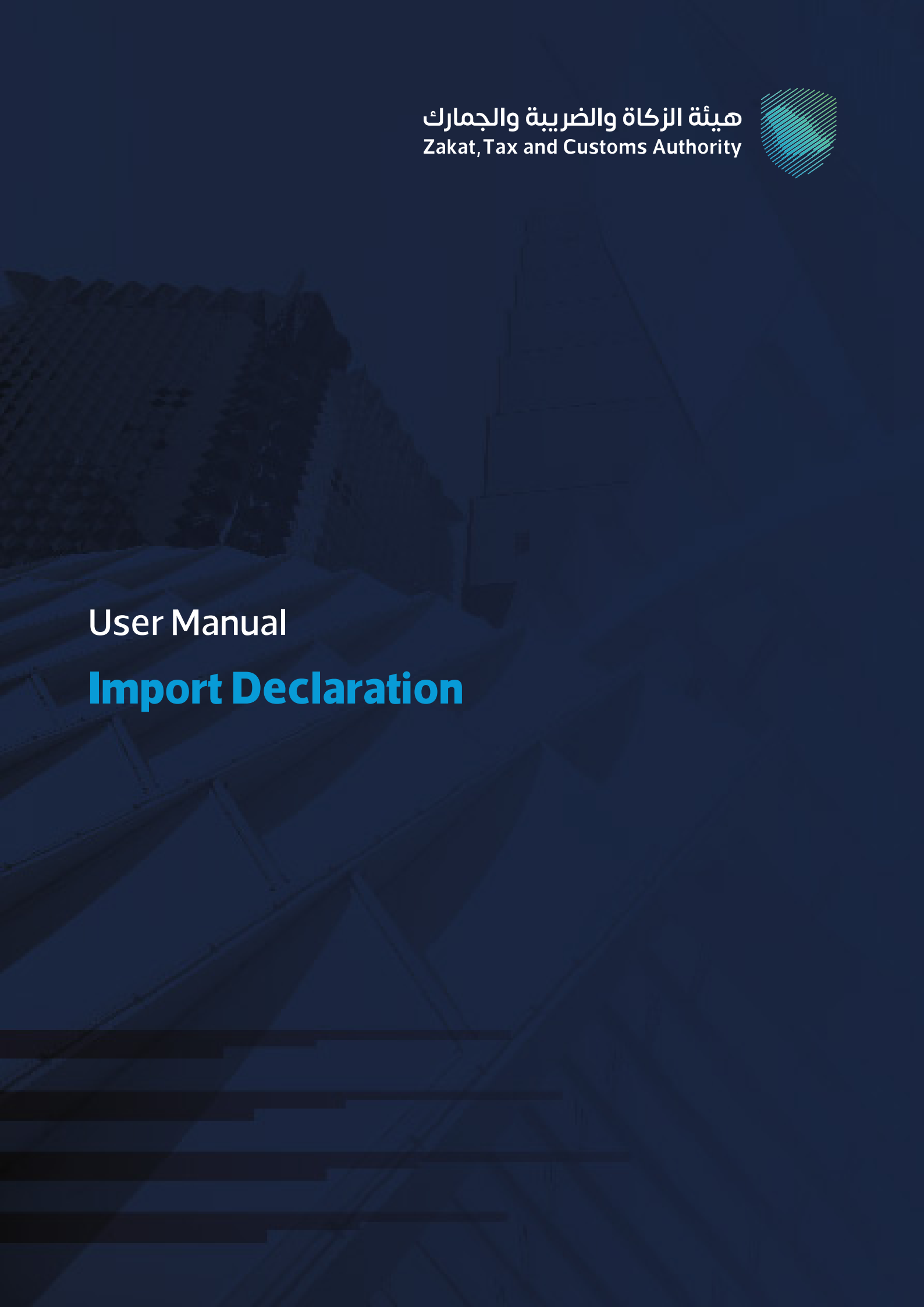
هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority



User Manual

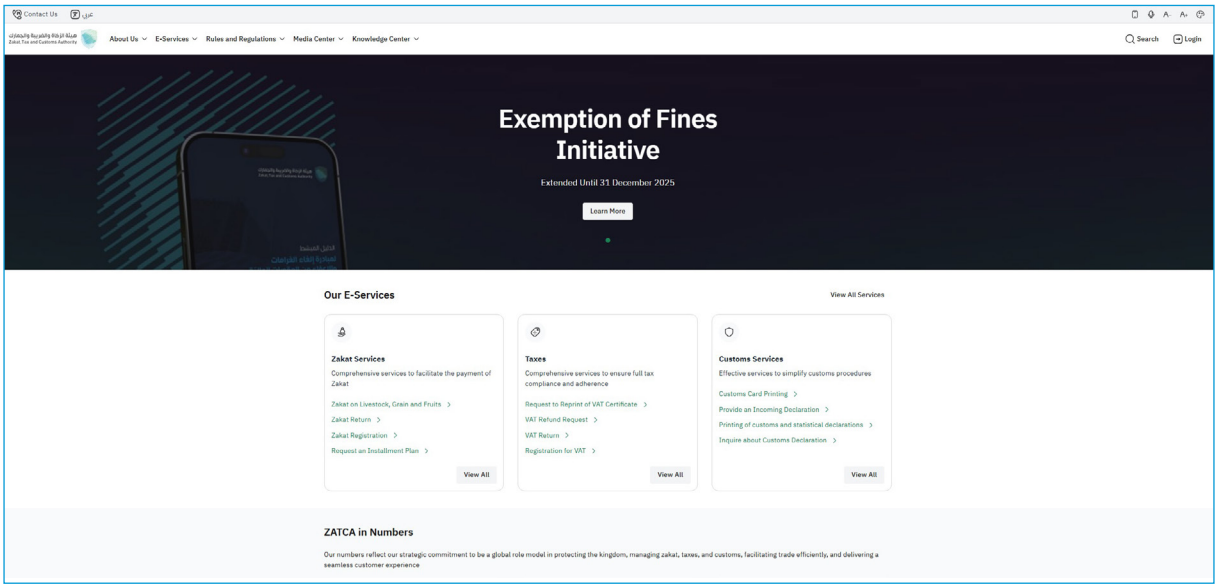
Import Declaration

About the Manual

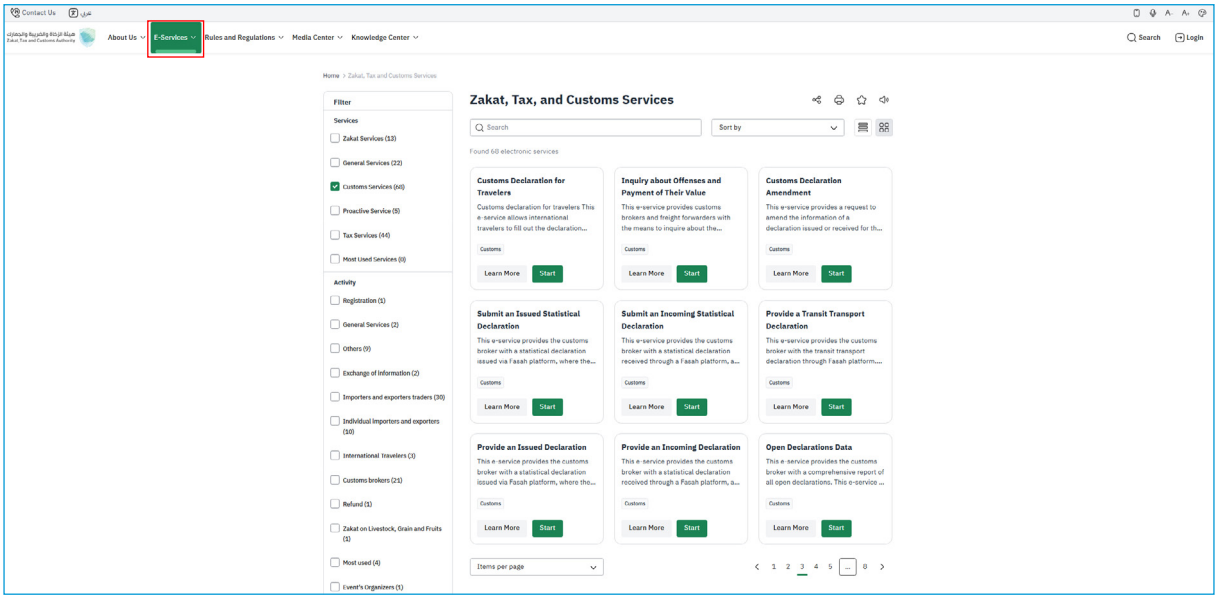
This Manual demonstartes how to request an Import Declaration and review its details via the website.

