International Telecommunication Union (ITU)
Plenipotentiary Conference (PP)

ITUPP DOHA 2026

Customs & Freight Forwarding Guide

Event Services – Logistics

October 2026

PREFACE

The State of Qatar, through the General Authority of Customs (GAC), is committed to a seamless customs and freight experience for every client group for the ITU Plenipotentiary Conference (PP-26).

This Customs & Freight Forwarding Guide sets out the process client groups must follow. It covers the full journey with the documentation, systems, and timelines at each stage.

The procedures align with the customs laws of the State of Qatar, the requirements of the GAC and relevant Other Government Authorities (OGAs), and the conference's customs procedures framework.

The content of this Customs & Freight Forwarding Guide is outlined in the accompanying table.

Chapter	Content
Acronyms, Abbreviations, and Definitions	Key terms, acronyms, and definitions used throughout the guide
Chapter 1 Introduction	The customs and freight journey, compliance obligations, the scope of the guide, and the key stakeholders involved
Chapter 2 Preparing for the Movement of Goods	Temporary Import, Importer of Record, BAU, ATA Carnet, service providers, documentation, and labelling
Chapter 3 Shipping the Goods	Freight Forwarder and CCA roles, entry points, courier shipments, and inbound and outbound clearance
Chapter 4 Passenger / Hand Carry Goods	Green and red channel procedures, and the hand carry of personal goods and ITU client group goods
Chapter 5 Restricted and Prohibited Goods	Category-specific requirements for restricted goods and the list of prohibited goods
Chapter 6 Al Nadeeb System – Guide to Navigate	Step-by-step guidance for accessing and using the Al Nadeeb platform
Chapter 7 Appendix	Quick-reference checklists summarising each customs route

Table of Contents

PREFACE 2

Acronyms and Abbreviations 7

Definitions 8

1. INTRODUCTION 11

1.1. About this Guide 11

1.2. General Authority of Customs (GAC), Other Government Authorities (OGAs) & Stakeholders 13

1.2.1 General Authority of Customs (GAC) 13

1.2.2 Other Government Authorities (OGAs) 13

2. PREPARING FOR THE MOVEMENT OF GOODS 14

2.1. Qatar Customs Procedures 14

2.2. ITU Client Groups 16

2.3. Temporary Import (TI) 17

2.3.1 Al Nadeeb – Technical Support 20

2.4. Importer of Record (IOR) 21

2.5. Business as Usual Process 22

2.6. ATA Carnet 23

2.7. Appointing an Importer of Record (IOR), Logistics Service Provider (LSP) & Customs Clearance Agent (CCA) 24

2.7.1 Importer of Record (Qatar Registered Company as IOR) 24

2.7.2 Logistics Service Provider (LSP) 24

2.7.3 Customs Clearance Agent (CCA) 24

2.8. Required Documentation for Import and Re-Export 25

2.8.1 Invoice 26

2.8.2 Packing List 27

2.8.3 Certificate of Origin 27

2.8.4 Trademark Owner Consent 27

2.8.5 Other Documents - Restricted goods 28
2.9. Pre-Alert/Notification 28
2.10. Marking and Labelling 29
2.11. Gifts and Consumables 31

3. SHIPPING GOODS 33

3.1. The Freight Forwarder 33
3.2. The Customs Clearance Agent (CCA) 34
3.3. Customs Points and Arrival Terminals 35
3.4. Courier Shipments 36
3.5. Inbound Customs Clearance 37
3.5.1 Temporary Import Customs Procedures 37
3.5.2 Al Nadeeb – Declaring Shipments 38
3.5.3 Other Government Authorities (OGAs) Approvals 40
3.5.3.1 Online Approval 40
3.5.3.2 Rejection 40
3.5.3.3 Customs Inspection 41
3.5.3.4 Cargo Conditional Release 41
3.5.4 Customs Clearance – Timeline 41
3.6. Outbound Customs Clearance 42
3.7.1 Re-Exported Goods 42
3.7.1.1 Al Nadeeb – Linking Re-Export and Import Declarations 43

4. PASSENGER – HAND CARRY GOODS 44

4.1. Airport Arrival 45
4.2. Hand Carry – Individuals Importing Personal Goods 46
4.2.1 No Goods to Declare 46
4.2.2 Goods to Declare 46
4.2.3 Customs Declaration Form for Cash and Equivalent Commodities 47

4.3. Hand Carry – ITU client groups' Goods 48
4.3.1 Inbound Customs Clearance 48
4.3.2 Outbound Customs Clearance 49

5. RESTRICTED AND PROHIBITED GOODS 50

5.1. Restricted Goods 50
5.1.1 Importing Food & Beverage 50
5.1.1.1 ITU client groups – Event / Own Consumption 50
5.1.1.2 Food Inspection at the Port of Arrival 51
5.1.1.3 Personal – Food & Beverage 51
5.1.2 Importing Tobacco – Personal Consumption 52
5.1.3 Importing Medication 52
5.1.3.1 ITU client groups – Medication for Own Use 52
5.1.3.2 Personal – Medication 54
5.1.4 Importing Radio Equipment 55
5.1.4.1 ITU client groups – Radio Equipment 55
5.1.4.2 Personal – Radio Equipment 56
5.1.5 Importing Drones 56
5.1.6 Importing Equipment for Filming Purposes 57
5.1.6.1 ITU client groups & Media Representatives – Filming Equipment 57
5.1.6.2 Importing Surveillance Equipment other than Drones 58
5.1.7 Importing Chemicals & Environmental Goods 59
5.1.7.1 Chemicals and Environmental Goods – General 59
5.1.7.2 Chemicals and Environmental Goods – Dangerous 60
5.1.8 Importing Vehicles, Buses, OB Vans / SNG 61
5.1.9 Importing Standardization & Metrology Goods 62
5.1.10 Importing Magazines, Publications, Media CD/DVD, and Other Printed Materials 63
5.2. Prohibited Goods 64

6. AL NADEEB SYSTEM – GUIDE TO NAVIGATE 65

6.1. AL NADEEB SYSTEM – Login 65

7. APPENDIX 66

7.1. Checklists – Quick Reference 66

7.2. Checklist 1 — Temporary Import: Non-Commercial Goods (via Al Nadeeb) 67

7.3. Checklist 2 — Business as Usual (BAU): General Imports 69

7.4. Checklist 3 — ATA Carnet: Temporary Import Without Duty or Tax 70

7.5. Checklist 4 — Gifts and Consumables: Member State Distribution at PP-26 72

7.6. Checklist 5 — Business as Usual (BAU): Commercial Goods 74

ACRONYMS, ABBREVIATIONS, AND DEFINITIONS

Acronyms and Abbreviations

Acronym / Abbreviation	Expansion
AST	Arabian Standard Time
ATA	Temporary Admission
AWB	Airway Bill
BAU	Business As Usual
BL	Bill of Lading
CRA	Communication Regulatory Authority
DECC	Doha Exhibition and Convention Centre
DIA	Doha International Airport
GAC	General Authority of Customs
GCC	Gulf Cooperation Council
Hand Carry	Passenger Hand carry Cargo
HIA	Hamad International Airport
HS Code	Harmonized System Code
IMEI	International Mobile Equipment Identity
ITU	International Telecommunication Union
IOR	Importer of Record
LSP	Logistics Service Provider
MOFA	Ministry of Foreign Affairs
MRL	Media Right Licensee
OGAs	Other Government Authorities
QAR	Qatari Riyal
QCCSW	Qatar Customs Clearance Single Window - Al Nadeeb System
QNA	Qatar News Agency
SQM	Square Meter
USD	United States Dollar

Definitions

Term	Definition
Al–Nadeeb	Qatar electronic customs clearance system
ATA Carnet	The ATA Carnet, often referred to as the "Passport for goods" is an international customs document that permits the tax-free and duty-free temporary export and import of eligible goods for up to one year
Airway Bill	A document issued for international airway transportation of goods
Bill of Lading	A document issued for international sea transportation of goods
Certificate of Origin	An international trade document confirming that the goods in a particular shipment have been wholly obtained, produced, manufactured, or processed in a particular country
Consignee	The entity who is financially responsible (the buyer) for the receipt of a shipment
Customs Clearance	The preparation and submission of documentation required to facilitate imports into or exports from the country
Customs Clearance Agent (CCA)	A person or corporation licensed to handle the clearing process of goods through Customs on behalf of the importer
Customs Declaration	Official document that lists and gives details of the goods that are being imported or exported and must go through the customs procedure.
Customs Duty	A tax, duty, or tariff levied, at the time of import, on goods entering a country
Dangerous Goods	Materials that can cause harm to people, other living organisms, property, or the environment if not handled correctly, and that are subject to the regulations of the International Air Transport Association during the movement of goods
Declarant (Importer of Record)	An entity that has shipping and goods documents issued to their name, must be registered with General Authority of Customs
Delivery Order	A document from an owner or their Freight Forwarder that orders the release of goods to a Consignee

Freight Forwarder	A company that organizes shipments for individuals or corporations to move goods from origin to destination.
General Authority of Customs (GAC)	Controls the entry and exit of goods from and to the State of Qatar in accordance with the regulated legislation
HS Code	A universal classification system (harmonized codes) for trade goods, classifying products and their corresponding payable customs duties
IMEI	A unique 15-digit code used to identify a physical mobile phone or cellular device.
INCOTERM	A series of pre-defined commercial terms that are common in international transport contracts
Invoice	A list of the contents of a consignment including product descriptions, quantities, harmonized codes, value, incoterm, currency and special instructions
ITU client groups	ITU and its subsidiaries ITU Marketing and Commercial Partners, its subsidiaries ITU Goods and Services Suppliers, its subsidiaries Media Content \ Information Producers, its subsidiaries Other Authorized Individuals, Agents, Entities, its subsidiaries Contractors of the above, its subsidiaries
Logistics Service Provider (LSP)	An entity that provides management over the flow of goods and materials from points of origin to end-use destination. The logistics provider handles shipping, inventory, warehousing, packaging, security, and other related logistics functions for shipments
Other Government Authorities	Control the application and approval process for permits, certificates, and use agreements that are required to import and export certain goods into Qatar
Packing List	A list of the contents of a consignment including product descriptions, quantities, harmonized codes, delivery locations, and special instructions
Prohibited Goods	Goods that cannot be imported, exported, or transited into the country
Pro-forma invoice	Document containing information on the value of the goods for customs clearance purposes: no payment should be performed under this document

Restricted Goods	Goods which are required to meet certain conditions, such as the completion of permits, before clearance through Customs can be obtained
Temporary Import (TI) Procedures	Efficient customs procedures, that enable a seamless temporary import for all goods required to stage the ITU Plenipotentiary Conference (PP-26) and re-exported after the completion of the conference

1. INTRODUCTION

Qatar is an independent state in the Middle East, occupying a peninsula of 11,521 square kilometres and has a population of over 3 million people. Qatar is known for its rich cultural heritage. It shares its southern land border with Saudi Arabia and has maritime borders with Bahrain, the United Arab Emirates, and Iran. Qatar is increasingly becoming a global sports hub, having hosted major events like the FIFA World Cup 2022™, AFC Asian Cup 2023™, FIFA Intercontinental Cup 2024™ FIFA U17 World Cup Qatar 2025™, FIFA Arab Cup Qatar 2025™, FIFA Intercontinental Cup 2025™, and preparing for the FIBA Basketball World Cup Qatar 2027™.

1.1. About this Guide

The Customs & Freight Guide is aligned with the regulations of the State of Qatar and has been developed to provide comprehensive, step-by-step instructions that all client groups must adhere to the Temporary import and re-export of freight, as well as for ITU client groups to hand carry goods required for staging the ITU Plenipotentiary Conference (PP-26).

This guide outlines the simplified Temporary Import Customs Procedures for the ITU Plenipotentiary Conference (PP-26). These procedures ensure that imported goods are processed smoothly, with ITU equipment and materials and accredited media equipment exempt from customs duties, taxes and related fees under the Hosting Agreement, and other temporary imports cleared against a financial security deposit (bond) that is refunded upon completion of Re-export. Eligible client groups can clear shipments with attested original invoice, certificate of origin and packing list.

Commercial or retail goods and permanent goods must go through the regular customs clearance process by paying duty. Consumables and gifts imported by Member States for distribution at the conference follow the duty exempt, and expedited route in §2.11.

This guide is intended for ITU, ITU Member State delegations, ITU Marketing Partners, ITU Suppliers, Media Rights Licensees (MRLs), their contractors, and Accredited Media.

Client groups are responsible for arranging:

- The international freight of their inbound and outbound goods.
- Their customs clearance agent at the port of entry/exit (air, land, or sea).

- Their local transportation and storage.

Client groups should appoint their Freight Forwarder and Customs Clearance Agent well in advance of shipping their goods to Qatar. Client groups may select providers that best meet their specific needs.

The customs procedures described in this guide vary depending on the nature of the goods and their mode of arrival in Qatar. Several possible customs declaration routes are outlined within the guide.

Figure 1. Customs Declaration Routes

Type of Goods	Entry Mode	Customs Declaration
Goods belonging to ITU client groups	Freight (air, land, sea)	Temporary Import (TI)
	Courier (air)	Temporary Import (TI)
	Hand Carry (Checked-in or carry-on luggage)	Temporary Import (TI)
Personal goods, including personal professional equipment	Hand Carry (Checked-in or carry-on luggage)	Counter Customs Declaration for TI (Upon request from Customs)

All client groups should adhere to the instructions and timelines outlined within this guide. The information in this guide is intended for guidance purposes only and shall not be construed as legally binding.

