

**Service Heading: issuance of participation certificate for exhibition goods transit**

**The name of the management: executive affairs**

**Addressees type: conductors, visitors, ( special to the services affairs of exhibition**

**The form of designing the service processes for respecting the clients in reference with the paragraph A of third article of the law of promoting the safety health of administrative system and in opposition to corruption**

<b>Steps</b>	<b>The description of activity</b>	<b>Timing required for doing activities</b>	<b>The name of unit and the related in charge person</b>	<b>Residency location and contact tel. No.</b>	<b>Required records</b>
1	Presenting the written and typed request of the requester ( for companies in the stamped letter and the signature of the company managing director(, as the management of international exhibitions company executive affairs with the mentioning of name and article type, number and the date of invoice, number and the date of cargo letter, value of article , stipulation of the concerned sender company's name and exhibition name and introducing the representative for obtaining the letter of participation confirmation: in the meantime the required records for the letter attachment is as follows: 1- the photo of intelligible invoice with number, date, stamp and creditable signature 2- the intelligible letter of cargo photo	If relating documentariefs presented , during 3 hours	Management of executive affairs ( customs affairs)	21913052-54	The related form is attached
2	Request registration in the exhibitions company secretariat				
3	Enquiry of the said documents by the customs affairs experts	If relating documentariefs presented , during 1 hour	Management of executive affairs ( customs affairs)	21913052-54	
4	Preparing of the participation certificate for the transit of exhibition articles	If relating documentariefs presented , during 2 hours	Management of executive affairs ( customs affairs)	21913052-54	
5	Delivering the letter by the requester from the office secretariat				