Service Steps:

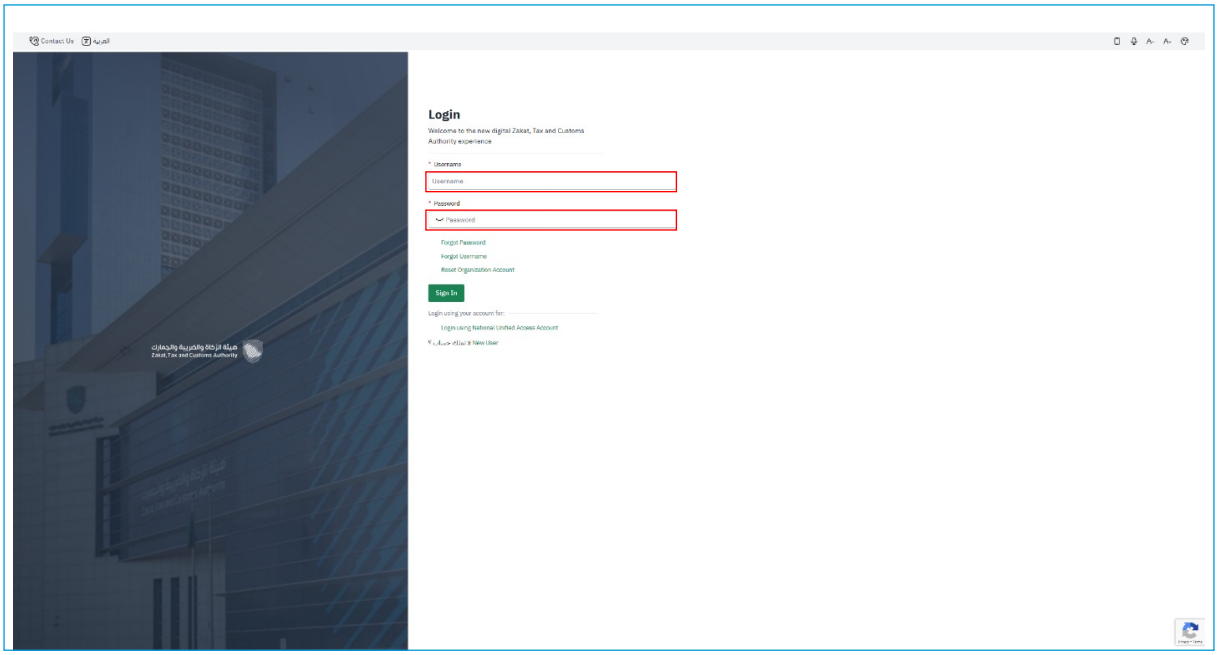
- Visit the website of the Zakat, Tax and Customs Authority: Zakat, Tax and Customs Authority
- Click on «E-Services» from the top menu.



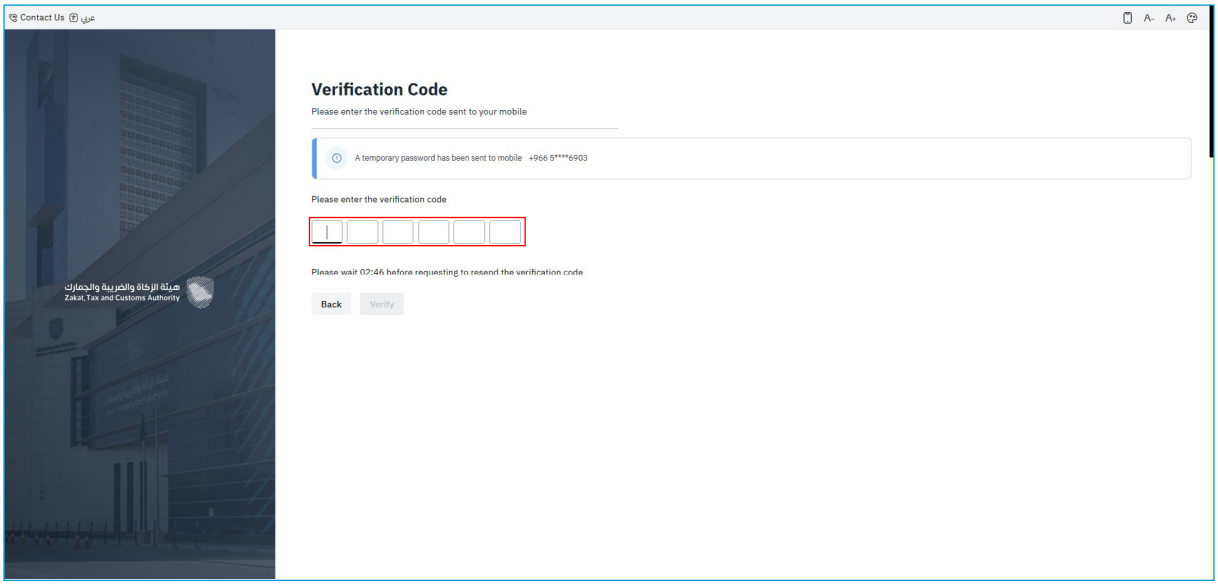
- Select «Customs Services», then «Provide an Incoming Declaration»



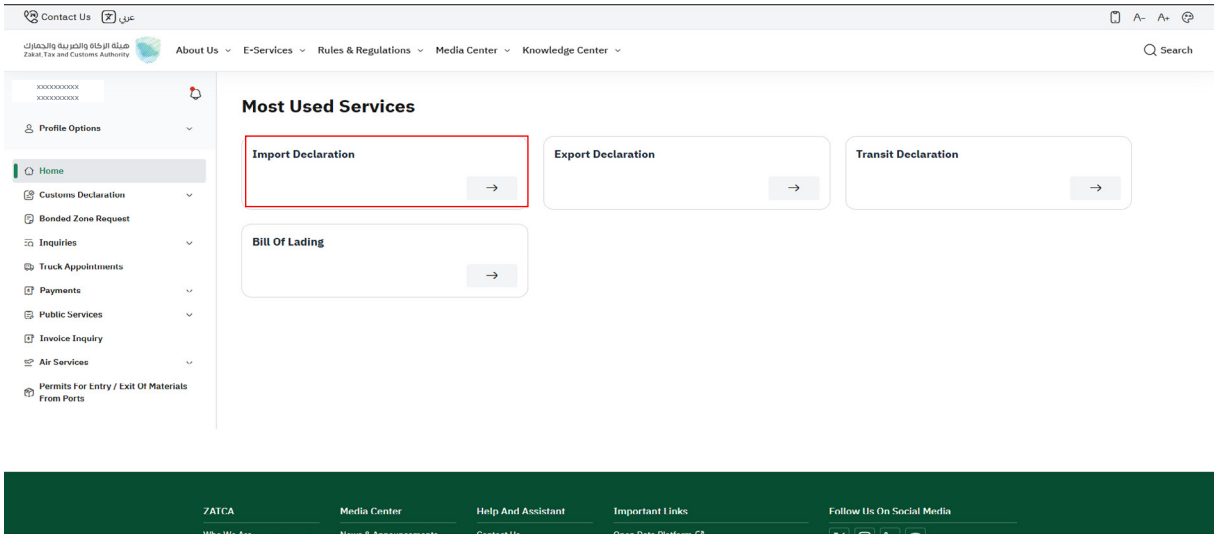
- **Login with username and password for «companies and institutions» or through the NAFATH Platform for individuals.**

