Service heading: presenting the relative letter of article 35 for definite releasing of exhibition goods from customs house

Management name: executive affairs

Addressee type: conductors, (dedicated to the exhibition services affairs, participants

The form of designing the services processes for respecting the clients in reference to paragraph 1 of third article of promoting the safety health of administrative system and in opposition to corruption.

Steps	the description of activity	The timing required for performing the activity	The name of unit and the related in charge person	Residency location and contact tel. no.	Required records
1	Presenting written and typed application from the application (for the companies) on the stamped and signed paper of the company) as the respectful managing director of the international exhibitions company with the name of the participant company, number and date of the invoices, the value of articles in letters and numbers, the number and date of the warehouse receipt, the temporary entry certificate number, article type, number and the date of cargo letter and introducing the representative for performing the administrative procedures as to the following description	The issuance of the letter is ultimately three working days	Executive affairs management (custom affairs)	21913052 21913054	The related form is attached
2	The application registration in the exhibitions company secretariat				
3	Enquiry of the same documents by the customs affairs expert	One day	Executive affairs management(custom affairs)	21913052 21913054	
4	Obtaining authorization related to the financial affairs stating the account liquidation of the said company	One day	Executive affairs management (custom affairs)		
5	Preparing the letter of the article 35 indicating the release of the exhibited goods sample	One day	Executive affairs management (custom affairs)	21913052 21913054	
6	Presentation of the same letter stated in paragraph 5 by the buyer to customs of the exhibition and other necessary follow-ups				