



ECS
التمثيل التجاري المصري
Egyptian Commercial Service



سفارة جمهورية مصر العربية
مكتب التمثيل التجاري والاقتصادي
بكين

How to Register a Shipment Via
Egyptian National Single Window for Foreign Trade Facilitation
“NAFEZA”

1. **Importer insert the shipment data in the new ACI customs system.**
2. **Customs authority issues shipment identification number (ACID) within 48 hours.**
3. **Customs authority notifies both importer and exporter of the shipment identification number (ACID).**
4. **Exporter electronically transmits shipment documentation and data, ensuring ACID is referred to on all documentation.**
5. **Importer certifies and acknowledges the correctness of the data sent by the exporter.**
6. **Shipment is loaded and departs the port.**
7. **Importer pays import taxes and fees.**
8. **Vessel arrives at Egyptian port and shipment is offloaded.**
9. **Shipment is inspected .**
10. **Egyptian Customs clear the shipment.**

Note: To access the “NAFEZA” online e-portal, go to

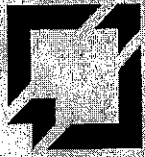
<https://www.nafeza.gov.eg/en>

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Jianwai Diplomatic Compound, Chaoyang
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NAFEZA

National Single Window For Foreign Trade, EGYPT

Your Comprehensive

(A C I) Guide



    /NafezaEgypt

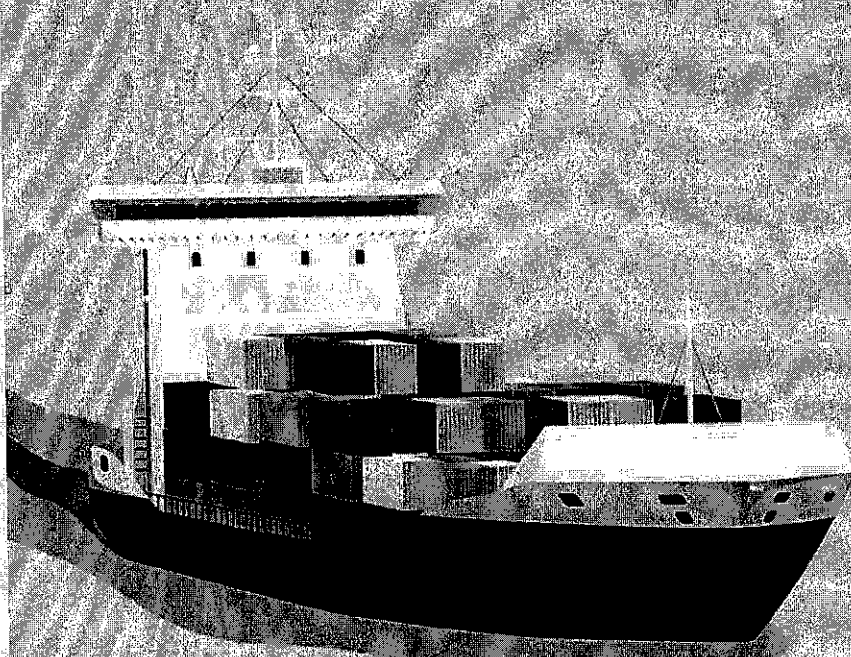
Single Window Concept For Foreign Trade.

Nafeza is the only National single window for trade in Egypt. We are honored to welcome our stakeholders of the commercial community to submit their documents and transactions one single time through any of our & logistics service centers or Nafeza portals across Egypt in order to meet the business needs of the commercial & international trade stakeholders.

Nafeza works in accordance with international control and standards to facilitate all the procedures in order to release the goods of our stakeholders timely & effectively.

In order to transform the whole system of ports procedures in Egypt to a unified electronic portal system, Nafeza is based on two axes:

- Business process reengineering.
- System tools development in the form of digital portal, logistics applications, central integrated system, logistics services centers.



    /NafezaEgypt

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Is it possible to change HS Codes?

- Under the Minister of Finance Decree No. 38 of 2021 (Article 3.7), data may be modified after issuance of the ACID and before shipment, with the exception of the data of the transaction parties (Importer & Exporter).

Does Nafeza system substitute for the original documents?