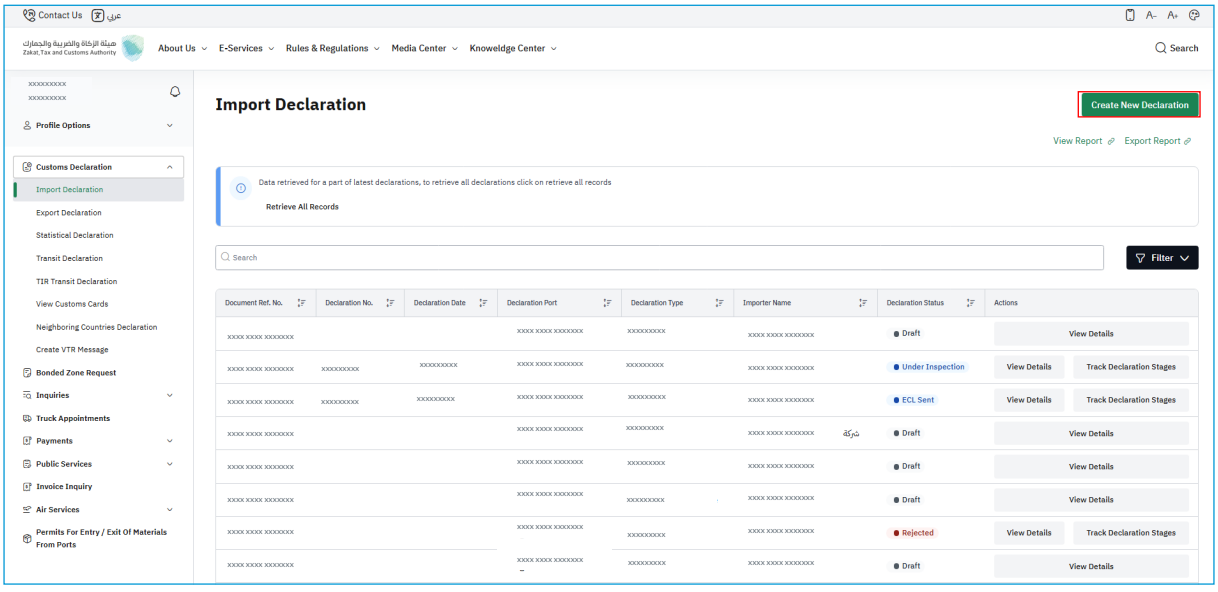


- **Enter the verification code sent via SMS to your phone number.**

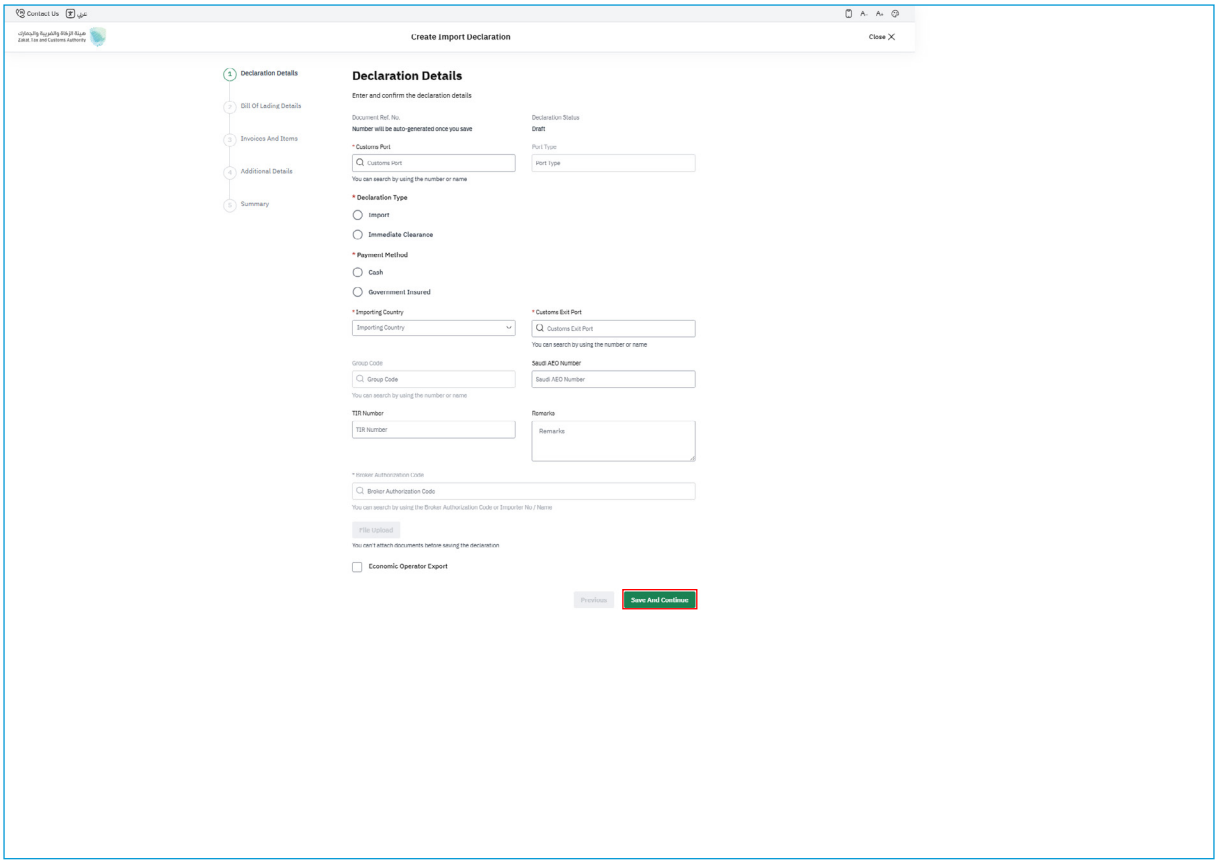


1. Click on « Import Declaration» card, then click on «Create New Declaration»

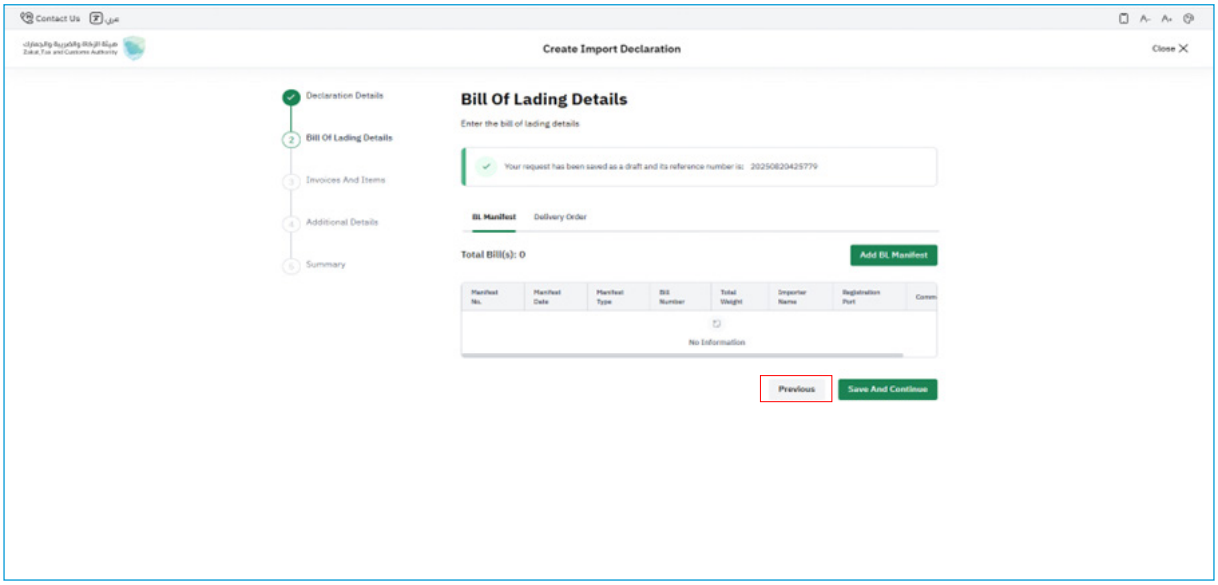


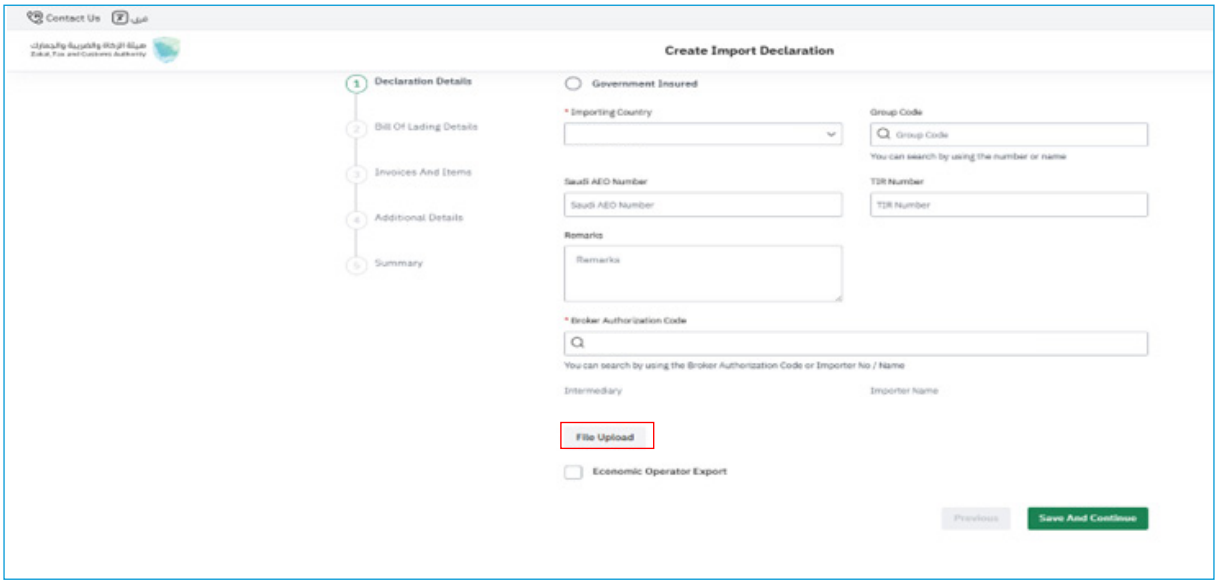