For any inquiries, the Customs & Freight Team can be contacted via email at customs@sc.qa

📌 **Important:** All client groups are strongly advised to appoint their Logistics Service Provider (LSP) and Customs Clearance Agent (CCA) well in advance of shipping. LSPs should be selected based on specific operational requirements. This guide is for guidance purposes only and does not constitute legal advice.

1.2. General Authority of Customs (GAC), Other Government Authorities (OGAs) & Stakeholders

The Customs & Freight Team and MOFA have collaborated closely with all relevant stakeholders to facilitate a seamless and Temporary import and re-export process for client groups importing goods necessary for the staging of the ITU Plenipotentiary Conference (PP-26). GAC has formalized these facilitations which instructs the Customs Departments at Hamad Port and the Southern Ports, Old Doha Port and the Northern Ports, Air Cargo, and Hamad International Airport (HIA) to facilitate and expedite customs procedures for PP-26 shipments.

1.2.1 General Authority of Customs (GAC)

The General Authority of Customs (GAC) is the governmental authority mandated with monitoring the importation and exportation of goods into and out of Qatar, in accordance with the governing legislation.

To facilitate these processes, an online system, Al Nadeeb, has been implemented, enabling Customs Clearance Agents (CCA) to log-in and efficiently manage the customs clearance of goods.

Further information is available on the official website of the General Authority of Customs (GAC). www.customs.gov.qa

1.2.2 Other Government Authorities (OGAs)

The principal Government Authorities regulate the importation, exportation, and domestic circulation of specific goods. These authorities are responsible for granting the required permits, certificates, and licenses for the import and export of restricted goods into and from Qatar:

- Ministry of Interior (MOI)
- Ministry of Environment and Climate Change (MOECC)
- Ministry of Municipality (MOM)
- Ministry of Public Health (MOPH)
- Communication Regulatory Authority (CRA)
- Ministry of Culture & Sports (MOCI)
- Qatar General Organization for Standards and Metrology

2. PREPARING FOR THE MOVEMENT OF GOODS

This section explains the various procedures necessary for the import and re-export of goods intended for the staging of the ITU Plenipotentiary Conference (PP-26). It identifies the different entities involved, clarifies the procedures, advises on timelines, and includes suggestions and recommendations to facilitate a seamless operation.

2.1. Qatar Customs Procedures

The General Authority of Customs (GAC) has established Temporary Import Customs Procedures to ensure a seamless import and re-export experience for all goods required for the staging of ITU Plenipotentiary Conference (PP-26).

The Client groups are eligible to leverage the temporary import customs procedures confirms that goods imported for staging the ITU Plenipotentiary Conference (PP-26), are exempt or not exempt from customs duty, tax, and all other customs payments dependent on what's being shipped.
The Customs Authority may request for any kind of financial security (bond), and claim refund upon completion of re-export, online document submission and majority online approvals for cargo that will be temporarily imported for the purpose of hosting and staging ITU Plenipotentiary Conference (PP-26).

Figure 2. Benefits of the Temporary Import Procedures

	ITU Client Groups	Non-ITU client groups	Commercial and Personal Goods/ Other Entities
Temporary Import (TI) Customs Procedure Benefits	Yes	Yes	No
Access to TI	Yes	No	No
Certificate of Origin	Required	Required	Required
Customs Value Determination	Required	Required	Required
Duties & Taxes	Refundable Deposit	Must be paid	Must be paid
Financial Security or Bond	Required	Required	Not Applicable
Harmonized Code	Required	Required	Required
Importer of Record (IOR)	Local IOR Required	Local IOR Required	Local IOR Required
Attestation & Legalization of Documents	Required	Required	Required
Original Invoice & Packing List	Required	Required	Required
Removal of Certain Import Restrictions	No	No	No

2.2. ITU Client Groups

These procedures apply to the following ITU client groups importing goods for the ITU Plenipotentiary Conference (PP-26):

- ITU and its subsidiaries
- ITU Marketing and Commercial Partners, its subsidiaries
- ITU Goods and Services Suppliers, its subsidiaries
- Media Content / Information Producers, its subsidiaries
- Other Authorized Individuals, Agents, Organizations, its subsidiaries
- Contractors of the above, its subsidiaries

There is no accreditation process for the ITU Plenipotentiary Conference (PP-26). Depending on the nature of the goods, ITU client groups import under one of two routes: Temporary Import (TI) for non-commercial goods that will be re-exported after the conference (see §2.3), or Business as Usual (BAU) for commercial goods and goods that will remain in Qatar (see §2.5).

Member State delegations, as by GAC, delegations of countries with an accredited embassy in the State of Qatar may import materials designated for the conference through their embassy under the applicable diplomatic exemption procedures.

Delegations of countries without an accredited diplomatic mission in Qatar should use the customs facilitations established for PP-26, as set out in this guide. Contractors importing on behalf of an ITU client group should carry a supporting letter from that client group that confirms the following:

- Confirmation that the specified company is a contracted entity of ITU.
- Confirmation that the contractor is importing goods solely for the purpose of ITU Plenipotentiary Conference (PP-26)
- A general description of the nature of the goods being imported
- Verification that a contractual agreement exists between the contractor and the ITU client group.
- Confirmation that the imported goods will be utilized by the contractor exclusively for purposes related to the ITU Plenipotentiary Conference (PP-26).

ITU Licensees are not eligible to use the Temporary Import procedure unless they are acting as suppliers to ITU client groups. They must therefore follow the standard Business as Usual (BAU) process for all import and re-export activities.

2.3. Temporary Import (TI)

Under the Hosting Agreement between the State of Qatar and ITU (Articles 4.6, 5.1, 7.3 and 9.4), the State of Qatar provides customs facilities and exemptions for the ITU Plenipotentiary Conference (PP-26), held at the Doha Exhibition and Convention Center (DECC) from 9 to 27 November 2026. Temporary imports for the conference are treated as follows:

- **ITU equipment and materials:** All equipment, materials, publications and documents belonging to ITU and required for the conference — whether imported by ITU or on its behalf — are exempt from customs duties, taxes and related fees. These shipments are cleared through the Customs Clearance Agent (CCA) accredited by the Ministry of Foreign Affairs (MOFA).
- **Accredited media equipment:** Broadcast, technical, audio-visual and photographic equipment brought in by accredited media representatives to cover the conference is temporarily imported free of customs duties, taxes and related fees, and must be re-exported after the conference.
- **Other temporary imports:** Goods imported for staging the conference that are not covered above follow the standard Temporary Import procedure. Customs duty and tax are not waived for these goods, and the Customs Authority will request a financial security (bond) until they are re-exported.
- **Unified clearance mechanism:** MOFA, the General Authority of Customs (GAC), the Ministry of Finance (MOF) and the Permanent Committee for Organizing Conferences (PCOC) coordinate a single clearance mechanism for conference shipments so that they are cleared quickly. The first shipments are expected from late October 2026; plan for all goods to be cleared and installed before the conference opens on 9 November 2026.

Terminal Handling Charges (THC) and all other airport, seaport and land border fees will not be affected by the temporary import customs procedures and must be paid as normal.

Documentation charges and agency fees imposed by the local representative of the freight forwarder, shipping line and airline need to be settled.

Commercial goods and permanent import goods fall outside of these arrangements, and as such duty must be paid. Consumables and gifts imported by Member States for distribution at the conference follow the separate arrangements in §2.11.

The GAC confirm that PP-26 shipments arriving by air and sea freight, from ITU headquarters in Geneva and from Member State delegations, are treated as follows:

a) Temporary admission for equipment, exhibition and display materials, and side-event materials, which must be re-exported after the conference; and

b) Final entry for commemorative gifts and promotional materials to be distributed to participants during the conference, together with consumables (see §2.11).

Key Procedures for Temporary Import (TI) in Qatar

- **Appoint Importer of Record (IOR):** To import both restricted and non-restricted goods inside Qatar, all ITU client groups should appoint a local registered company to act as Importer of Record for all freight or cargo shipments only
- **Appointing IOR for Restricted items**: The IOR must have the approved activities in their Company Registration to import restricted items into Qatar.
- **CCA assistance in appointing IOR:** All ITU client groups should approach their LSP and CCA to appoint a local registered company to act as Importer of Record for both restricted and non-restricted goods inside Qatar
- **Application & Approval:** A Temporary Import Form must be filled out, usually by a registered local CCA or company. For ITU shipments, the CCA accredited by MOFA prepares the application and confirms the documents required for each shipment
- **Application Process:** Log in to the Qatar Customs Clearance Single Window (QCCSW) Al Nadeeb system, fill in required details to generate a Temporary Import (TI) application number, and submit it with supporting documents to the main Customs or Air/Seaport customs office
- **Submission:** The application is submitted via the Customs Clearance Single Window, and approved documents are taken to the Seaport/Airport Customs.
- **Approval & Clearance:** After initial submission, a follow-up with main customs is required for approval. Once approved, the document set is sent to seaport customs for final clearance

- **Customs Guarantee:** For goods not covered by the Hosting Agreement exemption, a cash deposit or bank guarantee equivalent to the total customs duty (typically 5%) and legalization (as per slabs) is required. Agree with CCA to keep the deposit/guarantee on entities behalf and apply for refund after the completion of re-export. No guarantee is required for exempt ITU goods or accredited media equipment unless GAC advises otherwise for a specific shipment.
- **Restricted Goods:** The ITU client groups must obtain written confirmation from origin Freight forwarder and local CCA for restricted items to appoint Qatar registered company to act as IOR for Other Government Agency (OGA) approvals. After receiving approval, the shipper should issue commercial and shipping documents in the name of local IOR
- **Required Documentation for Restricted and Non-restricted Goods:**
    - Application letter for temporary customs clearance.
    - Completed TI Form with company stamp and signature.
    - Bill of Lading (B/L) or Air Waybill.
    - Original attested Commercial Invoice and Packing List.
    - Original attested Certificate of Origin.
    - Product catalogue, pictures and serial numbers of the cargo.
    - Approval certificates required for the relevant OGA(s)
- **Re-export:** Items must be re-exported within Sixty days (60), after the completion of the conference (i.e., by 26 January 2027). This applies to exempt ITU equipment and accredited media equipment as well as to goods cleared against a guarantee.
- **Restrictions:** Commercial goods and permanent import goods fall outside of these arrangements, and as such duty must be paid. Consumables and gifts for distribution at the conference are not temporary imports; they follow §2.11.

While local registered company acts as Importer of Record, the ITU client group is the party who must instruct the local CCA to submit the customs declarations of their shipments through the online customs portal Al-Nadeeb for Temporary Import and Re-export of shipments for the conference.

⚠ Note: Commercial goods cannot be declared through Al Nadeeb under the Temporary Import procedure. These must follow the standard Business as Usual (BAU) process (Section 2.5), with applicable duties and taxes paid.

2.3.1 Al Nadeeb – Technical Support

A dedicated Call Centre is available 24/7 to provide Al Nadeeb technical support. The contact details for the Call Centre are as follows:

Local:136

International: +974 4406 9933

callcenter@customs.gov.qa
alnadeebl2@malomatia.com

www.ecustoms.gov.qa

2.4. Importer of Record (IOR)

The IOR bears responsibility for the goods from the moment of their arrival in Qatar until their departure.

All ITU client groups should approach their Logistics Service Provider (LSP) and Customs Clearance Agent (CCA) to appoint a local registered company to act as Importer of Record (IOR) for all freight or cargo shipments both General and Restricted Goods. While typically the IOR is required to be registered in Qatar and must possess Trade license to access Qatar Customs Clearance Single Window (QCCSW), Al Nadeeb Online Account. This requirement is mandatory under Qatar Customs clearance procedures for handling import and re-export.

Qatar registered company should act as the IOR for both General or Non-restricted Goods and Restricted cargo and must consign and declare their goods under IOR name. The ITU client groups must obtain written confirmation from origin Freight forwarder and local CCA for restricted items to appoint an appropriate Qatar registered company who can act as IOR for restricted items to obtain Other Government Agency (OGA) approvals.

Also, the IOR must have the approved activities in their Company Registration to import the restricted items into Qatar.

The IOR is obligated to comply with all customs regulations and to ensure the reconciliation and closure of customs records for all imported goods. Failure to fulfil these responsibilities may result in financial or legal penalties.

It is important to note that appointed Freight Forwarders and Customs Clearance Agents cannot act as the IOR. ITU and its subsidiaries also cannot act as the IOR.

When making declarations through the Al Nadeeb System, all shipping documentation, including the Bill of Lading/Airway Bill/COO/Invoice/Packing list/Approved Documents/Certificates, must clearly indicate the IOR as the consignee.

2.5. Business as Usual Process

To process Business as Usual Process the customs clearance procedures under standard import regulations,

1. **Registration** : Importers must be registered with the Ministry of Commerce and Industry (MOCI).
2. **Customs Duties** : Levied at 5% of the goods' value, plus other governmental fees.
3. **Legalization** : Applicable based on invoice value as per slabs.
4. **Excise Tax** : Applicable to specific product categories.
5. **VAT** : Not levied on imported goods.
6. **Temporary Importation** : Allowed with approval from the General Authority of Customs (GAC) and a financial security or bond. Not applicable to consumable goods, promotional giveaways, or goods readily available in Qatar (for consumables and gifts distributed at PP-26, see §2.11).

For comprehensive information regarding standard business-as-usual import processes, client groups are advised to consult with their appointed Customs Clearance Agent or refer to the official website of the General Authority of Customs. www.customs.gov.qa

2.6. ATA Carnet

The ATA Carnet is an international customs document that facilitates the temporary importation of goods without the imposition of duties or taxes, regardless of whether they are shipped or hand carry.

