

Service heading: issuing the participation certificate for fairs articles temporary transit

Management Name: Executive management

Addressee type: conductors, visitors, (the affairs assigned to fair services), participators

The form of designing in honoring the customer in accordance with Paragraph A of the third law for promoting safe administrative system and in opposition to corruption

processes	Activity description	Required timing for performing the activity	Unit name and relative person in charge	Location of residency and contact No.	Required records
1	Submitting the request in written, typed, stamped, and signed in by the company-managing director) to the executive affairs management company, mentioning the name and article types, the invoice number and date, cargo number and date, cargo value, stipulating the sender company, concerned customs office; and the name of fair and introducing the representative for taking participation confirmation. In the meantime, the required records for letter attachments are as follows: 1. Invoice photo legible with inserting number, date, stamp, and authorized signature, 2- cargo letter photo legible.	Within 3 hours if delivery of the relative documents	Executive affairs management (customs affairs)	21913.52 21913054	The related form is attached
2	Request registration in the secretariat office of the exhibitions company				
3	Enquiry of the mentioned documents by the customs affairs experts	Within one hour if the relative documents delivered	Executive affairs management (customs affairs)	21913.52 21913054	
4	Preparation the participation certificate for the transit temporary entrance of the exhibition article	Within two hours if the relative documents delivered		21913.52 21913054	
5	Delivery of the letter by the requester (form the secretariat office)				