No.	000213843464-D	DEG Transaction Date	04-05-2020 10:18:57		
Initiated By	xviktestr002	Initiated Date	04-05-2020		
Payment Method	Not Selected	ePayment Status	Failed		
Message	Error Code: 11 - SP Terminated				
				✕ Close	

## 9.2. Initiating an E-Payment Request

1. In the main menu, click **Mirsal II > Declaration > E-Payment**.

The **E-Payment home page** screen appears displaying declarations that are currently pending for payment initiation

E-Payment				
Status	Pending(4)	✕ Initiate		
<input type="checkbox"/>	Declaration Number	Client Dec. Reference No	Request Date	Amount (AED)
<input type="checkbox"/>	3020001748520	TS2 Land 2020 Veh	04-05-2020	105.00
<input type="checkbox"/>	5020001152520	TR2 Land 2020 V	04-05-2020	105.00
<input type="checkbox"/>	1010012041228	IM1 Postal 2020 BHC	04-05-2020	348.00
<input type="checkbox"/>	3020001748428	TS2 Land 2020 Veh	01-05-2020	105.00
⏪ ⏩ ⏴ ⏵				

2. Tick the designated **Check box** available against each declaration number for which the declarant intend to initiate the payment

**Note:** Multiple declarations can be selected for e-payment through a single initiation

3. Click the **Initiate** button to proceed with e-payment.

The following screen appears.



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## E-Payment

By clicking the confirm button, you are authorizing us to redirect your request for payment of **AED 348.00** through Dubai E-Government payment site and your requested custom toll will be cleared only on successful completion of the payment.


Cancel

Confirm


- Click the **Confirm** button to complete the initiation. The user will be directed to the E-Payment service provider gateway.

The following screen appears.

**Note:** This screen belongs to the E-Payment service provider. It is shown here for the purpose of reference. Appearance may not look the same.




دبي الذكية  
SMART DUBAI  
مبادرة دبي الذكية




حكومة دبي  
smart dubai gov  
A SMART DUBAI ESTABLISHMENT



DubaiPay


MIDDLE EAST  
LEADING GATEWAY


 Transaction Information


Service Provider : Dubai Customs  
Service : Declaration settlement  
SP Transaction No : 4012387  
Amount : 348.00 AED


 Payment Method

☒   Credit Card

☐  EdirhamG2

☐  Direct Debit

☐  Noqodi

 Contact Information

Email Address :   
Mobile Number :

☐ لقد قرأت التحذير وفهمت عواقبه  
I have read the [warning](#) and understood the consequences

Total Amount: 348.00 AED



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5. Select the method of payment
6. Provide Contact Information, if applicable.
7. Tick the Terms & Condition checkbox.
8. Click the **Pay** button.

The following screen appears.

**Note:** This screen belongs to the E-Payment service provider. It is shown here for the purpose of reference. Appearance may not look the same.

دبي الذكية SMART DUBAI  
A SMART DUBAI ESTABLISHMENT

smart dubai gov  
A SMART DUBAI ESTABLISHMENT

# DubaiPay

MIDDLE EAST  
LEADING GATEWAY

الرجاء الانتظار.. سيتم تحويلك إلى شاشة الدفع  
Please wait.. Your request is being processed

For Inquiries Call AskDubai 6005 6 0000 على الرقم 6005 6 0000 للاستعلام اتصل بخدمة "اسأل دبي" على الرقم

etisalat  
Disclaimer  
This IPG Payment Portal (IPP) is given for demonstration purposes only and linked to staging server of Internet Payment Gateway.  
IPP can be taken offline or its functionality can be changed without prior notice.  
Following page(s) are only supposed to give overview of payment process to our prospective merchants and may not reflect graphical design of IPP on production systems.

I agree

9. Click the **I agree** button if you agree with the disclaimer notes.

The following screen appears.

**Note:** This screen belongs to the E-Payment service provider. It is shown here for the purpose of reference. Appearance may not look the same. The sample below belongs to the credit card payment. This screen will vary according to the method of payment.





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# DubaiPay

MIDDLE EAST  
LEADING GATEWAY

## Transaction Information

Service Provider : Dubai Customs  
Service : Declaration settlement  
ePay Transaction No : 550000228914855  
Amount : 348.00 AED

## Card Details

Card Type : ☒ VISA ☐ MasterCard ☐ AMERICAN EXPRESS ☐ JCB

Credit Card Number :

Expiry Date :  Month  Year

CVV Number \* :  

CVV number (Security Code) is the last three digits of the number found on the back of your credit card near the signature strip.

MasterCard.  
SecureCode


VERIFIED  
by VISA

JCB  
J/Secure

AMERICAN EXPRESS  
SafeKey

PCI DSS  
CERTIFIED  
FATF/OFI NETWORK

## Donation

☐ Donate for charity 

زايـد ZAYED

Total Amount : 348.00 AED

Cancel

Pay

For Inquiries Call AskDubai 6005 6 0000 على الرقم للاستعلام اتصل بخدمة "اسأل دبي"



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10. Enter the required details and click the confirmation button to complete the e-payment process at service provider gateway.

The E-Payment acknowledgement screen appears with status of the payment.

ePayment Acknowledgement			
Transaction No.	4012387	Transaction Date	04-May-20
DEG Transaction No.	550000228914855	DEG Transaction Date	04-May-20 10:51:59
Payment Method	Credit Card	Status	Successful
Transaction Amount	348.00	Message	SUCCESS
<button>Close</button>			

The following details are displayed:

Fields/Buttons	Description
Transaction Number	Reference number generated by the Customs system for the payment.
Transaction Date	Date on which transaction made to Customs.
DEG Transaction Number	Service provider reference number for the particular transaction.
DEG Transaction Date	Date on which transaction made to Service provider.
Payment Method	Method of payment used for the transaction such as credit card, bank transfer etc.
Status	Status of the transaction such as success, failure etc.
Transaction Amount	Amount transmitted in this transaction
Message	Message if any available according to the Status. For e.g. if status is 'failed' then Message could be reason for the failure.

11. Click the **Close** button to close the acknowledgement screen.



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## 11 Currency Declaration

New Declaration Types are introduced in Mirsal 2 system under 'Import' and 'Export' regimes for purpose of Currency Declarations.

Following are the declaration types for Currency declarations:

Declaration Type	Regime Type	Applicable Cargo Channel
Currency Import	Import	Passenger
Currency Export	Export	Passenger

**Note:** Amending and Cancelling of Currency Declaration is not allowed in Mirsal 2 System. Currency Declarations can only be amended through Bureau Office in Dubai Passenger Terminals.

### 11.1 Submitting new Currency Declaration

1. In the main menu, click **Mirsal II > Declaration > Submit Currency Declaration**.

The **Currency Declaration Submission** form appears.

2. Enter the following fields:

Field	Description
Declaration Type	Select the required Declaration Type from the dropdown list. Currency Declaration can be submitted for any one of the following Declaration Types:



	<ul style="list-style-type: none"> <li>• Currency Import</li> <li>• Currency Export</li> </ul> <p>For more information on the types of declarations, see section <b>2.1.1 Declaration Types</b>.</p> <p>Make sure the selected declaration type is correct. Changing of declaration type after submission will require a cancellation request and may attract fines/penalties.</p>
Client's Dec. Ref. No	<p>Enter your reference number for the declaration, e.g., job reference number.</p> <p>This reference number will be useful for the declarant to later track the declaration or for serial wise filing purpose.</p>
Purpose	<p>Select the reason why the currency are imported or exported to other countries (e.g. For Exchange, Travel etc.)</p> <p>Purpose of Currency Declaration can be for any one of the following Reason Types:</p> <ul style="list-style-type: none"> <li>• Investment</li> <li>• Education</li> <li>• Tourism</li> <li>• Exchange</li> <li>• Purchase Goods</li> <li>• Others</li> </ul>
Purpose Details	<p>Enter the purpose details when the selected reason type is "Others".</p>
Exporter	<p>Enter the Exporter Code or details of the Exporter if it is not registered. For more information on how to enter Exporter's Codes, see section <b>11.3 Capturing Personal Customer/Passenger Details</b></p> <p>OR</p> <p>Search for the entity in case of Currency Export declaration where the exporter could be a business entity already registered with Dubai Customs.</p> <p>For more information on how to search Exporter's Codes, see section <b>2.1.3 Searching for a Value in a Field</b>. Or see section <b>11.4 Searching Personal Customer/Passenger details</b> on how to search for Personal Customer.</p>
Importer	<p>Enter the Importer Code or details of the Importer if it is not registered. For more information on how to enter Importer's Codes, see section <b>11.3 Capturing Personal Customer/Passenger Details</b></p> <p>OR</p> <p>Search for the entity in case of Currency Import declaration where the importer could be a business entity already registered with Dubai Customs.</p> <p>For more information on how to search Importer's Codes, see section <b>2.1.3 Searching for a Value in a Field</b>. Or see section <b>11.4 Searching Personal Customer/Passenger details</b> on how to search for Personal Customer.</p>
Passenger	<p>Enter the Passenger Code or details of the Passenger if it is not registered. For more information on how to enter Passenger Codes, see section <b>11.3 Capturing Personal</b></p>



	<b>Customer/Passenger Details</b> OR Search for the entity where the Passenger already registered with Dubai Customs. For more information on how to search Passenger's Codes, see section <b>11.4 Searching Personal Customer/Passenger details</b> <b>Note:</b> When Importer or Exporter is a Personal Customer then he/she will also be considered as Passenger. In such cases, the auto populated passenger information cannot be modified by the declarant.
Port of Load (POL)	Enter or select the port where the Person embarks.  For more information on how to search for the Port of Load, see <b>2.1.3 Searching for a Value in a Field</b>
Port of Discharge	Enter or select the port where the Person disembarks.  For more information on how to search for the Port of Load, see 2.1.3
Inbound/Outbound Carrier Registration Number	Enter the Carrier registration number based on the declaration type inbound (for currency import), or outbound (for currency export). Carrier registration number is the rotation number of the vessel or flight number.
Scheduled Date	Enter or select the scheduled date. Scheduled date is the expected arrival / departure date of the carrier. The scheduled date is entered based on the declaration type inbound (for currency import), or outbound (for currency export)
<b>Availability of required documents</b>	
Authorization Letter	Select the availability from the dropdown list.
Evidence of Currency Source	Select the availability from the dropdown list.

