

# MIRSAL 2

## DECLARATION PROCESSING

### USER MANUAL (PART- 2 OF 2)

**Covering Cargo Transfer Requests**

Creation Date: 5 July 2009  
Last Updated: 30 July 2009  
Version: 1.0



## Table of Contents

---

1.	INTRODUCTION .....	3
1.1.	PURPOSE.....	3
1.2.	GUIDELINES .....	3
1.2.1.	Cargo Transfer Clearance Process .....	3
1.3.	DEFINITIONS, ACRONYMS AND ABBREVIATIONS .....	4
1.4.	BASIC FLOW FOR ACCESSING MIRSAL.....	5
1.5.	LOGGING IN.....	5
1.6.	GENERIC BUTTONS.....	7
2.	SUBMITTING A NEW CARGO TRANSFER .....	8
2.1.	ENTERING GENERAL INFORMATION.....	8
2.1.1.	Cargo Transfer Types.....	9
2.1.2.	Searching for a Value in a Field .....	10
2.2.	ENTERING SHIPPING DETAILS.....	11
2.3.	ENTERING CONTAINER/PACKAGE DETAILS.....	14
2.4.	ENTERING PAYMENT DETAILS .....	16
3.	DRAFTING A CARGO TRANSFER .....	21
4.	SEARCHING A CARGO TRANSFER .....	22
4.1.1.	Searching a Cargo Transfer using Quick Search.....	22
4.1.2.	Searching a Cargo Transfer using Advanced Search .....	22
4.1.3.	Viewing the Search Results.....	23
5.	TRACKING A CARGO TRANSFER .....	27
5.1.1.	Tracking a Cargo Transfer using Quick Search .....	27
5.1.2.	Tracking a Cargo Transfer using Advanced Search .....	27
5.1.3.	Viewing the Search Results for Tracking .....	28
5.2.	VIEWING AND RESPONDING TO MORE INFO QUERY FROM CUSTOMS .....	31
6.	AMENDING A CARGO TRANSFER .....	33
6.1.1.	Searching a Cargo Transfer to Amend.....	33
6.2.	INITIATING AN AMENDMENT REQUEST .....	33
7.	CANCELING A CARGO TRANSFER .....	39
7.1.1.	Searching a Cargo Transfer to Cancel.....	39
7.2.	INITIATING A CANCEL REQUEST .....	39
8.	PRINTING A CARGO TRANSFER REQUEST .....	43
8.1.	INITIATING A CARGO TRANSFER PRINT.....	43
9.	SUBMITTING A CARGO RELEASE .....	45
9.1.1.	Searching a Cargo Transfer using Quick Search.....	45
9.1.2.	Searching a Cargo Transfer using Advanced Search .....	45
9.1.3.	Viewing the Search Results for Cargo Release .....	46
9.2.	INITIATING A CARGO RELEASE.....	47
10.	SUBMITTING A CARGO RECEIPT .....	48
10.1.1.	Searching a Cargo Transfer using Quick Search.....	48
10.1.2.	Searching a Cargo Transfer using Advanced Search .....	48
10.1.3.	Viewing the Search Results for Cargo Receipt .....	49
10.2.	INITIATING A CARGO RECEIPT.....	50
11.	APPENDIX.....	51
11.1.	CUSTOMS BROKER.....	51