- Under the Minister of Finance Decree No. 38 of 2021, information and documents related to the goods shall be submitted electronically to the Customs Authority through Nafeza system. The method of dealing with original documents shall be approved by an Executive Regulation to be issued for the Customs Law No. 207 of 2020.

What are the procedures if the goods arriving to the import port are in excess of the ones listed in the commercial invoice?

- Customs Law No. 207 of 2020 concerning decrease or increase shall be applied.

Is the ACID number added in the health certificate, the certificate of origin and EUR.1 certificate, considering that such certificates have a standard template? And what happens if the ACID is only included in some documents and not in all documents?

- The ACID number must be added to all documents according to Article 39 of the Customs Law No. 39/2020.

Block Chain CargoX

When is the deadline for submitting documents?

- Any document can be uploaded when available. Data and documents are uploaded through the foreign exporter on the blockchain platform (CargoX) until the date of submission and application for form 46.

Will the exporter or importer be responsible for uploading the certificates of inspection issued by external entities?

- The exporter may upload any available document and the importer may attach any other certificate of inspection sent by the importer after the arrival of the shipment.

ACI System Q&A

Is the registration number for the foreign exporter its tax registration number or its registration number on BlockChain CargoX platform?

- The registration number of the foreign exporter is the tax registration number or the commercial register number.

In case of more than one invoice, how will they be listed by the exporter on BlockChain CargoX platform?

- The foreign exporter uploads more than one invoice in one file on BlockChain CargoX platform.

Why is the submission of documents by the importer instead of the exporter not allowed?

- According to the Minister of Finance's Decree No. 38 and 222 of 2021, foreign exporters shall send and upload the data and documents to Nafeza system through the BlockChain CargoX platform.

Nafeza E-portal

What are the role and powers of the sub-account owner?

- The sub-account can handle certificates related to its clearance license number, while the main account can view company certificates, define the powers and create sub-accounts.

Who is responsible for registration on Nafeza system?

- The stakeholder or his delegated customs broker, shipping agent, freight forwarder or container handling company can register on Nafeza system.

What are the required documents for registration Nafeza?

- Documents required for registration on Nafeza system are (Commercial Register-Tax Card-Customs Dealer's Card). More information are available on Nafeza website through the following link:
<https://www.nafeza.gov.eg/ar/register>

Electronic Signature e-Token

Could there be more than one e-signature for the same company?

- Yes, if there are more than one electronic account on Nafeza (an e-signature is issued for each account of the company).

Is the e-signature of the tax number used?

- It is possible if the person listing advance cargo information registered on Nafeza is the one who signs the tax bill. If not, an e-signature must be issued for him.

ACI Procedures

Can the invoice be added after the shipment of the goods to obtain ACID number?

- The question refers to uploading the invoice documents after the shipment of the goods. The answer is the ACID number can be issued only when the initial invoice data is available before shipment from the port of export, to ensure that the validity of the number can be verified before shipment by the shipping agent and included in the bills of lading by the foreign exporter (Egypt importer - foreign exporter - type of goods).

Will items be added manually or as PDF?

- In the application for ACID number, all items are added manually on Nafeza website before shipment. Items may also be added electronically using the electronic invoice.

When is the acknowledged value determined?

- The acknowledged value is determined after obtaining the ACID number and before submitting the customs certificate to get form number 46 directly.

What data should be included in the bill of lading?

- The data to be included in the bill of lading shall be determined in accordance with Resolution No. 38/2021. The initial customs registration number ACID and the identification numbers of the parties to the bill of lading shall be included.

How is the ACI number added to EUR.1?

- The number is added on the EUR.1 electronic file.

ACI System Q&A

What is the followed procedure when the Customs reject the HS Code?

- In this case, the Customs shall reject the application for ACID. Accordingly, the importer shall make a new application and amend the rejected HS Code.

Is there a specific time when it is not possible for documents to be attached electronically by the stakeholder?

- It will be no longer possible for documents to be attached electronically by the stakeholder when packages are being prepared for customs inspection.

What is the validity period of the ACID number?

- The validity period of the shipment identification number (ACID) commences as of the date of its issuance and for a period of 3 months.

What are the procedures of importing from abroad?