### 3. Enter one or more currency details with the following fields:

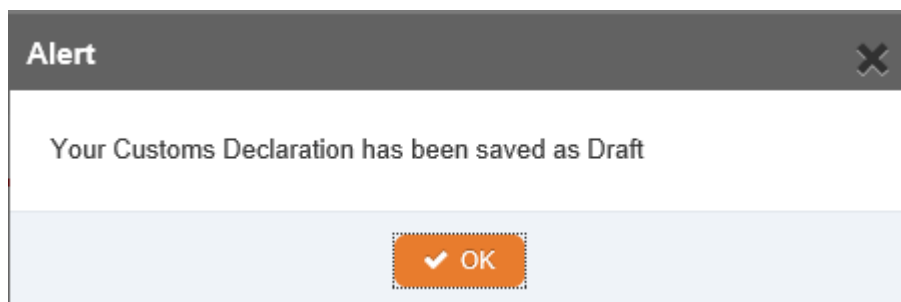
Field	Description
Currency Type	Select the required Currency Type from the dropdown list. Currency details can be added for any one of the following Currency Types: <ul style="list-style-type: none"> <li>Banknotes in Circulation</li> <li>Travelers Cheques</li> </ul>
Currency Code	Select the appropriate Currency Code from the dropdown list.
Currency Amount	Enter the currency amount
Add icon	Click to add the currency details entered.
Edit Icon	Click to edit the particular currency details.



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Delete Icon	Click to delete the currency details.
-------------	---------------------------------------

- Click the **Save as Draft** button if required to save the Currency Declaration and return to continue submitting the declaration.



- Click the **Next** button to go to the Document Details page and upload supporting documents:

**Document Details**

Document Type: Authorization Letter Select files...

< Previous Submit

**Party Information**

Importer Name: xAuto201795210  
License Expires on: 15-06-2020

Broker Name: VIKRAM SINGH (LLC)  
License Expires on: 15-06-2020

- Click the **Submit** button to complete the submission of Currency Declaration.  
The following message appears

**New - Currency Import**

Customs Declaration successfully submitted. Passenger is advised to approach Dubai Passenger Terminal Customs Office for declaration verification and payment of any applicable charge.

Your Customs Declaration has been sent for approval. Request Number is: 983918 Please Click [here](#) to View the Declaration Details. The details can also be viewed from Track Request service

Finish Declaration Print Acknowledgement

**Note:** The submitted currency declaration will be saved as draft submitted and can be tracked or viewed through Track Request service. The Passenger or carrier of the currency is advised to proceed to Bureau Office in the Dubai Passenger Terminal to complete the declaration process and pay for applicable charges.



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## 11.2 To view and print the Currency Declaration acknowledgment

1. Click the **Print Acknowledgment** button from the acknowledgment screen, to view the Currency Declaration acknowledgment.

The Currency Declaration Acknowledgment screen appears.

Passenger Declaration-Acknowledgement			
<b>Request Details</b>			
Request Number	962919	Request Date	04/05/2020
Request Type	New Declaration	Declaration Type	Currency Import
Broker Code & Name	AE-1223969 - VIKRAM SINGH (L.L.C)	Importer Code & Name	BH-0000076 - xAuto201709210
Passenger Code & Name	PC00007889 - VIKRAM SINGH DHALIWALOM		
<b>Charges Details</b>			
No Charges			
Print		Close	

2. Click the **Print** button from the screen, to print the Currency Declaration - acknowledgment.

The Currency Declaration Acknowledgment as printed.



### Currency Declaration-Acknowledgement

#### Request Details

Request Number	957380	Request Date	01/06/2020
Request Type	New Declaration	Declaration Type	Currency Import
Broker Code & Name	AE-XPO0012 - T VIKRAM JASHANMAL NATIONAL COMPANY	Importer Code & Name	AE-1224447 - xTest B2G Trident
		Passenger Code & Name	PC00028008 - VIKRAM O SINGH

#### Charges Details

No Charges

## 11.3 Capturing Personal Customer/Passenger details

The Personal Customer /Passenger registration process is detailed below. Additional fields required by Currency Declaration will be captured as part of the Personal Customer/Passenger Details.





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1. Click the **Personal Customer** Icon in the field. The **Search** screen is displayed

**Note:** In case an existing Personal Customer/Passenger is used, the following additional details will be captured if not already available:

1. Address in Country of Residence
2. Occupation
3. Nationality
4. Place of Birth
5. Visa Type (Other Visa)

2. The following table describes the fields to be entered:

Field	Description
Name	Enter the Name of the Personal Customer/Passenger
Address	Enter the Address of the Personal Customer like Post Box, Street etc.
Country	Enter Country of the Residence of the Personal Customer/Passenger
City	Enter City of the Residence of the Personal Customer/Passenger
Address in Country of Residence	Enter Address in Country of Residence of the Personal Customer/Passenger
Occupation	Enter the Occupation of the Personal Customer/Passenger
Mobile Phone	Enter the Mobile Phone
Date of Birth	Enter the date of birth of the Personal Customer/Passenger
Email	Enter the email address of the Personal Customer/Passenger
ID Document Type	Select the ID Document Type like "Passport" , "National ID" etc.
ID Document No	Enter the Passport Number or National ID Number based on the Type selected
ID Document Issuing Country	Enter the Issuing country of the ID document Type like Passport issuing country etc,
UAE National ID	Enter the UAE National ID Card Number
Visa Type	Enter the UAE Visa Type of the Personal Customer/Passenger



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Other Visa	If selected Visa Type is “Others”, then manually provide the Other Visa.
------------	--

### 3. Enter the required details.

Customer Registration

Personal Details

Name \*

Country \* [Please Select]

Address in Country Of Residence \*

Nationality \* [Please Select]

Place Of Birth \* [Please Select]

Date of Birth \*

Address \*

City \* [Please Select]

Occupation \*

Country of Birth \* [Please Select]

Mobile Phone No. \*

E-Mail \*

Document Details

ID Document Type \* [Please Select]

UAE National ID Details

UAE National ID No.

Visa Details

Visa Type \* [Please Select]

☐ We (xviktestr002) hereby solemnly declare and confirm that the details of the person given on this form are true and complete and we are registering him with Dubai Customs for facilitating the clearance of his goods by customs. We further undertake the full responsibility on the consequences arising out of this registration and confirm that the individual being registered is aware that any customs broker or Authorized Declarant can access the personal details contained in this registration form.

We also undertake to retain the copies of the personal documents relating to the information given on this form for a period of five years and present them to customs as and when required.

< Back

Submit

Reset

✕ Close

### 4. Click the **Submit** button.

### 5. The customer details are saved and the message with the Personal Customer code appears.

Customer Registration

Personal details of (VIKRAM SINGH) - Id 41914 has been added.  
Customer Id assigned is 41914

✕ Close

### 6. Click the **Close** button to close the screen and return to Declaration Screen



## 11.4 Searching Personal Customer/Passenger details

The searching for Personal Customer/Passenger process is detailed below.

1. Click the **Personal Customer** Icon in the field. The **Search** screen is displayed
2. To use the existing Passenger code for Currency Declaration Submission and to ensure the correctness of personal information, details can be retrieved by entering available Passenger code by using the Quick Search option

**Note:** Persons already registered as a Personal Customer can also be used as a Passenger.

The screenshot shows the 'Customer Search' window. At the top, there is a header bar with the title 'Customer Search' and a close button. Below the header, a light blue banner contains the text: 'Any change in the existing Personal Customer details should be reported to Customs for update'. On the right side of this banner is a '+ New Customer' button. Below the banner, there are two tabs: 'Quick Search' (highlighted with a red box) and 'Advanced Search'. Under the 'Quick Search' tab, there is a text input field labeled 'Personal Customer Code: \*'. Below this field are two buttons: 'Q Search' (highlighted with a red box) and 'Reset'. At the bottom of the window is a 'Close' button.

3. Click the **Advanced Search** button
4. If the Customer is an already registered one and the Passenger Code cannot be produced, Advanced Search option can be used to locate the Customer Code and to get the particulars of the Customer.
5. When entering the required search fields in the Advance Search, all associated details will appear on the Screen. The Broker can verify the details to ensure that all the information of the submitted Document matches with the same and confirm the Passenger Code. On entering a value in any of the search fields, all associated information of the same value can be retrieved if existing in the Database.

The screenshot shows the 'Customer Search' window with the 'Advanced Search' tab selected and highlighted with a red box. Below the tabs, there is a 'Search By' dropdown menu currently set to 'ID Document Details'. Under this, there is a section titled 'ID Document Details' containing three input fields: 'ID Document Type: \*' (with a dropdown menu showing '[Please Select]'), 'ID Document Issuing Country: \*' (with a dropdown menu showing '[Please Select]'), and 'ID Document No: \*' (a text input field). Below these fields are two buttons: 'Q Search' and 'Reset'. At the bottom of the window is a 'Close' button.



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6. The search results appear as given in the below screen. The Broker can choose the exact code and use it for Declaration Submission

Customer Search						
Q New Search		+ New Customer				
Code	Name	ID Doc. Type	ID Doc. No.	ID Doc Issuing Country	Mobile No.	Actions
PC00028028	VIKRAM SINGH	National ID	12321232322	OMAN	9715223433	 
✕ Close						

7. After Selecting the Passenger, the Passenger code will appear in the Passenger Code, wherever it is applicable.

\* Passenger  

**Please note,** that Brokers cannot amend the personal details of a Passenger once the individual is recognized by Mirsal 2. In the future event of a Passenger's details requiring amendment (for example the passport number has changed) any change will require the Passenger to contact Customs to effect the change



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## 12 Submit Acknowledgment

On selected Declaration Types Dubai Customs requires acknowledgment from the involved parties. For more information see **19.7 Acknowledgment**

Acknowledgment can be searched using the following two ways:

- Perform Acknowledgement Worklist
- View Acknowledgement Worklist
- Search Acknowledgment

### Mirsal II

#### Acknowledgment

Perform Acknowledgment

Search Acknowledgment

View Acknowledgment

### 12.1 Perform Acknowledgment using Worklist

This will be the first screen when clicking the Perform Acknowledgment service. In this screen, only the Declaration/s with pending Acknowledgment will be displayed. Accepting or Declining Acknowledgment can already be done in this screen. For more information on Accepting Acknowledgment, see section **12.6 Accepting Acknowledgment**. For more information on Declining Acknowledgment, see section **12.7 Declining Acknowledgment**.

#### To view using Perform Acknowledgment Worklist

1. In the main menu, click **Mirsal II > Acknowledgment > Perform Acknowledgment**.

The **Perform Acknowledgment Worklist** screen appears with the selected high-level information related to the Declaration is displayed to identify the particular Declaration request

**Perform Acknowledgement**

Pending Acknowledgement from: Last Two Months

<input type="checkbox"/> Declaration No.	Date	Buyer/Exporter Code/Name	Seller/Importer Code/Name	Value (AED)	Dec. Remarks	Action
<input type="checkbox"/> 3860001203533	06-04-2020	AE-1222945-Ducamo FZ Shaban Clearing & General Transport LLC Genesis Forwarding Services Digital Systems Intake	AE-1222943-New JA FZ VIKRAM	10,000.000	New	
<input type="checkbox"/> 3860001204529	04-05-2020	AE-1222945-Ducamo FZ Shaban Clearing & General Transport LLC Genesis Forwarding Services Digital Systems Intake	AE-1222943-New JA FZ VIKRAM	10,000.000	New	

☐ I/we hereby confirm the transfer of goods as described in the selected declaration/s.