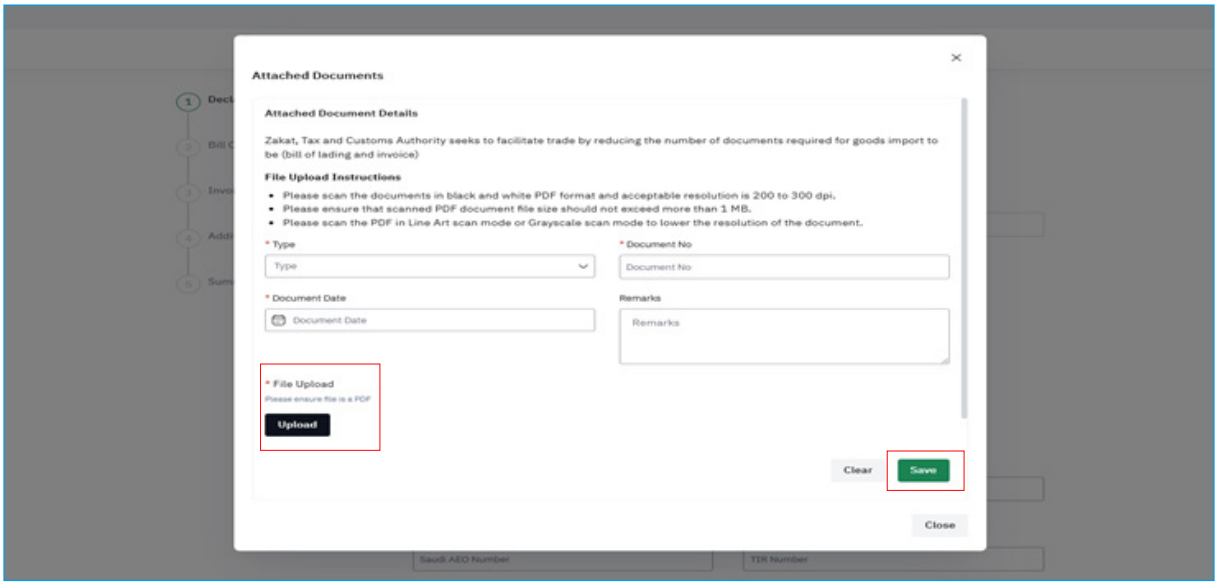
2. **Fill in the details of the customs declaration and click on «Save & Continue».**



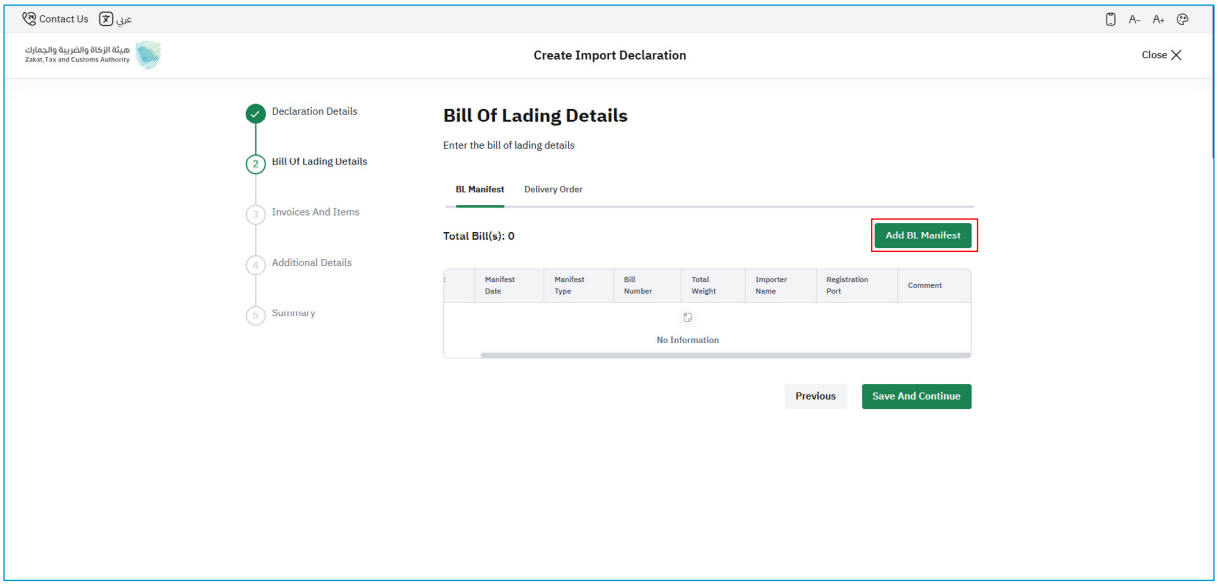
3. **Click on «Previous» then click on «Attach File» to upload the required file «Bill of Lading», and then click on Save and Continue.**



