UNIVERSAL ARAB EMIRATES

On behalf of UniGroup Relocation, we will be coordinating the shipment of your goods to United Arab Emirates (UAE). To simplify the process, we have outlined the necessary steps to ensure a smooth transition. This will also review your responsibilities in assisting with this process. In addition to the points below, the following pages will outline the requirements, which will be facilitated by our local representative to complete the clearance. They will assist with each item specific to your shipment so please be assured they will do whatever is necessary to facilitate a quick and efficient clearance. The documentation process, for example, passports, visas, power of attorney, etc., can take one week to 14 days plus the transportation – airfreight – seven to 21 days / weeks and ocean – six to eight weeks, depending on the origin.

It is extremely important that you take a few moments to review these important requirements, as they will allow us to process the release of your personal property through foreign customs.

Customs and immigration requirements are established by the country of import and not by UniGroup Relocation. This guide has been designed to assist clients understand and comply with country-specific requirements. Substantial effort has been made to ensure that the information provided is current and correct. Such regulations, however, are subject to change without notice by the country of import. UniGroup Relocation assumes no liability for changes in the law or interpretation by enforcement personnel as it exists at the time you and/or your goods enter the country.

Visa Requirements – Details

Please advise your local representative or UniGroup Relocation Representative of the “Type” of passport or visa you will be travelling under (working visa, temporary visa, diplomatic, etc.). When moving to UAE, some specific documents will be required in order to satisfy local immigration officials.

*Contact address and telephone number must be listed on all documents.

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitor/Tourist</td>
<td></td>
</tr>
<tr>
<td>Tourist Visa</td>
<td>Citizens of AGCC (Arab Gulf Council) member states do not need a visa to enter UAE: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia</td>
</tr>
<tr>
<td></td>
<td>Passport holders of the following countries do not require visas in order to enter the UAE for business or tourist visits lasting 30 days (extendable on request up to 90 days), provided they meet the requirements of the Resident and Nationalisation Authorities: Andorra, Australia, Austria, Belgium, Brunei, Canada, Denmark, Finland, France, Germany, Great Britain, Greece, Holland / The Netherlands, Hong Kong, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Malaysia, Monaco, New Zealand, Norway, Portugal, San Marino, Singapore, South Korea, Spain, Sweden, Switzerland, The United States of America, Vatican City.</td>
</tr>
<tr>
<td></td>
<td>Countries eligible for visa on arrival: Australia, Andorra, Austria, Brunei, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Hong Kong, Iceland, Ireland, Italy, Japan,</td>
</tr>
</tbody>
</table>
Citizens of the following countries are not eligible for the 96-hour visa on arrival:
Somalia, Afghanistan, Iraq, Niger, and Yemen.

Requirements for Short-Stay Visa:
- Invitation letter from applicants sponsor / host in the UAE.
- Copy of Host residency permit in the UAE.
- Copy of Host's passport.
- Two application forms (The Particulars of Sponsor/Host section must be filled out)
- An original passport signed by the bearer, valid for at least six months.
- Two original passport-sized photos.

All Visa applications are subject to approval from UAE authorities and require a longer Processing time, therefore contact sponsor/host or the hotel if applicant is going as a tourist and ask them to process a visa and fax a copy back before applicant departs and the original visa will be held at the UAE airports, in this case there is no need to apply at the Embassy.

<table>
<thead>
<tr>
<th>Transit Visa</th>
<th>Applicant must be sponsored by an airline operating in the UAE and he/she must have a valid ticket for onward flight. Applicant's travel documents will be stamped with an entry seal and there is no charge for this visa.</th>
</tr>
</thead>
</table>

**Businesspeople**

<table>
<thead>
<tr>
<th>Business Visa</th>
<th>Requirements for Business Visa:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Valid passport with validity of more than six months.</td>
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<tr>
<td></td>
<td>• Visa application forms duly filled in and signed.</td>
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<tr>
<td></td>
<td>• Covering letter from the Applicant on Company letterhead stating his Name, Designation, Purpose and duration of stay.</td>
</tr>
<tr>
<td></td>
<td>• Invitation letter from the Business counterpart in UAE.</td>
</tr>
<tr>
<td></td>
<td>• Original Bank Statements for the last six months.</td>
</tr>
<tr>
<td></td>
<td>• Income Tax returns for the last three years in original.</td>
</tr>
<tr>
<td></td>
<td>• Property papers in original.</td>
</tr>
<tr>
<td></td>
<td>• Credit card copies along with statements.</td>
</tr>
<tr>
<td></td>
<td>• Confirmed Air Tickets only through Emirates. For 4 days Visa Applications Entry &amp; Exit sectors must be confirmed.</td>
</tr>
</tbody>
</table>

