



Import Guidelines in Jordan



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1. Introduction

Import guidelines include: the country's International Trade Laws, import steps with its three phases (planning, preparation and import) with a list of all necessary procedures and relevant documents and official bodies. In addition to the technical import requirements of a number of countries and international groups and those relating to the food sector, textile sector and communication and information technologies.

International Trade Laws in Jordan:

International trade companies are subject to:

Customs Law No. 20 of 1998 in accordance with the amended Law No. 33 of the year



Customs Law .pdf

Import Export Law No. 12 of 2001



Import Export Law
No. 12 of 2001.pdf

Import Legal Instructions



Import Legal
Instructions.pdf

Import and Export License Rules No. 114 of 2004



Import and Export
License Rules No. 114

Modified Import and Export License rules No. 115 of 2015



Modified Import and
Export License rules N

Decision, List of Jordanian Controlled Materials Subject to Non-Automatic Export License for 2018



List of Jordanian
Controlled Materials 5

2. Import Steps in Jordan

2.1 Phase I (Planning)

2.1.1 Product identification and communication with customer

Prior to import procedures, it's essential to initially identify the product to be imported and communicate with the right customer.

2.2 Phase II (Preparation)

The following section summarizes the necessary procedures and steps to import in Jordan.

It shall be noted that the following procedures mentioned in the second phase required for the export of products are the same as those necessary to change the activity of any commercial company to an exporting company.

2.2.1 Membership in the Chamber of Commerce or Industry

There are 16 chambers of commerce in Jordan, all of which fall under the umbrella of the Jordan Chamber of Commerce (located in Amman), while there are 3 chambers of industry in Jordan, all of which fall under all under the umbrella of the Jordan Chamber of Commerce (located in Amman).

Each export requires membership in the Chamber of Commerce or Industry; you can check where your business falls under which sector.



Sectors.pdf

➤ The documents required for membership vary according to the type of company. These documents are: The applicant shall bring forward the Original of the following documents when filling the [Membership Registration Form](#) for the Chamber:



Membership
registration form.pdf

1. The Trade Register Document issued by the Ministry of Industry, Trade and Supply.
2. The Trade Name Register Document issued by the Ministry of Industry, Trade and Supply (if any exists).
3. The Tenancy Agreement or the Real Estate Title along with a Copy of the Occupancy Permit.
4. The Personal Identification (Valid) issued by the Civil Status Department for the for the Jordanians; and the Passport as a Personal Identification (Valid) for the Non-Jordanians.
5. Signing on the Registration Form, and on the Commercial Sector Specification Form by the administratively authorized signatory's persons.



The commercial
sector specification fo

This shall be a detailed guide of all the documents required for different companies.



documents.pdf

2.2.2. Obtaining an importing license

Commercial import companies shall have a valid importer's card (license), which provides a special number and file that facilitates customs clearance.

All companies' types are eligible to import goods to Jordan under the following conditions:

- Be an active member in the chamber of industry or the chamber of commerce.
- Have a valid vocational license.
- Have an importing license card.

The required documents are:

- Depositing a bank guarantee worth ten thousand dinars to the Income and Sales Tax Department for one year and bringing a letter guarantee deposit.
- A recent copy of the registration certificate of the company or the registration certificate of the merchant.
- Copy of the certificate of registration of the industrial or commercial chambers in effect
- License of the original professions in force and a copy thereof.
- Copy of income and sales tax registration certificate.
- A written authorization from the applicant to the applier signed by the Commissioner on the Commercial Register, certified by one of the Chambers of Commerce or Industry, provided that the date of ratification shall not exceed one week prior to the date of submission of the requisition.
- A copy of the original copy of the public or private agency, provided that the date of ratification shall not exceed one week prior to the date of submission of the requisition.



Registration
processes.pdf

2.2.3. Issuance of import licence

- The Import License Program Agreement classifies import licenses into automatic and non-automatic licenses. In the automatic import licensing system, there is no limit to the number of import licenses that are issued to the importer, that is, for all the goods listed in the license, and the importer can import as long as the goods match the list included in the license. The purpose of the automatic import license is to collect statistics and oversight, providing the government with information about key goods that could harm the local industry. These licenses are not intended to restrict the import of products, but rather to provide statistics for the import trade.
- The non-automatic import license is basically an administrative method to limit the amount of imports. It is a common method for non-tariff barriers.