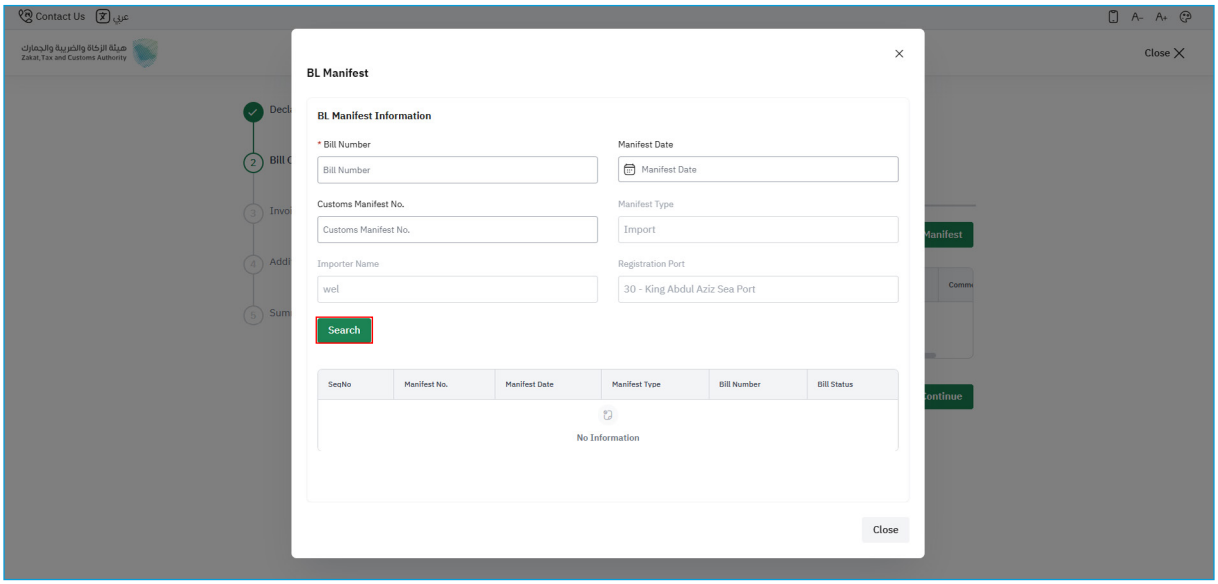




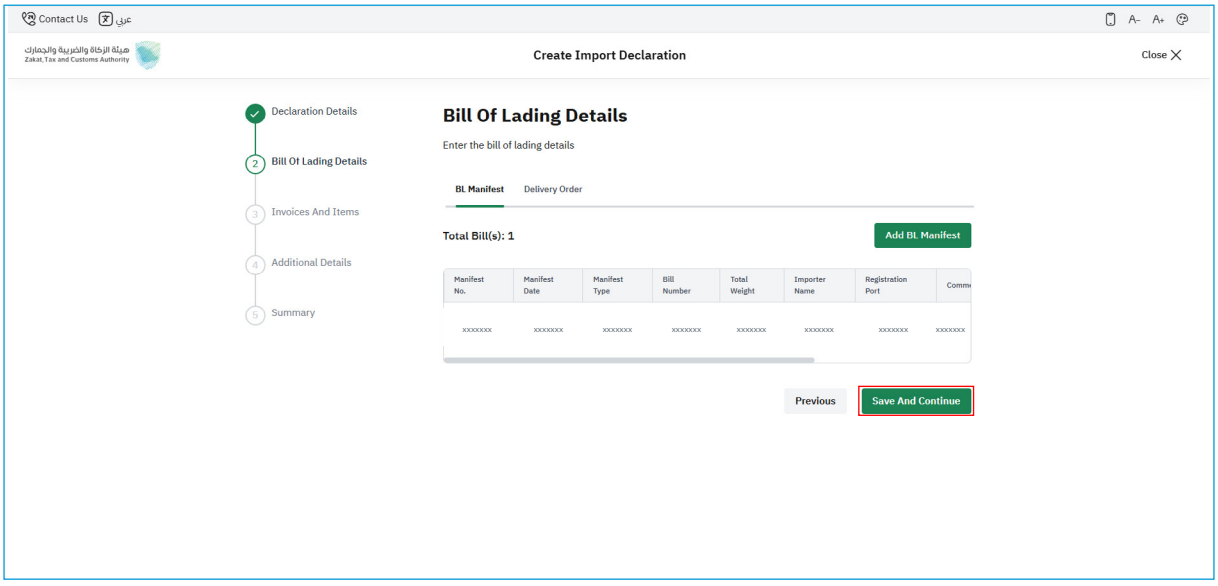
4. Click on «Add Bill of Lading Manifest».



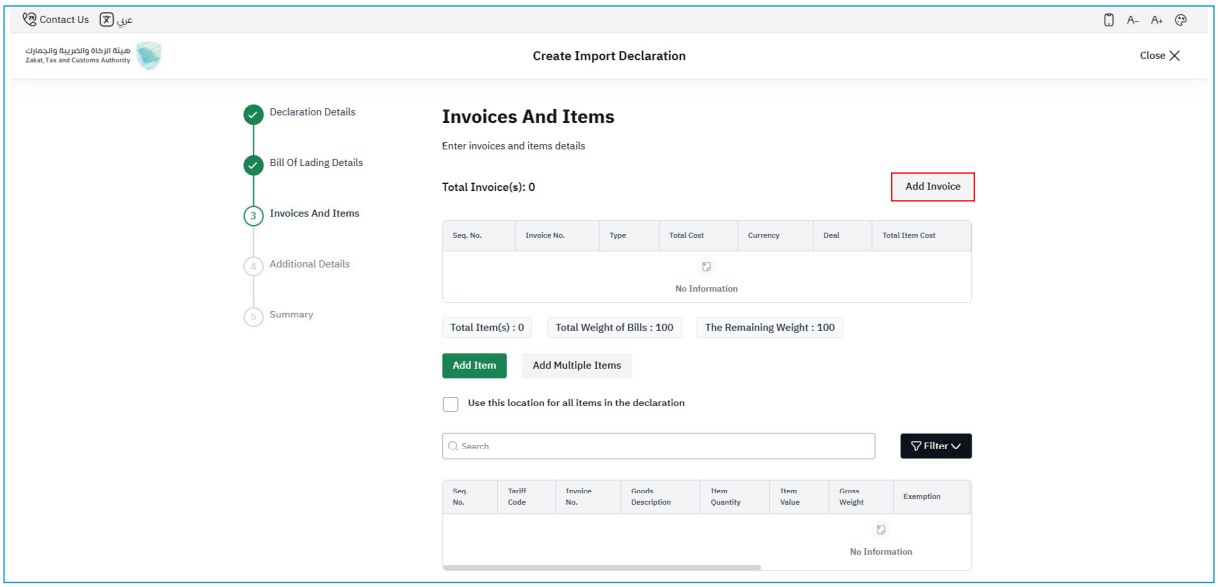
5. **Fill in the Bill of Lading Manifest data, then click on «Select».**



