



NAI CENTER

المركز الوطني للإستعلام المبكر
National Advance Information Center

National Advance Information Center (NAIC)
Maritime Pre-Load Cargo Information Program (MPCI)
Business Specification Document

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1 Purpose

The National Advance Information Center or “NAIC”, collects travel and trade information from various sources on passenger and cargo movements across the UAE, to perform risk assessment and increase national security levels. NAIC is one of the departments of the Federal Authority for Identity, Citizenship, Customs and Port Security.

NAIC’s Pre-Loading Advance Cargo Information (PLACI) program performs risk analysis to identify potential threats from cargo moved through any of the UAE borders. The program has successfully implemented the system for air cargo and this document is to focus on Maritime Pre-Load Cargo Information Program (MPCI) expanding the program scope to cover maritime cargo. The program continues to facilitate legitimate trade while increasing borders security level. Land cargo requirements will be addressed separately in subsequent phases.

For the MPCI program to be effective in carrying out risk mitigation measures before cargo can be loaded onto vessel bound to the UAE, cargo information is to be filed by either shipping line, Non-Vessel Operating Common Carrier (NVOCC) or freight forwarder within specific time frames and using standard message formats and protocols. NAIC will also respond with assessment response electronically to the filer.

MPCI program represents an additional security layer that virtually extends the UAE borders towards the foreign ports of loading. The program does not interfere nor affect other existing laws or legislations that are imposed and controlled by other agencies, such as local customs authorities in the UAE and governmental agencies that provide certifications or permits to allow the movement of goods across the UAE borders.

To facilitate the adoption of the UAE MPCI program, the underlying system design have been prepared and aligned with the principles provided by the United Nations rules for Electronic Data Interchange for Administration, Commerce and Transport (UN/EDIFACT) standards, taking into consideration experiences and practices that are applied or are being built in similar international initiatives. Extensive industry and market research have also been conducted to make sure the system and its processes do not conflict with maritime cargo processes in any way that could affect trade flow.

2 Introduction

2.1 Overview

Economic operators such as Shipping Lines or their representatives, Freight forwarders and NVOCCs which are bringing cargo through or into the UAE are required to file shipment data to NAIC. NAIC avails several Technology Service Providers to fulfill such filing requirements.

Economic operators will receive assessment response from NAIC with instructions to either load, do not load or provide additional information for the shipment before loading onto the vessel.

NAIC will depend on accredited technology service providers to facilitate filing requirements; Freight forwarders, Shipping Agents and NVOCC will be filing shipment data through service providers. However, shipping lines have the option either to integrate through accredited service providers or through direct integration with NAIC system. Filing responsibility and delegation rules for different participants in the maritime cargo movement process are detailed in the subsequent sections of the document.

Throughout the document, the term “Filer” will be used to refer to shipping lines, shipping agents, freight forwarders or NVOCCs, while “Technology Service provider” will be used to refer to the technology service providers.

The diagram below shows a high-level flow of data between the filer and the system, followed by a brief description. Subsequent sections provide more details on the formats, channels and timing requirements for each message type.