**Employees**

| Procedure | Permission to employ an individual must be obtained in advance by the sponsoring employer in the UAE from the authorities concerned. For this purpose, the employer will require valid passport details of the prospective employee and, most probably, other documentation such as copies of professional/educational certificates evidencing suitability of that candidate for the designated post. Once approval is granted, an entry permit will be issued, enabling the candidate to enter the country for employment purposes, pending completion of the formalities relative to employment and residence. |
Diplomats

<table>
<thead>
<tr>
<th>Diplomatic and Official Visa</th>
<th>Requirements for Diplomatic and Official Visa:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two application forms (The Particulars of Sponsor/Host must be filled out)</td>
<td></td>
</tr>
<tr>
<td>An original passport signed by the bearer; valid for at least three months.</td>
<td></td>
</tr>
<tr>
<td>Two original passport-sized photos.</td>
<td></td>
</tr>
<tr>
<td>A letter from the concerned US Governmental Department or Agency, the concerned Embassy or UN organization.</td>
<td></td>
</tr>
<tr>
<td>Single entry visas only, valid for two months and the duration of stay is one month.</td>
<td></td>
</tr>
</tbody>
</table>

Documents Requirements – Details

When moving to UAE, some specific documents will be required in order to satisfy local immigration officials.

PERSONAL & HOUSEHOLD GOODS

Documents required to import personal & household goods are:

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport</td>
<td>Original passport of shipper.</td>
</tr>
<tr>
<td>Letter from employer</td>
<td>Two copies of the shipper’s passport page with visa, the UAE entry stamps and letter from the UAE employer.</td>
</tr>
<tr>
<td>Certificate of personal details</td>
<td>The shipper must provide his/her forename and surname as well as a private contact address in the UAE, including a telephone number.</td>
</tr>
<tr>
<td>Insurance Certificates</td>
<td>Not required.</td>
</tr>
<tr>
<td>Packing List</td>
<td>Two legible copies of the detailed packing list.</td>
</tr>
</tbody>
</table>

Duties

Duty-free importation is permitted if the following requirements are met:

- The items in the shipment are the used personal effects and household goods of the shipper, and are not for resale.
- Shipper has a valid UAE residence visa.
Details:
- All personal effects and household goods are subject to open inspection by Customs authorities.
- Shipper must be present for clearance.
- Customs duty is currently 5% of the value estimated by Customs on all new furniture and autos.
- Normal customs clearance takes three to five days for sea shipments and two days for air shipment.

Restricted and Prohibited – Imports

All countries, including UAE prohibit and restrict the importation of certain dangerous or sensitive items.

Restricted Items:
- All political and religious literature needs prior approval from the Ministry
- New items
- Plants and plant material require a Health Certificate
- Medication and foodstuff (subject to special approval and inspection by Ministry of Health), must be packed separately
- Flammable or corrosive items
- Exposed film or other valuables, stamp or coin collections of high value

Prohibited Items:
- Firearms, weapons and ammunition (even decorative items of this nature and toy guns are subject to confiscation)
- Alcoholic beverages (including fine wines)
- Narcotics and drugs (including seemingly innocent dried poppy flower arrangements) can lead to very severe legal action and even long prison terms. (Allowed in reasonable quantities, but subject to analysis)
- Articles dealing with endangered animals and any items made out of ivory
- Wireless transmitters and communications equipment
- All items manufactured by Israeli blacklist and Israeli origin
- False and counterfeit money
- Erotic statues/figurines, idols, made of any metal/clay/glass, etc., defined offensive to Islamic teachings and principles
- Pornographic, political and religious material which might be deemed offensive to the UAE government or the Islamic faith.
- Pork meat
- Prohibited articles detained by the Customs authorities may be destroyed without consignee’s consent.