## **1. Introduction**

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

### **1.1. Purpose**

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

### **1.2. Guidelines**

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

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

#### **Source of other reference materials**

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

#### **1.2.1. Cargo Transfer Clearance Process**

##### **Process Overview**

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

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



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

### 1.3. Definitions, Acronyms and Abbreviations

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

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



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

## 1.4. Basic flow for Accessing Mirsal

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

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

## 1.5. Logging In

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

1. Open the Dubai Trade web portal.

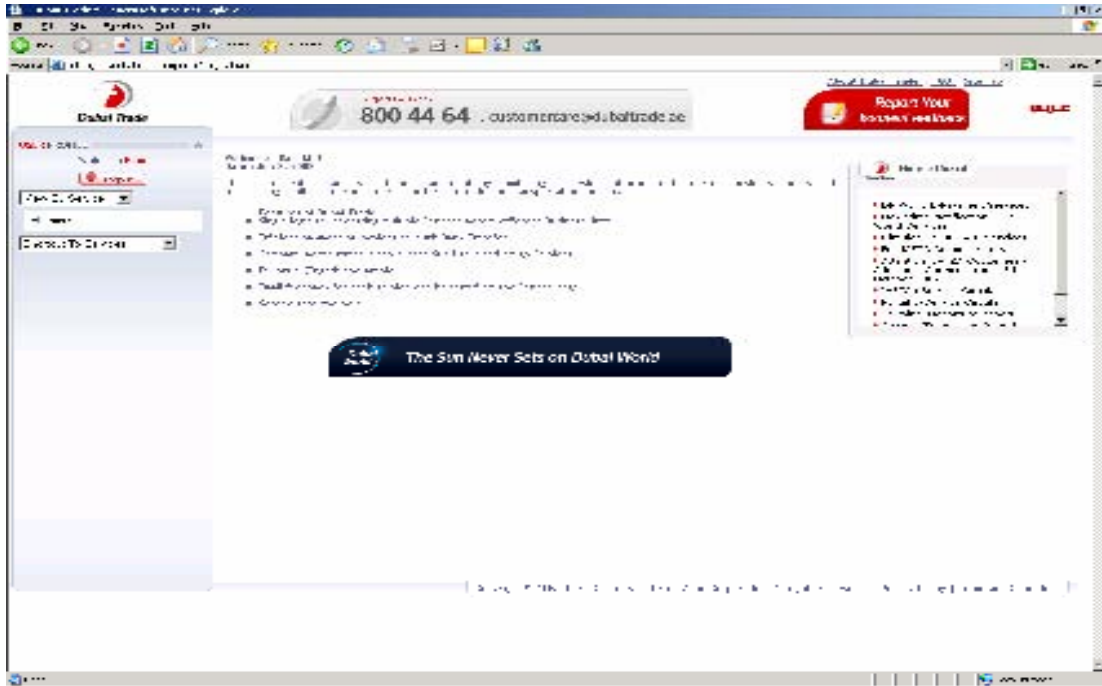




To sustain economic and social development in Dubai and to be one of the leading customs administrations in the world supporting legitimate trade.

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

Upon successful login, the following screen appears.



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





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

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



## 1.6. Generic Buttons

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

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



## 2. Submitting a New Cargo Transfer

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

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

### 2.1. Entering General Information

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

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

2. Enter the following fields:

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



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

3. Click the **Next** button.

The **Shipping Details** screen appears.

### 2.1.1. Cargo Transfer Types

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

The following table lists the types of Cargo Transfers:

Sl. No	Cargo Transfer Type	Purpose	Transferor	Transferee
01	Cargo Transfer from CTO to CH ( Same Location)	Covers the cargo movements from Cargo Terminal Operator (CTO) to Cargo Handler (CH) where both are in the same physical location	CTO	CH




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

## 2.1.2. Searching for a Value in a Field

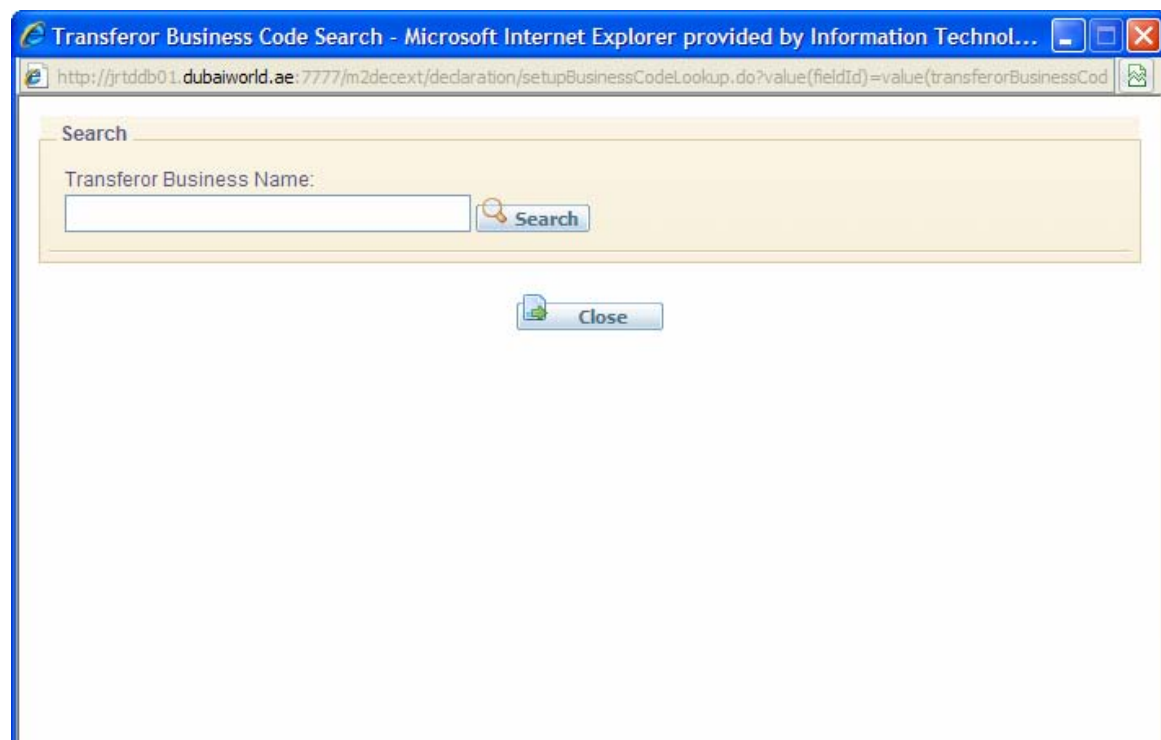
1. Click the Search Icon in the field.