Qatar, as a member of the International Chamber of Commerce (ICC), recognizes specific categories of ATA Carnets. Goods imported under ATA Carnet should only be used for the ITU Plenipotentiary Conference (PP-26) and must not be used for any other activities. Consult with your origin LSP and local CCA for further information.

- **Appoint Customs Clearance Agent (CCA):** As a first step, appoint a local CCA and forward the ATA documents prior to booking shipments
- **Prior Customs Approval:** As per ATA Carnet procedure in Qatar, CCA will apply for prior approval along with the ATA documents from Qatar Customs
- **Request Letter to Qatar Customs:** CCA will obtain the ATA Carnet request letter from the ITU client group and submits it to Qatar Customs
- **Customs Discretion:** Qatar Customs will review the ATA carnet documents, request letters, and provide approval to import under ATA carnet.
- **Other Government Authority (OGA) for Restricted Items:** Depending on the restricted items, you may need approval from specific ministries. CCA will guide based on the HS codes of the item
- **Re-export:** All the items imported under ATA Carnet must be re-exported in full within the agreed timeframe from Qatar Customs
- **Qatar Registered Company as Importer of Record (IOR):** MOFA to hold the Importer of Record status in the Air Waybill or Bill of Lading for importing or re-exporting items under ATA Carnet. The IOR must be a Qatar Commercial Register (CR) registered entity with appropriate CR activities covering the goods classification. Subject to GAC approval for ATA Carnet imports. Delegations using MOFA as their IOR, must require written confirmation from MOFA in advance.
- **Consumables:** Any consumable items cannot be imported under ATA Carnet

⚠ Note: All goods imported under the ATA Carnet must be re-exported in full within the approved timeframe. Consumable items are not allowed under an ATA Carnet.

2.7. Appointing an Importer of Record (IOR), Logistics Service Provider (LSP) & Customs Clearance Agent (CCA)

ITU client groups should appoint an IOR, Logistics Service Provider (LSP) and a CCA to assist with the import and re-export processes for freight.

2.7.1 Importer of Record (Qatar Registered Company as IOR)

To import both restricted and non-restricted goods inside Qatar, all ITU client groups should appoint a local registered company to act as IOR for all freight or cargo shipments only. All ITU client groups should approach their LSP and CCA to appoint a local registered company to act as Importer of Record for all freight or cargo shipments only for both General and Restricted Goods. Obtain written confirmation from origin Freight forwarder and local CCA that the IOR must have the approved activities in their Company Registration for importing and handling the restricted items into Qatar.

2.7.2 Logistics Service Provider (LSP)

A Logistics Service Provider can manage the physical movement of goods, including transportation, warehousing, and other logistical requirements. Their services can streamline the supply chain and ensure timely delivery of goods to designated locations. It is advisable that the selected Logistics Service Provider possesses comprehensive knowledge of Qatar's customs regulations.

2.7.3 Customs Clearance Agent (CCA)

A Customs Clearance Agent specializes in navigating Qatar customs regulations and procedures. The appointed Customs Clearance Agent must be a Qatari company duly licensed by the General Authority of Customs.

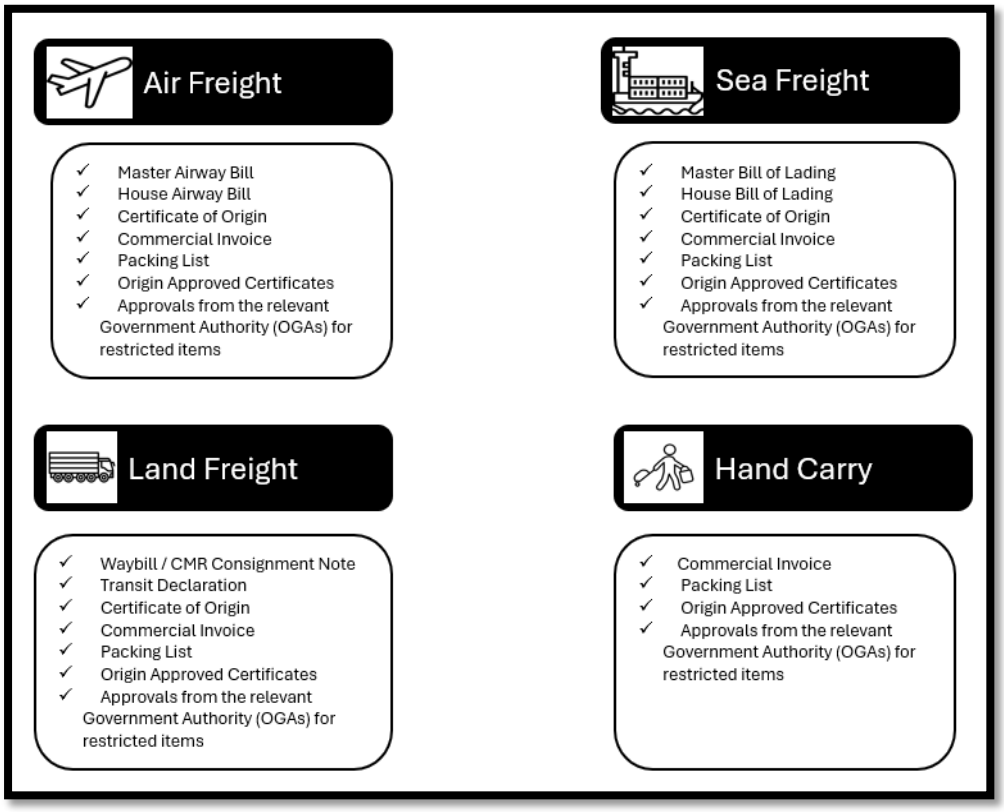
The ITU client group is responsible for all costs associated with customs clearance and for delivery of the imported materials to the destination, and return. ITU client group are free to select their preferred Logistics Service Provider.

To ensure the timely transportation and customs clearance of goods, it is recommended that the ITU client group appoint both a Freight Forwarder and a Customs Clearance Agent no later than thirty (30) days prior to the anticipated shipping date from the point of origin.

2.8. Required Documentation for Import and Re-Export

The specific documentation required for the import and re-export of goods will vary depending on the mode of arrival into Qatar. However, all ITU client groups are required to provide the following documents.

Figure 3. Original Documents Required for Import



All documents must be in either English or Arabic, accurately state the names and quantities of the goods, and are consigned and addressed to the same IOR.

Any inaccuracies or discrepancies within the submitted documentation may result in fines, confiscation of goods, a requirement for re-export, or other legal repercussions. Goods may be subject to inspection, which could lead to delays in their release. Any such delays may incur additional storage, demurrage, and administrative costs, which will be the sole responsibility of the importer.

To minimize potential delays during customs clearance at ports of arrival, it is advisable to ship goods as a full container load (FCL) rather than as less than container load (LCL).

2.8.1 Invoice

An invoice should provide comprehensive information about the imported goods and key shipment details. Original invoice is only acceptable for declaration purposes. Attestation by the origin Chamber of Commerce and is mandatory requirement.

The invoice must include the following information:

- Full name, complete address, and contact details of the consignee/ IOR.
- Full name, complete address, and contact details of the goods shipper.
- Country of origin for each item.
- Clear designation of the goods, stating that "the shipment is for the purposes of the ITU Plenipotentiary Conference (PP-26).
- Total gross weight and net weight of the shipment.
- Invoice number and date of issuance.
- Precise name and detailed description of each item, including its type, model number, and relevant technical specifications.
- Quantity of each item, specified in appropriate units of measure.
- Unit value of each item and the total value of the goods (the declared value cannot be zero).
- Harmonized System (HS) codes are mandatory in BAU
- Unique Serial Numbers / IMEIs
- Invoice and packing list cannot be combined as one document and declare in BAU
- Planned re-export date

2.8.2 Packing List

- For Freight Shipments:

  A detailed packing list must be prepared as soon as the relevant information is available. This list should accurately identify the number of boxes, pallets, or containers, as well as the quantity of items contained within each. The packing list must be consistent with the information provided on the invoice and should clearly reference the corresponding invoice number. This document will facilitate the inspection of imported goods, should it be required by Customs authorities.

- For Hand-Carried Goods:

  A formal packing list is not mandatory for hand-carried items. The packing list can be combined with the invoice. The individual accompanying the goods must have a thorough understanding of the contents and be prepared to present the goods and approved certificates and documents for inspection if requested by Customs officials.

⚠ Note: For BAU freight shipments, the invoice and packing list must be submitted as separate documents, and the packing list must reference the corresponding invoice number. For hand-carried goods, the packing list may be combined with the invoice.

2.8.3 Certificate of Origin

As part of the Temporary import Procedures, the original Certificate of Origin is mandatory document for declaring goods. However, the country of origin for each item must be clearly stated on the invoice.

2.8.4 Trademark Owner Consent

Providing consent from the Trademark Owner for the importation of branded goods is not a mandatory requirement in Qatar. All imported goods must be original and not counterfeits.

2.8.5 Other Documents - Restricted goods

The customs clearance of certain restricted goods (e.g., food and beverage products, broadcasting equipment, medicines, pharmaceutical products, chemicals, broachers, flags, vehicles, drones, cameras, etc.) requires additional documents and permits from the shipper, the manufacturer, or from relevant Government Authorities (OGAs) in Qatar. ITU client groups are advised to refer to Section 5: Restricted and Prohibited Goods and to consult with their appointed Freight Forwarder and Customs Clearance Agent prior to shipping to determine specific additional documentation that may be required from origin for their goods.

2.9. Pre-Alert/Notification

A pre-alert to ITU is not a mandatory requirement, the timely delivery of shipments remains the sole responsibility of the ITU client group.

To request support for a specific shipment, the following information must be communicated via email to your appointed Logistics Service Provider (LSP) and Customs Clearance Agent (CCA), with customs@sc.qa in copy (cc) of the email with a minimum notice period of thirty (30) days prior to the estimated arrival date.

- Bill of Lading / Airway Bill number.
- Detailed description of the goods.
- Volume and/or gross weight of the shipment.
- Estimated date of arrival in Qatar.
- Name and contact details of the Freight Forwarder.
- Name and contact details of the appointed Customs Clearance Agent.
- For shipments arriving by land: Truck plate number, country of truck registration, driver's full name, driver's nationality, and driver's contact number.

⚠ Note: Early pre-alerts allow the CCA to prepare declarations in advance and significantly reduce clearance delays. Notify LSP and CCA at least 30 days before the estimated arrival date.

2.10. Marking and Labelling

To minimize the risk of loss or damage and to ensure adherence to health and safety regulations, all packages must be clearly labelled. Follow the packaging and labelling guidelines:

1. **Labeling**: All packages must be clearly labeled in English with standard metric units for weight. Labels should match the shipping documents, destination and transit points.
2. **Country of Origin**: All imported goods must have the country of origin printed or embossed or engraved physically each item as stated in the Commercial Invoice, failure to comply with this regulation may prohibit entry of the goods
3. **Packing List**: Should be legible, listing only the items in the shipment. It's recommended to place two copies in a waterproof pouch on two external surfaces of the package.
4. **Reused Packaging**: Remove all old labels to avoid confusion.
5. **Shipping Marks**: Tags or labels with shipping marks should be stamped or clearly marked and securely attached to each package.
6. **Special Handling**: Packages with fragile items or those needing special handling must be clearly marked with appropriate labels on all sides.
7. **Hazardous Goods**: Must be marked and labeled according to airline and shipping line regulations.
8. **Food Products**: Must clearly mention ingredients of the product, its net weight, its date of production and expiration, country and the name of the manufacturer.

⚠ Note: Shipments with inconsistent descriptions across the invoice, packing list, and package markings are more likely to be flagged for additional inspection, causing delays.

Figure 4. Example of Shipping Label specific for the event



2.11. Gifts and Consumables

Under the Hosting Agreement between the State of Qatar and ITU (Articles 4.6, 5.1, 7.3 and 9.4), consumables and gifts imported by ITU Member States for distribution during the ITU Plenipotentiary Conference (PP-26) are exempt from customs duties, taxes, administrative fees and VAT. These goods are not temporary imports — they stay in Qatar and are not re-exported — and they are cleared through a dedicated, expedited customs route.

Eligible Goods

- **Consumables:** Documents and printed or digital materials; beverages; catering supplies; promotional items such as badges, lanyards and notebooks; and office supplies.
- **Gifts:** National gifts presented to ITU; commemorative gifts and souvenirs; and ceremonial and cultural items representing participating countries.

Expedited Clearance Timelines

- **Air freight:** Customs clearance within one (1) to two (2) days.
- **Sea freight:** Customs clearance within three (3) to five (5) days.

These timelines assume a complete and correct document set and, where needed, OGA approvals already in place.

Key Procedures for Gifts and Consumables

- **Eligibility:** The goods must be imported by or for a Member State delegation and given away free of charge at the conference. Goods for sale or any other commercial purpose are not eligible and must follow the Business as Usual (BAU) process (§2.5). Delegations of countries with an accredited embassy in Qatar may instead import these goods through their embassy under the applicable diplomatic exemption procedures (§2.2).
- **Appoint a Customs Clearance Agent (CCA):** Appoint a licensed local CCA and, before booking, confirm with your appointed LSP (CC: customs@sc.qa) how the shipment will be cleared under the unified clearance mechanism coordinated by MOFA (§2.3, §2.7.3).