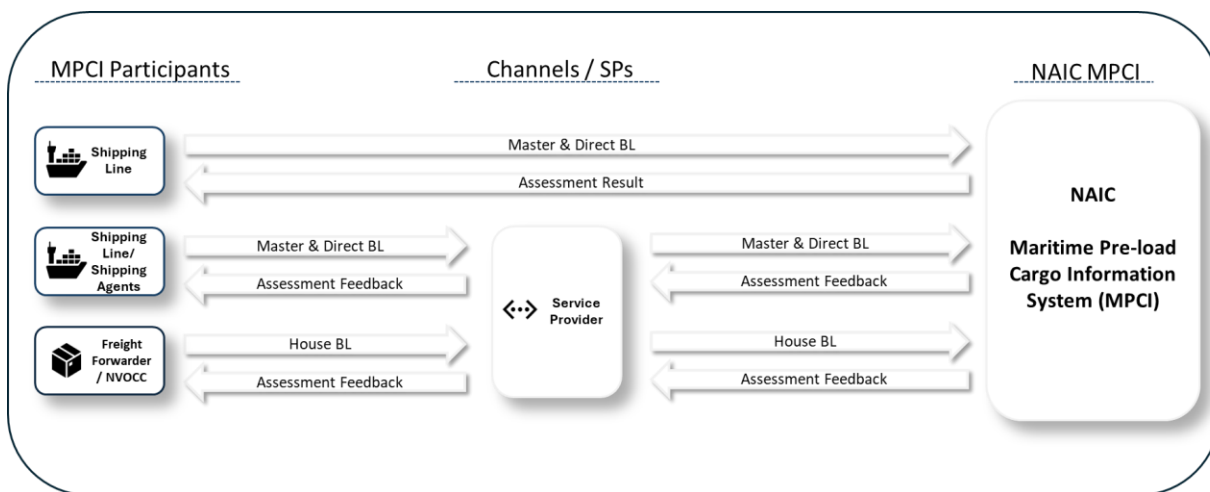


Figure 1 Data Flow

This program addresses the mandatory submission of electronic messages for containerized cargo in international maritime transport, by shipping lines or their representatives and freight forwarders. The main trade documents in the program scope are the Shipping Line's Bill of lading and Freight Forwarders' Bill of lading.

The process starts when the filer submits the bills of lading to the system for containerized shipments that are bound to or transit through the UAE. The process of submitting trade information is referenced as "filing".

The system validates and assesses shipment data, providing response to the filer. It sends a validation message confirming acceptance or rejection due to validation errors requiring correction and resubmission. And assessment response indicating whether the cargo can or cannot be loaded on the vessel or a response requesting additional information.

2.2 Legal Framework

The legal framework for establishing NAIC and MPCl program in the UAE is under Federal Decree Law No. 22 of 2018 and Resolution No. 15 of 2019, mandating cargo information filings across all modes of transport. These regulations outline the required data, filing timelines, accountable parties. As per UAE Cabinet Resolution No. (23) of 2023, shipping lines and forwarders must electronically submit Bills of Lading to NAIC before loading at the last foreign departure port outside the UAE. This applies to all containerized maritime cargo destined for import, transshipment, or transit through the UAE.

3 Scope and Requirements

This section outlines the scope of NAIC's requirements, detailing the roles of filers, the types of documents to be submitted, filing timelines, and the inclusions and exclusions.

3.1 Filers and Their Roles

Below is a list of filer roles required to submit documents under the NAIC MPCl program:

- **Shipping Line:** The entity that owns or operates the vessel transporting the cargo.
- **Shipping Agents:** A representative of a shipping line who may be delegated to assume liability or manage the filing process with NAIC.
- **Freight Forwarders:** A logistics provider that coordinates and consolidates shipments from multiple shippers into a single consignment.
- **Master Co-loaders:** A freight forwarder or NVOCC that consolidates shipments from other freight forwarders (sub co-loaders) in a co-loading arrangement (see section [6.1](#)), managing the overall consolidated shipment.
- **Sub Co-Loader:** A freight forwarder that provides cargo to be included in a consolidated shipment managed by a master co-loader.

3.2 Required Documents

The table below outlines the roles, the documents they are required to file under the NAIC MPCl program, and their descriptions.

Role ^[1]	Required Document
Shipping Line ^[2]	The bill of lading issued by the shipping line, which can be: <ul style="list-style-type: none"> • Master Bill of Lading: For consolidated shipments. • Direct Bill of Lading: Issued directly to the shipper without consolidation.
Freight Forwarder ^[3]	The house bill of lading issued for standard consolidation scenarios where shipments are consolidated from multiple shippers.
Master Co-loader ^[3]	A bill of lading issued by the master co-loader in co-loading scenarios (see section 6.1). It serves as a house bill from the shipping line's perspective and as a master bill from the sub co-loader's perspective.
Sub Co-loader ^[3]	The house bill of lading issued by the sub co-loader in co-loading scenarios (see section 6.1). Represents a portion of the cargo consolidated under a master co-loader's bill.

Table 1 Required Documents per Role

Notes:

[1] Delegation of filing responsibilities is possible for freight forwarders, master co-loaders, sub-co-loaders and shipping lines, as outlined in the delegation process (Section [4.6](#)).