Transferor/Transferee Details

\* Transferor Business Code:



2. The Search screen is displayed.





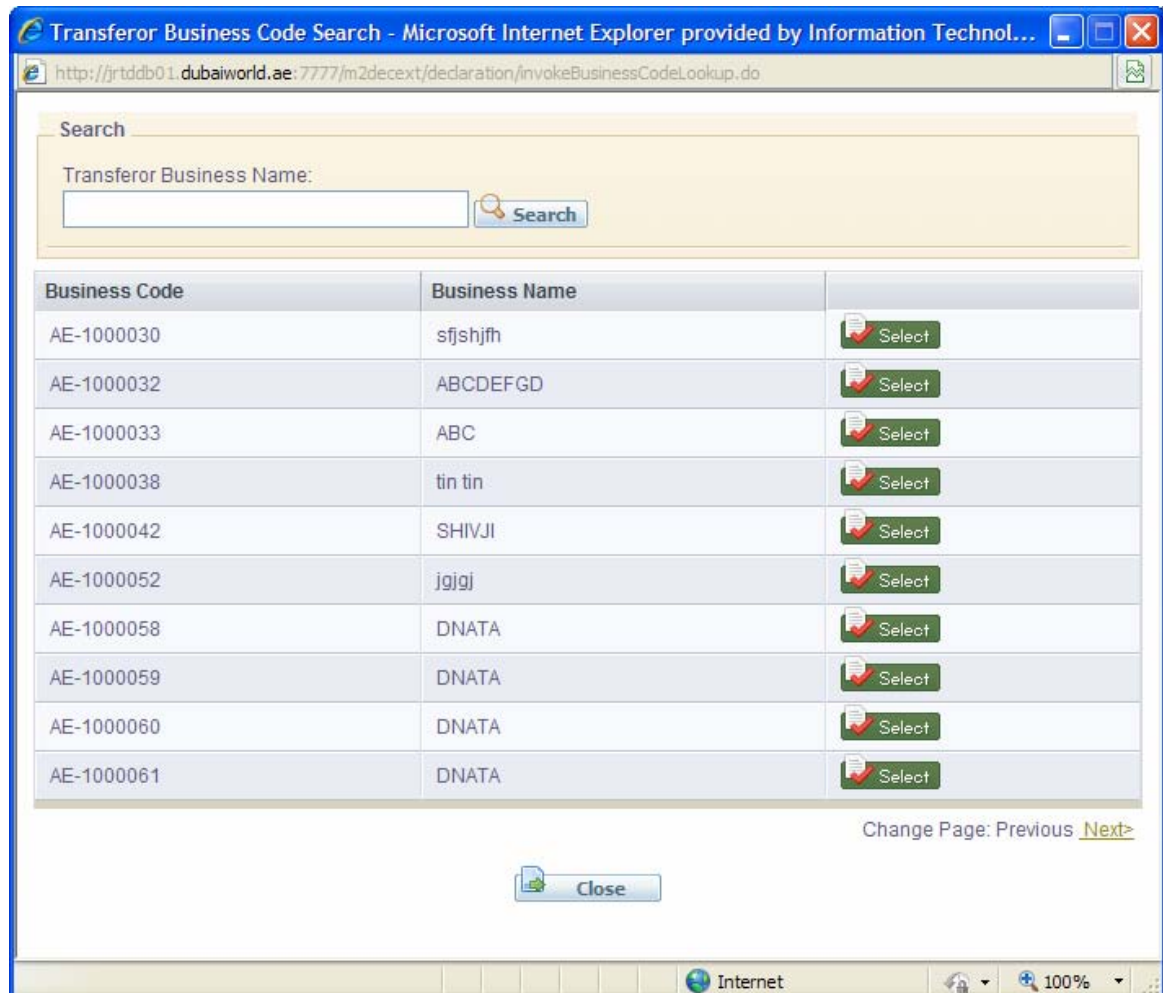
To sustain economic and social development in Dubai and to be one of the leading customs administrations in the world supporting legitimate trade.