2. The following details are displayed:

Fields/Buttons	Description
Accept Checkbox	Checkbox is ticked when submitting to accept an Acknowledgment. To acknowledge single or multiple declarations, tick the checkbox of the declaration to accept the acknowledgment.
Declaration No	Number generated by the Customs system for the declaration. This is hyperlinked, if clicked the details of the declaration is viewed in a separate screen. For more information on the view declaration, see section <b><u>3.3.2 To view the Declaration of the request.</u></b>
Date	This is the Declaration Date. The date when the declaration is submitted.
Buyer/Importer Code-Name	Business code and name of the Importer of the declaration.
Seller/Exporter Code-Name	Business code and name of the Exporter of the declaration.
Value (AED)	The total Invoice value of the declaration.
Dec Remarks	This is the Declaration Remarks, it tells about the type of transaction made to the declaration. Possible values includes: 1. New - A New declaration is submitted 2. Amended - The declaration is amended by the owner 3. Cancelled - The declaration is cancelled by the owner  Amended and Cancelled are hyperlinked, if clicked the details of the Amendments and Cancellation is displayed.
Decline Icon	Click to decline acknowledgment of a particular declaration.  For more information on Accepting Acknowledgment, see section <b><i>12.7 Declining Acknowledgment</i></b>

3. Select the **Pending Acknowledgment** from dropdown list.

Selecting any of the periods in the **Pending Acknowledgment** from refreshes the list as per the period selected.

4. Check the **Undersigning Statement** box.

Ticking this checkbox is a pre-requisite before accepting the acknowledgment.

For more information on Accepting Acknowledgment, see section ***12.6 Accepting Acknowledgment***

5. Click the **Accept** button.

This will initiate the acceptance of the acknowledgment.

For more information on Accepting Acknowledgment, see section ***12.6 Accepting Acknowledgment***



## 12.2 View Acknowledgment using Worklist

This will be the first screen when clicking the View Acknowledgment service. In this screen, the Owner of the Declaration can track the pending acknowledgment. The history of the acknowledgment can also be viewed here. For more information on Acknowledgment History, see section **12.5.1 View Acknowledgment History**.

### To track using View Acknowledgment Worklist

1. In the main menu, click **Mirsal II > Acknowledgment > View Acknowledgment**.

The **View Acknowledgment Worklist** screen appears with the selected high-level information related to the Declaration is displayed to identify the particular Declaration request

Declaration No.	Date	Buyer/Importer Code-Name	Seller/Exporter Code-Name	Value (AED)	Dec. Remarks	Action
5820001153428	07-04-2020	AE-1222945-Ducamz FZ Shabab Clearing & General Transport LLC General Forwarding Services Digital Systems Intern	AE-1222946-VIKRAM DUCAMZ	1,000.000	New	
5820001153628	22-04-2020	AE-1222945-Ducamz FZ Shabab Clearing & General Transport LLC General Forwarding Services Digital Systems Intern	AE-1222946-VIKRAM DUCAMZ	10,000.000	New	

2. The following details are displayed:

Fields/Buttons	Description
Declaration No	Number generated by the Customs system for the declaration. This is hyperlinked, if clicked the details of the declaration is viewed in a separate screen. For more information on the view declaration, see section <b>3.3.2 To view the Declaration of the request</b> .
Date	This is the Declaration Date. The date when the declaration is submitted.
Buyer/Importer Code-Name	Business code and name of the Importer of the declaration.
Seller/Exporter Code-Name	Business code and name of the Exporter of the declaration.
Value (AED)	The total Invoice value of the declaration.
Dec Remarks	This is the Declaration Remarks, it tells about the type of transaction made to the declaration. Possible values includes: 1. New - A New declaration is submitted 2. Amended - The declaration is amended by the owner 3. Cancelled - The declaration is cancelled by the owner  Amended and Cancelled are hyperlinked, if clicked the details of the Amendments and Cancellation is displayed.
History Icon	Click to view the previous details and status of acknowledgment against the particular declaration.  For more information on Acknowledgment History, see section <b>12.5.1 View Acknowledgment History</b>





3. Select the **Pending Acknowledgment from** dropdown list.

Selecting any of the periods in the **Pending Acknowledgment from** refreshes the list as per the period selected.

## 12.3 Searching Acknowledgment using Quick Search

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

### To search using Quick Search

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

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

2. Enter the value on the required field:

Field	Description
Declaration No.	Enter the Declaration Number available on the successful new declaration submission message.

3. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section **12.5 Viewing the Search Results for Acknowledgment**

## 12.4 Searching Acknowledgment using Advanced Search

Advanced search is useful when the user does not remember the declaration number, as it provides more search fields such as declaration date, acknowledgment status, and importer and exporter business code.

Enter values in the required field to initiate search.

### To search using Advanced Search

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

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

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

The **Advanced Search** screen appears.



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**Search Acknowledgement**

Quick Search | Advanced Search

Purpose: ☒ Perform Acknowledgement  
☐ View Acknowledgement  
☐ Regenerate Acknowledgement

Declaration Type: Transfer within a FZ  
 Acknowledgement Status: Pending  
 Declaration From Date: 04-05-2020  
 Declaration To Date: 04-05-2030  
 Client Dec. Ref No.:  
 Business Code:

Back | Search | Reset

3. Enter any one or more of the following:

Search	Description
Purpose	Select the Purpose of searching the acknowledgment: 1. Perform Acknowledgment - selected by the other party of the declaration in which an acknowledgment is required from him. 2. View Acknowledgment - selected by the Owner of the Declaration who wants to track the status of the declaration acknowledgment.
Declaration Type	Select the type of declaration required from the dropdown list. Declaration Types that requires acknowledgment are the following: 1. EX2 - Export from Local to Dubai FZ 2. TR1 - Transfer of Cargo by Dubai based CW 3. TS6 - FZ Transit between Dubai based FZ 4. TR2 - Transfer within a FZ
Declaration From Date	Declaration From Date is Mandatory. Enter the date in the textbox provided or select on a Calendar by clicking on the image beside.
Declaration To Date	Declaration To Date is Mandatory. Enter the date in the textbox provided or select on a Calendar by clicking on the image beside.
Acknowledgment Status	Acknowledgment Status is defaulted to "Pending". Select other status by clicking on the dropdown list. Other statuses includes: 1. Accepted 2. Declined
Business' Code	Enter the Business Code in the provided textbox or select from the look-up. To select the Business Code the following should be considered: 1. If Broker is searching, the Business Code should be the Owner of the Declaration. 2. If Owner of the Declaration is searching, the Business Code should be the Acknowledgment Owner of the declaration. 3. If the Acknowledgment Owner is searching, the Business



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	Code should be the Owner of the Declaration.
Client's Ref. Dec. 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 **12.5 Viewing the Search Results for Acknowledgment**

## 12.5 Viewing the Search Results for Acknowledgment

Only selected high-level information related to the declaration and acknowledgment details is displayed to identify the particular declaration.

The following details are displayed:

Fields/Buttons	Description
Accept Checkbox	Checkbox is ticked when submitting to accept an Acknowledgment. To acknowledge single or multiple declarations, tick the checkbox of the declaration to accept the acknowledgment.
Declaration No	Number generated by the Customs system for the declaration. This is hyperlinked, if clicked the details of the declaration is viewed in a separate screen. For more information on the view declaration, see section <b><u>3.3.2 To view the Declaration of the request.</u></b>
Date	This is the Declaration Date. The date when the declaration is submitted.
Importer Code-Name	Business code and name of the Importer of the declaration.
Exporter Code-Name	Business code and name of the Exporter of the declaration.
Value	The total Invoice value of the declaration.
Ack. Status	This is the Acknowledgment Status, it tells about the state of the Acknowledgement of the declaration. Possible values includes: 1. Requested - Acknowledgment is Requested



	2. Pending - Acknowledgment is Pending 3. Accepted - Acknowledgment is Accepted 4. Declined - Acknowledgment is Declined
Ack. Date	This is the Acknowledgment Date, it tells about the date when Acknowledgment had been submitted, either Accepted or Declined.  When the Acknowledgment Status is in Requested or Pending state, the Acknowledgment Date is blank.
Dec Remarks	This is the Declaration Remarks, it tells about the type of transaction made to the declaration. Possible values includes: 1. New - A New declaration is submitted 2. Amended - The declaration is amended by the owner 3. Cancelled - The declaration is cancelled by the owner  Amended and Cancelled are hyperlinked, if clicked the details of the Amendments and Cancellation is displayed.
Decline Icon	Click to decline acknowledgment of a particular declaration.  For more information on Accepting Acknowledgment, see section <b>12.7 Declining Acknowledgment</b>
History Icon	Click to view the previous details and status of acknowledgment against the particular declaration.  For more information on Acknowledgment History, see section <b>12.5.1 View Acknowledgment History</b>

## 12.5.1 View Acknowledgment History

### To view the Acknowledgment History

1. Click the **History** Icon from the search results screen, to view the history of the acknowledgment.
2. The Acknowledgment History screen appears.



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Acknowledgement History

X

Declaration Details

Declaration No.:5020001153120Declaration Date:04-05-2020

Results

Status Date	Ack. Status	Exporter Name	Importer Name	Value (AED)	Dec. Remarks	Decline Reason
04-05-2020	Accepted	VIKRAM DUCAMZ	Ducamz FZ Shaban Clearing & General Transport LLC Genesis Forwarding Services Digital Systems Intern	64,000	Cancelled	
04-05-2020	Requested	VIKRAM DUCAMZ	Ducamz FZ Shaban Clearing & General Transport LLC Genesis Forwarding Services Digital Systems Intern	64,000	Cancelled	
04-05-2020	Invalid	VIKRAM DUCAMZ	Ducamz FZ Shaban Clearing & General Transport LLC Genesis Forwarding Services Digital Systems Intern	64,000	Amended	
04-05-2020	Accepted	VIKRAM DUCAMZ	Ducamz FZ Shaban Clearing & General Transport LLC Genesis Forwarding Services Digital Systems Intern	64,000	Amended	
04-05-2020	Requested	VIKRAM DUCAMZ	Ducamz FZ Shaban Clearing & General Transport LLC Genesis Forwarding Services Digital Systems Intern	64,000	Amended	
04-05-2020	Invalid	VIKRAM DUCAMZ	Ducamz FZ Shaban Clearing & General Transport LLC Genesis Forwarding Services Digital Systems Intern	64,000	New	
04-05-2020	Accepted	VIKRAM DUCAMZ	Ducamz FZ Shaban Clearing & General Transport LLC Genesis Forwarding Services Digital Systems Intern	64,000	New	
04-05-2020	Requested	VIKRAM DUCAMZ	Ducamz FZ Shaban Clearing & General Transport LLC Genesis Forwarding Services Digital Systems Intern	64,000	New	

X Close

History shows all the acknowledgment made against the specific declaration such as status of acknowledgment, date of status and the decline reason. The Declaration No. is hyperlinked, if clicked the details of the declaration is viewed in a separate screen.