[2] The bills of lading filed by the shipping line or delegated shipping agent will be referred to in this document as shipping line bill of lading.

[3] The bills of lading filed by the freight forwarder, master co-loader or sub-co-loader will be referred to in this document as freight forwarder bills of lading.

3.3 Filing Timing

The table below defines the required submission timing for each role and document type.

Role	Document Type	Cut-off Time
Shipping Line	Master Bill of Lading	6 Hours Pre-load
	Direct Bill of Lading	24 Hours Pre-load
Freight Forwarder or Sub-Co-loader	Lowest Level House Bill of Lading	24 Hours Pre-load
Master Co-loader	Master Co-loader Bill of lading	6 Hours Pre-load

Table 2 Submission Timing per Role

3.4 Inclusions

This section specifies the cargo and movement types covered within the current scope of the program. The following are included:

- **Import, Transit and Transshipment (FROB) Shipments:** These are the shipments' movement types required within the MPCl implementation scope. However, FROB filings are required only from the shipping line.
- **Containerized maritime cargo:** Only the containerized cargo is included within the scope. This includes both full container loads (FCL) and less than container loads (LCL).

3.5 Exclusions

This section specifies the exclusions within the current implementation scope, ensuring that all parties have a clear understanding of the requirements. These exclusions may be included in future phases. The excluded aspects are as follows:

- **Export Shipments:** Shipments that are being exported out of the UAE are excluded from the scope.
- **Non-Containerized maritime cargo:** Cargo that is not transported in containers, such as bulk cargo (breakbulk, Liquid bulk) and Ro-Ro shipments are excluded from the scope.
- **Wooden Vessels:** Wooden Vessels are excluded from the MPCl Implementation for the current phase.
- **Empty Containers:** Containers that are being transported without any cargo inside are excluded from the scope.
- **Crew's effects:** Crew's belongings on the vessel are not included within the scope.

3.6 Integration Requirements

This section explains the method and format for filing the required documents with the MPCI system. Filers in general submit documents through Technology Service Providers, while shipping lines have the option to file either through Technology Service Providers or direct integration with the MPCI system.

Technology Service Providers and directly integrated shipping lines will electronically transmit shipment data using an electronic message format based on the United Nations rules for Electronic Data Interchange for Administration, Commerce, and Transport (UN/EDIFACT) standards. The message specifications are tailored to meet unique MPCI requirements, as outlined in the 'MPCI Message Implementation Guide (MIG)' reference document [\[1\]](#). Filers are responsible for transmitting Shipping Line and Freight Forwarder Bill of Lading data depending on the party's responsibility, while NAIC will transmit validation and assessment response to the filer.

Filers should submit the Shipping Line and Freight Forwarder Bill of Lading data using the CUSCAR message. Upon receiving the message by the MPCI system, the message will be validated according to the MPCI validation rules outlined in the 'MPCI - Message Implementation Guide (MIG)' reference document [\[1\]](#). Subsequently, NAIC will send a validation response message—an electronic receipt will be sent to the filers using the CONTRL message. In case of rejection, this message will include relevant error codes corresponding to the encountered issues, referring to the error code list outlined in the 'MPCI CONTRL Responses – Error Codes List' reference document [\[3\]](#). In case of acceptance, the message will include a confirmation of submission which indicates successful processing of the message.

The diagram below shows a high-level flow of messages between the filers and the MPCI system.