- Registering on Nafeza and then obtaining the electronic signature from the Misr for Central Clearing, Depository and Registry or Egypt Trust and entering the data before the date of shipment. The exporter shall register on the Blockchain CargoX platform to upload the shipment documents electronically.

Should the manufacturer from which goods are received be registered on CargoX platform?

- The foreign exporter must register on the Blockchain CargoX platform so that the Egyptian importer can request the pre-registration of the incoming shipment when using his Nafeza account.

Will the carrier have any role in the process of sending shipping documents and bills of lading from the exporter to Nafeza through BlockChain CargoX?

- The role of the carrier in accordance with the Customs Decree No. 11 of 2021 and the Ministerial Resolution No. 1 of 2021 is that the carrier or the shipping agent sends an e-mail to Nafeza platform including a copy of the consolidated bill of lading, indicating the ACID numbers of each of importer whose name is set out in the sub-bills of lading.

Do Customs have customers' names in English?

- Customers data is available in Arabic at Customs.

Does the customer data contain the tax number for each customer?

- Yes

For grain ships (wheat, corn, soybean, etc), all bills of lading NOTIFY one company and CONSIGNEE: TO ORDER, and after the ship arrives, invoices are issued by the importer in the names of other non-listed companies NOTIFY. How does the ACI system work since consignees (importers) are not identified until after the ship arrives?

- The ACID can only be issued when the shipment's basic data (Egypt importer - foreign exporter- goods type) is available.

Can the quantity be adjusted after shipment and obtaining the ACID number and before the arrival of the ship?

- Pursuant to the Minister of Finance Resolution No. 38 of 2021, amendments are allowed after issuance of the ACID number, except for the data of parties to the transaction, before shipment, in accordance with Article 3 Item 7, and the data listed may be amended after shipment by submitting a request to the Customs upon obtaining the customs certificate number as followed and recognized by the Customs Authority.

Where can I get the e-signature and the names of the companies that deal with it?

- From Misr for Central Clearing and Egypt Trust.

If the export company only issues the initial invoice and the final invoice, while the remaining documents (the bill of lading, certificate of origin, health certificates, packing list) are in the name of the product; which name should be registered on the ACI system?

- The person who have issued the invoice and not the product, as all documents are sent to the person who issued the invoice to send them to Nafeza system through the Block chain CargoX platform.

What happens if the customer number (company number) is not verified, even though the number is correct?

- You must visit the Customers Department at the Customs Authority to verify data and complete registration on Nafeza.

ACI System Q&A

What are the implementation steps for the system? What are the training procedures?

- Under Ministerial Decree No. 38/2021, the pilot implementation shall commence on 1 April 2021 and the mandatory implementation shall commence on 1 July 2021. The pilot implementation period shall be extended until 30/9/2021 in accordance with Resolution No. 328/2021. The required procedures are
- The importer shall register on Nafeza platform, then obtain the digital signature Misr Al Makasa or Egypt Trust and enter the shipment data before shipment departure. The exporter shall register on the Blockchain CargoX platform to upload the shipment documents electronically.
- Training materials are available on the Nafeza platform YouTube channel through the following link: <https://www.youtube.com/NafezaEgypt>

Should the HS Code be included in invoices?

- Yes, according to Minister of Finance Decree No.

For goods that do not have a GS1 barcode such as fresh fruit, can the part number not be mentioned in the invoice?

- According to procedure No. 6 of the Minister of Finance Decree No. 222 of 2021 "clarify the contents of the shipment in terms of the data of the items including the international code for each item (standard numbering system (GS1) or any other standard international numbering system (Part Number))".

How will the ACI system be implemented in the case of LCL & LCL/FCL?

- According to the Decree on Procedures No. 11 of Customs Authority, each stakeholder importer of sub-bills of lading shall apply for a separate ACID number, and the numbers of the sub-bills of lading and the ACID number shall be included in the main consolidated bill of lading.

Is there any other export system?

- The system applies only to the sea borne imports in accordance with Decree No. 38/2021.

What happens in the case of increase or decrease in the number of packages?

- Customs Law No. 207 of 2020 concerning decrease or increase shall be applied.

ACI System Q&A

How many digits does ACID number include?

- 19 digits (numbers only).

