



# Electronic Service for Conformity Tabek

## User Guide for Issuing Clearance Certificate Based on Technical Inspection Report (TIR)



## About The Service

It is a certificate submitted by the Public Authority for Industry to enable the importer to obtain a Clearance Certificate for its imported products based on the Technical Inspection Report (TIR) issued by one of the approved agencies by the Public Authority for Industry.

## Service Process

1- A request for this certificate must be completed with all required documents attached.

2- Certificate requirements:

- Customs declaration details
- Technical Inspection Report details
- Product details

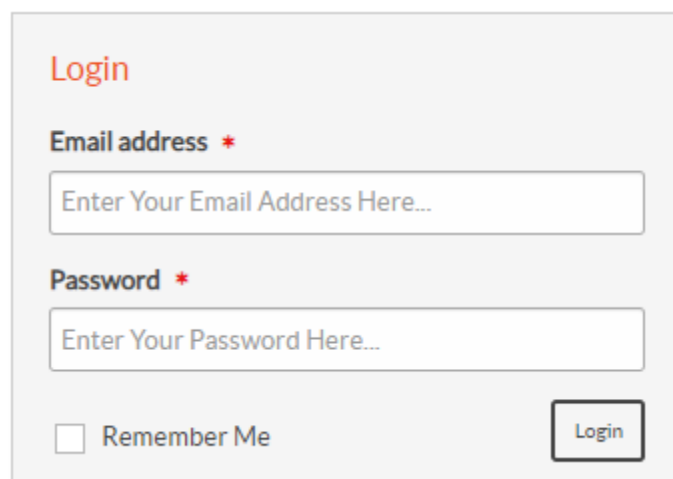
3- Submit the request

4- If the consignment matches the requirements; the Company will be notified by email to complete the process for obtaining the clearance certificate approval after paying the fees.

5- The applicant can track the status of the request through his account on PAI conformity E-services.

## Request for Issuing New Clearance Certificate

To start this service, the user must login through his account as shown in the following figure:



The image shows a login form with the following elements:

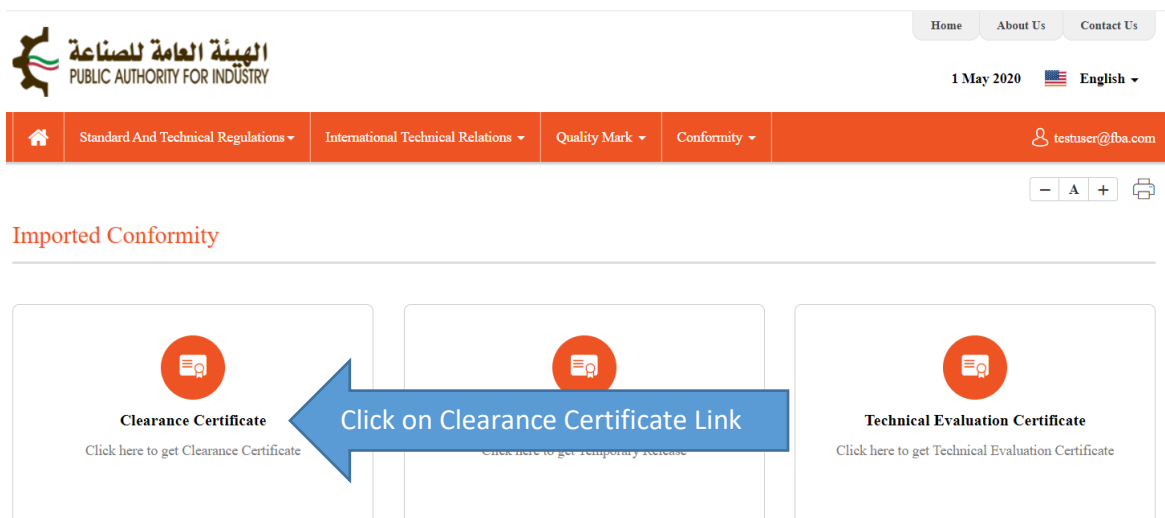
- Login** (Section Header)
- Email address \*** (Label) with a text input field containing "Enter Your Email Address Here..."
- Password \*** (Label) with a text input field containing "Enter Your Password Here..."
- Remember Me** (Checkbox)
- Login** (Submit Button)

*(If there is no account, a new account must be created. Refer to registration user guide)*