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

OR

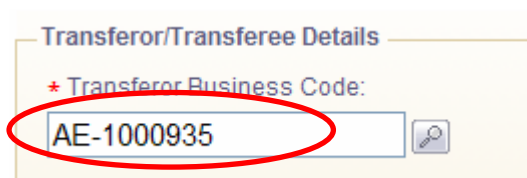
Click the **Search** button directly.

The search results appear.



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

The selected item is entered in the field.



## 2.2. Entering Shipping Details

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

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



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

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



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

2. Click the **Next** button.

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



## 2.3. Entering Container/Package Details

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

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

- Container Details

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

- Package Details

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

The Container Details screen appears.

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

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

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

The container details are listed below.



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

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

4. Click the **Next** button.

The **Package Details** screen appears.

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

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



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

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

The package details are listed below.

**Package Details**

No. of packages:

Package Type:

Shipping Marks:

**Add**

No. of packages	Package Type	Shipping Marks	Delete
300	BAGS	430430430	
30	CARTONS	010430430	

Transferor Firm Name: IBMIA      Transferee Firm Name: IBMIA Cargo Centre  
Transferor Business Name: saurabh      Transferee Business Name: Jabel Ali

**Previous**      **Next**

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

8. Click the **Next** button.

The **Payment Details** screen appears.

## 2.4. Entering Payment Details

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

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



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

1. Enter or view the following fields:

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

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

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



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

جمارك دبي  
Dubai Customs

### New Cargo Transfer Request - Sign & Submit

**Cargo Transfer Request Summary**

Cargo Transfer Type: Cargo Transfer From CH to CH (Different Locations)	Cargo Transfer Date: 08/07/2010
Transferor Business Code-Name: AE-9800014-DHAKA	Transferor Premises Code-Name: AE-9800014-DHAKA-Cargo Centre
Transferee Business Code-Name: AE-1001429-south	Transferee Premises Code-Name: PR-00108-Jebel Ali
Broker Business Code-Name:	Client's Dec. Ref. No.:
Inbound Cargo Channel: Sea	Inbound Cargo Identification Number: 005471
Inbound Carrier Name: COSCO LONDON	Arrival Date: 13/06/2010
Inbound Master Transport Document Number: ZM124254	Outbound Cargo Channel: sea

**Payment Details**

Charges	Amount	Payment Mode	Payment Reference
Deposit	AED 1000.00	Standing payment	2412328
Other Charges	AED 10.00	Credit Account	1412357

View Cargo Transfer Request Details

[Sign & Submit](#)

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






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

جمارك دبي  
DUBAI CUSTOMS

New Cargo Transfer Request

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

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

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



### 3. Drafting a Cargo Transfer

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

#### To open a drafted Cargo Transfer

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

The **Draft Search** screen appears.

The screenshot shows the 'Draft Search' window. At the top, there is a header with the Dubai Customs logo and the text 'Draft Search'. Below the header, there are two date selection fields: 'From Date' with the value '09-07-2009' and 'To Date' with the value '09-07-2009'. Each field has a calendar icon and a format indicator 'DD-MM-YYYY'. At the bottom of the search area, there is a magnifying glass icon followed by the word 'Search' and a 'Reset' button.

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

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

The screenshot shows the 'Draft Search Result' window. It has a header with the Dubai Customs logo and the text 'Draft Search Result'. Below the header, there is a 'Search Results' section with a 'New Search' button. The main area contains a table with the following data:

Client's Dec. Ref. No.	Cargo Transfer Type	Last Updated On	Last Updated By	
	Cargo Transfer from O to O (Different Locations)	09-07-2009	searchbj_pcbnew	Continue
	Cargo Transfer from O to O (Different Locations)	09-07-2009	searchbj_pcbnew	Continue

At the bottom of the results area, there is a 'Back' button.

The following details appear in the results.

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

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



## 4. Searching a Cargo Transfer

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

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

- Quick Search
- Advanced Search

### 4.1.1. Searching a Cargo Transfer using Quick Search

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

#### To search using Quick Search

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

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

2. Enter the following field/s:

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

3. Click the **Search** button.

The search results are displayed.

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

### 4.1.2. Searching a Cargo Transfer using Advanced Search

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

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

#### To search using Advanced Search

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

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

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



The Advanced Search screen appears.

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

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

4. Click the **Search** button.

The search results are displayed.

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

### 4.1.3. Viewing the Search Results

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







### To view the History

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

The **History** screen appears.