For more information on the view declaration, see section [\*\*3.3.2 To view the Declaration of the request.\*\*](#)

## 12.5.2 View Amendment Summary

1. Click the **Amended** hyperlink of a particular declaration from the search results screen, to view the details of the Amendment.
2. The **Amendment Summary** screen appears.



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**Amendment Summary**

**Declaration Details**

Declaration No.:	5020001153220	Declaration Date:	04-05-2020
------------------	---------------	-------------------	------------

**Amended Attributes**

Attribute	Old Value	New Value
Invoice	Available in Original (Paper)	Available in Electronic

**Amendment Details**

Amendment Reason:	Cargo Type wrongly declared	Cargo Status:	Not Released
Attachment:			

✕ Close

3. The Amendment Summary shows all the amended attributes made against the declaration such as Gross Weight, Importer Code, Cargo Type, etc. The Declaration No. is hyperlinked, if clicked the details of the declaration is viewed in a separate screen.

For more information on the view declaration, see section **3.3.2 To view the Declaration of the request.**

The Amendment Summary also includes the reason for the Amendment and the status of the physical cargo. If declaration contains attachment, it is displayed and the content can be viewed if the file is clicked.

### 12.5.3 View Cancellation Summary

1. Click the **Cancelled** hyperlink of a particular declaration from the search results screen, to view the details of the Cancellation.
2. The **Cancellation Details** screen appears.

**Cancellation Details**

**Declaration Summary**

Declaration No.:	5020001153120	Declaration Date:	04-05-2020
Declaration Type:	Transfer within a FZ	Cargo Channel:	Land
Importer Code-Name:	AE-1222945 - Ducamz FZ Shaban Clearing & General Transport LLC Genesis Forwarding Services Digital Systems Intern	Exporter Code-Name:	AE-1222946 - VIKRAM DUCAMZ
		Broker Code-Name:	AE-1223969 - VIKRAM SINGH (L.L.C)
		Importing CW/FZ:	Ducamz FZ
Exporting CW/FZ:	Kishore DUCAMZ	Client's Dec. Ref. No.:	DRNVIKB2B004
Cargo Status:	Released		

**Cancellation Reason**

Cancellation Reason	02. Cargo Channel wrongly declared
---------------------	------------------------------------

✕ Close



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3. The Cancellation Details shows a high-level detail of the declaration such as Declaration Type, Cargo Channel Cargo Status, etc. The Declaration No. is hyperlinked, if clicked the details of the declaration is viewed in a separate screen.
4. For more information on the view declaration, see section **3.3.2 To view the Declaration of the request.**

The Cancellation Details also includes the reason for the cancellation of the declaration.

## 12.6 Accepting Acknowledgment

1. To accept one or more acknowledgment, tick single or multiple checkbox;
2. Tick the undersigning statement and
3. Click the **Accept** button from the **Acknowledgment Search Results** screen.

Declaration No.	Date	Buyer/Importer Code/Name	Seller/Exporter Code/Name	Value (AED)	Dec. Remarks	Action
<a href="#">5029881152428</a>	07-04-2020	AE-1222945-Ducard FZ Shabab Clearing & General Transport LLC Genesis Forwarding Services Digital Systems Intern	AE-1222945-VIKRAM DUCAMZ	1,000.000	New	<input type="checkbox"/>
<a href="#">5029881152620</a>	22-04-2020	AE-1222945-Ducard FZ Shabab Clearing & General Transport LLC Genesis Forwarding Services Digital Systems Intern	AE-1222945-VIKRAM DUCAMZ	10,000.000	New	<input type="checkbox"/>
<a href="#">5029881153220</a>	04-05-2020	AE-1222945-Ducard FZ Shabab Clearing & General Transport LLC Genesis Forwarding Services Digital Systems Intern	AE-1222945-VIKRAM DUCAMZ	1,000.000	Amended	<input type="checkbox"/>

☐ I/We hereby confirm the transfer of goods as described in the selected declaration(s).

**Accept**

4. The **Accept Acknowledgment Confirmation** screen appears.

**Accept Acknowledgement Confirmation**

You have successfully accepted 1 declaration(s).

**Finish**

5. Click the **Finish** button from the **Accept Acknowledgment Confirmation** screen.

## 12.7 Declining Acknowledgment

1. Click the **Decline** button of a particular declaration from the **Acknowledgment Search Results** screen.

The **Decline Reason** screen is displayed.





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Decline Reason

Decline Reason: \* 

[Please Select]

Other Reason:

Submit

Close

2. Enter any one or more of the following:

Search	Description
Decline Reason	Decline Reason is mandatory Select the reason from a pre-defined Decline Reason in the dropdown list provided.
Other Reason	If the Decline Reason selected is "Others", enter the other reason on the textbox provided.

3. Click the **Submit** button to decline the acknowledgment.

4. The **Decline Acknowledgment Confirmation** screen is displayed.

Decline Acknowledgement Confirmation

You have successfully Declined the selected declaration.

Finish

5. Click the **Finish** button from the **Decline Acknowledgment Confirmation** screen.



## 13 Submitting a Courier Batch Declaration

Batch Information required as part of Courier Batch Submission is entered in Courier Batch Submission screen. Complete details of the declarations to be submitted will be available in the .csv file which will be uploaded as part of Courier Batch Submission.

**Note:** This Module is available to companies that are registered with Dubai Customs as a Courier Company

### 13.1 Entering Courier Batch Information

1. In the main menu, click **Mirsal II > Declaration > Courier Batch Submission**.

The **Courier Batch Submission** form appears.

2. Enter the following fields:

Field	Description
Transaction Type	Select the required Transaction Type from the dropdown list. Transaction Type denotes the service type of the declaration. Courier Batch Declaration can be submitted for any one of the following Transaction Types: <ul style="list-style-type: none"><li>• New</li><li>• Amend</li><li>• Cancel</li></ul>



Type of Movement	Select the required Type of Movement. Courier Batch Declaration can be submitted for any of the following Type of Movements: <ul style="list-style-type: none"> <li>Inbound</li> <li>Outbound</li> </ul>
Cargo Handler's Premise Code	Enter or select the Cargo Handler's Premise Code. Cargo Handler's Premise Code is the Premise Code of the party with whom the cargo is stored before clearance. For more information on how to search for the Cargo Handler's Premise Code, see section <b>2.1.3 Searching for a Value in a Field</b>
Cargo Channel	Select the Cargo Channel from the drop down list. Cargo channel is the transportation mode used for shipping the goods. Following are the available Cargo Channels: <ul style="list-style-type: none"> <li>Courier Air</li> <li>Courier Land</li> </ul>
Port of Load (POL)	Enter or select the Port of Load.
Master Transport Document Number	Enter the Master Airway Bill. This is entered based on the declaration type inbound (for import), or outbound (for export).
Carrier Registration Number	Enter the Carrier registration number based on the declaration type inbound (for import), or outbound (for export). Carrier registration number is the flight number in the case of Courier Air. For more information on how to search for the carrier registration number by vessel name, voyage number or calling port, see section <b>2.1.3 Searching for a Value in a Field</b>
Carrier Number	In case cargo channel is Courier Land, enter Carrier number based on the declaration type inbound (for import), or outbound (for export) or both (for transit).
Scheduled Date	Enter or select the scheduled date in the case of Courier Air/ Courier Land. Scheduled date is the expected arrival / departure date of the carrier. The scheduled date is entered based on the declaration type inbound (for import), or outbound (for export).
Attach File	Enter or select the file which contains the complete details of the declarations to be submitted. Click on "Browse" button to select the file. File should be in the ".csv" format. Refer Data Element Segregation Matrix for the attributes. Refer "Message formats for Courier UI Upload" / "EIS Bulk Declaration" for the structure of file/XSD.

3. Click the **Submit** button

## 13.2 Signing Courier Batch Submission

After entering the Courier Batch Information the Courier Batch Submission proceeds to the Courier Batch Submission Review screen.



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1. In case ActiveX control which is required to digitaly 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.
2. Click the hyperlink in the error message to install the ActiveX control to proceed with declaration submission.

The screenshot shows a web application window titled "Carrier Batch Submission Review". At the top, there is a red error message box with a warning icon. The message states: "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." Below the error message, there is a form with several fields: "Transaction Type : New", "Master Transport Doc. No : MAWFWKJAT100July2017", "Carrier Registration No : ER8355", "Scheduled Date : 15-02-2017", and "No. of Consignments : 1". At the bottom of the form, there is a checkbox that is checked, followed by a declaration text: "I, the undersigned VIKRAM ZHAIWAL Being authorized by PLANET TRAVEL TOURS AND CARGO LLC and for the purposes of using the electronic services provided by Dubai Customs, and after perusing the terms and conditions of using Masai (3), declare and undertake to comply with the terms and conditions referred hereinafter without prejudice to any obligations and provisions provided for in the Customs law, policies and decisions thereof, laws in force and Customs broker policy. I, the Authorized Person, have carefully read and fully understood the [Terms and Conditions](#) and accept them." At the bottom right of the form, there are two buttons: "Back" and "Sign & Submit".

3. Tick the designated box to declare that all provided particulars in the declaration are true and correct.
4. Click the **Sign & Submit** button once complete data is entered and you are ready to submit the declarations.



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جمارك دبي  
DUBAI CUSTOMS

Courier Batch Submission Review

Batch Submission Review

Transaction Type: New

Master Transport Doc. No.: MAWB099

Carrier Registration Number: TG305

Schedule Date: 17-12-2007

Number of Consignments: 3

☒ I, the undersigned aljapan aljapan Being authorized by aljapan and for the purposes of using the electronic services provided by Dubai Customs; and after perusing the terms and conditions of using Mirsal (2), declare and undertake to comply with the terms and conditions referred hereinafter without prejudice to any obligations and provisions provided for in the customs law, policies and decisions thereof, laws in force and customs broker policy. I, the Authorized Person, have carefully read and fully understood the [Terms and Conditions](#) and accept them.

Back

Sign & Submit

A confirmation message containing Batch Reference Number is displayed.