- **Request letter:** Provide a letter from the Member State (for example, its delegation or Permanent Mission) confirming that the goods are consumables or gifts for distribution at PP-26, with a general description of the goods.
- **No guarantee or re-export:** Because the goods are exempt and will be used or given away in Qatar, no customs guarantee (bond) is required and they do not need to be re-exported.
- **Required Documentation:**
    - Bill of Lading (B/L) or Air Waybill.
    - Commercial or pro-forma invoice showing a realistic value for each item (declared values must not be zero).
    - Packing list itemizing each consumable and gift.
    - Certificate of Origin.
    - OGA approval certificates for restricted items.
    - Member State request letter.
- **Restricted and prohibited goods:** The exemption does not remove OGA requirements. Beverages, catering supplies and other food items need food-safety approval (§5.1.1); printed and digital media may need approval before release (§5.1.10); prohibited goods remain prohibited (§5.2).
- **Marking, pre-alert and timing:** Label each package as PP-26 gifts or consumables in line with §2.10 and send a pre-alert (§2.9). Ship early so the goods are cleared before the conference opens on 9 November 2026.
- **Hand-carried gifts:** GAC expects limited quantities of delegation materials, mainly commemorative gifts, gifts and documents, to arrive with participants through Hamad International Airport (HIA) between 1 and 9 November 2026. If delegates will carry gifts or consumables in their luggage, contact the Customs & Freight Team before travelling, providing an itemized list of the goods, the names of the travelling delegates and their flight details; otherwise the personal allowances in §4.2 apply.

⚠ Note: Consumables and gifts are exempt only when they are distributed free of charge at PP-26. Items that are sold or used for any other purpose lose exemption and become subject to duties and taxes.

3. SHIPPING GOODS

This section outlines the distinct responsibilities of the Freight Forwarder and the Customs Clearance Agent within the comprehensive transportation process. It further details the customs clearance procedures applicable to both general freight and ITU client groups' hand carry shipments, concluding with an identification of the designated customs access points.

3.1. The Freight Forwarder

The appointed Freight Forwarder is responsible for managing the entire supply chain of the goods, from arrival to departure. The Freight Forwarder requires clear instructions regarding the goods, including the destination and the consignee. Arrangements for the storage of goods and empty packaging during the conference, as well as the return of the goods after the conference, can also be made with the appointed Freight Forwarder.

The Freight Forwarder issues the following documents, depending on the mode of shipping:

- Airway Bill – for air freight shipments
- Bill of Lading – for sea freight shipments
- Relevant document – for land freight shipments

A complete set of attested original documents must be shared with the Freight Forwarder, including:

- Certificate of Origin
- Invoice
- Packing List
- Pre-approved documents wherever required

These documents should accompany any goods moved by air, land, or sea, and a customs declaration must be submitted as soon as the shipment arrives.

3.2. The Customs Clearance Agent (CCA)

ITU client groups are responsible for appointing a CCA to declare all incoming goods on their behalf. The CCA must be a Qatar local company, possess a valid brokerage license, and be registered in Qatar.

ITU must provide approval to Local Registered Company to authorize their Customs Clearance Agent to declare freight shipments on their behalf for restricted and non-restricted items.

The role of the Customs Clearance Agent includes:

- Accessing the Al Nadeeb system to declare the shipment.
- Collecting/retrieving shipping documents from shipping lines, Freight Forwarders, airlines and Qatar Aviation Services (QAS).
- Completing and submitting customs declarations and uploading customs documents.
- Appointing Qatar Registered Company as IOR for both Restricted and Non-Restricted items import and approvals upon agreement with ITU approved entity
- Identifying, applying for, and tracking approvals from the OGAs.
- Overseeing any physical inspections of the goods.
- Overseeing the release of goods from customs warehouses/yards and loading of vehicles.
- Reviewing shipping documents (COO, Invoice, Packing List, Bill of Lading / Airwaybill, required approval documents etc.).
- Keeping duty and legalization deposit on entity's behalf.
- Settling all terminal handling payments on behalf of their entitys.
- Apply for duty and legalization deposit refund after the completion of re-export.

⚠ Note: Hand-carried goods must be declared directly by the individual; a CCA cannot declare hand-carried goods on behalf of the entity.

3.3. Customs Points and Arrival Terminals

Goods pass through customs points located at arrival terminals to undergo customs clearance before being delivered to their destinations within Qatar.

- **Air Freight Shipments:**
    - Freight shipments cleared at Hamad International Airport in Doha.
    - Freight arriving on charter flights at Doha International Airport is transferred to the cargo terminal at Hamad International Airport (approximately a 10-minute drive) for customs processing and release.
    - Free time 48 hours from the time of Cargo Arrival Notice (CAN) issued by Qatar Aviation Services

- **Sea Freight Shipments:**
    - Cleared at the customs point of Hamad Port, located in the south of Qatar.
    - Port Free time 7 days from the time of Container offloading in Port
    - Shipping Line Free time depends on the shipping line agreement with origin Agent

- **Land Freight Shipments:**
    - Cleared at the Abu Samra customs point, the land border between Qatar and Saudi Arabia, located in the eastern part of the country.
    - Trailer Free time depends on the agreement with origin Agent

- **Courier Shipments:**
    - Cleared at Doha Free Zone in RAS ABU FONTAS, Doha.
    - Courier package will go through customs processing and release
    - Free time 48 hours from the time of Cargo Arrival

Customs yards and warehouses are restricted areas accessible only to Customs Clearance Agent and authorized personnel.

3.4. Courier Shipments

If ITU client groups wish to import goods to stage the ITU Plenipotentiary Conference (PP-26) via courier mode, they must adhere to the following requirements:

- **Qatar Registered Company as IOR:** All Restricted and Non-Restricted items requiring OGA approval must be imported under local IOR name only. The IOR must have the approved activities in their Company Registration to import the items into Qatar.
- Courier needs to be declared under the appointed IOR only
- Allow at least 2 business days for customs processing before the shipment can be released.
- Appoint the Customs Clearance Agent prior to shipment arrival and ensure they are authorized on the Al Nadeeb System.
- Consign all courier parcels to the IOR referring Entity representative details.
- Ensure that there is a representative at the point of destination to accept the parcel and that they have arranged storage.
- Invoice – adhere to the information provided in Section 2.8.1.
- Shipping costs – it is recommended these are “prepaid” rather than “paid upon collection.”
- Restricted and Prohibited Goods – adhere to the information provided in Section 5.

ITU client groups are responsible for ensuring that all information is accurate, complete, and written in English or Arabic. Personal goods shipped via courier are the responsibility of the individual.

⚠ Note: Courier shipments can be declared in personal name for general cargo goods on behalf of the entity; CCA authorization not required for cargo below 99 kgs and USD 1000.

3.5. Inbound Customs Clearance

ITU client groups are responsible for organizing the international transportation of their inbound and outbound goods, as well as managing customs clearance agent at the points of arrival, whether by air, land, or sea.

3.5.1 Temporary Import Customs Procedures

Under the Hosting Agreement, ITU equipment and materials (imported by or on behalf of ITU) and accredited media equipment are exempt from customs duties, taxes and related fees (see §2.3). Other goods temporarily imported for staging the ITU Plenipotentiary Conference (PP-26) are not exempt from Customs Duty, Tax, and all other Customs Payments. The Customs Authority will request any kind of financial security (bond), for cargo that will be temporarily imported for the purpose of hosting and staging ITU Plenipotentiary Conference (PP-26). Terminal Handling Charges and all other airport, seaport and land border fees must be paid as normal.

Documentation charges and agency fees imposed by the local representative of the freight forwarder, shipping line and airline need to be settled by the ITU entities.

Commercial goods and permanent import goods fall outside of these arrangements, and as such duty must be paid. Consumables and gifts for distribution at the conference follow §2.11.

Key Procedures for Temporary Import (TI) in Qatar

- **Qatar Registered Company as IOR:** All Restricted and Non-Restricted items requiring OGA approval must be imported under local IOR name only. The IOR must have the approved activities in their Company Registration to import these items into Qatar. Delegations using MOFA as their IOR, must require written confirmation from MOFA in advance.
- **Application & Approval:** A Temporary Import Form must be filled out, usually by a registered local Customs Clearance Agent (CCA). Letter formats must be provided by CCA.
- **Application Process:** Log in to the QCCSW system, fill in required details to generate a Temporary Import (TI) application number, and submit it with supporting documents to the main Customs/Seaport office.

- **Submission:** The application is submitted via the Qatar Customs Clearance Single Window, and approved documents are submitted to the Seaport/Airport Customs department.
- **Required Documentation:**
    - Application letter for temporary customs clearance from Entity.
    - Completed TI Form with company stamp and signature.
    - Bill of Lading (B/L) or Air Waybill.
    - Certificate of Origin, Commercial Invoice and Packing List.
    - Contract copy, Company Registration (CR), and Computer card
    - Pictures and serial numbers of the cargo.
    - OGA approval certificates for restricted items.
- **Approval & Clearance:** After initial submission, a follow-up with main customs is required for approval. Once approved, the document set is sent to seaport customs for final clearance.
- **Customs Guarantee:** For goods not covered by the Hosting Agreement exemption (§2.3), a cash or cheque deposit or bank guarantee equivalent to the total customs duty (typically 5%) and legalization is required.
- **Re-export:** Items must be re-exported within Sixty days (60), after the completion of the conference (i.e., by 26 January 2027).
- **Refund:** CCA to apply and claim the refund of total customs duty and legalization after the completion of re-export.

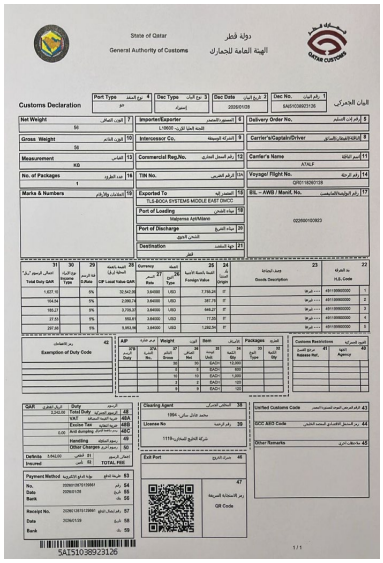
3.5.2 Al Nadeeb – Declaring Shipments

This outlines the import declaration process through the Al Nadeeb Customs Clearance System.

- **Qatar Registered Company as IOR:** All Restricted and Non-Restricted items requiring OGA approval must be imported under local IOR name only. The IOR must have the approved activities in their Company Registration to import these items into Qatar. Delegations using MOFA as their IOR, must require written confirmation from MOFA in advance.
- **Declaration via Al Nadeeb:** Temporary imported goods must be declared electronically through the Customs Al Nadeeb system by the authorized local Customs Clearance Agent.

- **Customs Clearance Agent (CCA) Responsibilities:**
    - Entering accurate data from shipment documents.
    - Keep a cheque deposit or bank guarantee equivalent to the total customs duty and legalization on entity's behalf.
    - Uploading the documents and pre-approval documents to the system.
    - Finalizing the declaration electronically.
    - Apply and claim the refund of total customs duty and legalization after the completion of re-export
- **Customs Review:** Once submitted, Customs will review the data and process the declaration.
- **Restricted Goods:** If the shipment contains restricted items, the Al Nadeeb system will route the declaration to the relevant Government Authority for their review and approval.
- **Goods Inspection:** Customs may request a physical inspection (full or partial) or X-ray screening based on a risk assessment. This inspection will occur within the customs zone.
- **Final Approval and Release:** After OGA approval and any necessary physical inspection, Customs will finalize the declaration. The Terminal Handling Agent will then be instructed to release the goods from the customs zone.
- **Agent Notification:** The Customs Clearance Agent can track the final approval status on the AL Nadeeb system, which then allows for the loading and delivery of the goods

Figure 5. Example of Al Nadeeb Import Declaration



3.5.3 Other Government Authorities (OGAs) Approvals

Certain restricted goods require approval prior to their arrival in Qatar. In such cases, the Other Government Authority (OGA) approval documents must be uploaded to the Al Nadeeb System while the customs declaration is submitted.

The relevant OGA will review the goods information within the related documents and will either:

- Approve the goods for release.
- Reject the goods.
- Conduct a physical inspection.
- Issue a conditional release pending further processing, such as sending samples to a laboratory.

3.5.3.1 Online Approval

Approval is conducted online via the Al Nadeeb System and follows these steps:

- Information entered in the Al Nadeeb System by the appointed Customs Clearance Agent triggers a response, depending on the type of goods requiring approval.
- The Customs Clearance Agent must upload the correct attested documents (COO, invoice, packing list, prior approved documents, approval certificates, etc.), which will automatically be forwarded to the OGAs.

The Customs Clearance Agent can track the approval process within the Al Nadeeb System and access the final approval online.

3.5.3.2 Rejection

If the uploaded documents contain incorrect information, or incomplete, or if the goods are prohibited, the OGAs will reject the goods. The Customs Clearance Agent will be able to view the rejection in the Al Nadeeb System and will need to re-submit the correct documents for approval, if applicable, or will be asked to re-export the goods.

3.5.3.3 Customs Inspection

The Other Government Agency (OGA) may decide to conduct a physical inspection of the goods upon arrival to validate the documentation. The Customs Clearance Agent must be present during the inspection, provide any requested documentation, and answer any questions regarding the goods. Entity must provide all the required information (Box Passcode and unlock procedure), product location, and documents.

3.5.3.4 Cargo Conditional Release

A conditional release primarily applies to food products or goods that could directly impact human health. In conjunction with Customs, the OGAs may decide to release the goods from Customs, allowing them to be taken to the Client Group's warehouse. However, the Client Group cannot remove the goods from their warehouse or use the goods until the OGA(s), and Customs have issued approvals.