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



## 5. Tracking a Cargo Transfer

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

Requests can be tracked using the following two ways:

- Quick Search
- Advanced Search

### 5.1.1. Tracking a Cargo Transfer using Quick Search

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

#### To track using Quick Search

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

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

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

The search results are displayed.

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

### 5.1.2. Tracking a Cargo Transfer using Advanced Search

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

#### To track using Advanced Search

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

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

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

The **Advanced Search** screen appears.



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

3. Enter all mandatory fields of the following.

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

4. Click the **Search** button.

The search results are displayed.

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

### 5.1.3. Viewing the Search Results for Tracking

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

Request Number	Transaction Type	Business Code - Name	Status	Created Date	Remarks
1240044108023	New Cargo Transfer Request	AE 100030 ABCDEF00	Processing	08-07-2009	
1240044000030	New Cargo Transfer Request	AE 1000400 source	Processing	08-07-2009	
1240068007900	New Cargo Transfer Request	AE 1000400 source	Processing	08-07-2009	
1240780000007	New Cargo Transfer Request	AE 100030 s1ch1f	Processing	08-07-2009	

The following details are displayed:

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



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

### **To view the Cargo Transfer of the request**

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

The **View Cargo Transfer** screen appears.







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

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

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

5. Click the **Submit** button.

The response is submitted to Customs.

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



## 6. Amending a Cargo Transfer

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

- . All amendment requests are subject to Customs approval.

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

### 6.1.1. Searching a Cargo Transfer to Amend

#### To search using Amend Cargo Transfer Search

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

The Amend Cargo Transfer Search screen appears.

2. Enter the following field/s:

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

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

The Amend Cargo Transfer screen opens for editing.

For more information on editing the Cargo Transfer, see section **6.2 Initiating an Amendment Request**.

### 6.2. Initiating an Amendment Request

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

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





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

The **Container Details** screen appears.

Amend Cargo Transfer Request

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

Container Details Package Details (1)

Container No.

Add

Container No.	Container Seal No.	
0700700700		
4333333333		
3333333333		
1010000000		

Transferee Business Name: saurabh Transferee Premises Name: saurabh (1)  
Transferee Business Name: saurabh Transferee Premises Name: saurabh

Previous Next

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

The **Package Details** screen appears.

Amend Cargo Transfer Request

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

Container Details Package Details

No. of packages:  Package Type:

Add

No. of packages	Package Type	Shipping Mark
344444444	BUNDLES	

Transferee Business Name: saurabh Transferee Premises Name: saurabh (1)  
Transferee Business Name: saurabh Transferee Premises Name: saurabh

Previous Next

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

The **Amendment Details** screen appears.



Amend Cargo Transfer Request

1 Initial Information → 2 Amend Details → 3 Amend Package Details → 4 Amend Details → 5 Amend Details

**Amendment Summary**

Amended Attribute	Old Value	New Value
Gross Weight	121212121212333	10000
Amended Request No.	34444444444444	4545454545
Container Removed	43333333333	Not Applicable
	34444444444	Not Applicable

**Charges Details**

Charge	Old Amount	New Amount
Knowledge Dubai	00	
Registration fee	20	
Declaration Amendment Charge		0000

**Amendment Details**

Amendment Reason: [Please Select]  Attachment: [Attach...] [Upload]

Cargo Status: [Please Select]

Transfer Business Name: saurabh | Transfer Promiss Name: saurabh coo1  
(Please Select) (Please Select)

[Previous] [Next]

Show: [Please Select] [Show]

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

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

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



14. Enter the following fields:

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

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

16. Click the **Next** button.

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



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

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

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

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



## 7. Canceling a Cargo Transfer

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

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

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

### 7.1.1. Searching a Cargo Transfer to Cancel

#### To search using Cancel Cargo Transfer Search

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

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

The screenshot shows a web application window titled 'Cancel Cargo Transfer Request'. Inside the window, there is a search field with the label 'Cargo Transfer No.' and a red asterisk. Below the search field, there are two buttons: 'Show Details' and 'Reset'.

2. Enter the following field/s:

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

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

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

For more information on canceling the Cargo Transfer, see section **7.2 Initiating a Cancel Request**.