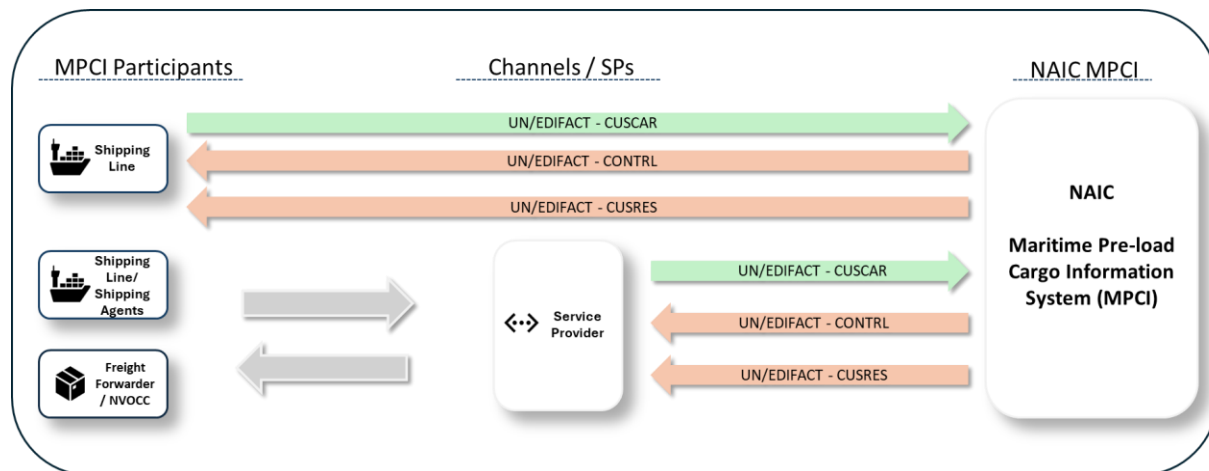


Figure 2 MPCI Messages Flow

After the message validation and MPCl assessment, NAIC will transmit a CUSRES message, providing one of the following assessment response types: Assessment Complete, Assessment Complete with Warnings, Request for Information or attachment, Do Not Load, Pending Sub-Filing or Filing Expiry (See section [4.5](#)).

4 MPCl Business Processes

4.1 MPCl Business Process Overview

This section outlines the MPCl program's business process workflow. It covers the MPCl onboarding process, filing process, message validation process and assessment response process, along with the associated responsibilities and timing requirements. For more details regarding the technical message specifications refer to 'MPCl - Message Implementation Guide (MIG)' reference document [\[1\]](#).

The following process diagram and documentation describe the MPCl business process overview.

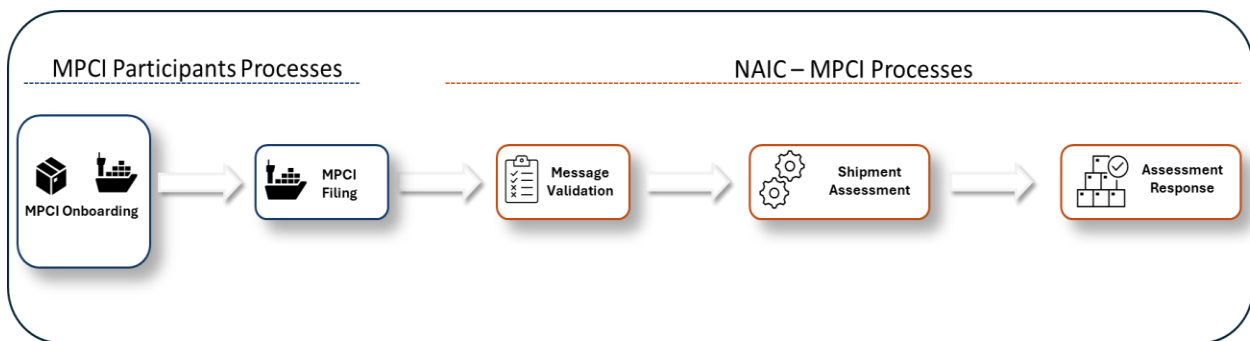


Figure 3 MPCl Business Process Overview

Process Step	Details
MPCl Onboarding	The MPCl participants 'Filers' must register on NAIC portal to obtain a unique MPCl Party ID to be able to start the MPCl filing process and submit MPCl filing. For more information refer to 'MPCl – Registration & Onboarding Guide', reference document [2] .
MPCl Filing	The MPCl Filing process is triggered by a filer submitting B/L information as early as possible. (For responsibilities and timing requirements see sections 3.2 and 3.3 Error! Reference source not found.).
Message Validation	The system validates submitted messages against supported message formats.
Shipment Assessment	The submitted message is used for advance assessment of the shipment's data.
Assessment Response	NAIC to send a response from the system to the filer based on the shipment assessment result.