3.5.4 Customs Clearance – Timeline

ITU client groups and authorized Customs Clearance Agents can track the clearance process. The duration of clearance varies based on the type of goods, the compliance of documents with requirements, and any congestion upon arrival.

Figure 6. Estimated Customs Clearance Duration

Shipping Mode	Estimated Customs Clearance Duration	Comments
Courier	1 – 2 business days	Upon Cargo Arrival Notice
Hand carry	Minimum 30 mins	Upon passenger arrival
Air freight	1 – 2 business days	Upon Cargo Arrival Notice
Land freight	24 hours	Upon vehicle arrival to customs zone
Sea freight	3 – 5 business days	Upon vessel berth LCL consolidated shipments may take up to 7 days

⚠ Note: These are indicative timelines only. Peak shipment periods around the conference may result in longer processing times. Plan shipments well in advance.

3.6. Outbound Customs Clearance

Goods temporarily imported for the conference and declared through the Al Nadeeb System must be re-exported reconciled with Customs to close the declaration by 26 January 2027. Reconciliation is the responsibility of the ITU client groups. Failure to reconcile any imported goods could result in the payment of duties, taxes, or fines, which must be borne by the ITU client group, and possible legal action as per the law and regulations in Qatar.

ITU client groups should collaborate with their appointed Logistics Service Provider (LSP) and Customs Clearance Agent (CCA) to close the temporary import customs declarations and submit the reconciliation report to customs@sc.qa with temporary import and re-export declaration details.

3.7.1 Re-Exported Goods

At the end of the conference, ITU client groups are responsible for arranging the re-export of all their ITU Plenipotentiary Conference (PP-26) temporary imported goods.

- **Early Planning:** Starting the re-export planning well in advance is crucial.
- **Freight Forwarder/Customs Agent Consistency:** Utilizing the same agents who handled import is recommended for efficiency.
- **Re-export Destination:** Re-export must occur at a designated customs point, which may be an airport, land border, or seaport. Apart from ATA Carnet shipments, goods can be cleared for re-export at any customs point and are not required to be re-exported from the same point at which they arrived For e.g., goods imported by air may be re-exported via land freight or sea freight.
- **Full Re-export:** Goods imported under Temporary Import procedure must be re-exported as a full shipment. In case of discrepency, CCA must clarify and get prior approval from GAC.
- **Documentation:** The import documents (customs declaration and invoice) are sufficient for re-export; no new export invoice are needed to be prepared for the re-export of goods from Qatar.
- **Declaration Linking:** The Customs Clearance Agent is responsible for linking or mentioning the the original Temporary import declaration in remarks column while filing the re-export declaration and is mandatory.

- **ITU Client Group Responsibility:** ITU client groups must ensure their appointed Freight forwardwer and Customs Clearance Agent understand the Temporary import, Re-export and customs rules of the destination country.
- **CCA Responsibility:** CCA must Re-export all Temporary imported item and apply for refund.
- ITU does not issue re-export documents e.g. Invoice, packing lists, COO, etc.

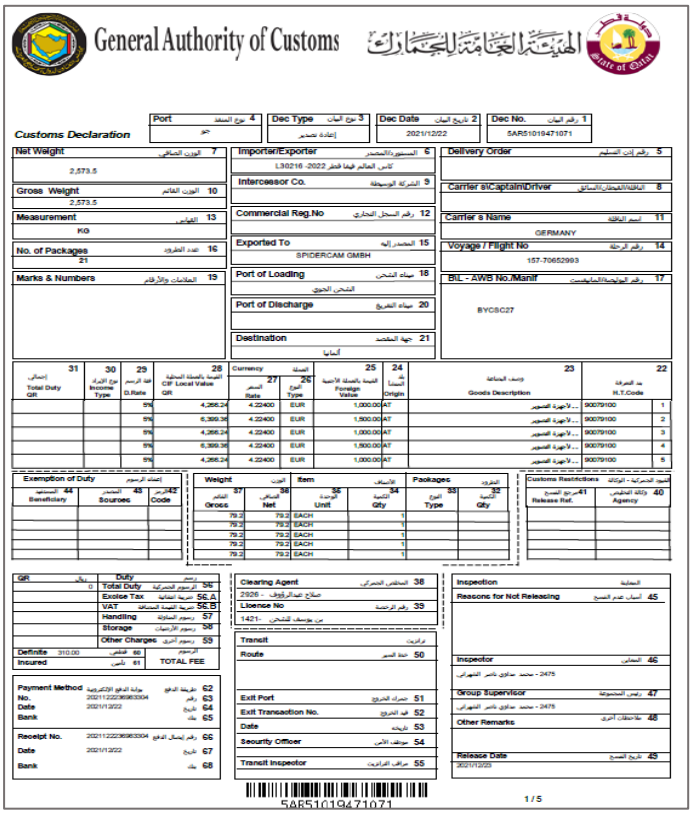
3.7.1.1 Al Nadeeb – Linking Re-Export and Import Declarations

To demonstrate the final status of the imported goods, the Customs Clearance Agent must link each re-exported goods on the import declaration.

Unlinked goods on the declaration will keep the customs record open, and the outstanding goods will be subject to Customs rules and regulations. Duty refund will be processed only after the completion of re-export of imported goods.

Goods imported under the Temporary import Customs Procedures must be re-exported within the designated timeframe no later than 26 January 2027.

Figure 7. Example of Al Nadeeb Export Declaration


General Authority of Customs

Customs Declaration

Port	Dec Type	Dec Date	Dec No.
	إعادة تصدير	2021/12/22	5AR51019471071

Importer/Exporter: L30216 -2022 قطر

Intercessor Co.

Commercial Reg.No

Exported To: SPIDERCAM GMBH

Port of Loading

Port of Discharge

Destination: ألمانيا

Delivery Order

Carrier s\Captain\Driver

Carrier s Name: GERMANY

Voyage / Flight No: 157-70652993

BIL - AWB No./Manif: BYCSC27

Net Weight: 2,573.5

Gross Weight: 2,573.5

Measurement: KG

No. of Packages: 21

Marks & Numbers

31	30	29	28	Currency	27	26	25	24	23	22	
Total Duty QR	Income Type	D.Rate	CIF Local Value QR		Rate	Type	Foreign Value	Origin	Goods Description	H.T.Code	
		5%	4,266.24		4.22400	EUR	1,000.00	AT	...لأجهزة التصوير	90079100	1
		5%	6,399.36		4.22400	EUR	1,500.00	AT	...لأجهزة التصوير	90079100	2
		5%	4,266.24		4.22400	EUR	1,000.00	AT	...لأجهزة التصوير	90079100	3
		5%	6,399.36		4.22400	EUR	1,500.00	AT	...لأجهزة التصوير	90079100	4
		5%	4,266.24		4.22400	EUR	1,000.00	AT	...لأجهزة التصوير	90079100	5

Exemption of Duty			Weight		Item		Packages		Customs Restrictions	
44 Beneficiary	43 Sources	42 Code	37 Gross	36 Net	35 Unit	34 Qty	33 Type	32 Qty	41 Release Ref.	40 Agency
			79.2	79.2	EACH	1				
			79.2	79.2	EACH	1				
			79.2	79.2	EACH	1				
			79.2	79.2	EACH	1				
			79.2	79.2	EACH	1				

QR	Duty	
0	Total Duty	56
	Excise Tax	56.A
	VAT	56.B
	Handling	57
	Storage	58
	Other Charges	59
Definite 310.00		
Insured	TOTAL FEE	

Payment Method
No.
Date 2021/1/2022
Bank

Receipt No. 2021/1/22/2369833304
Date 2021/1/2022
Bank

Clearing Agent 38: 2926 -
License No 39: 1421-

Transit
Route 50
Exit Port 51
Exit Transaction No. 52
Date 53
Security Officer 54
Transit Inspector 55

Inspection
Reasons for Not Releasing 45
Inspector 46: محمد صادق ناصر الشهراني - 2475
Group Supervisor 47: محمد صادق ناصر الشهراني - 2475
Other Remarks 48
Release Date 45: 2021/1/2022

5AR51019471071

1 / 5

4. PASSENGER – HAND CARRY GOODS

This section explains the procedures for passengers intending to cross the customs border with goods necessary for the ITU PP-26. These goods may be for personal use, professional use, or items transported on behalf of ITU.

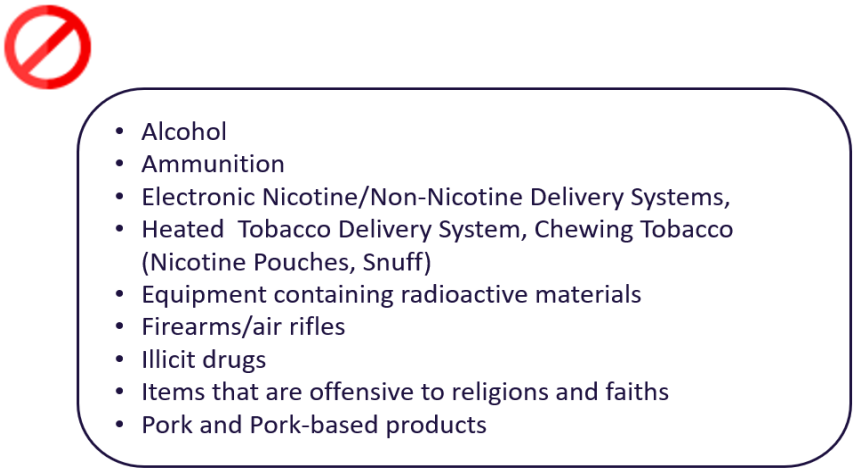
Figure 8. Procedures for Hand Carry Luggage

	Personal Belongings	Personal Professional Equipment	ITU client group's Goods
Status	Individuals coming to Qatar in connection with the conference	ITU Accredited Individuals	Individuals registered under a ITU client group
Requirement for ITU Accreditation	No	Yes	Yes
Requirement for AL NADEEB SYSTEM Registration	No	No	No
Type of Customs Declaration	Customs declaration for cash and equivalent goods	ITU Accredited Individuals - Importing filming equipment (devices & accessories) with CRA and MOI approval	Customs declaration for cash and equivalent goods

4.1. Airport Arrival

Checked luggage, stored in the aircraft's hold, will undergo screening by Airport Security Officials. Hand luggage, carried by passengers on the plane, will be screened at the security checkpoint situated after the immigration counters. Prohibited goods carried by passengers will be confiscated by Customs, and passengers will not be able to retrieve these items.

Figure 9. Example of Prohibited Goods



Passengers will then pass through immigration control, collect their luggage, and proceed to exit.

- **Personal goods:**
    - No Goods to Declare
    - No Prohibited or Restricted Goods
    - No Unaccompanied Luggage

- **Restricted goods:**
    - Goods to Declare
    - Prohibited or Restricted Goods
    - Unsure as to what needs to be declared
    - ITU Client Group Hand Carry

Customs authorities are entitled to stop any passenger and inspect their luggage, even when passing through the Green Channel.

4.2. Hand Carry – Individuals Importing Personal Goods

Individuals importing personal goods for their temporary stay in Qatar should adhere to the associated requirements.

4.2.1 No Goods to Declare

Passengers importing personal goods may include:

- A limited quantity of tobacco and tobacco products (up to 400 cigarettes, 50 cigars/cigarillos, or 250 grams of tobacco per person aged over 18 years)
- Goods imported temporarily for personal use during a stay in Qatar, regardless of their weight and value (e.g., clothing, cosmetics, skin care products, other personal belongings)
- Medicines and pharmaceuticals for personal use, except those containing narcotics or psychotropic substances
- Personal goods and gifts imported permanently with a value not exceeding three thousand Qatari riyals (QAR 3,000), equivalent to eight hundred and twenty-five US dollars (USD 825)

4.2.2 Goods to Declare

Certain goods must be declared upon arrival in Qatar. These goods may include:

- Precious metals/stones and currencies that exceed the permitted limit of fifty thousand Qatari riyals (QAR 50,000), equivalent to thirteen thousand eight hundred US dollars (USD 13,800)
- More than 400 cigarettes, 50 cigars/cigarillos, or 250 grams of tobacco per person
- Permanently imported personal goods and gifts with a value exceeding three thousand Qatari riyals (QAR 3,000), equivalent to eight hundred and twenty-five US dollars (USD 825)
- Medicines and pharmaceuticals for personal use containing narcotics or psychotropic substances
- Other restricted goods with prior approvals

4.2.3 Customs Declaration Form for Cash and Equivalent Commodities

Individuals in possession of cash, precious metals/stones, or documents that guarantee payment of an amount of money to a specified person (with a value of fifty thousand Qatari riyals (QAR 50,000) or thirteen thousand eight hundred US dollars (USD 13,800) or more) must complete the Customs Declaration Form upon entering or leaving the country. The form is available from Customs officials upon arrival at the airport and should be completed at the Customs Office. When submitting the form, the Customs Officer may request additional information.

The types of funds that need to be declared include:

- Negotiable currencies or documents that guarantee payment of a certain amount of money to a specified person (e.g., travelers' cheques, cheques, promissory notes, orders for payment of all kinds, signed payment orders)
- Precious metals such as gold, silver, platinum
- Precious stones such as diamonds, emeralds, rubies, sapphires, pearls
- Qatar currency or other foreign currencies

All information on the form must be accurate and must correspond to the imported goods. Providing incorrect information may result in penalties and/or confiscation of the goods.

4.3. Hand Carry – ITU client groups' Goods

Passengers transporting equipment, spare parts, instruments, tools, brochures, and giveaways on behalf of their ITU client group must adhere to the following requirements.