### 7.2. Initiating a Cancel Request

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

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



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

**Cancel Cargo Transfer Request**

**—Cargo Transfer Request Summary—**

Cargo Transfer No: KOTCH0014508	Cargo Transfer Type: Cargo Transfer From C/O to C/O (Same Location)
Cargo Transfer Date: 05/07/2010	Transferor Business Code Name: AE 101438 saurabh
Transferor Premises Code Name: FR-0101-saurabh-001	Transferee Business Code Name: AE 101429-saurabh
Transferor Premises Code Name: FR 20200 saurabh	Broker Business Code Name:
Client's Doc. Ref. No.:	Inbound Cargo Channel: Free
Inbound Cargo Registration Number: 656742	Inbound Cargo Name: M3C-MVA
Arrival Date: 31/12/2009	Inbound Number (Transport Document Number): 12112122222222222222222222222222
Outbound Cargo Channel:	

**Cancellation Details**

▲ Cancellation Reason:  
[Others] [v]

Attachment:  
[Browse] [Upload]

▲ Cargo Status:  
[Others] [v]

[Previous] [Next]

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

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

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

**Cancel Cargo Transfer Request - Payment Details**

**Payment Details**

Charges	Amount	Refund/Collect	Payment Mode	Payment Reference
Declaration Cancellation Charge	AED 10.00	Collect	Credit Account [v]	[Please Select] [v]

Transferor Business Name: saurabh    Transferor Premises Name: saurabh-001  
 Transferee Business Name: saurabh    Transferee Premises Name: saurabh

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

[Previous] [Next]

7. Enter or view the following fields:



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

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

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



جمارك دبي  
DUBAI CUSTOMS

### Cancel Cargo Transfer Request - Acknowledgement

Your request will be sent for approval

**Cargo Transfer Request Summary**

Cargo Transfer No: 01-01001-4529	Cargo Transfer Type: Cargo Transfer from DTD to OH (Same Location)
Cargo Transfer Date: 01-01-2019	Transferor Business Code-Name: AE-1011413-saurabh
Transferor Premises Code-Name: FR-01013-saurabh-001	Transferee Business Code-Name: AE-101429-saurabh
Transferee Premises Code-Name: FR-01013-saurabh	Broker Business Code-Name:
Client's Acc. Ref. No.:	Inbound Cargo Channel: 300
Inbound Cargo Registration Number: 616742	Inbound Cargo Name: VSC I/Ms
Arrival Date: 01-01-2019	Inbound Master Transport Document Number: 12111111111111111111111111111111
Outbound Cargo Channel:	

**Cancellation Details**

Request No: 1239040490349	Cancellation Request Submission Date: 01-01-2019
Reason for Cancellation: Cargo Transfer Type wrongly declared	

Print    Sign & Submit

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

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

جمارك دبي  
DUBAI CUSTOMS

### Cancel Cargo Transfer Request -Confirmation

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

**Finish**  
and return to Service Landing Page

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





**CARGO TRANSFER**

**حكومة دبي**  
**GOVERNMENT OF DUBAI**

**جمارك دبي**  
**DUBAI CUSTOMS**

Transfer Types are:  
 CT1-Cargo Transfer from CTO to CH (Same Location)  
 CT2-Cargo Transfer from CTO to CH (Different Locations)  
 CT3-Cargo Transfer from CH to CH (Same Location)  
 CT4-Cargo Transfer from CH to CH (Different Locations)  
 CT5-Cargo Transfer from CTO to CTO (Different Locations)

- System Generated Cargo Transfer No.  
 - This can be used as Preceding Clearance No., if any further movements

Specifies the Status of the Cargo Transfer request

GENERAL INFORMATION	
Transfer Type: Cargo Transfer from CTO to CH (Different Locations)	Transfer No.: 602-12300000-09
Transfer Date: 24/09/2009	Transfer Status: Cleared
Transferor: AE01233 - DNATA	Transferor Premises: PR0122 - DNATA PREMISE
Transferee: AE23444 - TNT	Transferee Premises: PR0123 - TNT PREMISE
Broker: AE12333 - Gulf Agency	Client's Dec. Ref. No.: X123344

If Cargo Channel is Sea then Carrier Name is Mandatory otherwise not applicable

INBOUND DETAILS	
Cargo Channel: AIR	Carrier: 22345555 - MAERSK KEN SINGTON
Arrival Date: 24/09/2009	Master Transport Document No.: M123434343
Port of Loading: Mumbai	Manifest Registration No.: 2342342111

If Cargo Channel is Air then MAWB  
If Cargo Channel is Sea then BOL

CARGO DETAILS	
Cargo Type: General	Gross Weight: 1000 (Kgs)
Customs Seal No.:	Preceding Clearance No.:

Previous Cargo Transfer No.