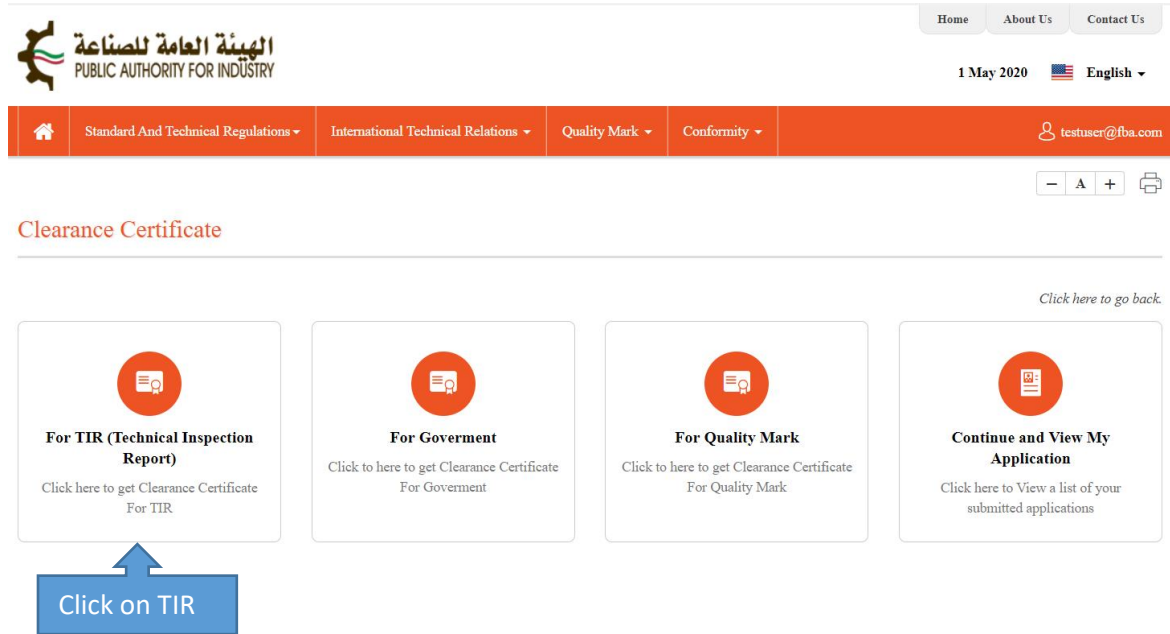
After successful login, the user login into Tabek page and then navigate to E-services and select Imported Conformity link as follows:



The Imported Conformity page will be displayed. Click on Clearance Certificate as follows:



Then Clearance Certificate services page will be displayed. Click on Clearance Certificate for (TIR) as follows:



Home About Us Contact Us

1 May 2020 English

Standard And Technical Regulations International Technical Relations Quality Mark Conformity

testuser@fba.com

### Clearance Certificate


[Click here to go back.](#)

- For TIR (Technical Inspection Report)**  
Click here to get Clearance Certificate For TIR
- For Government**  
Click to here to get Clearance Certificate For Government
- For Quality Mark**  
Click to here to get Clearance Certificate For Quality Mark
- Continue and View My Application**  
Click here to View a list of your submitted applications

Click on TIR

Then, the user will enter the request information and attach the required documents as follows:

- Customs Declaration Number
- TIR Number
- Attach copy of the Customs Declaration
- Submit application



[Home](#) | [About Us](#) | [Contact Us](#)

1 May 2020 English

Standard And Technical Regulations
International Technical Relations
Quality Mark
Conformity
testuser@fba.com

[-] [A] [+]

## Request Clearance Certificate For TIR

Company/Individual Details

<b>Requester *</b> <input type="text" value="Company"/>	<b>Company Registration No. *</b> <input type="text" value="234/4344"/>
<b>Name *</b> <input type="text" value="Test Company"/>	<b>Address *</b> <input type="text" value="Shuwaikh"/>
<b>Company Commercial Registration Date *</b> <input type="text" value="25/12/2017"/>	<b>Company Commercial Registration Expiry Date *</b> <input type="text" value="27/06/2020"/>
<b>Telephone</b> <input type="text" value="22445577"/>	<b>Fax Number</b> <input type="text" value="22334455"/>
<b>Mobile Number *</b> <input type="text" value="99887766"/>	<b>Email *</b> <input type="text" value="testuser@fba.com"/>

Customs Details

**Custom Declaration Number \***

[Click here to get details and documents from Custom](#)

1- Custom Declaration

2- Click to fetch details

Shipment declaration information will be fetched from Customs with all related attached documents. Select the missing required information for shipment type as follows:

Customs Details

<b>Custom Declaration Number *</b> <input type="text" value="TIM/19735/KWI19"/>	<b>Custom Declaration Type</b> <input type="text" value="استيراد"/>
--	--

[Click here to get details and documents from Custom](#)

Export Details

<b>Exporting Company *</b> <input type="text" value="-"/>	<b>Exported Country *</b> <input type="text" value="مصر"/>
<b>Port *</b> <input type="text" value="Airport"/>	<b>Type Of Shipment *</b> <input type="text" value="--Select--"/>

Enter Shipment Type

**Comments**

Then, enter the Technical Inspection Report (TIR) number related for this consignment as follows:

Product Details

TIR Number (Add one or Multiple TIR in same request)

1- TIR Number

2- Click to fetch

Fill TIR Details

No	Product Category	HSC Code	Origin Country	Quantity	Product Description	Invoice Number	Invoice Date	Action
----	------------------	----------	----------------	----------	---------------------	----------------	--------------	--------

The related TIR products will be fetched and displayed as follows:

Product Details

TIR Number (Add one or Multiple TIR in same request)

Fill TIR Details

No	Product Category	HSC Code	Origin Country	Quantity	Product Description	Invoice Number	Invoice Date	Action
SG/2019/07/017928								Delete
1	II-41	8528.12 / 8528.13 / 8528.21 / 8528.22	China	200	32PHT4002/56 Philips LED TV 32"	7173018226.pdf	Jul 2 2019	
2	II-41	8528.12 / 8528.13 / 8528.21 / 8528.22	China	150	43PFT5853/56 Philips LED TV 43"	7173018226.pdf	Jul 2 2019	
3	II-41	8528.12 / 8528.13 / 8528.21 / 8528.22	China	100	32PHT5883/56 Philips LED TV 32"	7173018226.pdf	Jul 2 2019	

More than one TIR number could be added to the same consignment, if any.