4.3.1 Inbound Customs Clearance

Passengers from ITU client group hand carrying equipment into Qatar must follow the below procedures:

- **Submit a request with the below details to customs@sc.qa only for ITU representatives:**
    - Invoice and packing list.
    - Passport copy
    - Itenierary copy
    - OGA documents (depending on the type of the goods – Approval certificates, Catalogue or equipment details and pictures)
- A request letter will be submitted to General Autority of Custsom along with passenger documents and commercial documents only for ITU representatives.
- **Arrival Procedures:**
    - Proceed to the immigration counter at the airport and provide:
        - Passenger identification documents
        - Invoice and packing list
        - Submit the request letter
        - The goods aligned with the Invoice
- **Customs Inspection:**
    - The Customs Officer will review the documents, inspect the goods, and finalize their release.
    - OGA representatives may inspect the goods and compare them with the pre-approval information.
- **Compliance:**
    - Ensure equipment is declared in invoice and PL upon import and follow outbound procedures to avoid fines or penalties.
    - Hand carry goods not declared in invoice upon import cannot be declared when re-exporting.

4.3.2 Outbound Customs Clearance

Passengers hand carrying equipment in or out of Qatar must follow the below procedures:

- No separate documents are needed for re-export. Make use of the same import documents
- Hand carry goods not declared in invoice upon import cannot be declared when re-exporting. Need to create a new draft invoice for gifts or submit local purchased invoice
- Proceed to the customs zone at the airport with the import documents and the equipment
- No separate ITU letter is needed for re-export

5. RESTRICTED AND PROHIBITED GOODS

Qatar has strict regulations regarding the importation of restricted and prohibited goods. Approval from the relevant Other Government Authorities (OGAs) is required for certain restricted goods arriving as hand carry or as freight via Air, Land, or Sea.

5.1. Restricted Goods

Restricted goods must meet specific conditions and requirements set by the relevant OGAs before being released from Customs. As part of the Temporary Import BAU procedures, most OGA approvals will be provided via the Al Nadeeb System during the customs clearance process. For some goods, approvals must be applied for and granted in advance of the goods arriving in Qatar. ITU client groups and their appointed Customs Clearance Agents are responsible for submission and confirmation to ensure that all the OGA's requirements are met.

⚠ Note: Approval requirements depend on the type of goods, their end use, and the mode of transport (freight vs hand carry). Confirm requirements with your Customs Clearance Agent well before shipping.

Qatar Registered Company as IOR: All Restricted items requiring OGA approval must be imported under local IOR name only. The IOR must have the approved activities in their Company Registration to import the restricted items into Qatar. Delegations using MOFA as their IOR, must require written confirmation from MOFA in advance.

5.1.1 Importing Food & Beverage

ITU client groups may wish to import food and beverages for their consumption and should consider the following requirements.

5.1.1.1 ITU client groups – Event / Own Consumption

Qatar Registered Company as IOR: All Restricted items requiring OGA approval must be imported under local IOR name only. The IOR must have the approved activities in their Company Registration to import these items into Qatar. Delegations using MOFA as their IOR, must require written confirmation from MOFA in advance.

ITU client groups must provide the following documents to import food for event usage along with the commitment statement:

- Certificate of Origin
- Invoice and Packing List
- Approval certificates
- Health or Phytosanitary Certificate
- Lab analysis report
- Halal / Halal Slaughtering Certificate for meat, meat products, and food of animal origin ingredients

5.1.1.2 Food Inspection at the Port of Arrival

Food and beverage products will be inspected at the port of arrival and in some cases, samples will be taken and analysed in a laboratory.

ITU client groups Customs Clearance Agent along with other shipping and commercial documents and will go through the customs inspection at the arrival terminal and keep your nominated freight agent aware of the location of food in the freight and should be easily accessible with necessary labels and markings.

If samples are found to be unsatisfactory then the food products cannot enter Qatar.

Any food and beverage prohibited due to the existence of disease in the country of origin, will not be allowed to enter Qatar.

Where possible, it is advisable to import food products in their original manufactured packaging.

5.1.1.3 Personal – Food & Beverage

Individuals can bring small quantities of food and beverages into the country for their own personal consumption, subject to Qatar's rules and regulations. No documents or permits are required; however, physical inspection at the port of arrival may take place to ensure that the food is in good condition and safe for human consumption.

5.1.2 Importing Tobacco – Personal Consumption

ITU client groups can import 400 cigarettes, 50 cigars/cigarillos, or 250 grams of tobacco for their own consumption via hand carry only.

5.1.3 Importing Medication

The importation of medication differs depending on the type of medication (regular or controlled) and whether it is for ITU client groups' use or for an individual's personal consumption. Medication, medical equipment, and medical supplies imported by ITU client groups require pre-approvals from the Ministry of Public Health.

5.1.3.1 ITU client groups – Medication for Own Use

If ITU client groups wish to bring their own medication to provide medical treatment to their personnel during the ITU Plenipotentiary Conference (PP-26), approval is required from the Ministry of Public Health (MoPH).

ITU client groups wishing to bring medication into Qatar should consider the following requirements:

- **Qatar Registered Company as IOR for Freight:** All Restricted items requiring OGA approval must be imported under local IOR name only. The IOR must have the approved activities in their Company Registration to import these items into Qatar. Delegations using MOFA as their IOR, must require written confirmation from MOFA in advance.
- **For Handcarry :** Medication for Own Use, seek MoPH Approval in Advance
- **Seek MoPH Approval in Advance:** Your CCA obtains approval directly from the Ministry of Public Health (MoPH) before the medication arrives.
- **Complete Medication Importation List:** Type and complete a detailed Medication Importation List, including narcotic and psychotropic medications.
- **Include All Items:** List all medications, including medical supplements (vitamins, minerals, amino acids, etc.) and diagnostic self-tests (e.g., COVID tests).

- **Provide Specific Details:** For each item on the list, include the name, active ingredient, dosage, concentration, and quantity.
- **Submit the List to MoPH:** Your CCA submits the completed list in English directly to the MoPH Pharmacy & Drug Control Department.
- **Disclose Restricted/Prohibited Drugs:** If known, submit a list of restricted/prohibited drugs along with the regular request.
- **Submit a Written Request for Restricted Items:** For any restricted items, attach a signed and stamped written request from the ITU client groups' doctor, addressed to the Pharmacy & Drug Control Department of the MoPH (Doha, Qatar), explaining the intended use.
- **Doctor's Accountability:** Ensure the ITU client groups' doctor signs the request and will be accountable for the drug importations and present at customs clearance.
- **Await MoPH Review:** MoPH will review the list and categorize medication as Allowed, Certificate Required (for narcotics and psychotropics) or Rejected.
- **Obtain Import & Release Certificates (If Applicable):** For narcotic and psychotropic medications marked "Certificate Required," upload the valid prescription and all required documents to the MoPH E-System at least five (5) days before arrival for approval.
- **Documents Requirement:** Original attested COO, Invoice & Packing List, Medication Importation List approved by MoPH
- **Upload Documents to AL NADEEB SYSTEM:** Once the Medication approved from MOPH, upload it to the system along with any Import & Release Certificates as part of the declaration process.
- **Prepare for Customs Check:** Be aware that the Medication Importation List may be checked against the actual medication upon arrival.
- **Consolidate Medication:** Keep in one container to expedite the customs process.
- **Maintain Responsibility for Medication:** The ITU client groups are responsible for the medication they bring into Qatar for their entire stay.
- **Keep Medication in Original Packaging:** Store medication in its original packaging (with temperature control if needed) until use and ensure it is clearly labeled.

- **Use Medication Only for Own Personnel:** The imported medication is solely for the treatment of the ITU client group's personnel and cannot be supplied to others.
- **Record Medication Usage:** Keep a record of all medication used and note any unused quantities on the Medication Importation List.
- **Report Unused Quantities for Re-export:** Report any unused quantities in the Al Nadeeb System for re-export.

5.1.3.2 Personal – Medication

Individuals can carry regular medication for their own consumption without restrictions or MoPH approvals.

Individuals carrying narcotic or psychotropic medication for their own use must upload the valid prescription or medical report (written in English or Arabic and not older than three months) and all required documents to the MoPH E-System at least five (5) days before arrival for approval and must be able to present the medication to Customs, if requested.

If MoPH pre-approval is not obtained, the medication will be confiscated at the port of arrival.

Further information is available on the Customs website: www.customs.gov.qa.

5.1.4 Importing Radio Equipment

All radio equipment (e.g. wireless/radio frequency equipment for transmission, Cisco, Ubiquiti, phones, RFID readers, wireless peripherals, reception, telecom terminal equipment; antenna equipment) must be approved by the Communication Regulatory Authority (CRA) and receive the relevant license/authorization. Equipment without approval cannot be used at any venues. The CRA has strict measures in place to monitor usage and may confiscate any unlicensed equipment.

5.1.4.1 ITU client groups – Radio Equipment

ITU client groups regarding spectrum licenses should consider the following requirements:

- **Qatar Registered Company as IOR:** All Restricted items requiring OGA approval must be imported under local IOR name only. The IOR must have the approved activities in their Company Registration to import these items into Qatar. Delegations using MOFA as their IOR, must require written confirmation from MOFA in advance.
- **Request Portal Access:** Register directly with the CRA (or through your CCA or IOR) for access to the CRA e-Spectrum Portal and obtain the login credentials and user guide.
- **Apply via e-Spectrum Portal:** Submit your application for a spectrum license through the Communications Regulatory Authority (CRA) e-Spectrum Portal.
- **Register and Apply Early:** Register on the portal and apply for CRA approval as soon as possible, ideally at least three (3) weeks before your estimated arrival.
- **Obtain License/Authorization:** Once approved, a license/authorization with a reference number will be generated via the e-Spectrum Portal.
- **Payment:** Make payment once approved will be generated for a license/authorization via the e-Spectrum Portal.
- **Upload to Al Nadeeb System:** Upload the license/authorization with the reference number to the Al Nadeeb System when declaring your equipment for both freight and hand carry shipments.

- **Clearly Mention Radio Function on Invoice:** Ensure the invoice clearly indicates whether the equipment has a radio function.
- **Physical Inspection:** Be aware that Customs or the CRA may perform inspection upon arrival to identify unregistered and unapproved equipment.
- **Understand Consequences of Non-Compliance:** Equipment lacking the necessary documentation may be held until CRA approval is obtained.

5.1.4.2 Personal – Radio Equipment

Individuals bringing their single non-professional radio devices for personal use during their stay in Qatar may need to follow certain rules and regulations depending on the type of equipment they wish to bring.

Further information is available on the Customs website: www.customs.gov.qa.

5.1.5 Importing Drones

Restriction: The importation of drones into Qatar is currently temporarily prohibited for events in Qatar. No drones may be imported by freight or hand carry. All parties will be formally notified if this restriction is lifted.

5.1.6 Importing Equipment for Filming Purposes

5.1.6.1 ITU client groups & Media Representatives – Filming Equipment

Qatar Registered Company as IOR: All Restricted items requiring OGA approval must be imported under local IOR name only. The IOR must have the approved activities in their Company Registration to import these items into Qatar. Delegations using MOFA as their IOR, must require written confirmation from MOFA in advance.

ITU client groups, media and non-media representatives are required to obtain pre-approval for all hand-carried filming equipment. Approval is required from the Communications Regulatory Authority (CRA) and the Ministry of Interior (MOI); your appointed CCA submits the requests directly to these authorities.

- **Mandatory Clearance:** All hand-carried filming equipment must undergo official clearance and permit procedures. This includes obtaining necessary approvals from relevant government authorities, such as frequency licenses for filming permits and wireless/radio frequency devices.
- **Separate Form Submissions:** Accurate and complete device information is essential to prevent delays.
    - Non-Wireless Devices: Standard cameras, tripods, lighting gear.
    - Wireless/Radio Frequency/Live Streaming Devices: Wireless devices, wireless microphones, wireless camera links, video transmitters.
- **Non-Media Personnel:** For non-media personnel, including ITU delegates, your CCA submits the equipment clearance and filming permission requests directly to the CRA and MOI.
- **Approval Timeline:** The equipment clearance and filming permit approval process typically takes **15 working** days from the date of submission. To avoid disruptions to scheduled filming activities, ITU client groups are strongly advised to submit their applications well in advance.
- **MOI Physical Inspection:** For media and non-media personnel, including ITU delegates, physical inspection of the equipment will be mandatorily conducted by the Ministry of Interior (MOI).

5.1.6.2 Importing Surveillance Equipment other than Drones

Qatar Registered Company as IOR: All Restricted items requiring OGA approval must be imported under local IOR name only. The IOR must have the approved activities in their Company Registration to import these items into Qatar. Delegations using MOFA as their IOR, must require written confirmation from MOFA in advance.

ITU client groups are restricted from importing surveillance cameras other than drones. The list of restricted cameras requires special approval from the MOI:

- Security surveillance cameras of various shapes and types
- Secret and hidden cameras of various shapes and types
- Cameras to recognize vehicle plate numbers
- Thermal cameras of all kinds
- Cameras that analyse the behaviour of individuals
- Hybrid cameras (optical and thermal)
- Face recognition cameras
- Census/personnel enumeration cameras
- Detection/inspection cameras under vehicles
- All surveillance cameras designated for installation inside vehicles of various types and shapes
- Cameras dedicated to drone cameras (Refer to 5.1.5)

To process pre-approval, client groups must sign a contract with local Qatar registered company Commitment for import and use. Delegations using MOFA as their IOR, must require written confirmation from MOFA in advance.

To obtain pre-approval for surveillance and special type of cameras require to be submitted via IOR and CCA with required approval documents and this process takes approximately fifteen (15) working days to obtain the MOI approval.