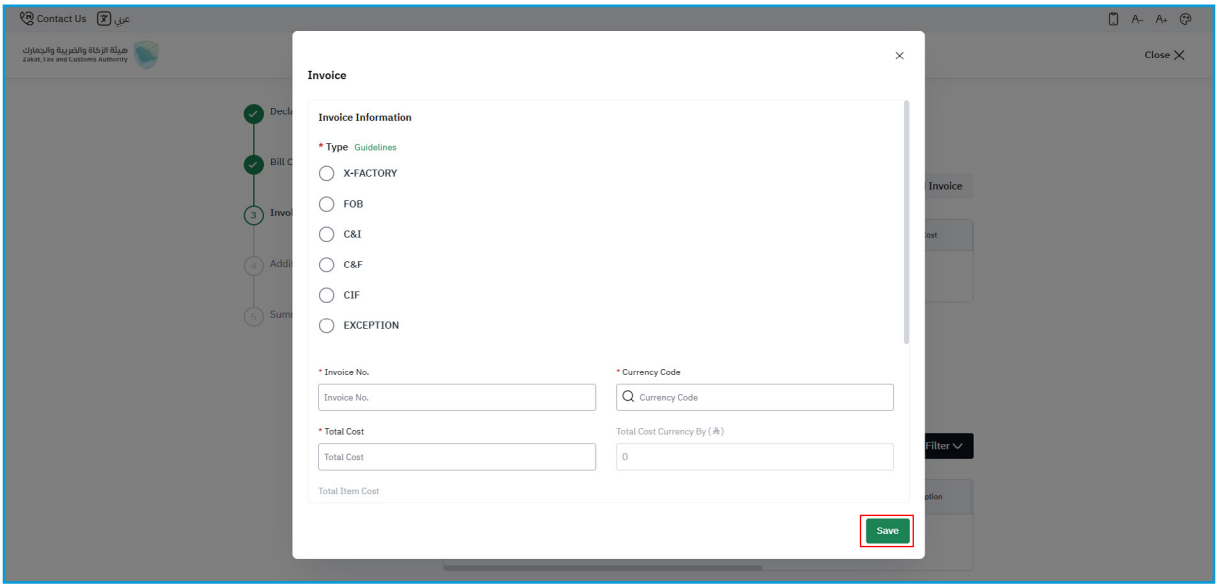
6. **Click on «Save & Continue».**



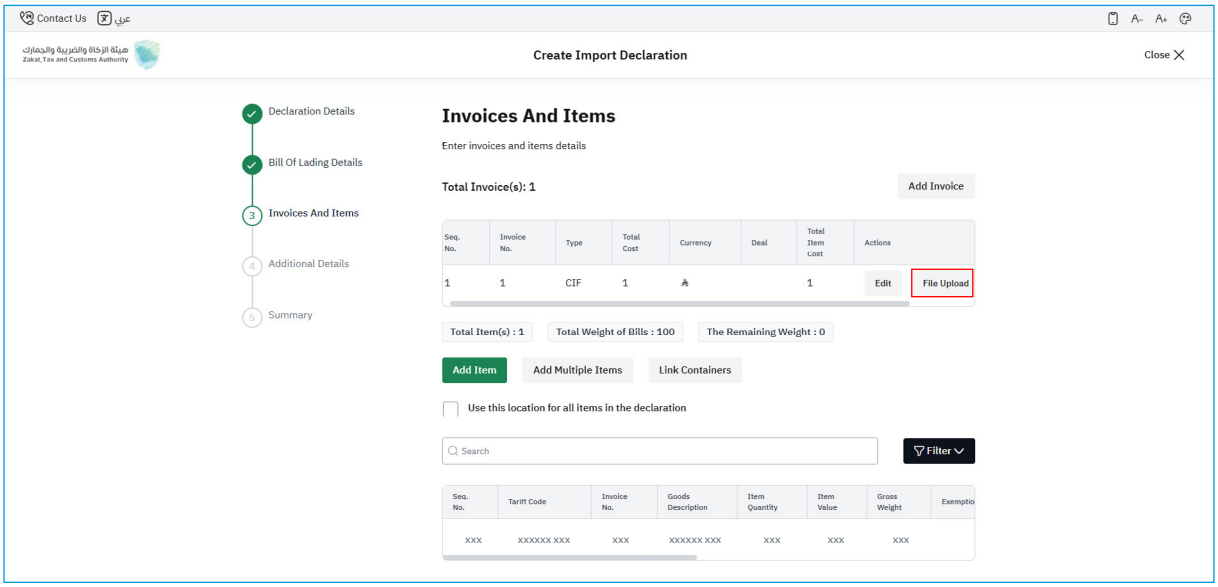
7. Click on «Add Invoice».