Can the invoice number be changed?

- The invoice number can be changed before shipment.

How can Nafeza system be accessed?

- By creating an account on Nafeza platform, for more information please visit the website: <https://www.nafeza.gov.pk>

Is the ACID number the same for all shipments if they have one total proforma invoice that was split for more than one shipment?

- ACID number is issued for each shipment separately.

Can the broker add data for the stakeholder?

- Yes, pursuant to a delegation by the stakeholder to the broker.

Who enters data for shipments sent to ministries?

- The person who enters data of the shipments sent to ministries or government entities is the representative of the stakeholder or a broker be authorized electronically.

Who enters data for personal shipments?

- Personal baggage shipments are excluded from the ACI system according to Decree No. 38.

Is there a maximum limit for ACID numbers that can be issued?

- There is no limit.

How can the foreign exporter register on Block Chain CargoX platform, and what is the number of registrations allowed?

- The foreign exporter registers its data and its company data on BlockChain CargoX platform for one time only at the following registration link: <https://cargox.io>.

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ACI System Q&A

What are the procedure for issuing the ACI number?

- ☑ All information is available on Nafeza website: <https://www.nafeza.gov.eg>

What is the broker's role in the ACI system?

- ☑ In accordance with the the Minister of Finance's Resolutions No. 38 and No. 222 of 2021, the customs broker can apply for the ACID number and complete the pre-clearance procedures after obtaining the required e-authorization from the stakeholder.

Can we submit all the documents in the initial phase to obtain the ACID number?

- ☑ All documents and data can be uploaded by the foreign exporter on the BlockChain CargoX platform.

What are the procedures followed for issuing the ACID number for LCL containers and who is responsible for submitting documents?

- ☑ As per Customs Decree No. 11 of 2021, if the data of the foreign exporter and the Egyptian importer differ on the consolidated bills of lading, separate ACIDs must be issued for each sub-bill. The foreign exporter is the one who is responsible for uploading documents on the BlockChain CargoX platform.

What happens if a shipment is rejected wholly?

- ☑ In case of rejection of the entire shipment, a new ACID number shall be applied for, with amendment of the previously rejected data by the Egyptian Customs.

Shipping Agent

How can a shipping agent get an ACID for the shipment and how can it verify its validity?

- ☑ A shipping agent can obtain an ACID number through the foreign exporter or the shipping documents including the name of the agent before shipment. The agent can also access Nafeza platform to check ACID and know the expiry date thereof.

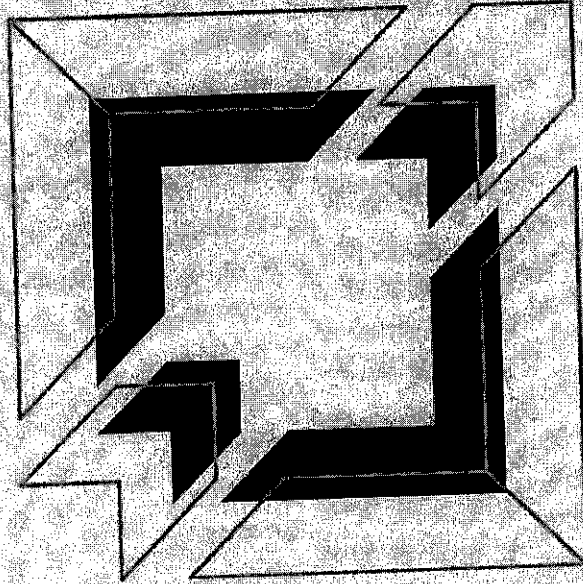
Manifest

Why is the manifest letter received directly from the shipping line or the carrier, without waiting for them to be sent by shipping agent?

- The shipping agent uploads the manifest directly on Nafeza system.

What is the deadline for uploading the bills of lading on Nafeza application (e.g, 48 hours before ship arrival)?

- Manifest data can be entered 48 hours before ship arrival and until 24 hours after ship arrival to near ports.



Single Window Concept for Cross-Border Trade

A single entry point that allows data to be received electronically and processed as quickly and cheaply as possible in a transparent and secure manner.

For more, please visit
nafeza.gov.eg 
Or by sending an email to:
nafeza@mts-egy.com