Restricted and Prohibited – Exports

- Not available.
Motor Vehicles – Imports

The consignee of the vehicle in the UAE (UAE) must be in possession of a UAE residency affixed in his/her passport. The vehicle may also be imported in a friend’s name that is in possession of a UAE residency and then later transferred to the actual importer of the vehicle once they are in possession of their own UAE residency.

The following documents are required for the importation of motor vehicles:

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Documents from Origin</td>
<td>Certificate of Origin (Title or Deed) – or – Copy of Purchase Invoice or proof of ownership</td>
</tr>
<tr>
<td></td>
<td>• One of these documents must include: a complete description of goods (engine number, model, make, year of manufacture, chassis number, color)</td>
</tr>
<tr>
<td>Commercial Invoice</td>
<td>Complete shipper and consignee information must be included in commercial invoice:</td>
</tr>
<tr>
<td></td>
<td>• Telephone/fax numbers</td>
</tr>
<tr>
<td></td>
<td>• Quantity of goods</td>
</tr>
<tr>
<td></td>
<td>• Complete description of goods (engine number, model, make, year of manufacture, chassis number, color)</td>
</tr>
<tr>
<td></td>
<td>• Individual value of the vehicle/motorcycle</td>
</tr>
<tr>
<td></td>
<td>• Country of origin</td>
</tr>
<tr>
<td></td>
<td>• Signature of shipper with date and title</td>
</tr>
<tr>
<td>Bill of Lading</td>
<td>Copy of bill of lading (should include: engine number, model, make, year of manufacture, chassis number, color, etc.)</td>
</tr>
<tr>
<td>Delivery Order</td>
<td>Delivery order from the shipping agent</td>
</tr>
<tr>
<td>Passport</td>
<td>Photocopy of passport, specifically the photo and personal details page</td>
</tr>
<tr>
<td>Residence Permit / Visa</td>
<td>UAE Residence Permit or Visa</td>
</tr>
<tr>
<td>Insurance Policy Certificate</td>
<td>Not required.</td>
</tr>
<tr>
<td>Depreciation Estimate</td>
<td>Estimate of depreciated value of the car at the time of import</td>
</tr>
</tbody>
</table>

Details:

- One car and one motorbike are allowed per person for importation. If importing multiple vehicles, each vehicle must be registered with a different family member; furthermore, the vehicles must arrive in separate containers. Documents must be consigned specifically in each name.
- If the manufacture date of a car is more than four years old, it will not be allowed to be imported.
- Cars may only be imported into the UAE once.
- Documentation for motorcycles is the same as for vehicles.

Customs Inspection & Fees

- Upon arrival, all imported cars require an inspection/evaluation by a customs inspector in the UAE who will establish the local market value of the vehicle. The customs valuation is based on the CIF value (cost of item...
+ cost of insurance + transportation cost of moving vehicle to UAE.) The value stated on the commercial invoice is generally used for customs valuation; however, customs in the UAE has the right to and may reset the estimated value.

- Component parts on some models may be banned, depending on their origin. Imported cars must be equipped with air conditioning and otherwise conform to specifications for use in the UAE. Cars with tinted windows are not allowed to be imported and will incur a fine and will require all windows to be replaced.
- Customs duty on both new and used motor vehicles and boats is 5% on value assessed by customs (this includes vehicles as part of diplomatic shipments). A further customs fee of DH 30 is also applied for each Bill of Entry presented to customs.

Vehicle Registration in UAE:

- After duty payment is made, vehicle owner must register the car and obtain local license plates at the Dubai Police-Traffic Dept. Dubai customs will provide a Vehicle Clearance Certificate (V.C.C.) for each vehicle upon clearing customs, which should be submitted to the Dubai Traffic Police for the registration.
- Drivers must be in possession of a UAE driver’s license. You must have a UAE Residence Visa before you can apply for a driver’s license. As such, you may not be able to drive for up to one month. In Dubai, you can go to Dubai Motor Vehicle on Sheikh Zayed Rd. opposite Mall of the Emirates. Different documentation may be requested by different officials (baksheesh may help the process).
- If your driving license is not from one of the following countries (UK, most European countries, Australia, New Zealand, United States, and Canada), you will be obligated to undergo a driving test to obtain a UAE license.
- Motorcyclists must have a UAE driver’s license with a motorcycle add-on.
- Registration documents and driver’s license must be in the car with the driver at all times.
- Vehicles must be registered on an annual basis in the UAE.