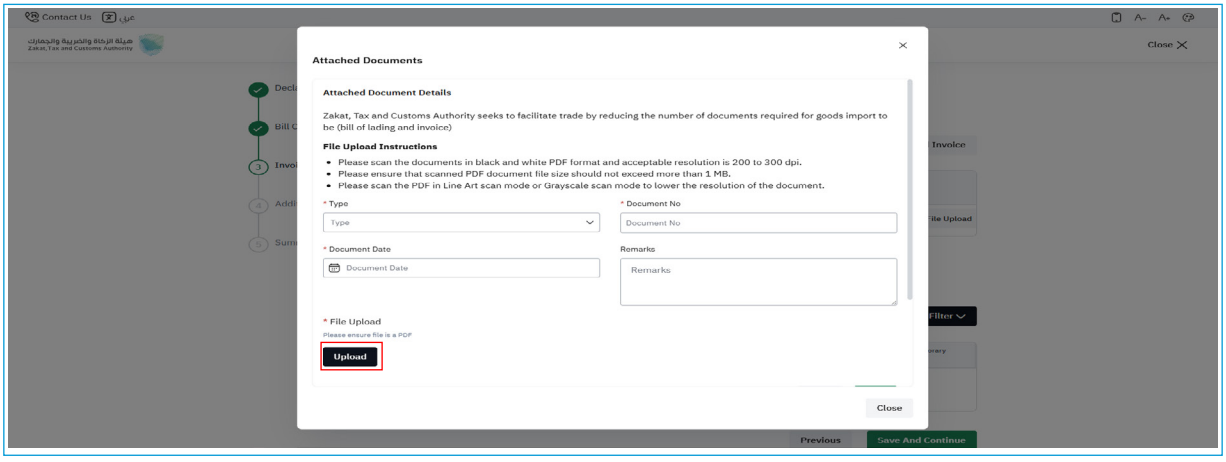


8. Fill in the required invoice information and click on «Save».

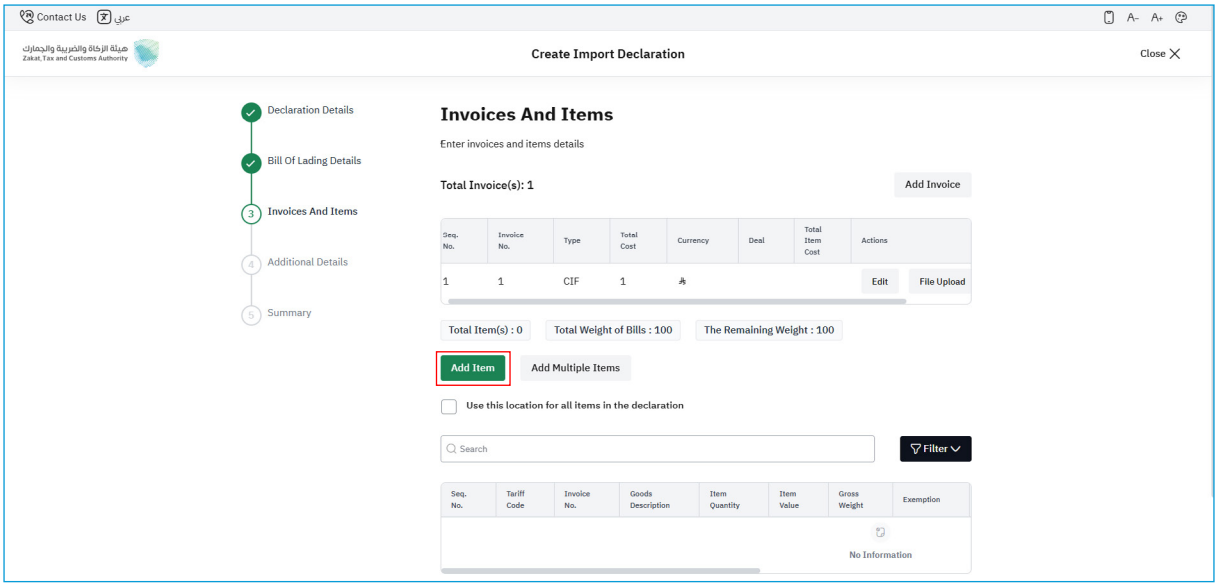


9. Click on «File Upload» to upload the mandatory file by clicking on the «Upload».

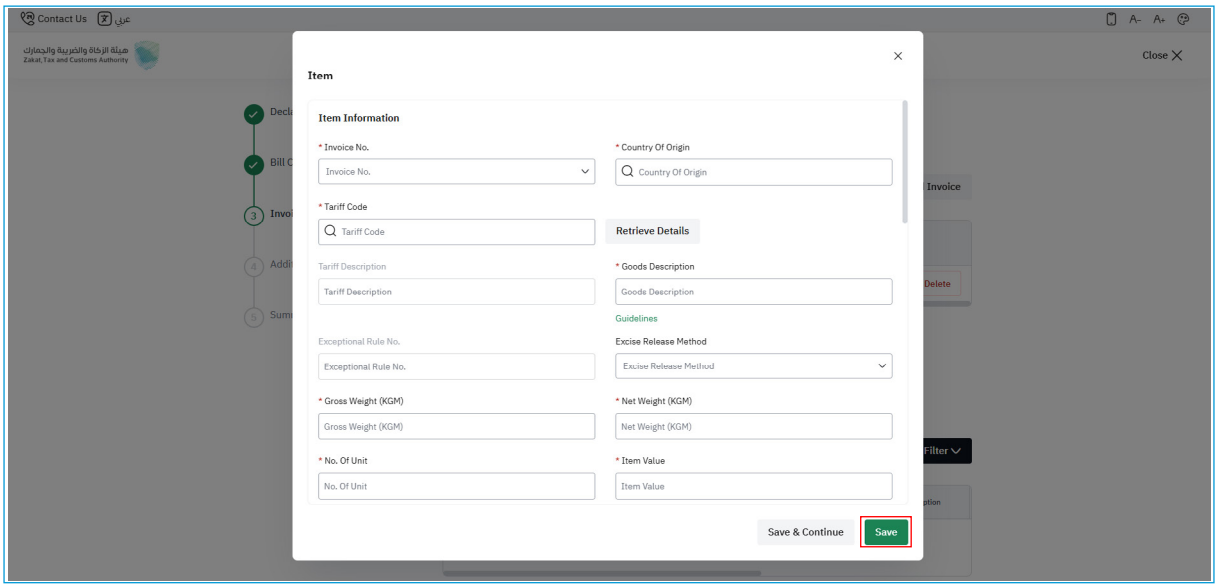




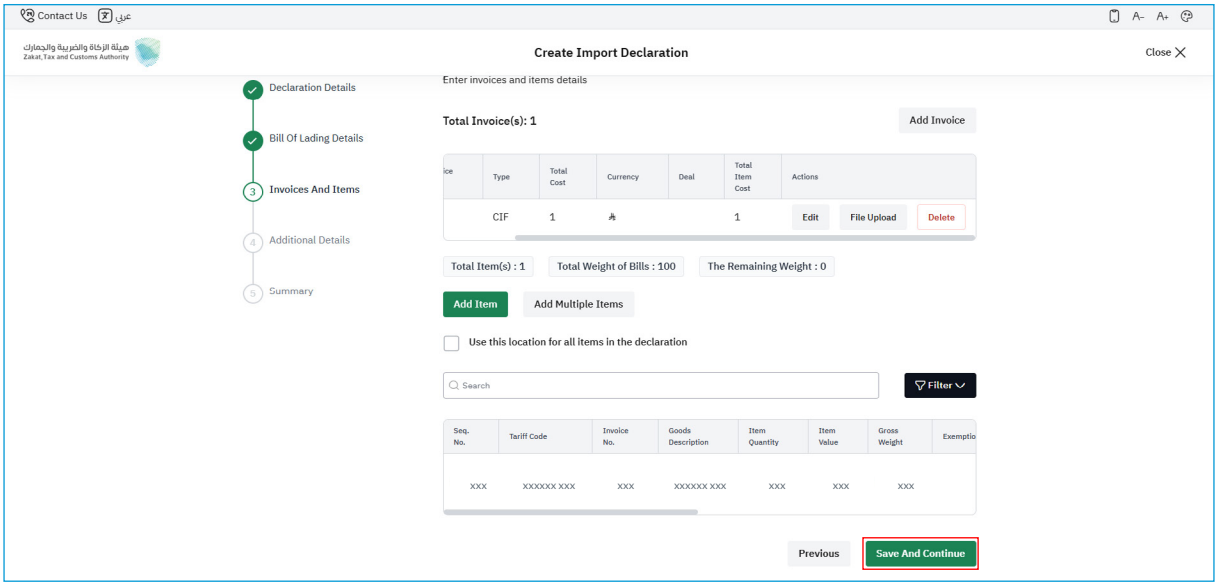
10. Click on «Add Item».



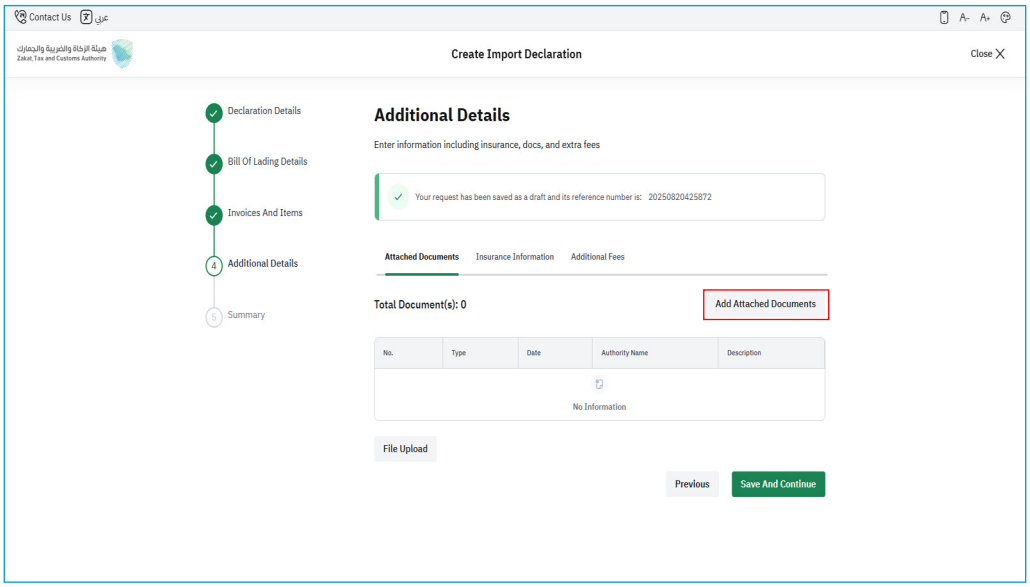
11. Fill in the required item information and click on the «Save».