If importing via freight, MOI pre-approval form must be uploaded to the Al Nadeeb System by the Customs Clearance Agent along with other shipping documents and will go through the customs physical inspection at the arrival terminal and keep your nominated freight agent aware of the location in freight with necessary picture.

If importing via hand carry, the ITU client group must hold MOI pre-approval form and will go through the customs physical inspection at the arrival terminal.

MOI Mandatory Physical Inspection: For media and non-media personnel, including ITU delegates, physical inspection of the equipment will be mandatorily conducted by the Ministry of Interior (MOI).

5.1.7 Importing Chemicals & Environmental Goods

The process of importing chemicals and environmental goods varies depending on the type of goods being imported.

Qatar Registered Company as Importer of Record (IOR): All Restricted items requiring OGA approval must be imported under local IOR name only.

The IOR must have the approved activities in their Company Registration to import these items into Qatar and a valid agreement to store dangerous goods cargo.

5.1.7.1 Chemicals and Environmental Goods – General

Chemical and environmental goods (e.g., batteries, detergents, plastic items, printer inks, sanitizers, wet wipes, etc.) will require MOECC pre-approval.

ITU client groups and accredited individuals may bring batteries as components of their equipment and as spare parts. MOECC approvals are required for Temporary import and re-export, reach out to Customs Clearance Agent for pre-approval.

Used batteries must not be discarded as waste; they must be recycled or re-exported. MOECC permit is not required if used batteries are re-exported with the original equipment.

Also, the rules and requirements of the airline, shipping line, or transport companies must be followed as this cargo is declared as Dangerous Goods.

5.1.7.2 Chemicals and Environmental Goods – Dangerous

Guidelines regarding the import of dangerous chemicals and radiation sources.

- **Avoid Importing Dangerous Chemicals and Radiation Sources**: It's advisable not to import items like phosgene, hydrogen cyanide, thionyl-chloride, triethanolamine, computed tomography apparatus, and x-ray tubes.
- **MOECC Approval**: If these items are required, pre-approval must be obtained from MOECC. Reach out to Customs Clearance Agent for pre-approval.
- **Required Documents:**
    - Certificate of Origin
    - Identification of government-approved dangerous goods storage area
    - Invoice and Packing list
    - Letter describing the purpose and use of goods
    - Material Safety Data Sheet (MSDS)
    - Transport documentation
    - Undertaking letter of safe use of the goods
    - Undertaking letter to use goods solely for the purposes of the conference and re-export radiation sources and remaining chemicals after the conference ends
- **Preparation and Validation**: Documents should be prepared and validated with the appointed Customs Clearance Agent before shipping the goods.

5.1.8 Importing Vehicles, Buses, OB Vans / SNG

ITU client groups wishing to import OB Vans and SNGs to Qatar should consider the following requirements:

- **Qatar Registered Company as IOR:** All Restricted items requiring OGA approval must be imported under local IOR name only. The IOR must have the approved activities in their Company Registration to import these items into Qatar.
- **Requirements for Temporary import of Vehicles, Buses, OB Vans / SNG:** There are specific procedures for the import of temporary Vehicles, Buses, OB Vans / SNG.
    - Entity Contract with Local Qatar Registered Company as IOR
    - Entity Contract with Local Customs Clearance Agent
    - Purpose of import letter
    - Qatar registered entity need to submit official letter to Abu Samra Land Border Customs and Vehicle Licensing Department
    - An official letter must be submitted to Abu Samra Land Border Customs and Vehicle Licensing Department
    - MOFA will not act as IOR for vehicles
- **Requirements for Temporary Number Plates:** There are specific procedures for the registration and issuance of temporary number plates for Vehicles, Buses, OB Vans / SNG.
    - Vehicle testing in FAHES at Abu Samra Land Border upon arrival
    - Temporary insurance
    - Unified vehicle licensing form
    - Purpose of import letter
- Obtain CRA Pre-Approval and License for OB Vans / SNGs
- All radio equipment and wireless devices within OB Vans and SNGs (including transmission, reception, telecom terminal, and antenna equipment) must be approved by the Communication Regulatory Authority (CRA) and receive the relevant license/authorization (Refer to section 5.1.4)
- No pre-approvals needed for Personal vehicles (without any CRA devices only)

For comprehensive details regarding this process contact your appointed LSP and CCA well in advance of shipping via email (CC: customs@sc.qa) sixty days (60) in advance prior to actual import into Qatar.

5.1.9 Importing Standardization & Metrology Goods

ITU client groups wishing to import Standardization & Metrology Goods to Qatar should consider the following requirements:

- **Qatar Registered Company as IOR:** All Restricted items requiring OGA approval must be imported under local IOR name only. The IOR must have the approved activities in their Company Registration to import these items into Qatar and a valid agreement with a Warehouse to store these goods.
- **Avoid Importing Metrology items**: It's advisable not to import below listed Metrology items.
- **Metrology items**: to import the following goods
    - Air conditioners (for window / wall)
    - Children's toys (over 1000 pieces)
    - Vehicle spare parts (listed below)
    - Brake linings
    - Seat belts
    - Tyers
    - Wheel rims
- Need to have a contract with Local Qatar Registered company with License

Pre-approval must be obtained and uploaded to the Al Nadeeb System at the time of filing declaration by the Customs Clearance Agent along with all other shipment documents.

5.1.10 Importing Magazines, Publications, Media CD/DVD, and Other Printed Materials

ITU client groups may wish to import these items require a Ministry of Culture (MOC) undertaking form and prior approval for shipments containing printed matter such as books, magazines, booklets, brochures, and other publicity materials, including:

- Publications
- Media CD/DVDs
- **Restricted**: Qatar Flag and Logo

Qatar Registered Company as IOR: All Restricted items requiring OGA approval must be imported under local IOR name only. The IOR must have the approved activities in their Company Registration to import these items into Qatar.

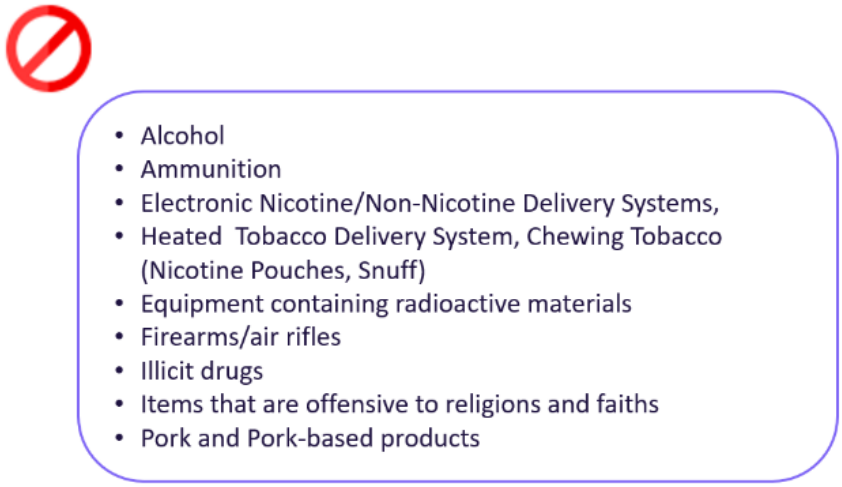
The MOC undertaking form, required as a commitment by ITU client groups, is obtained by your CCA directly from MOC together with the prior approval, and should be uploaded to the Al Nadeeb System by the Customs Clearance Agent for freight. If importing via hand carry, ITU client groups individuals must carry a hard copy of the form during inspection.

This form is a commitment to ensure that no articles against Islamic law and values are imported and that any unused publications and Media CD/DVDs are re-exported after the conference.

5.2. Prohibited Goods

Government authorities will not process requests to import, or export prohibited goods.

Figure 10: Examples of Prohibited Goods



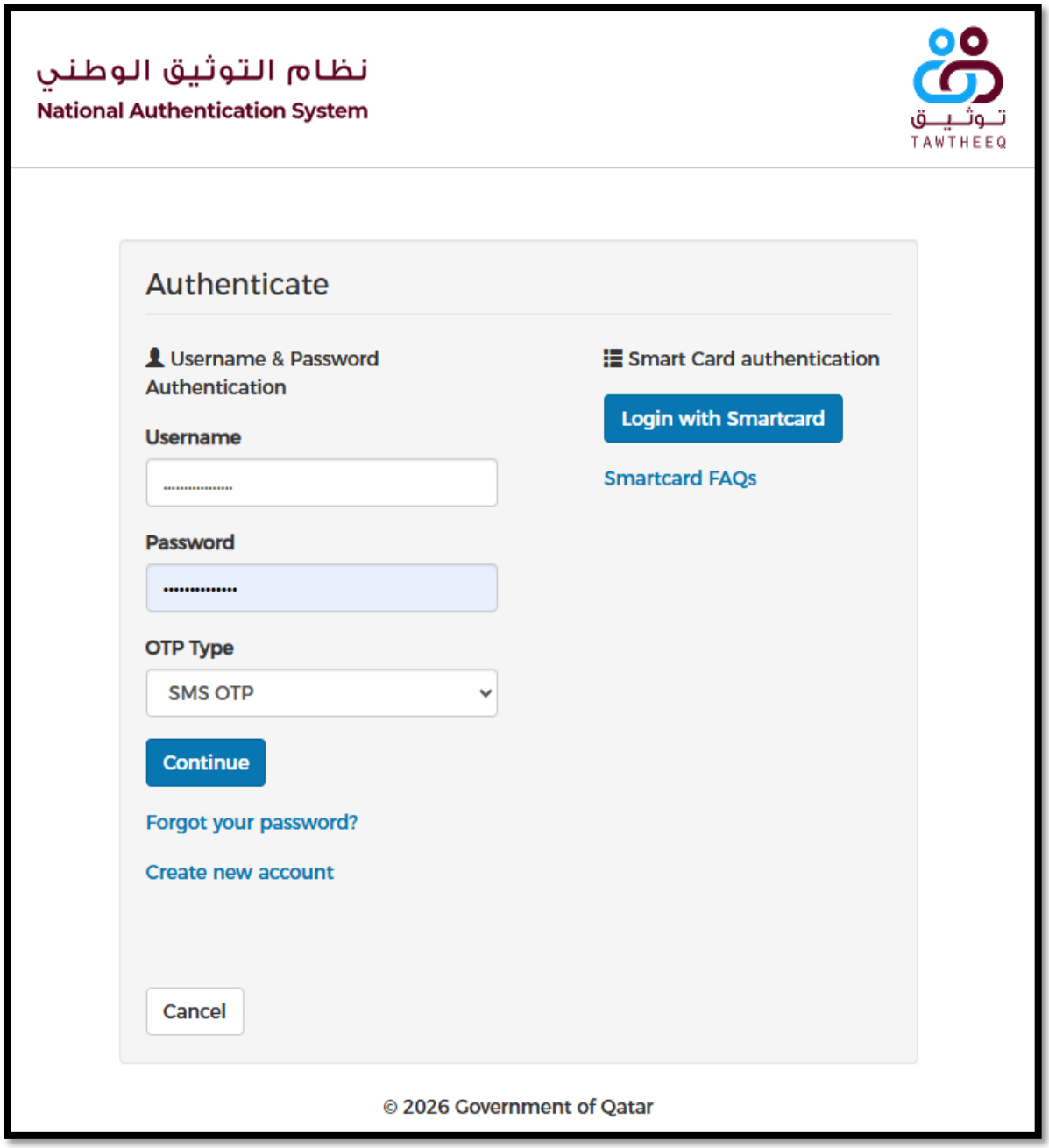
For a comprehensive list of restricted and prohibited goods, please refer to the following links:

- **General Authority of Customs Website for Restricted and Prohibited Goods**
    - General Authority of Customs - Prohibited Goods - https://www.customs.gov.qa/English/Tariff/Pages/Prohibited-Goods.aspx
    - General Authority of Customs - Restricted Goods - https://www.customs.gov.qa/English/Tariff/Pages/Restricted-Goods.aspx

6. AL NADEEB SYSTEM – GUIDE TO NAVIGATE

This section provides detailed instructions on the process of registering and using the Al Nadeeb System.

6.1. AL NADEEB SYSTEM – Login



7. APPENDIX

7.1. Checklists – Quick Reference

These checklists are a quick-reference summary of the full guide. Each one covers a single customs route from end to end, enabling the responsible person to confirm at a glance required actions and timelines. They do not replace the detailed sections that follow — section references are given for each step.

There is no SEMS for the ITU Plenipotentiary Conference (PP-26). All customs declarations — whether under the Temporary Import procedure or standard Business as Usual (BAU) — are lodged on the Al Nadeeb system (Qatar Customs Clearance Single Window) by a licensed Customs Clearance Agent, who also submits any OGA approval requests directly to the relevant authority. Identify your route below, then work through the matching checklist.

Import route	Nature of the goods	Use Checklist
Temporary Import	Non-commercial — for staging the conference	Checklist 1 — Temporary Import via Al Nadeeb
Business as Usual	Goods remaining in Qatar (permanent import)	Checklist 2 — BAU (general)
ATA Carnet	Eligible non-consumable goods — temporary import without duty or tax	Checklist 3 — ATA Carnet
Gifts and Consumables	Member State consumables and gifts for free distribution — exempt, not re-exported	Checklist 4 — Gifts and Consumables
Business as Usual	Commercial — for sale or commercial purpose	Checklist 5 — BAU (commercial)

Reminder: Compliance with Qatar customs regulations is the sole responsibility of the importer, regardless of the service providers appointed.