When Exporting Vehicles from UAE

When exporting the vehicle from the UAE, the vehicle should be de-registered with the local traffic authority.

Dubai Customs
P.O. Box 63
Dubai, UAE
Tele: 971-4-345-5555

Dubai Police Department
P.O. Box 1493
Dubai, UAE
Tel: [971] 4-297-7877
Tel: [971] (4) 269-2222 Dubai Police - Traffic Department: (for all registration requirements)
Email: mail@dubaipolice.gov.ae

Motor Vehicles – Exports

- Not available.
Pets

The requirements to transport dogs and cats may vary per country. If you wish to ship your pet, please contact the airline or country Consulate/Embassy for specific details concerning your type, breed and documentation for pets.
IMPORTANT CUSTOMS REMINDER

Customs and immigration requirements are established by the country of import, not by UniGroup Relocation and are subject to change without notice by the country of import. All regulations may vary according to the customer’s nationality or immigration status. This guide has been designed to assist clients understand and comply with country-specific requirements. Substantial effort has been made to ensure that the information provided is current and correct. UniGroup Relocation cannot be responsible for changes in the law, or interpretation by immigration or customs enforcement personnel, or non-compliance with the law as it exists at the time you and/or your goods enter the country. Contact with the local Consulate or Embassy for further information concerning your specific visa, residence and entry situation is strongly recommended prior to planning your move.
WOOD PACKAGING MATERIAL

International wood packing requirements are in accordance with ISPM 15 (International Standards for Phytosanitary Measures: Guidelines for Regulating Wood Packaging Material in International Trade*) as of 5 July 2006:

*ISPM 15 is produced by the Secretariat of the International Plant Protection Convention (IPPC) of the United Nations’ Food and Agriculture Organization (FAO).

ISPM 15 requires certain phytosanitary procedures, in particular heat treatment or methyl bromide fumigation, relating to wood packaging material (including dunnage) made of raw wood in use in international trade; the phytosanitary procedures are meant to minimize the risk of introducing and spreading certain pests that live and breed in raw wood.

REQUIREMENTS OF ISPM 15

**Wood packaging material in the form of:**

- Packing cases, boxes, crates, drums, and similar packings
- Pallets, box pallets, skids, and other load boards
- Pallet collars
- Actually in use in the transport of objects of all kinds, except:
- Raw wood of 6mm thickness or less
- Processed wood produced by glue, heat and pressure, or any combination thereof

**The wood packaging material shall:**

- Be subject to one of the approved measures as specified in Annex I To FAO ISPM 15 (currently, heat treatment or methyl bromide fumigation)
- **Display a mark with:**
  - The two-letter ISO Country Code (in place of XX in the image below)
  - A code identifying the producer (in place of 000 in the image below)
  - The code identifying the approved measure applied to the wood packing material in the mark as specified in Annex II to FAO ISPM 15 (in place of YY in the image below; examples are HT for “Heat Treatment” and MB for “Methyl Bromide Fumigation”)
  - Where “debarking” is required, the letters “DB” shall be added to the abbreviation of the approved measure included in the said mark
  - The logo as specified in Annex II to FAO ISPM 15 (this logo is the ippc trademarked graphic symbol shown in the image below on the left side)

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Effective: Jan. 1, 2010
REQUIREMENTS OF ISPM 15 (Continued)

Wood packaging material in the form of:

The wood packaging material shall:

- Markings should be:
  1. Permanent and not transferable
  2. Legible and visible, preferably on at least two opposite sides of the article being certified

- Be marked in accordance with Annex II to FAO ISPM 15 (see directly above under "Display a mark with:" )
- If not, at a minimum it should be made from bark-free wood that is free from pests and signs of live pests

DUNNAGE, i.e. wood used to wedge or support non-wood cargo, including that which has not kept its natural round surface except:

- Raw wood of 6mm thickness or less
- Processed wood produced by glue, heat and pressure, or a combination thereof