جمارك دبي  
DUBAI CUSTOMS

Courier Batch Submission Confirmation

Your Courier Batch Submission is Successful. Batch Reference Number: 15515

**Finish Declaration**  
and return to Service Landing Page



## 14. Tracking Courier Batch Declarations

You can track the declaration already submitted to Dubai Customs via Courier Batch Submission or Courier B2B to see the current status and condition of the declaration.

Declarations can be tracked using the following two ways:

- By Batch Details
- By Declaration Details

**Note:** This Module can be availed by companies that are registered with Dubai Customs as a Courier Company

### 14.1 Tracking Courier Batch Declarations using Batch Details Search

Batch Details search is useful when the user knows the Batch Reference Number/Master Transport Document Number/Carrier Registration Number/Carrier Number/ Date.

#### 14.1.1 To track using Batch Details Search

1. In the main menu, click **Mirsal II > Declaration > Track Courier Batch**.

The **Track Courier Batch** screen appears with the **By Batch Details** tab selected as default.

2. Enter any of the following.

Search	Description
Search By Batch Reference Number	Select "Batch Reference No." from the "Search By" drop down list. Enter the Batch Reference Number.
Search By Master Transport Document Number	Select "Master Transport Doc. No." from the "Search By" drop down list. Enter the Master Transport Document Number.
Search By Carrier Registration Number	Select "Carrier Registration No." from the "Search By" drop down list. Enter Carrier Registration Number & Scheduled Date.



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Search By Carrier Number	Select "Carrier No." from the "Search By" drop down list. Enter Carrier Number & Scheduled Date.
Search By Date	Select "Date" from the "Search By" drop down list. Select a Date range. A default range will be shown. Default value for "From Date" is Current Day -1 and "To Date" is Current Day.

### 3. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section **14.1.2 Viewing Courier Batch Search Results**.

## 14.1.2 Viewing Courier Batch Search Results

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

**Track Courier Batch by Batch Details -Result**

Search Results

New Search

	Batch Reference No.	Request Date	Transaction Type	Master Transport Doc. No.	Cargo Handler's Name	
<input type="checkbox"/>	399	03-06-2009	New	MAWB001	\$@%!\$#123K	<a href="#">Details</a>
<input type="checkbox"/>	429	03-06-2009	New	MAWB001	\$@%!\$#123K	<a href="#">Details</a>
<input type="checkbox"/>	446	04-06-2009	New	MAWB001	\$@%!\$#123K	<a href="#">Details</a>
<input type="checkbox"/>	447	04-06-2009	New	MAWB001	\$@%!\$#123K	<a href="#">Details</a>
<input type="checkbox"/>	448	04-06-2009	New	MAWB001	\$@%!\$#123K	<a href="#">Details</a>
<input type="checkbox"/>	449	04-06-2009	New	MAWB001	\$@%!\$#123K	<a href="#">Details</a>
<input type="checkbox"/>	451	04-06-2009	New	MAWB001	\$@%!\$#123K	<a href="#">Details</a>
<input type="checkbox"/>	453	04-06-2009	New	MAWB001	\$@%!\$#123K	<a href="#">Details</a>
<input type="checkbox"/>	455	04-06-2009	New	MAWB001	\$@%!\$#123K	<a href="#">Details</a>
<input type="checkbox"/>	456	04-06-2009	New	MAWB001	\$@%!\$#123K	<a href="#">Details</a>

Change Page: Previous [Next>](#)

[Back](#) [Print Details](#) [Print Cleared Declarations](#)

The following details are displayed:

Fields/Buttons	Description
----------------	-------------





Batch Reference Number	Number generated by the Customs system for the courier batch submission.
Request Date	Date submitted to Customs.
Transaction Type	Type of transaction in which batch has been submitted.
Master Transport Doc. No.	Master Transport Document Number such as Master Airway Bill.
Cargo Handler's Name	Name of the party with whom the cargo is stored before clearance.

### **14.1.3 To print the Batch wise Declaration Details**

1. Tick the designated *Check box* available against each Batch Reference Number for which the declarant intend to initiate the print.
2. Click the **Print Details** button from the Track Courier Batch by Batch Details -Results screen, to view the complete House Transport Document Numbers in the selected batch.

The **Courier Submission Details** screen appears.



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## Courier Submission Details

### Batch Details

Batch Reference No.: <b>20805</b>	Master Transport Doc. No.: <b>MAWB001</b>
Request Date: <b>22-03-2010</b>	Cargo Handler Name: <b>aljapan</b>
Transaction Type: <b>New</b>	Premise Name: <b>\$@%!\$#123K</b>

### Declaration Details

Declaration No.	Request Date	Declaration Type	Transport Doc. No.	Status	Status Remarks
2140000040910	22-03-2010	Courier Export	HAWB001	Cleared	

### Batch Details

Batch Reference No.: <b>20876</b>	Master Transport Doc. No.: <b>07292109920</b>
Request Date: <b>24-03-2010</b>	Cargo Handler Name: <b>aljapan</b>
Transaction Type: <b>New</b>	Premise Name: <b>\$@%!\$#123K</b>

### Declaration Details

Declaration No.	Request Date	Declaration Type	Transport Doc. No.	Status	Status Remarks
	24-03-2010		6572421494	Rejected	

### Batch Details

Batch Reference No.: <b>20883</b>	Master Transport Doc. No.: <b>Taufique54321</b>
Request Date: <b>24-03-2010</b>	Cargo Handler Name: <b>aljapan</b>
Transaction Type: <b>New</b>	Premise Name: <b>\$@%!\$#123K</b>

### Declaration Details

Declaration No.	Request Date	Declaration Type	Transport Doc. No.	Status	Status Remarks
1010005493210	24-03-2010	Import to Local from ROW	s454idd54harth1	Cleared	





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- Click the **Print** button from the Courier Submission Details screen.

#### 14.1.4 To print Cleared Declaration Details

- Tick the designated Check box available against each Batch Reference Number for which the declarant intend to initiate the print.
- Click the **Print Cleared Declarations** button from the Track Courier Batch by Batch Details - Result screen, to view only the cleared House Transport Document Numbers in the selected batch.

The **Courier Submission Details** screen appears.



#### Courier Submission Details

##### Batch Details

Batch Reference No.: <b>20805</b>	Master Transport Doc. No.: <b>MAWB001</b>
Request Date: <b>22-03-2010</b>	Cargo Handler Name: <b>aljapan</b>
Transaction Type: <b>New</b>	Premise Name: <b>\$@%!\$#123K</b>

##### Declaration Details

Declaration No.	Request Date	Declaration Type	Transport Doc. No.	Status	Status Remarks
2140000040910	22-03-2010	Courier Export	HAWB001	Cleared	

##### Batch Details

Batch Reference No.: <b>20883</b>	Master Transport Doc. No.: <b>Taufique54321</b>
Request Date: <b>24-03-2010</b>	Cargo Handler Name: <b>aljapan</b>
Transaction Type: <b>New</b>	Premise Name: <b>\$@%!\$#123K</b>

##### Declaration Details

Declaration No.	Request Date	Declaration Type	Transport Doc. No.	Status	Status Remarks
1010005493210	24-03-2010	Import to Local from ROW	s454idd54harth1	Cleared	



- Click the **Print** button from the Courier Submission Details screen.



### 14.1.5 To view the Batch wise Declaration Details

1. Click the **Details** button against the Batch Reference Number from the Track Courier Batch by Batch Details -Result screen, to view the complete House Transport Document Numbers in the batch.

The **Declaration Details** screen appears.

**Declaration Details**

**Batch Details**

Batch Reference No.: 20883      Master Transport Doc. No.: Taufique54321

Request Date: 24-03-2010      Cargo Handler Name: aljapan

Transaction Type: New      Premise Name: \$@%\$#123K

Declaration No.	Request Date	Request No.	Declaration Type	Transport Doc. No.	Status	Status Remarks	
1010005493210	24-03-2010	1269426358765	Import to Local from ROW	s454idd54harth1	Cleared		View

Back    View Rejected Details    Export

The following details are displayed:

Fields/Buttons	Description
Batch Reference No.	Number generated by the Customs system for the courier batch submission.
Request Date	Date submitted to Customs.
Transaction Type	Type of transaction in which batch has been submitted.
Master Transport Doc. No.	Master Transport Document Number such as Master Airway Bill.
Cargo Handler's Name	Name of the party with whom the cargo is stored before clearance.
Premise Name	Name of the Cargo Handler's Premise.
Declaration No.	Number generated by the Customs system for the declaration.
Request Date	Date when Declaration has been created.
Request No.	Request Number generated by Customs against the Declaration Number.
Declaration Type	Type of the declaration submitted.
Transport Doc. No.	House Transport Document Number such as House Airway Bill.
Status	Current status of the declaration such as submitted,



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	rejected, cleared etc.
Status Remarks	Status Remarks, if any such as not for local release, controlling authority inspection required etc.

#### 14.1.6 To view the Rejected Declaration Details

1. Click the **View** button of the declaration which has status “Rejected” from the Declaration Details screen, to view the rejected declaration details.

The Batch Details & Declaration Details of the Rejected Declaration appears on the screen.

#### 14.1.7 To view the Declaration Details

1. Click the **View** button from the Declaration Details screen, to view the complete declaration details.

The **View Customs Declaration** screen appears.



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

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

The declaration information has been grouped into related segments for easy viewing. Wherever multiple information is available against the same segment an additional button has been provided to view details where the display area cannot carry the complete information (e.g. marks & numbers, container details, invoice details and vehicle details)

3. Click the **View** button in the **Invoice Details** section.

The invoice details screen appears.

4. Click the **Vehicles** button to view the vehicle details.

The **Vehicle Details** screen appears.





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المملكة العربية السعودية

Kingdom of Saudi Arabia

Ministry of Customs and Excise

View Customs Declaration

CUSTOM BILL

CONSIGNEE/IMPORTER <sup>1</sup>	CONSIGNOR/EXPORTER <sup>2</sup>	DECLARATION DATE <sup>4</sup>	DECLARATION TYPE <sup>3</sup>	DECLARATION NO. / CUSTOMS CLEARANCE NO. <sup>5</sup>
	SHIVJI	03-06-2009	Export from Local to ROW	2010001774809

VEHICLE DETAILS

SERIAL NO	VEHICLE TYPE <sup>7a</sup>	BRAND <sup>7b</sup>	MODEL <sup>8a</sup>	CONDITION <sup>8b</sup>	SPECIFICATION <sup>8c</sup>	COLOR <sup>8d</sup>	DRIVE <sup>8e</sup>	CHASSIS NUMBER <sup>9a</sup>	ENGINE NUMBER <sup>9b</sup>	ENGINE CAPACITY <sup>9c</sup>	YEAR BUILT <sup>9d</sup>	PASSENGER CAPACITY <sup>9e</sup>	CARRIAGE CAPACITY <sup>9f</sup>
1	4WD	ROVER	SX	New	GCC Standard	Silver	Left Hand Drive	709654	45879	1200	2009	5	2.1

## 14.1.8 To view the Rejected Declaration Details

1. Click the **View Rejected Details** button from the Declaration Details screen, to view the complete rejected declaration details.

