

REGULATIONS FOR CONDUCTING FREIGHT FORWARDING SERVICES IN THE HASHEMITE KINGDOM OF JORDAN

Issued by the Board of Directors of Jordan Maritime Commission by virtue of Paragraph (k) of Article 9 of Jordan Maritime Commission Law No. (47) for the year 2002

Article (1)

These regulations shall be named (Regulations for Conducting Freight Forwarding Services in the Hashemite Kingdom of Jordan for the year 2003) and shall come into force as of the date of publication in the Official Gazette.

Article (2)

The following words and phrases wherever mentioned in these regulations shall have the meanings assigned thereto hereunder unless the context expressly provides otherwise:

The Director:	The Director General of Jordan Maritime Commission
The Commission:	Jordan Maritime Commission
The Freight Forwarder:	The normal or nominal person registered as a company or an organization licensed by the competent authority to practice freight forwarding and who has contracted with the shipping carrier or the owner of the goods to provide maritime forwarding services.
The Freight Forwarding Services:	The services provided by the freight forwarder, which include making necessary arrangements to receive or gather the goods from their owners/shippers or agents and arrange for their carriage, and facilitate the tasks of completing the sea transport contract between the shipper and the ocean carrier or the ship owner or his agent taking into account the relevant Jordanian legislation, international standards and conventions.
The Sea Transport Document (Bill of Lading):	A document which proves the carriage contract and it is deemed as an evidence that the carrier has received the intended shipment for loading and

carriage at with the specifications of its condition when received and it gives the right to its carrier to take receipt of the goods.

Article (3)

Freight forwarding services shall be conducted in The Hashemite Kingdom of Jordan by a company or an establishment licensed by any the following authorities:

- a) Jordan Maritime Commission if the company's office is located outside the borderlines of Aqaba Special Economic Zone Authority (ASEZA) under the provisions of these Regulations.
- b) Aqaba Special Economic Zone Authority (ASEZA) in coordination with the Commission if the company's office is located within the borderlines of ASEZA in accordance with ASEZA Law No. (32) of 2000 and the regulations and instructions issued pursuant thereto.

Article (4)

The Director General shall form a committee of the Commission's staff to perform the following tasks:

- a) Review the application and documents submitted for license, and the committee shall be entitled to acquire any documents it sees necessary for approving the license.
- b) Checking on the companies and establishments licensed to conduct freight forwarding services and follow-up to ensure compliance with the license terms and conditions, and the provisions of these regulations.

Article (5)

The Freight forwarding services shall be defined as follows:

- a) Representing the owner of the goods shipped by sea with the shipping carrier.
- b) Carry out the procedures for organizing the receipt and/or collection of goods from their owners or agents and facilitating the process of shipping or storing them at the loading port.
- c) Facilitate the completion of the contract of maritime transport between the shipper and the maritime carrier and/or their maritime agents.

- d) Provide services and information to both exporters and importers on goods, methods of shipping and securing them, and the possibility of linking them to the movement of ships and maritime shipping lines.

Article (6)

Freight forwarding services shall be carried out through a separate license independent from any other maritime services, including shipping agency, marine maintenance and inspection, except for the services of maritime freight forwarding, provided that the provisions of the Unlawful Competition Law and Trade Secrets No. (15) of 2000 and the Competition Law No. (49) of 2002 and any amendments thereof are complied with.

Article (7)

The freight forwarder shall comply with all international laws, regulations, instructions and agreements related to facilitating the international maritime trade movement, adhere to the forms of the bill of lading and confirmation of arrival and facilitate the exchange of information and data on vessels and goods electronically. It shall also comply with the requirements and methods of packing and marking the shipment and separation of goods and follow the requirements of the shipment of dangerous goods according to international codes in force.

Article (8)

The conditions for the granting of a license to practice maritime freight forwarding services for companies/organizations located outside the borderlines of ASEZA shall be as follows:

- a) The maritime freight forwarder shall be registered in the Kingdom as a company or organization at the Directorate of Companies Control in the Ministry of Industry and Trade.
- b) The company's paid-up and registered capital shall not be less than (30,000) thirty thousand Jordanian Dinars.
- c) Have a full-time Director General who fulfils the following conditions:
 1. Jordanian nationality.
 2. Have an experience in the field of maritime transport or navigation of not less than:
 - Four years if he holds a university degree.

- Six years if he holds a Community College Diploma.
 - Eight years if he holds a general secondary school certificate.
 - The number of employees shall not be less than (3) persons, including the Director General.
 - The company or organization shall operate in a separate location consisting of offices with an area not less than (50) m², equipped with telephone, fax and computer connected to the Internet.
3. Have an accredited training course of not less than twenty hours of training in the field of work.

Article (9)

The procedures for granting a license to practice maritime freight forwarding services outside the borderlines of ASEZA are as follows:

- a) Submit a freight forwarding registration application to the Ministry of Industry and Trade specifying the objectives of the company/organization in accordance with Article (5) of these regulations.
- b) The application for registration shall be forwarded to the Commission for consideration and issuance of the preliminary approval. The license applicant shall be given the form of the license conditions to complete the registration procedures. The Commission may send the license form and issue the initial approval by fax or e-mail.
- c) The license applicant shall submit the duly filled license application form accompanied by the following documents:
 1. A certified copy of the Contract of Association stating the names of partners or the name of the owner of the organization, the objectives of the company/organization, the certificate of registration and a certificate showing the commissioners of the management of the company or organization who are authorized to sign on the administrative, financial and judicial matters. It should be duly certified by the Ministry of Industry and Trade.
 2. A certified copy of the title deed or lease contract for the maritime freight forwarding offices.
 3. A certified copy of the profession license.

4. A copy of the employment contract of each employee working for the freight forwarder certified by the Ministry of Labor and a certificate issued by the Social Security Corporation including the names of employees who are under the employer's social security.
 5. The freight forwarder's serial number at the Income Tax Department.
 6. Qualifications and experience documents of the General Manager of the freight forwarder.
- d) The Commission shall check the location of the company or organization to ascertain that the requirements of the conditions stipulated in Article (9) of these instructions are satisfied and to verify the information contained in the license form.
 - e) The Committee shall recommend to the Director General of the Maritime Commission to issue a work license for the company or organization after fulfilling all the conditions for granting a work license stipulated in these regulations.
 - f) The Maritime Commission shall issue the work license for the marine agent after paying the annual fees prescribed for one year and it shall be renewed annually after the commission checking the maritime freight forwarder and its compliance with these instructions.

Article (10)

The Commission may at any time ascertain that the Company or the organization complies with the provisions of these Regulations. The Director General of the Maritime Commission is entitled to suspend the license temporarily or cancel it permanently in case of violation of the conditions of granting the license and not removing the violation after notifying the company/organization within the period deemed appropriate by the Director General of the Maritime Commission.

Article (11)

All companies licensed to carry out maritime freight forwarding services in the Kingdom shall comply with these regulations within a period not exceeding six months from the date of its publication in the Official Gazette.

Article (12)

All previous regulations issued in these matters shall be canceled as of the date of publication of these regulations in the Official Gazette.