

INVOICE SHOWING UAE MAINLAND ADDRESS OR UAE BASED FREE ZONES OTHER THAN DUBAI BASED FREE ZONES:

The following steps are to be taken **after the purchase and payment** of full invoice.

For collection of documents from our office, we require an authorization from the buyer's email registered with us informing us their local agent in Dubai.

We sell everything Ex-works our yard in Jabal Ali Free Zone on as is where is basis, as such the buyer has to arrange for all the import related procedures and formalities preferably through one of the Freight Forwarders on our list (available on request) as they are familiar with the Jabal Ali Free Zone documentation and formalities for lots sold in our auction.

For duties not paid lots

- 1) A representative having visa of the authorized company should collect the original Invoice and Delivery Advice from our office for processing Customs Import declaration, as per the address registered by the Buyer with us.
- 2) Agent should mention **ALL** the details as per the Delivery Advice; lot numbers, description, s/n etc, in the Customs Declaration.
- 3) Agent to get VCC from Customs (mandatory for rolling items).
- 4) Agent to bring original Import Declaration (endorsed with the stamp of the buyer, or the agent who processed declaration) + original VCC (if issued) + invoice details from Dubai trade and if all okay he will collect yard gate pass.
- 5) Agent to coordinate with Mr. Jacob Mamachan +971.56.683.1956 (jmamachan@rbauction.com) in the yard regarding loading and related matters.

For duties paid lots

- 1) A representative having visa of the authorized company will get Police paper in our name, sales letter (for rolling items only), Customs in/out gate passes, and Ritchie Bros. Auctioneers yard gate passes from our office.
- 2) For rolling items agent to contact Tasjeel in RTA Jabal Ali to get the inspection done and transfer the ownership to the buyer's name from RTA Jabal Ali, within 60 days from the date of Auction.
- 3) Agent to coordinate with Mr. Jacob Mamachan +971.56.683.1956 (jmamachan@rbauction.com) in the yard regarding loading and related matters.
- 4) After loading, buyer/agent should bring the Inbound Gate Pass provided earlier to the office with the truck details to issue the Outbound Gate Pass.
- 5) Lot should be removed from Jebel Ali Free Zone within 60 days from the auction date after which Ritchie Bros Auctioneers will not be responsible for issuing any Outbound Gate Pass.

Please also note:

- Lots not related to Ritchie Bros. Auctioneers should not be included on Customs declaration, Bill of Lading or any other document(s) being processed for items sold by us.
- Export/Shipper/Consignor on all documents should be Ritchie Bros. Auctioneers (ME) Limited as per the Delivery Advice and Invoice issued on our letter head.
- Consignee and final destination on all export related documents being processed by the buyer or his local agent in Dubai should be as per the address registered by the buyer for the auction which will be showing on the Delivery Advice and Invoice.
- We do not issue, sign or stamp any document/declaration related to conformity, DGR/NON-DGR, Material Safety Data Sheet (MSDS), Asbestos, Quarantine or any other related letter/declaration. Such letter/declaration if required has to be arranged by the buyer and/or his agent in Dubai.
- We offer a free storage period of 30 days from the auction day; however, we are happy to provide you a storage service for USD 25.00 per lot per day.