The **Rejected Courier Declarations** screen appears.



### Rejected Courier Declarations

#### Batch Details

Batch Reference No.: **20893**

Master Transport Doc. No.: **Taufique54321**

Request Date: **28-03-2010**

Cargo Handler Name **aljapan**

Transaction Type: **New**

Premise Name **\$@%!\$#123K**

#### Declaration Details

Declaration No.	Request Date	Declaration Type	Transport Doc. No.	Reject Reason
	28-03-2010		s454idd54harth1	<ul style="list-style-type: none"> <li>- Freight Cost is not Required.</li> <li>- Freight Currency is not Required.</li> <li>- Insurance Cost is not Required.</li> </ul>



The following details are displayed:

Fields/Buttons	Description
Batch Reference No.	Number generated by the Customs system for the courier batch submission.
Request Date	Date submitted to Customs.
Transaction Type	Type of transaction in which batch has been submitted.
Master Transport Doc. No.	Master Transport Document Number such as Master Airway Bill.
Cargo Handler Name	Name of the party with whom the cargo is stored before clearance.
Premise Name	Name of the Cargo Handler's Premise.





Declaration No.	Number generated by the Customs system for the declaration.
Request Date	Date when Declaration has been created.
Declaration Type	Type of the declaration submitted.
Transport Doc. No.	House Transport Document Number such as House Airway Bill.
Reject Reason	Details of declaration rejection.

## 14.2 Tracking Courier Batch Declarations using Declaration Details Search

Declaration Details search is useful when the user knows the Declaration Number/ Status & Date range/Date range/Inbound Master Transport Document Number & Inbound House Transport Document Number/Outbound Master Transport Document Number & Outbound House Transport Document Number in the submitted batch.

### 14.2.1 To track using Declaration Details Search

1. In the main menu, click **Mirsal II > Declaration > Track Courier Batch**.  
The **Track Courier Batch** screen appears with the **By Batch Details** tab selected as default.
2. Click the **By Declaration Details** tab.

The **Track Courier Batch** screen appears with the **By Declaration Details** tab selected.

3. Enter any of the following.

Search	Description
Search By Declaration	Select "Declaration No." from the "Search By" drop down list. Enter the Declaration Number.
Search By Status	Select "Status" from the "Search By" drop down list. Select the status from the "Status" drop down list. Select a Date range. A default range will be shown. Default



	value for "From Date" is Current Day -1 and "To Date" is Current Day.
Search By Date	Select "Date" from the "Search By" drop down list. Select a Date range. A default range will be shown. Default value for "From Date" is Current Day -1 and "To Date" is Current Day.
Search By Inbound Transport Document Number	Select "Inbound Transport Doc." From the "Search By" drop down list. Enter Inbound Master Transport Document Number & Inbound House Transport Document Number.
Search By Outbound Transport Document Number	Select "Outbound Transport Doc." From the "Search By" drop down list. Enter Outbound Master Transport Document Number & Outbound House Transport Document Number.

4. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section **14.2.2 Viewing Courier Declaration Search Results**.

## 14.2.2 Viewing Courier Declaration Search Results

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

**Track Courier Batch by Declaration Details -Result**

New Search

Declaration No.	Date	Request No.	Declaration Type	Transport Doc. No.	Status	
2140000040910	22-03-2010	1269246235337	Courier Export	HAWB001	Cleared	View Batch Details
	22-03-2010			HAWB008	Rejected	View
	24-03-2010			6572421494	Rejected	View
1010005493210	24-03-2010	1269426358765	Import to Local from ROW	s454idd54harth1	Cleared	View Batch Details
1010005493510	28-03-2010	1269752680606	Import to Local from ROW	s454idd54harth1	Submitted	View Batch Details
	28-03-2010			s454idd54harth1	Rejected	View
1010005493710	28-03-2010	1269755039590	Import to Local from ROW	s454idd54harth1	Submitted	View Batch Details

Back



The following details are displayed:

Fields/Buttons	Description
Declaration No.	Number generated by the Customs system for the declaration.
Date	Date when Declaration has been created.
Request No.	Request Number generated by Customs against the Declaration Number.
Declaration Type	Type of the declaration submitted.
Transport Doc. No.	House Transport Document Number such as House Airway Bill.
Status	Current status of the declaration such as submitted, rejected, cleared etc.

#### 14.2.2.1 To view the Batch Details of the Declaration

1. Click the **Batch Details** button from the Track Courier Batch by Declaration Details -Result screen, to view the batch information of the declaration.

The **Batch Details** screen appears.

Batch Details - Microsoft Internet Explorer provided by Information Technology ...

جمارك دبي DUBAI CUSTOMS Batch Details

Batch Details

Batch Reference No.: 20894

Request Date: 28-03-2010

Transaction Type: New

Master Transport Doc. No.: Taufique54321

Cargo Handler Name: \$@%\$#123K

Print Close

#### 14.2.2.2 To view the Declaration Details

1. Click the **View** button from the Track Courier Batch by Declaration Details -Result screen, to view the complete declaration details.



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The View Customs Declaration screen appears.

The screenshot shows the 'View Customs Declaration' screen in a web browser. The form is divided into several sections:
 

- REGIME TYPE:** Import
- CARGO CHANNEL:** Courier Air
- DECLARATION TYPE:** Import to Local from ROW
- DECLARATION DATE:** 13-09-2012
- REQUEST NO.:** 811822
- DECLARATION NO. / CUSTOMS CLEARANCE NO.:** 1010005493210
- CONSIGNEE/IMPORTER:** Gulf Net Services LLC AS-1000185
- CONSIGNOR/EXPORTER:** Gulf Net Services LLC AS-1000185
- AGENT:** Gulf Net Services LLC AS-1000185
- NOTIFY PARTY:** Gulf Net Services LLC AS-1000185
- MARKS & NUMBERS:** 12 kg
- CONTAINER DETAILS:** Includes container type, size, and number.
- INVOICE DETAILS:** Includes invoice number, type, and value.
- RELEASE INSTRUCTIONS:** Includes release instructions and transit details.

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

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

The declaration information has been grouped into related segments for easy viewing. Wherever multiple information is available against the same segment an additional button has been provided to view details where the display area cannot carry the complete information (e.g. marks & numbers, container details, invoice details and vehicle details)

3. Click the **View** button in the **Invoice Details** section.

The invoice details screen appears.

The screenshot shows the 'View Customs Declaration - Invoice Details' screen. It displays a table with the following columns:
 

- LINE ITEM:** 1
- HSCODE:** 05061000
- GOODS DESCRIPTION:** hello world
- STAT QTY. UNIT:** 10 kg
- SUPP QTY. UNIT:** 2 kg
- GOODS VALUE IN FOREIGN CURRENCY:** 100000 AED
- CURRENCY RATE:** 1
- CIF VALUE IN AED:** 106000
- DUTY/DEPOSIT:** 5300
- RESTRICTION:**
- ORIGIN:** UNITED ARAB EMIRATES
- CONDITION:** New

4. Click the **Vehicles** button to view the vehicle details.

The **Vehicle Details** screen appears.



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View Customs Declaration

CUSTOM BILL													
CONSIGNEE/IMPORTER <sup>1</sup>		CONSIGNOR/EXPORTER <sup>2</sup>		DECLARATION DATE <sup>4</sup>		DECLARATION TYPE <sup>3</sup>		DECLARATION NO. / CUSTOMS CLEARANCE NO. <sup>5</sup>					
		SHEVJE		03-06-2009		Export from Local to ROW		2010001774809					
VEHICLE DETAILS													
SERIAL NO	VEHICLE TYPE <sup>7a</sup>	BRAND <sup>7b</sup>	MODEL <sup>8a</sup>	CONDITION <sup>8b</sup>	SPECIFICATION <sup>8c</sup>	COLOR <sup>8d</sup>	DRIVE <sup>8e</sup>	CHASSIS NUMBER <sup>8f</sup>	ENGINE NUMBER <sup>8g</sup>	ENGINE CAPACITY <sup>8h</sup>	YEAR BUILT <sup>8i</sup>	PASSENGER CAPACITY <sup>8j</sup>	CARRIAGE CAPACITY <sup>8k</sup>
1	4WD	ROVER	SX	New	GCC Standard	Silver	Left Hand Drive	705654	45879	1200	2009	5	2.1



## 15 Account Statement

You can search for the statement of the account facility available with Dubai Customs.

### 15.1 Searching Statement of Account using Quick Search

Quick search can be performed using Account Type and Account Number.

#### To search using Quick Search

1. In the main menu, click **Mirsal II > Support Services > Account Statement**.

The **Account Statement Search** screen appears with the **Quick Search**.

Account Statement

Account Statement

Account Type: Credit/Debit Account Account No: 1113331

Display

2. Enter any one or both of the following fields:

Field	Description
Account Type	Account Type is defaulted to “All” . Select a particular Account Type from the dropdown list.  Account type is the type of account used to pay charges while submitting any transaction. Account Types can be: <ul style="list-style-type: none"><li>• Credit/ Debit Account</li><li>• Standing Guarantee</li></ul>
Account No.	Account Numbers belong to the Account type selected.
Display Button	Click to Display the Account summary of the Account type and Account number selected.

3. Click the **Display** button.

The search results are displayed.

### 15.2 Viewing the Search Results

Selected high-level information related to the Account is displayed as given below.





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### Account Statement

Account Statement

Account Type \* Credit/Debit Account

Account No. 1113891

Display

#### Account Summary

Account No.	1113891	Account Type	Credit Account
Account Name	KAUTQ201709192	Guarantee Type	Bank Guarantee
Guarantee Amount(AED)	10,000,000.00	Used Amount(AED)	112,360,223.00
Available Balance(AED)	-322,360,223.00	Last Updated Date & Time	04-05-2020 04:09 PM

#### Transaction Details

Transaction(s) for the Date 01-04-2020

View

Transaction details prior to 01-01-2010 cannot be viewed.