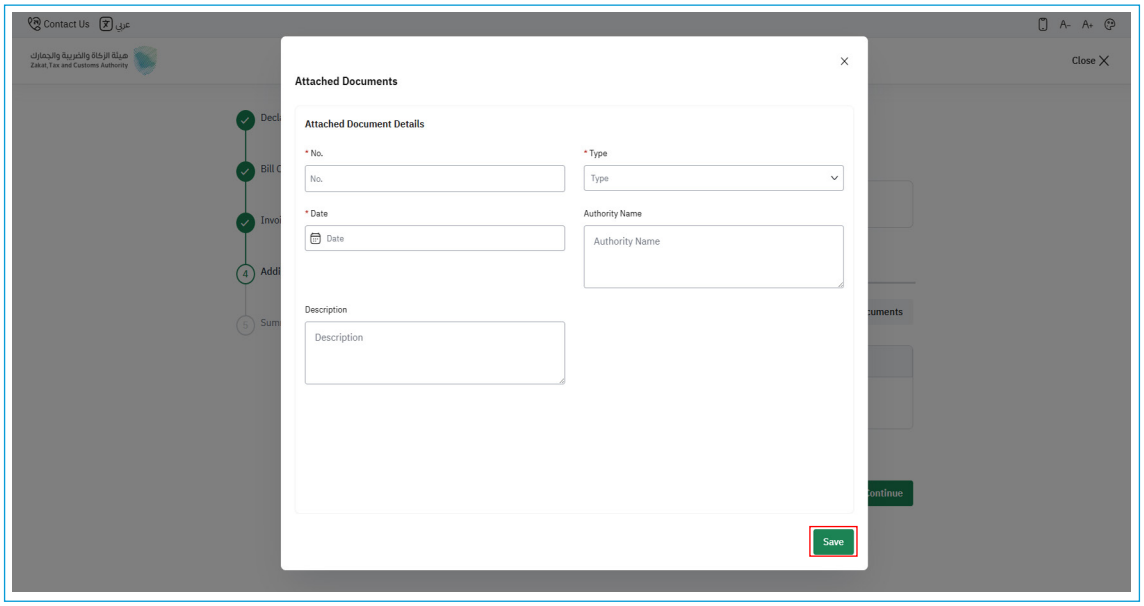


12. Click on «Save & Continue».

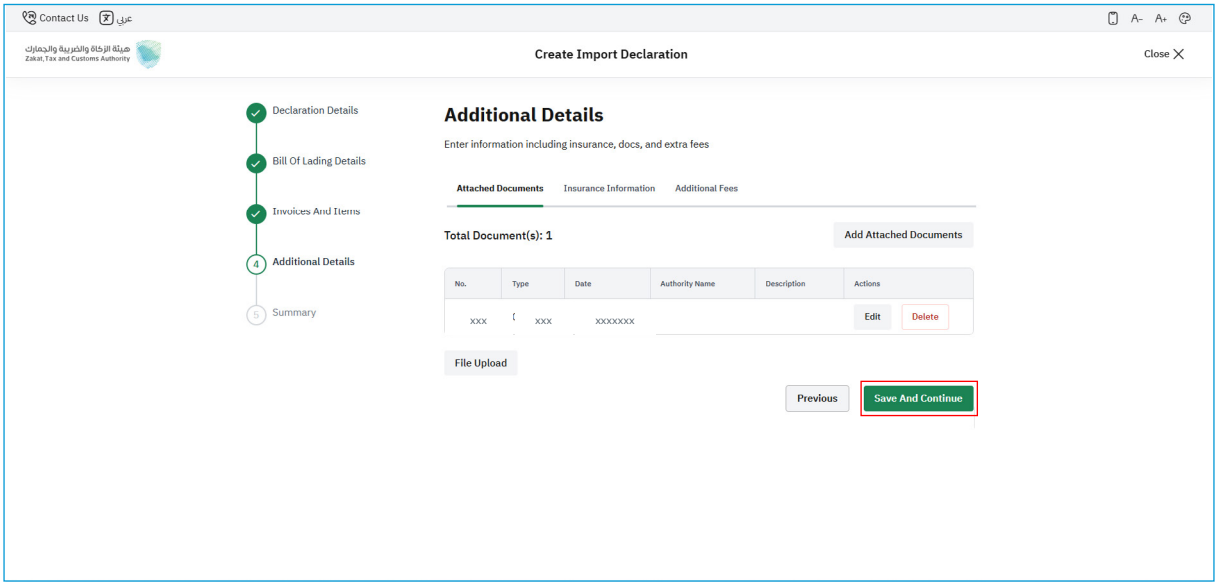


13. Click on «Add Attached Documents» and fill in the required information

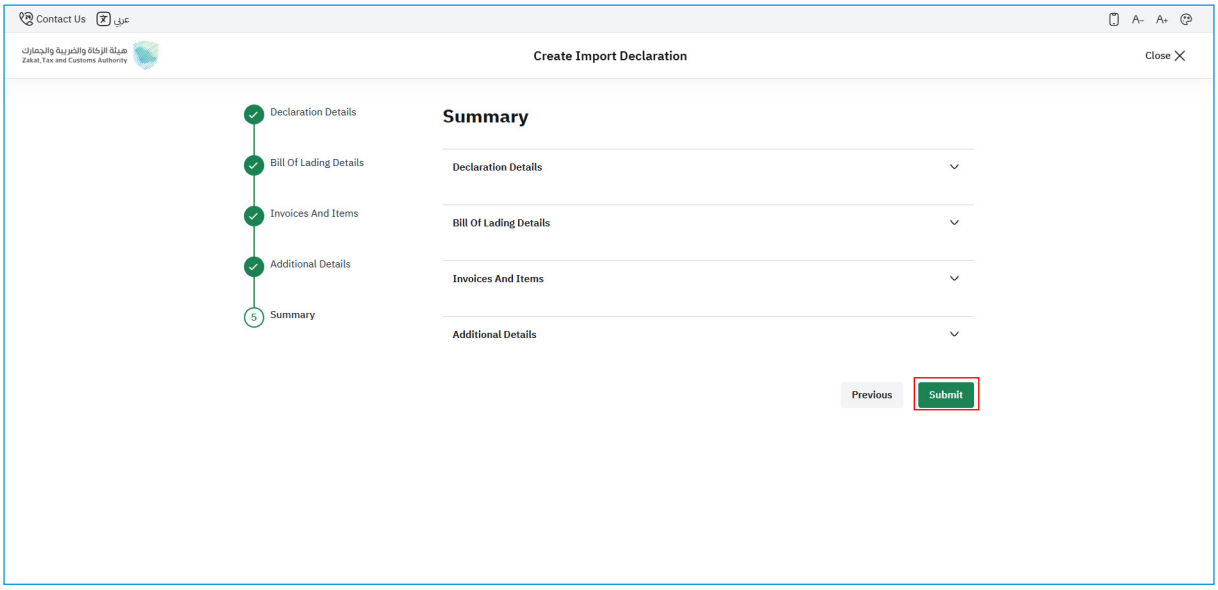




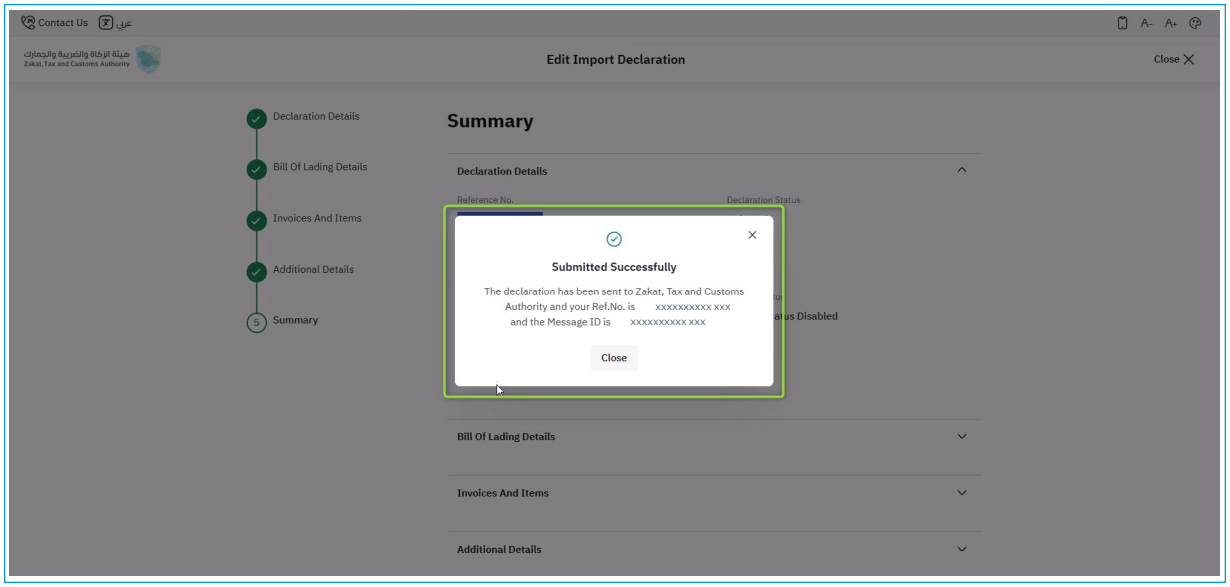
14. Click on «Save & Continue».



15. A window will appear showing a summary of the request, after confirming, then click on «**Submit**».



16. A window will appear confirming the successful submission of the application.





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