

(The needed documents to take confirmation letter for temporary entry or transit of goods)

- 1- Submitting the applicant's written request in paper with header tag sealed by stamp and signed by managing director of the respective company under title of the respected executive affairs management of Iran International Exhibition Company (IRI) by implying name and type of commodities, serial number and date of bill of lading, value of commodities, title of the concerned customs house, and title of the exhibition according to Forms (1&2)
- 2- Registration of application at the secretariat of the company
- 3- Submitting the legible image of bill of lading
- 4- Submitting the image of factor or factors related to concerned exhibition commodities in English language having number, date, signed, sealed and typed

Note 1: Issuance of participation confirmation is not possible after the end of exhibition.

Note 2: Due to the impossibility of identifying and submission of undertakings & financial deposits by the foreign participators to customs houses, the issuance of confirmation to the individuals not resident in Iran will not be possible; therefore for this reason the international transport companies can be used as the representative for legal actions.

Note 3: In the case of necessity for presence and activity of customs unit of exhibitions during holidays and out of official work times, the related executive shall present written request to director of domestic exhibitions at least 48 hours ahead.

Note 4: Submitting the participation confirmation for customs during the exhibition holding is possible merely by confirmation of Interior exhibition management.

(The required documents for obtaining final clearance license)

- 1- Submitting the applicant's written request in paper with header tag sealed by stamp and signed by managing director of the respective company under title of the respected executive affairs management of Iran International Exhibition Company (IRI) by implying name and type of commodities, serial number and date of bill, value of commodities in letter and figure (USD and Euro etc.), number and date of warehouse receipt, temporary entry license number, and type of goods etc. according to sample form No (3)
- 2- Registration of application in secretariat of Iran International Exhibition Company (IRI)
- 3- Introduction of the relevant agent for execution of administrative processes and taking the related permissions
- 4- Submitting image of the related bill or bills of exhibited commodities in English language having number, date, signed, sealed and typed
- 5- Submitting image of participation confirmation letter in exhibition
- 6- Submitting original and copy of the endorsed warehouse receipt
- 7- Submitting image of temporary entry license number
- 8- Submitting image of Bill of Lading
- 9- Submitting certificate of origin
- 10- Submitting catalogue of the requested goods

Source: : instructions notified by Iran International Exhibition Company (IRI)