The following details are displayed:

Fields/Buttons	Description
Account No	Account Number for which the details to be displayed
Account Type	Account Types like Credit/ Debit Account, Standing Guarantee
Account Name	Account Name of the company
Guarantee Type	Type of Guarantee provided to open this account
Guarantee Amount	Total Guarantee Amount of the account
Used Amount	Total Amount used for using this account
Available Balance	Total available balance on this account
Last Updated Date & Time	Last updated Date and Time
View Button	Click to view the complete Account Transaction details for the selected transaction date.
Download Button	<p>Click to Download the complete Account Transaction details of a selected transaction date in a file.</p> <p>Following details will be downloaded:</p> <ul style="list-style-type: none"> <li>a. Transaction Number</li> <li>b. Transaction Date</li> <li>c. Transaction Type</li> <li>d. Amount</li> <li>e. Dr/Cr</li> <li>f. Reference Number.</li> <li>g. Reference Party.</li> <li>h. Master Transport Document No.</li> <li>i. House Transport Document No.</li> <li>j. Declarant Reference No.</li> </ul>

4. Enter the following field:





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Field	Description
Transaction(s) for the Date	<ul style="list-style-type: none"> <li>The date on which the Account transactions are made</li> <li>Transaction Date is defaulted to current date.</li> </ul>

## To view the Account Transaction Details

- Click the **View** button from the search results screen, to view the complete Account Transaction details.
- The **View Account Transaction Details** screen appears.

### Account Statement

Account Statement

Account Type \* Credit/Debit Account
Account No. 1113091
Display

#### Account Summary

Account No.	1113091	Account Type	Credit Account
Account Name	XAUTG291700152	Guarantee Type	Bank Guarantee
Guarantee Amount(AED)	10,000,000.00	Used Amount(AED)	332,368,223.00
Available Balance(AED)	-322,368,223.00	Last Updated Date & Time	04.05.2020 04:08 PM

#### Transaction Details

Transaction(s) for the Date: 01-04-2020
View
Download

Transaction details prior to 01-01-2019 cannot be viewed

Transaction No.	Transaction Type	Amount(AED)	Dr/Cr	Reference No.	Reference Party
H-34217-1	CDR-DN	15.00	Dr	3010002344220	VIKRAM SINGH DHALIWAL FREIGHT SYSTEMS LLC
H-34218-1	CDR-DN	25.00	Dr	3010002344220	VIKRAM SINGH DHALIWAL FREIGHT SYSTEMS LLC
R-310089-1	CDR-DN	50.00	Dr	3010002344420	VIKRAM LR CLEARING & FORWARDING AIRLINEAGENT
R-310090-1	CDR-DN	20.00	Dr	3010002344420	VIKRAM LR CLEARING & FORWARDING AIRLINEAGENT
R-310091-1	CDR-DN	50.00	Dr	3010002344320	ABCDSEAS
R-310092-1	CDR-DN	20.00	Dr	3010002344320	ABCDSEAS
R-310093-1	CDR-DN	50.00	Dr	3010002344520	VIKRAM LR CLEARING & FORWARDING AIRLINEAGENT
R-310094-1	CDR-DN	20.00	Dr	3010002344520	VIKRAM LR CLEARING & FORWARDING AIRLINEAGENT
R-310095-1	CDR-DN	5.00	Dr	2010005321020	VIKRAM SINGH DHALIWAL-FREIGHT-SYSTEMS(LLC) LLC
R-310096-1	CDR-DN	100.00	Dr	2010005321020	VIKRAM SINGH DHALIWAL-FREIGHT-SYSTEMS(LLC) LLC

The following details are displayed:

Fields/Buttons	Description
Transaction No	Transaction Number of the Account Transaction made
Transaction Type	Type of the Account Transaction made
Amount(AED)	Amount of the Account Transaction in AED
Dr/Cr	To indicate whether the transaction is Debit (Dr) or Credit (Cr)
Reference No	Reference number for which the Transaction is made
Reference Party	Reference party for whom the Transaction is made



## 16 Print Vehicle

It is possible to print vehicle information of the declaration submitted to Customs. Selected vehicle information or all vehicle information of the declaration can be printed.

### 16.1 Initiating the Print Vehicle

1. In the main menu, click **Mirsal II > Declaration > Print Vehicle**.

The **Print Vehicles Search** screen appears.

Vehicle information can be printed using chassis number for any particular vehicle or user can make one or more vehicle information print by entering declaration number.

Enter any one or both of the following.

Search	Description
Declaration No.	Number generated by the Customs system for the declaration. Enter the declaration number
Chassis number	Vehicle Chassis number of the declaration Enter the Chassis number

2. Click the **Search** button.

The search result appear as shown below. Only selected high-level information related to the Vehicle records are displayed. The information like declaration number, chassis no, Exporter & Importer details.

Declaration No.	Declaration Date	Chassis No.	Exporter Code & Name	Importer Code & Name
3028861748328	01-05-2020	VEHCHASSVW83T2UE2		AE-1223125-BASHAFZ INC.
3028861734419	08-12-2019	VEHCHASSVW83T2UE2		AE-1223125-BASHAFZ INC.



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3. Select the vehicle records for the printing and click the print vehicles button to print the selected vehicle records.

The selected **Vehicle detail** screen appears as below.



## Vehicle Details

Details	
Declaration No.:	3020001748320
Chassis No.:	VEHCHASSVIKSIT2UI23
Engine No.:	ENGINESIT223
Type:	ALL TERRAIN
Vehicle Brand:	BMW
Vehicle Model:	Non GCC Left 2019
Year Built:	2019
Country of Make:	CANADA
Color:	Blue-Yellow/blue/white
Drive:	Left Hand Drive
Condition:	Old
Vehicle Value(in AED):	

This is not an official document of clearance by Dubai customs

Printed By: AE-1223125-BASHAFZ INC

Printed On: 04-05-2020

4. Click the **Print** button at the bottom of the screen.

The Vehicle record is printed.



## 17 Printing a Courier batch declarations

It is possible to print any courier batch declaration submitted to Customs.

The types of print formats are as follows:

### GCC Format

This format is available only when the status of the declaration is **cleared**. This printout can be used as the official Customs Bill of Entry against the submitted declaration. There are two options to print in GCC Format. Declaration can be printed on GCC Stationery or A4 size Plain Paper with full GCC Format.

### Standard Format

This format is available irrespective of the declaration status. This print format can be used if the user wants to take the declaration printout for their own purpose such as filing, data checking etc. This format can be printed on A4 size plain paper.

**Note:** A declaration printed on standard format is not an official Customs Bill of Entry. This should not be used or presented to any government or non-government offices, entities, establishments or organizations.

### 17.1 Initiating a Print Courier batch

1. In the main menu, click **Mirsal II > Declaration > Print Courier Batch**.

The **Print Courier Batch Search** screen appears.

A print courier batch can be requested by the batch number for any particular courier batch and optional Declaration type to narrow down the search. Also check box option available to exclude low value and GCFT Declarations.

2. Enter any one or more of the following.

Search	Description
Batch no	Number generated by the Customs system for the courier batch.
Declaration type	Type of declaration such as Import to Local from Row. You may select the Declaration type from the drop down list.



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Check box	Tick the check box to exclude low value and GCFT Declarations
-----------	---

3. Click the **Search** button.

The search results appear. Only selected high-level information related to the declaration is displayed to identify the particular declaration. The user can view the complete declaration by clicking the hyperlink on the declaration number.

Declaration No.	Date	Business Code/Name	Client's Dec. Ref. No.	Transport Dec. No.	Status
<a href="#">4010000339912</a>	29-07-2012	AE-1000185-Outfit Net Services LLC	DBUpgradeDec5	DBUpgradeDec5	Cleared

Print in GCC Format    Print in Standard Format

- From the search Results, select declaration(s) you want to print by ticking the check box.
- Choose the Print option for GCC format or standard format for the selected declaration(s) you want to print.
- Declaration will be printed with all the type of selected copies as shown below. You may unselect if you do not require any particular type.

**Print in GCC Format** [X]

Do you want to Print This Bill?

☒ Handling Authority Copy  
☒ Consignee Copy  
☒ Consignee Claim Copy  
☒ Customs Copy

Print on: ☒ GCC Stationery ☐ A4 Plain Paper

**OK**    **Cancel**

- Select the type of GCC Print required.
- Click **OK to proceed**.

Declaration for the selected courier batch will be printed with selected print format chosen

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



## 18 File Upload Utility

### 18.1 Create Vehicle Record

**Step1:**

Open the File upload utility by clicking the icon or select it from your Microsoft ® Windows™ Start menu.

**Step2:**

Provide vehicle details as you can see in the following screen shot.

**Step3:**

Click Add Button to create record in the list.

Here is how the utility will show the vehicle details once record is added.

SLNO	Chassis No	Vehicle Type	Brand	Model	Engine No	E
1	1234567	4wD	ACURA	2009	567890123	5

Multiple vehicle records can be created by following the above steps i.e. Step 2 and 3.

### 18.2 Create File for Upload

**Step1:**

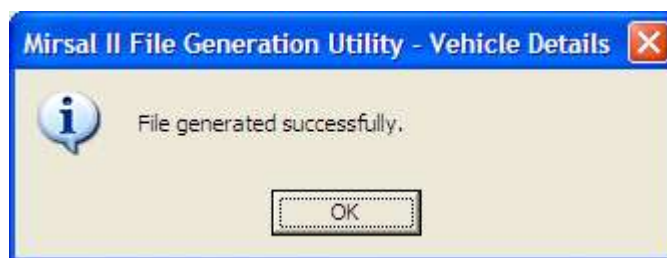
Click Save Button



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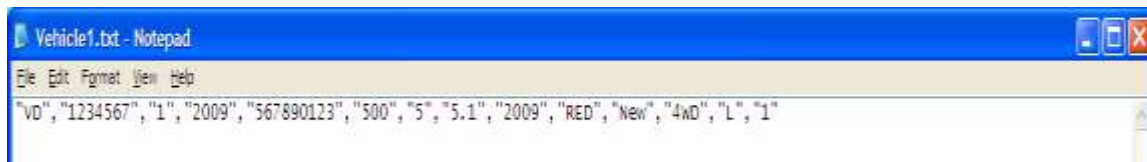
Click Save on the File “Save As” dialog box.