Next, attach copy of the customs declaration document related to this consignment, and then acknowledge the declaration and undertaking and submit the apas follows:

Attachments		
Attachment Type	Download Attachment	Action
Copy of Custom Declaration *	Please Upload Only	1-Attach copy of Custom Declaration
Other Document	Please Upload Only PDF as Attachment	Select
Company Registration Document		Download Attachment
Copy of Certification of Origin		Download Attachment
Shipping Policy		Download Attachment
Authorized Document		Download Attachment
Invoice Document		Download Attachment
Packing List		Download Attachment
Custom Clearance		Download Attachment
Declaration of Address		Download Attachment

**Declaration & Undertaking**

I acknowledged that all the data and information contained in this application and in the attachments is correct.

I agree

2-Select Agree

3-Submit Application


Then the request is send for validation and approval from the concerned PAI department.

In the event that the consignment meets the requirements, the company is notified by email to complete the procedures for obtaining Clearance Certificate approval after paying the fees.


The user can also follow up on the status of the request through the Clearance Certificate page and select "Continue and View My Application" as follows:

### Clearance Certificate


[Click here to go back.](#)




**For TIR (Technical Inspection Report)**  
Click here to get Clearance Certificate For TIR



**For Government**  
Click to here to get Clearance Certificate For Government



**For Quality Mark**  
Click to here to get Clearance Certificate For Quality Mark



**Continue and View My Application**  
Click here to View a list of your submitted applications

Select View My Application

Track Record of Clearance Certificate Requests

Show 10 entries Search 87063

No	Application Nos.	Company Registration No.	Custom Declaration Number	Company Name \ Organization	Type Of Shipment	Application Date	Request Type	Quality Mark Certificate Number	Status	Action
1	87063					30/04/2020	TIR		Submitted for Review	

Showing 1 to 1 of 1 entries Previous 1 Next

After approval of the of the request from the concerned PAI department, the company will be notified via e-mail in order to complete the payment process through the Track Record of the Clearance Certificate Requests as follows:

Track Record of Clearance Certificate Requests

Show 10 entries Search 87063

No	Application Nos.	Company Registration No.	Custom Declaration Number	Company Name \ Organization	Type Of Shipment	Application Date	Request Type	Quality Mark Certificate Number	Status	Action
1	87063								Verified - Proceed with Payment	Pay

Showing 1 to 1 of 1 entries Next

Click "Pay" to complete the payment process and issue Clearance Certificate



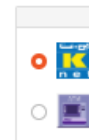
The customer pays the fees for this service and obtains the Clearance Certificate via the electronic payment gateway (K-net) or through the PAI collection devices (ATM).

Customer also can pay the pending applications for Clearance Certificate if available as follows:



PaymentPage

Company Name \ Organization	Test Company
Email	testuser@foa.com
Date	1/5/2020



Payment Type:

- K-net
- ATM

Clearance Payment 5

Clearance Certificate Payment Details

Application Nos.	Type Of Shipment	Port	Amount	
87063	Melamine, Pigments	Airport	12	<input checked="" type="checkbox"/>
87026	Ceramic, Melamine	Shuwaikh	12	<input type="checkbox"/>
87025	Electrical devices	Shuwaikh	12	<input type="checkbox"/>
87022	Electrical devices, Oils	Airport	12	<input type="checkbox"/> Waiting for payment in ATM
87021	Electrical devices	Shuwaikh	12	<input type="checkbox"/> Waiting for payment in ATM

Select one or more application to pay

Total Amount 12 KWD

Cancel Proceed with Payment

Click to Pay

After completing the payment process successfully through the electronic payment portal (K-net), the payment receipt and certificate issuance are displayed as follows:

### PaymentConfirmation

Payment Completed Successfully

Dear Test User

Thank you for your order and for continuing to give us the opportunity to help you meet your online needs

Name	Test Company	Order Id	2141
Order Status	Completed	Total Amount	12.000 KWD
Transaction Date	01-05-2020	Result	CAPTURED
Transaction ID	202012258393601	Payment ID	100202012241598673
PAI Cash Receipt No		Reference ID	012210000019
Authorization Code	B16693	Track ID	1375926877066897870

[Print Certificate](#)

You can also download certificate from "View my applications" section

[Click to view Certificate](#)

After the payment is successful, the General Administration of Customs is automatically notified for final release.