7.2. Checklist 1 — Temporary Import: Non-Commercial Goods (via Al Nadeeb)

For non-commercial goods imported solely to stage the conference and re-exported afterwards. These move under Temporary Import: ITU equipment and materials and accredited media equipment are exempt from customs duty, taxes and fees under the Hosting Agreement, while other goods have duty and tax suspended against a financial guarantee (bond); a licensed CCA declares every shipment on Al Nadeeb.

- ☐ **Prepare your import route and contractor letters** — No accreditation is needed. Contractors importing on your behalf need a supporting letter confirming the goods are solely for the conference (§2.2).
- ☐ **Confirm whether your goods are exempt —** ITU equipment, materials, publications and documents (imported by ITU or on its behalf) and the broadcast, audio-visual and photographic equipment of accredited media are exempt from duties, taxes and fees. Other staging goods follow the standard Temporary Import procedure with a guarantee. Consumables and gifts for distribution are not Temporary Import goods — use Checklist 4 (§2.3, §2.11).
- ☐ **Appoint a local IOR, Freight Forwarder and licensed CCA —** Appoint early; the CCA must be a GAC-licensed Qatari company, and the IOR a Qatar-registered company for all goods. ITU shipments clear through the MOFA-accredited CCA (§2.3, §2.4, §2.7).
- ☐ **Obtain written confirmation from IOR —** Obtain written approval from IOR before issuing documents, then consign the goods to the local registered entity (§2.3).
- ☐ **File the Temporary Import application on Al Nadeeb —** Your CCA completes the Temporary Import Form and submits it through the Qatar Customs Clearance Single Window (Al Nadeeb) to generate a TI application number (§2.3, §3.5).
- ☐ **Lodge the customs guarantee (non-exempt goods only) —** A cash deposit or bank guarantee equal to the total customs duty (typically 5%) plus legalization is required; the CCA claims the refund after re-export. Exempt ITU goods and accredited media equipment need no guarantee unless GAC advises otherwise (§2.3, §3.5).
- ☐ **Check restricted-goods requirements early —** Food, medication, radio equipment, filming equipment, surveillance, chemicals and vehicles need OGA approval, which your CCA requests directly from the relevant authority. Medication needs MoPH approval

before arrival; radio equipment (CRA) at least three weeks before arrival; filming equipment (CRA and MOI) about 15 working days; vehicles — contact the Customs & Freight Team at least 30 days before import; drones are prohibited (§5).

- ☐ **Prepare documentation (original, attested) —** Application letter, completed Temporary Import Form (stamped and signed), B/L or Air Waybill, original attested Commercial Invoice and Packing List, original attested Certificate of Origin, and pictures and serial numbers of the cargo; declared values must not be zero (§2.3, §2.8).
- ☐ **Mark and label every shipment —** English and metric units matching the documents; country of origin shown on each item; two copies of the packing list in a waterproof pouch on the outside (§2.10).
- ☐ **Send a pre-alert before arrival —** Notify to your appointed LSP and CCA (CC: customs@sc.qa) — ideally about 30 days ahead — with forwarder and CCA details, goods description, port and date of arrival, and the AWB / BL / tracking number. First shipments are expected from late October 2026; pre-alert early to clear before the conference opens on 9 November 2026 (§2.3, §2.9).
- ☐ **Complete inbound clearance on Al Nadeeb —** Your CCA declares the shipment on Al Nadeeb and uploads all documents; restricted goods are auto-routed to the relevant OGA; shipments may be X-rayed or physically inspected; track status there (§3.5).
- ☐ **Receive goods at the venue or storage facility —** Coordinate delivery with your CCA/LSP.
- ☐ **Re-export and reconcile within 60 days —** All goods, including exempt ITU and media equipment, must be re-exported by 26 January 2027; the CCA links each re-export to the original import declaration and claims any refund of the duty and legalization deposit (§2.3, §3.5).

Critical: Customs verify re-exported goods against the import documents. Any discrepancy may delay clearance or the release of your financial guarantee. Reconcile and re-export everything within 60 days of the end of the conference.

7.3. Checklist 2 — Business as Usual (BAU): General Imports

For goods that will remain in Qatar (permanent import) or that do not qualify for Temporary Import. Standard Qatar customs (BAU) rules apply in full on Al Nadeeb, with duty paid.

- ☐ **Appoint a locally registered Importer of Record (IOR) —** A local company registered with the Ministry of Commerce and Industry must act as IOR for all freight (§2.4).
- ☐ **Appoint a Freight Forwarder and a licensed CCA —** The CCA handles the standard declaration on Al Nadeeb on the importer's behalf (§2.7).
- ☐ **Decide temporary vs permanent import —** Temporary importation may be permitted with GAC approval and a financial guarantee; otherwise treat the import as permanent (§2.5).
- ☐ **Determine duties and taxes —** Customs duty is typically 5% of value plus fees; Legalisation fees as per slabs; excise tax applies to certain products; VAT is not applied to imports (§2.5).
- ☐ **Prepare full documentation (originals) —** Original attested invoice and packing list, valid Certificate of Origin, HS codes, legalization, and a financial security / bond where required (§2.8).
- ☐ **Check prohibited and restricted goods —** Obtain the required OGA permits and licenses before the goods arrive (§5).
- ☐ **Prepare packaging and special-handling needs —** Correct boxes, pallets and labels; declare dangerous goods and temperature-controlled items per carrier rules (§2.10).
- ☐ **Ship, clear, pay and receive —** Clear via Al Nadeeb, pay the assessed duties and taxes, then take delivery; retain a signed proof of delivery.

Reminder: Failure to follow Qatar import/export rules may result in shipment delays, fines, duties, taxes or penalties. When in doubt, consult your CCA or GAC at www.customs.gov.qa before shipping.

7.4. Checklist 3 — ATA Carnet: Temporary Import Without Duty or Tax

For eligible goods brought into Qatar under an ATA Carnet — whether shipped or hand carried — for use solely at the ITU Plenipotentiary Conference (PP-26). The Carnet allows temporary importation without duties or taxes, but only with prior approval from Qatar Customs and on condition that every item is re-exported in full.

- ☐ **Confirm the goods are eligible for the ATA Carnet route —** Qatar recognizes specific categories of ATA Carnets only. Goods must be used solely for PP-26 and for no other activity, and consumable items cannot be imported under a Carnet. Confirm eligibility with your origin Freight Forwarder and local CCA before the Carnet is issued (§2.6).
- ☐ **Obtain the ATA Carnet at origin —** Apply through the issuing Chamber of Commerce in your home country. List every item on the Carnet's general list with descriptions, quantities, values and serial numbers that match the goods exactly, and check that the Carnet's validity (up to one year) covers the full period from import to re-export.
- ☐ **Appoint a local CCA first and forward the ATA documents —** As a first step, appoint a licensed local CCA and send them the ATA Carnet documents before booking any shipment (§2.6, §2.7.3).
- ☐ **Appoint a Qatar-registered company as IOR —** The IOR is named on the Air Waybill or Bill of Lading for both import and re-export. It must be registered on the Qatar Commercial Register (CR) with CR activities covering the classification of the goods; use of the IOR is subject to GAC approval for ATA Carnet imports (§2.6, §2.7.1).
- ☐ **Provide the ATA Carnet request letter —** The ITU client group issues a request letter for the ATA Carnet import; the CCA collects it and submits it to Qatar Customs (§2.6).
- ☐ **Obtain prior Customs approval before shipping —** Your CCA applies to Qatar Customs for prior approval with the ATA documents and request letter. Approval is at Customs' discretion — do not ship or travel with the goods until it is granted (§2.6).
- ☐ **Check restricted-goods requirements early —** Restricted items may also need approval from the relevant ministry or OGA; your CCA will advise based on the HS codes. Drones are prohibited (§2.6, §5).

- ☐ **Mark, label and send a pre-alert —** Label goods to match the Carnet general list and send a pre-alert to your appointed LSP and CCA (CC: customs@sc.qa) with the Carnet number, port and date of arrival, and the AWB / BL / tracking number (§2.9, §2.10).
- ☐ **Present the original Carnet on arrival —** Whether the goods are shipped or hand carried, present the original Carnet to Qatar Customs at the point of entry and ensure the import voucher is endorsed; keep the stamped counterfoil (§3.5, §4.3).
- ☐ **Re-export everything in full within the approved timeframe —** Present the Carnet to Customs on exit so the re-export voucher is endorsed. Any item not re-exported within the timeframe agreed with Qatar Customs may become subject to duties, taxes or penalties (§2.6, §3.6).
- ☐ **Close the Carnet —** Check that every import entry has a matching re-export endorsement, then return the discharged Carnet to the issuing Chamber of Commerce.

Critical: Duty- and tax-free entry under an ATA Carnet depends on every item being re-exported in full within the timeframe approved by Qatar Customs. Consumables are not allowed, and ATA Carnet goods must not be used for any activity other than PP-26.

7.5. Checklist 4 — Gifts and Consumables: Member State Distribution at PP-26

For consumables and gifts imported by ITU Member States for free distribution during the conference. Under the Hosting Agreement these goods are exempt from customs duties, taxes, administrative fees and VAT, are cleared through an expedited route, and stay in Qatar. The General Authority of Customs treats them as final entry, not temporary imports.

- ☐ **Confirm the goods qualify —** Consumables (documents, printed or digital materials, beverages, catering supplies, promotional items such as badges, lanyards and notebooks, and office supplies) or gifts (national gifts to ITU, commemorative gifts and souvenirs, ceremonial and cultural items). They must be given away free of charge at PP-26; goods for sale follow BAU (§2.5, §2.11).
- ☐ **Keep them separate from Temporary Import goods —** Do not mix consumables or gifts into a Temporary Import declaration; declare them on their own shipment documents (§2.3, §2.11).
- ☐ **Appoint a licensed CCA and confirm the clearance route —** Before booking, confirm with your appointed LSP and CCA (CC: customs@sc.qa) how the shipment will be cleared under the unified clearance mechanism coordinated by MOFA or, where your country has an accredited embassy in Qatar, through the embassy under diplomatic exemption procedures (§2.2, §2.7.3, §2.11).
- ☐ **Prepare the Member State request letter —** A letter from the delegation or Permanent Mission confirming that the goods are consumables or gifts for distribution at PP-26, with a general description of the goods (§2.11).
- ☐ **Prepare documentation —** B/L or Air Waybill; commercial or pro-forma invoice with a realistic, non-zero value for each item; itemized packing list; Certificate of Origin; and the request letter (§2.8, §2.11).
- ☐ **Check restricted and prohibited goods —** Beverages, catering supplies and food need food-safety approval; printed and digital media may need approval; prohibited goods remain prohibited — the exemption does not waive OGA requirements (§5.1.1, §5.1.10, §5.2).

- ☐ **Mark, label and send a pre-alert —** Label each package as PP-26 gifts or consumables and notify your appointed LSP and CCA (CC: customs@sc.qa) with the goods description, port and date of arrival, and the AWB / BL / tracking number (§2.9, §2.10).
- ☐ **Ship early and plan for the expedited timelines —** Clearance is targeted within one to two days for air freight and three to five days for sea freight once documents and approvals are complete. Aim to have goods cleared before the conference opens on 9 November 2026 (§2.11).
- ☐ **Clear and receive — no guarantee, no re-export —** No customs guarantee (bond) is needed, and the goods do not have to be re-exported. Coordinate delivery to the venue with your CCA/LSP (§2.11).
- ☐ **Hand-carried gifts —** Limited quantities are expected via HIA between 1 and 9 November 2026. If delegates will carry gifts or consumables in their luggage, contact the Customs & Freight Team (customs@sc.qa) before travelling with an itemized list, traveller names and flight details; otherwise, the personal allowances in §4.2 apply.

Note: The exemption applies only to consumables and gifts distributed free of charge at PP-26. Items that are sold or used for any other purpose lose the exemption and become subject to duties and taxes.

7.6. Checklist 5 — Business as Usual (BAU): Commercial Goods

Goods imported for sale or any commercial purpose fall outside the Temporary Import procedure. They follow the standard Business as Usual (BAU) process on Al Nadeeb, with duty paid.

- ☐ **Confirm the goods are commercial —** Goods for sale or any commercial purpose are not eligible for the Temporary Import procedure; if in doubt, confirm the classification with your CCA before shipping (§2.3, §2.5).
- ☐ **Register with MOCI / appoint a local IOR —** A locally registered Importer of Record (Ministry of Commerce and Industry) is required for all commercial freight and is legally liable for compliance with Qatar customs regulations (§2.4, §2.5).
- ☐ **Appoint a Freight Forwarder and a licensed CCA —** The CCA processes a standard import declaration on Al Nadeeb — not under Temporary Import (§2.7).
- ☐ **Determine duties, taxes and import type —** Customs duty is typically 5% of value plus governmental fees; excise tax applies to certain product categories; VAT is not applied to imports (§2.5).
- ☐ **Prepare full documentation (originals) —** Original attested invoice and packing list as separate documents, valid Certificate of Origin, HS codes, and document legalization.
- ☐ **Check prohibited and restricted goods —** Obtain the required OGA permits and pay related fees before arrival (§5).
- ☐ **Ship, clear and pay —** Clear through the standard Al Nadeeb (BAU) process; pay the assessed duties, excise and fees; then receive the goods. Refer to GAC at www.customs.gov.qa or consult your CCA (§2.5).
- ☐ **Keep records for any later movement —** Retain declarations and invoices in case the goods are subsequently re-exported, sold or disposed of.

Note: Commercial goods cannot be imported under the Temporary Import procedure. Declare them separately under the standard Al Nadeeb BAU process; mixing them into a temporary-import declaration will cause rejection and delay.