OUTBOUND DETAILS	
Cargo Channel: Land	Carrier No.: T12322

- Truck No.  
- Not applicable for Same Location Transfers  
- If Cargo Type is "FCL" then Not Applicable else Mandatory

CONTAINER DETAILS	
Container Number:	Customs Seal Number:

- If Cargo Type is "FCL" then Optional otherwise Not Applicable  
- Multiple Information is allowed

PACKAGE DETAILS	
Package Type	Number of Packages
Carton	100
Ballet	100
Carton	100
Ballet	100
Carton	100
Ballet	100
Carton	100

- If Cargo Type is "FCL" then Mandatory otherwise Not Applicable  
- Multiple Information is allowed

Collection Advice number generated against the Payment

PAYMENT DETAILS					
Charge Type	Charge Amount	Payment Mode	Payment Reference Number	Collection Receipt Number	Transaction Number
Deposit	1000	Standing Guarantee	123323232	J-129456789	123456789
Registration Charge	100	Credit Account	123323232		

Options are:  
Standing Guarantee and Credit Account

- Marks and Numbers  
- If Cargo Type is "FCL" then Not Applicable otherwise Optional

For future requirement, Transaction Number generated from e-Payment

Credit or Standing Guarantee Account No. provided by Customs

Area where specific instructions or requirements or findings are provided by Customs.

SEAL TO BE APPLIED

CUSTOMS CERTIFICATION OR EXIT/ENTRY		RECEIPT CONFIRMATION	
DATE	SIGN AND STAMP	DATE	SIGN AND STAMP

To be filled-up by Receiving Customs Unit

To be filled-up by Transferee or Cargo Receiver

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

The Cargo Transfer request is printed.

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



## 9. Submitting a Cargo Release

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

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

- Quick Search
- Advanced Search

### 9.1.1. Searching a Cargo Transfer using Quick Search

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

#### To search using Quick Search

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

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

4. Enter the following field/s:

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

5. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section **9.1.3 Viewing the Search Results for Cargo Release**

### 9.1.2. Searching a Cargo Transfer using Advanced Search

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

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

#### To search using Advanced Search

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

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

7. Click the **Advanced Search** tab.



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

The Advanced Search screen appears.

8. Enter or select the following field/s:

Search	Description
Cargo Transfer Date	Enter or select the Date to search against the Cargo Transfer Date.
Release Status	Select the status from the dropdown list such as Released or Not Released.

9. Click the Search button.

The search results are displayed.

For more information on the search results, see section 9.1.3 Viewing the Search Results for Cargo Release

### 9.1.3. Viewing the Search Results for Cargo Release

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

Cargo Transfer No.	Date	Inbound Master Transfer Doc.No.	Transferee Business Name	Release Status	Release Date
50400000000000000000	08-07-2010	1023	AE 1001429-00000000000000000000	Not Released	08-07-2010
50400000000000000000	05-07-2010	1023	AE 1001429-00000000000000000000	Released	05-07-2010

The following details are displayed:

Fields/Buttons	Description
Cargo Transfer Number	Number generated by the Customs system for the Cargo Transfer request.
Date	Date submitted to Customs.
Inbound Master Transport Doc. No.	Transport document number such as Airway Bill or Bill of Lading.
Transferee Business	Business code and name of the owner of the Cargo Transfer.



Code - Name	
Release Status	Current status of the physical Cargo whether it is Released or Not Released.
Release Date	Date of Release of the physical Cargo.

## 9.2. Initiating a Cargo Release



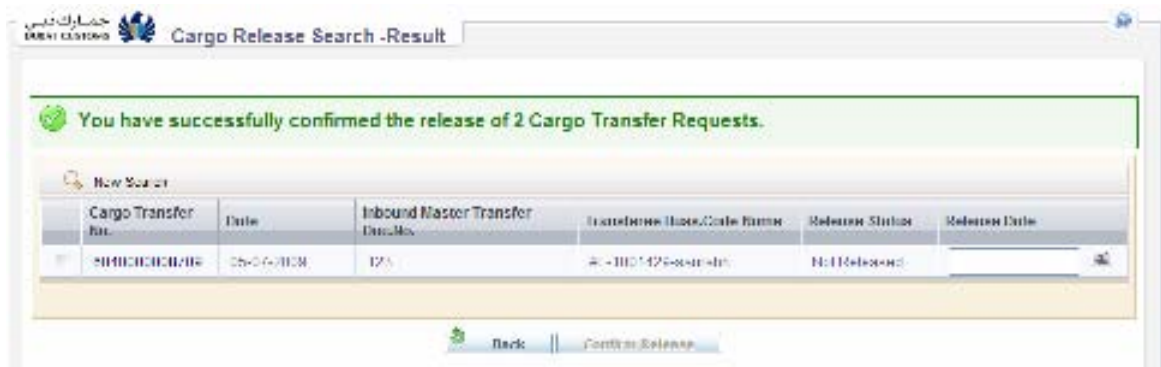
1. To confirm cargo release of one or more Cargo Transfers, select by ticking the checkbox from the leftmost side of the Search Result.
2. For all the selected Cargo Transfer request, enter or select the date of release from the rightmost side of the Search Result.