---

## Step 2:

Open file and review for correctness







## 19 Appendix

### 19.1 Declaration Type Mapping

Old Bill Types	Old Declaration Types Mirsal 1	New Declaration Type Mirsal 2
Local Import Bill	Import from - OUTSIDE and Location - Any location If Importing FZ is non Dubai based If Importing CW is non Dubai based	Import to Local from ROW (Rest of the World) FZ Transit In  Import to CW from ROW  Import to Local After Temporary Admission
	Import from - FREE ZONE and Location - Any of the free zones	Import to Local from FZ (Free Zone)
	Import from - DUTY FREE STORAGE and Location - Customs Warehouse	Import to Local from CW (Customs Warehouse) or Import for Re Export to Local from CW or Temporary Admission from CW to Local or Import to CW from Local (after temporary admission)
	Import from - OUTSIDE and Location - Any location with Port of Loading as any of the GCC ports	Import to Local from GCC (statistical Import)
Re-Export Bill	Import from - OUTSIDE and Location - Any location	Import for Re Export to Local from ROW
	Import from - FREE ZONE and Location - Any of the free zones	Import for Re Export to Local from FZ
Export Bill	Export from - LOCAL and Location - Any location	Export from Local to ROW or Temporary Export from Local to ROW or Re Export to ROW (after import for re export) or Return to ROW after Temporary Admission
	Export from - DUTY FREE STORAGE	Export from CW to ROW or



Old Bill Types	Old Declaration Types	New Declaration Type
	<b>Mirsal 1</b>	<b>Mirsal 2</b>
	and Location - Customs Warehouse	Export from CW to FZ or Export from, Dubai CW to Non-Dubai CW (Other Emirates & GCC) or Export from, Dubai CW to Non-Dubai FZ (Other Emirates & GCC)
	Export from - FREE ZONE and Location - Any free zone	FZ Transit Out or FZ Transit Out to Non-Dubai FZ (Other Emirates & GCC) or FZ Transit Between Dubai based FZ
	Export from - LOCAL and Location - Land Transport (to any of the freezones)	Export from Local to FZ or Temporary Export from Local to FZ or Re Export to FZ (after Import for Re Export)
Statistical Export Bill	Export from - LOCAL and Location - Any location and GCC Country Destination - Any of the GCC countries	Export from Local to GCC (statistical export)
Free zone DFSA Bill	Import to -FREE ZONE and Location - Any of the free zones	FZ Transit In or Return to FZ after Temporary Admission or FZ Transit In from GCC and Other Emirates FZ and GCC Local Market
	Import to - DUTY FREE STORAGE and Location - Customs Warehouse (If the Importing CW is Dubai based)	Import to CW from ROW or Import to CW from FZ or Transfer of Cargo by Dubai-based CW or Import to CW from Local (after temporary admission) or Import to Dubai CW from Non-Dubai CW (Other Emirates & GCC) or Import to Dubai CW from Non-Dubai FZ (Other Emirates & GCC)
	FZ internal Transfer	Transfer within a FZ



Old Bill Types	Old Declaration Types	New Declaration Type
	<b>Mirsal 1</b>	<b>Mirsal 2</b>
Transit Bill	Import from - OUTSIDE and Location - Any location and Country of Destination - Any country other than GCC countries	Transit (ROW to ROW)
Temporary Admission	Temporary Entry from - OUTSIDE and Location - Any location	Temporary Admission from ROW to Local
	Temporary Entry from - FREE ZONE and Location - Any free zone	Temporary Admission from FZ to Local
Transfer Bill	Internal Freezone Transfer	Transfer within a FZ

## 19.2 INCO Terms

Inco terms are the international Trade terms that are widely used throughout the world. The most commonly used are CIF (cost, Insurance and Freight), FOB (Free on Board), EXW(Ex works), DDU (Delivery Duty Unpaid), CPT (Carriage Paid To). The table below demonstrates whether it is required to add Insurance or Freight based on the term you have selected.

Inco term	Insurance Cost Required	Freight Cost Required
CIF	No	No
CFR	Yes	No
CIP	No	No
CPT	Yes	No
DAF	No	No
DAP	No	No
DAT	No	No
DDP	No	No
DDU	No	No
DEQ	No	No
DES	No	No
EXW	Yes	Yes
FAS	Yes	Yes
FCA	Yes	Yes
FOB	Yes	Yes

## 19.3 Statistical Quantity

Quantity in detail according to line level invoice information such as how many pieces or length or liters etc, depending on the commodity.

Statistical Quantity Measurement Unit will be auto displayed by system according to the commodity (e.g. Yards, Liters)

Quantity unit where duty is calculated on number of pieces or weight (such as Tobacco products).



## 19.4 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 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.

A Customs broker can only search or track the declarations submitted by them. 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.

## 19.5 Exemption Types

If there is any duty exemptions the User must claim the exemptions from the types provided in the dropdown menu. The exemption types can be, Industrial License(if the importer has got an industrial exemption for the respective H.S.code), used personal affects, charitable societies, Free Trade Agreement (if UAE has got a Free trade agreement with the country of origin for the respective H.S. Code) etc.

## 19.6 Permit Details

Custom clearance of certain commodities like chemicals, radioactive materials etc need permits from certain Government authorities. The Declarant must make sure that they have received the permit for clearing such products. The Declarant has the option to select "Permit Not Required" if all the commodities under this HS code do not require a permit. E.g., For fishing nets there is only one HS code and a permit is only required in the case of 3 layer fishing nets. A permit is not required for 2 layer fishing net. In this case, the HS code is partially restricted but a permit is not required for 2 layer fishing net.

## 19.7 Acknowledgment

The following tables list the declaration types which require acknowledgment. It describes the declaration type, the declaration owner (the party who submitted the declaration), and the party who should acknowledge the declaration.

Customs requires acknowledgement from the party involved on selected declaration types. This is required to ensure that

- The declaration is agreed by the involved parties



- No declaration is submitted without the knowledge or approval of the involved parties
- To identify the responsibility of duty liability and custody of the goods at any point of time

The party liable to provide the acknowledgement can provide Acceptance or Non acceptance (decline) of declaration as part of the acknowledgment submission.

Declaration Types which require acknowledgement and the party responsible to it is listed below:

Declaration Type	Declaration Owner	Party to do Acknowledgment
EX2 - Export from Local to Dubai FZ	Exporter	Importer
EX10 - Re Export to FZ (after Import for Re Export)	Exporter	Importer
TR1 - Transfer of Cargo by Dubai based CW	Importer	Exporter
TS6 - FZ Transit between Dubai based FZ	Exporter	Importer
TR2 - Transfer within a FZ	Importer	Exporter

Upon clearance of any of the above declaration by Customs, a notification will be sent to all parties involved requesting acknowledgment. A reminder will be sent to the party if there is no response within a specified time limit.

When an acknowledgment is accepted or declined, a notification will also be sent to the owner of the declaration. If the acknowledgment is declined, the owner of the declaration should amend or cancel the declaration since the current declaration is not acceptable from the other party. A reminder will be sent to owner of the declaration if there is no action taken for the declined acknowledgment.

Acknowledgement is also required when an approved declaration is getting amended or cancelled.

## 19.8 FTA-VAT implementation

In line with the decision of Federal Tax Authority to implement the Value Added Tax (VAT) with effect from 1st Jan, 2018 in accordance with the Federal Decree Law No. (8) of 2017, Dubai Customs and Federal Tax Authority have agreed to share the information of the Customs Declarations and Tax Registration Details.

The VAT is imposed on importation (exceptions may apply) and the transactions of goods and services at each stage of the supply chain. Closer integration of both systems is required to safeguard smooth functioning of the VAT Collection without impacting the faster Customs Clearance Processes and Trade Facilitation.

Based on the comprehensive discussions with FTA, DC has agreed to make necessary changes in the process without impacting the current business operation and information model.

## 19.9 IHC member companies

International Humanitarian City (IHC) has built a dashboard to report the available stock of humanitarian aid items stored in the warehouses of its members. Most of the stocks are imported



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from other countries as and Dubai will be the main hub for logistic operation of relief aid to various places. Hence, it was agreed between IHC and Dubai Customs that information regarding the imports and exports by IHC members will be shared with IHC.

Hence, import and export declarations involving IHC-member companies should provide additional crucial information during declaration processing, like actual quantity of items imported/exported, additional classification of the items (clusters, groups), description of goods as defined by IHC, response type of the shipment etc.

## **19.10 Customs AEO Program, WLP Categories, AEO-MRA and Expo 2020**

If applicable, a Customs privilege logo may be displayed/printed for involved parties (i.e. Broker or declaration owner) with any or all of the following privileges: AEO Program, WLP membership category (e.g. WLP-Silver), AEO-MRA and Export 2020.

**AEO Programs (with AEO-MRA)** - Dubai Customs is implementing AEO program to increase security and compliance in the supply chain. As part of this initiative clients who are volunteering to join the AEO program will be offered with many benefits. One of the benefit identified for AEO Company is automation of refunds.

As part of the Dubai Customs AEO Program, Mutual Recognition Agreements (MRA) are signed with partnering countries to recognize their AEO companies and treat them as our own AEO companies in Dubai. Signing of MRAs will require to provide benefits to the AEO companies of the MRA Country.

**WLP Categories for Business/Registered Customer** - PCFC has introduced a loyalty program for traders and logistic companies called World Logistic Passport which entitles them to certain benefits and privileges across all entities of PCFC. The program is based on yearly membership with 3 levels of memberships such as Silver, Gold and Platinum with different levels of incentives. Declarations will be marked as WLP member declaration if the owner or the Declarant is having a valid WLP privilege at the time of original declaration submission.

**EXPO - 2020 Dubai** - Dubai Customs is granting special benefits to EXPO-2020 participants to ensure a seamless and faster cargo movements across all borders of Dubai. Key benefit includes display of EXPO-2020 logo on Customs Declarations which is expected to ensure that all EXPO participants are receiving special privileges from all the associated entities in Dubai for unconstrained cargo movements.

Below is an example of GCC Print where AEO Logo and WLP Category Logo are printed:



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 <b>UNITED ARAB EMIRATES</b> <b>Federal Customs Authority</b> <b>DUBAI CUSTOMS</b>		 <b>الإمارات العربية المتحدة</b> <b>الهيئة الاتحادية للجمارك</b> <b>جمارك دبي</b>		 <b>Handling Authority</b>
<b>PORT TYPE</b> LAND		<b>DEC TYPE</b> IMPORT		<b>DEC DATE</b> 20/04/2020
<b>DEC NO.</b> 101-00119956-20		<b>1 رقم البيان</b>		
<b>Customs Declaration</b>		<b>Import to Local from ROW</b>		
<b>NET WEIGHT</b> 324234 (kg)		<b>CONSIGNEE / EXPORTER</b> AE-XPO0010 - XVXCVCXVERW4324324343 (I - X0324)		<b>DELIVERY ORDER NO.</b> 311102302291
<b>GROSS WEIGHT</b> 324234 (kg)		<b>INTERCESSOR CO.</b>		<b>CAR/CAPT.</b>
<b>MEASUREMENT</b>		<b>COMMERCIAL REG. No.</b> LIC3424324324		<b>CARRIER'S NAME</b>
<b>NO. OF PACKAGES</b> 2342 - BULK SOLID		<b>EXPORT TO</b>		<b>VOYAGE / FLIGHT No.</b>
<b>MARKS &amp; NUMBERS</b> 234234		<b>PORT OF LOADING</b> CAMP SALERNO		<b>B/L - AWB No. / MANIFEST</b>  <b>LOC: HATTA (Al Wajajah)</b>
		<b>PORT OF DISCHARGE</b> HATTA (AL WAJAJAH)		
		<b>DESTINATION</b>		

## 19.11 Cargo Transfer

For Cargo Transfer related information, please refer to the **DPP User Manual - Part 2**, appended to this document.