***The following goods are exempted from obtaining an import license**

The following parties and goods shall be excluded from the import license **under laws and regulations in force and which are defined by the Import and Export Regime, Article 3:**

- Imported in name of His Majesty the King
- Directly imported in name of Ministries, and the Official Public Departments and Institutions.

- Coming into the Kingdom on transit basis without prejudice the provisions of the valid Customs Law.
- Re-entered into the Kingdom in its original form or after repair.
- Returned products of the Kingdom
- Imported for display and re-export excluding cinema films that are imported for commercial purposes.
- Directly imported by the diplomatic and consul missions for their official uses.
- Goods that the customs authority approves of keeping them in the public warehouse in name of banks operating in the Kingdom. However, these must be subject to licensing when approved of being cleared locally according to the Provisions of the Customs Law.
- Personal Effect, and second hand house hold furniture.
- Any of the goods that are not prohibited, restricted or limited as an import when brought by travelers or that come to the Customs points. However, their value must not exceed JD 2000.
- Samples of goods brought by peddlers within the restrictions set by the Customs Authority.
- Books, newspapers, magazines and other printed materials.
- Goods that are re-exported before being cleared.
- Goods that enter into the free markets and zones and are sold on planes and ships.
- Livestock
- Goods imported by importers provided that they are not of the following:
- Goods the importation of which is limited to certain entities.
- Goods with a prior recommendation from the competent entities provided that they are imported by importers.

***The following parties and goods shall be also excluded from the import license**

- Temporary Entry Goods: Imported goods under temporary entry status are exempt from import license unless they are cleared for domestic consumption. This License is required in accordance with the Import and Export Regulations and Instructions No. 1 of 1999 issued by the Ministry of Industry and Trade.



import
instructions.pdf

- Two-seat vehicles: Vehicles specially prepared to be driven by two hands and not legs, to be used personally without the need to obtain an import license, shall be exempted from the additional import fee.
- Items: Goods approved by the Customs Authority for deposit at the General Warehouse shall be postponed until their import license has been approved for local clearance in accordance with the provisions of Customs Law, after which the concerned shall be required to give the import license if required by the import and export regulations and instructions No. 1 of 1999 issued by the Ministry of Industry and Trade
- Crude oil and its derivatives: Jordan Petroleum Refinery Company's imports of crude oil and its derivatives from the Convention countries are excluded from import license, except for imports of mineral oils.
- Foreign cigarettes, unless received through the Sheikh Hussein Bridge (Northern Crossing) and the southern crossing as well as the free zones.
- For More information , you can visit the following link:
https://www.customs.gov.jo/CustomsManual/section2_chapter04.aspx

2.3 Phase III (Import)

2.3.1 Customs Procedures:

- Port Entry/ Moving the container to the bonded storage area (1 -2 days)
- Audit requirements:
 1. The agent withdraws the delivery permission from the shipping agent
 2. The agent collects all the required documents from the importer.
 3. The declarants or their representatives may examine their goods before presenting the declaration (1-4 days)
- Customs Declaration:
 1. The agent opens a new declaration form and fill all the fields
 2. Submit a declaration document electronically (1 hour)
 3. Based on the shipment data available on the ASYCUDA system the container will be sent either to: Red Lane, Green Lane, Yellow Lane (duration: 1-3 hours based on the queue length)
- Goods Inspection:
 1. All containers will go through screen monitoring (X-Ray)
 2. If the goods are subject to inspection (Red Lane) the Customs authorities shall send a representative team to inspect and value the goods
 3. If the goods are not subject to sample testing (Yellow Lane)
 4. If the goods are not subject to any type of inspection (Green Lane)
- Inspection of Agricultural Goods:
 1. All containers will go through screen monitoring (X-Ray)
 2. If the goods are subject to inspection (Red Lane) the Customs authorities shall send a representative team to inspect and test the goods.
 3. If the goods are not subject to sample testing (Yellow Lane)
 4. If the goods are not subject to any type of inspection (Green Lane)
- Processing the declaration:
 1. Re-Examination of clearance requirements (duration 1 hour maximum)
 2. Clearance approval is registered.
- Duty payment:
 1. Payment in advance by the owner of imported goods
 2. Providing financial security (by the owner of the imported goods)
- Permission of clearance:
 1. Acceptance of the declaration
 2. Delivery of the goods
- In case of providing Financial Security:
 1. Acceptance of the declaration
- Jordan customs provide a mobile SMS service to allow the customers tracking the clearance process. The customer receives three messages on: registering the declaration, on payment, and on goods release.