For more information on viewing the Search Result, see section 9.1.3 Viewing the Search Results for Cargo Release

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

3. Click the **Confirm Release** button.

The **Cargo Release Confirmation** screen appears.





## 10. Submitting a Cargo Receipt

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

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

- Quick Search
- Advanced Search

### 10.1.1. Searching a Cargo Transfer using Quick Search

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

#### To search using Quick Search

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

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

The screenshot shows a web application interface for 'Cargo Receipt Search'. At the top, there is a header with the Dubai Customs logo and the text 'Cargo Receipt Search'. Below the header, there are two tabs: 'Quick Search' (which is selected and highlighted in yellow) and 'Advanced Search'. Under the 'Quick Search' tab, there is a search field labeled 'Cargo Transfer Number' with a search button and a 'Reset' button below it.

2. Enter the following field/s:

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

3. Click the **Search** button.

The search results are displayed.

For more information on the search results, see section 10.1.3 Viewing the Search Results for Cargo Receipt

### 10.1.2. Searching a Cargo Transfer using Advanced Search

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

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

#### To search using Advanced Search

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

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

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



The Advanced Search screen appears.

6. Enter or select the following field/s:

Search	Description
Cargo Transfer Date	Enter or select the Date to search against the Cargo Transfer Date.
Receipt Status	Select the status from the dropdown list such as Received or Not Received.

7. Click the Search button.

The search results are displayed.

For more information on the search results, see section 10.1.3 Viewing the Search Results for Cargo Receipt

### 10.1.3. Viewing the Search Results for Cargo Receipt

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

Cargo Transfer No.	Date	Inbound Master Transfer Doc.No.	Transferee Busi.Code-Name	Release Status	Receipt Status	Receipt Date
00000000000000000000	07-07-2009	000000	AE-1001434-SEARCH	Not Released	Received	07-07-2009
00400000000000000000	07-07-2009	0023	AE-1001434-SEARCH	Not Released	Received	07-07-2009

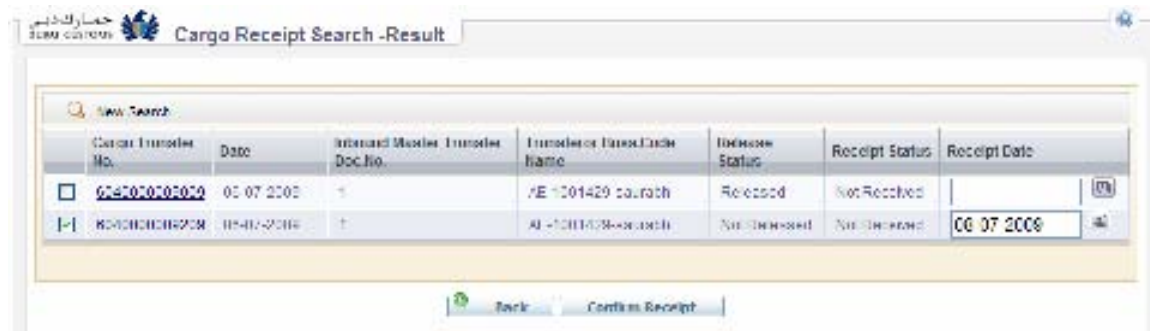
The following details are displayed:

Fields/Buttons	Description
Cargo Transfer Number	Number generated by the Customs system for the Cargo Transfer request.
Date	Date submitted to Customs.
Inbound Master Transport Doc. No.	Transport document number such as Airway Bill or Bill of Lading.
Transferee Business Code - Name	Business code and name of the owner of the Cargo Transfer.



Receipt Status	Current status of the physical Cargo whether it is Received or Not Received.
Receipt Date	Date of Receipt of the physical Cargo.

## 10.2. Initiating a Cargo Receipt



1. To confirm cargo receipt of one or more Cargo Transfer, select by ticking the checkbox from the leftmost side of the Search Result.
2. For all the selected Cargo Transfer request, enter or select the date of receipt from the rightmost side of the Search Result.

For more information on viewing the Search Result, see section 10.1.3 Viewing the Search Results for Cargo Receipt

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

3. Click the **Confirm Receipt** button.

The **Cargo Receipt Confirmation** screen appears.





## **11. Appendix**

### **11.1. Customs Broker**

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

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

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

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

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

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

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

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