



Documentation requirement for shipping to and from Saudi Arabia

All documents provided, unless otherwise stated MUST be provided in the following format:

- PDF format
- 1:1 scale which when printed are completely legible
- Black & White or Colour copies are fine
- Documents should not exceed 4MB per PDF
- Grouping of pages should be restricted as below
- All documents should be clearly titled to identify the content and where possible your service number should be included in the title

Pet travel:

Export Documents:

- Owners Passport & IQAMA – If possible on one page
- Booking forms – All can be bundled in one document or individually subject to size of PDF **OR** saved in the provided format and returned as a word document
- Customs forms – where required at destination
- Export licence and MOA Health certificate request (if applying without our assistance)
- Pet Box labels – Can be grouped together
- Pets Vaccinations and details
 - Each pet must be submitted individually and the file clearly labelled with the pets name
 - Can be submitted as a full set of documents per pet in one PDF (i.e. Pets details, full vaccinations, blood test (where necessary)) subject to total size of PDF
 - If sent as individual pages, please ensure they are labelled as followed:
 - “pets name”- Details
 - “pets name”- Rabies vaccinations
 - “pets name”- Other Vaccinations
 - “pets name”- Blood test
 - Etc.
- Original documents will be require at least 3 days prior to travel

Import Documents:

- Owners Passport & IQAMA – If possible on one page
- Copy of AWB (or relevant booking forms if we are providing import service)
- Copy of International Health Certificate (including scan of KSA endorsement if on the back of the document) minimum 24 hours prior to departure at origin
- Booking forms – All can be bundled in one document or individually subject to size of PDF **OR** saved in the provided format and returned as a word document
- Pets Vaccinations and details
 - Each pet must be submitted individually and the file clearly labelled with the pets name
 - Can be submitted as a full set of documents per pet in one PDF (i.e. Pets details, full vaccinations, blood test (where necessary)) subject to total size of PDF
 - If sent as individual pages, please ensure they are labelled as followed:
 - “pets name”- Details
 - “pets name”- Rabies vaccinations
 - “pets name”- Other Vaccinations
 - “pets name”- Blood test
 - Etc.

Ex-Pat Logistics

Airfreight:

Export Documents:

- Owners Passport & IQAMA – If possible on one page
- Booking forms – All can be bundled in one document or individually subject to size of PDF **OR** saved in the provided format and returned as a word document
- Customs forms – where required at destination
- Packing list – Provided as a scanned PDF **OR** saved in the provided format and returned as an excel document

Import Documents:

- Owners Passport & IQAMA – If possible on one page
- Booking forms – All can be bundled in one document or individually subject to size of PDF **OR** saved in the provided format and returned as a word document
- Packing list – Provided as a scanned PDF **OR** saved in the provided format and returned as an excel document
- Required customs authorisations (if we are providing import service)

Sea Freight:

Export Documents:

- Owners Passport & IQAMA – If possible on one page
- Booking forms – All can be bundled in one document or individually subject to size of PDF **OR** saved in the provided format and returned as a word document
- Arabic authorisation and customs documents
- Ministry of Justice letter
- Customs forms – where required at destination
- Packing list – Provided as a scanned PDF **OR** saved in the provided format and returned as an excel document
- Vehicles **ONLY** – De-registration letter from traffic policy (must be valid for minimum 5 days at the agreed time of loading the vehicle)

Import Documents:

- Owners Passport & IQAMA – If possible on one page
- Booking forms – All can be bundled in one document or individually subject to size of PDF **OR** saved in the provided format and returned as a word document
- Packing list – Provided as a scanned PDF **OR** saved in the provided format and returned as an excel document
- Required customs authorisations (if we are providing import service)

Commercial Shipments IMPORT:

- Invoice certified by chamber of commerce at origin
- Certificate of Origin from chamber of commerce at origin – please note EU Certificates **MUST** identify country of origin and **NOT** state “European Union” as the origin
- Packing list – where required
- SASO certificate – where required
- Ministry approval – where required
- Saudi Chamber of Commerce approval – where required

Please note; if documents are not to the required standard and rejected by the relevant authority, shipping delays and additional charges may be incurred.