Table 3 MPCl Filing Business Process Details

4.2 MPCI Onboarding Process

The MPCI onboarding process ensures seamless integration and compliance with the program's requirements. This process involves a structured series of steps, including registration on NAIC portal, technical onboarding and data exchange capability verification.

While the portal is not used to submit filings, it is used for onboarding and registration and provides additional functionalities to support filing processes, including:

- **Filing Status Monitoring:** Liable shipping lines and freight forwarders can track the status of their filings or those submitted on their behalf by delegated entities.
- **Multi-level Filing Status:** Shipping lines or master co-loaders can view high-level filing assessment statuses of their sub co-loaders or consolidating freight forwarders, allowing them to monitor progress before receiving the final assessment status of their own filings.

For detailed instructions on the onboarding process and NAIC portal registration, refer to the "MPCI – Registration & Onboarding Guide" reference document [2].

Visit the NAIC portal at <https://naic.icp.gov.ae>.

4.3 MPCI Filing Process

4.3.1 Shipping Line and Master Co-Loader Filing Process

This section covers shipping line, master co-loader (see section 6.1 for more details on master co-loader scenarios) and shipping agent filing requirements handling either their own shipments or third-party shipments.

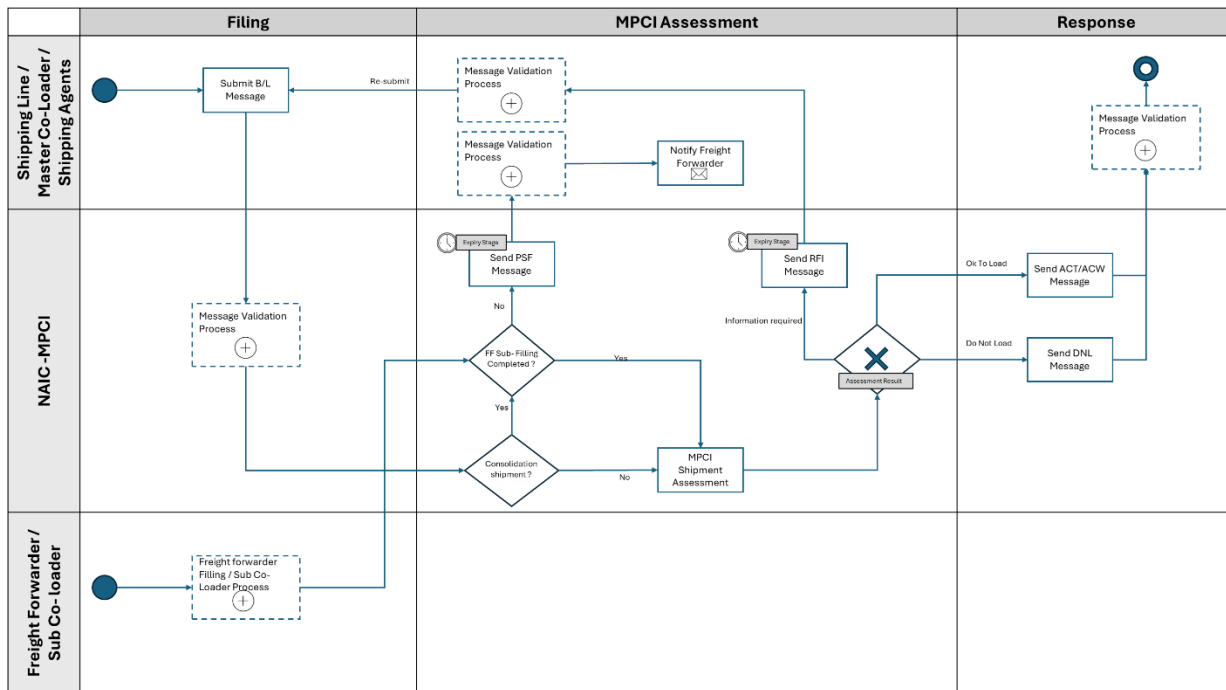


Figure 4 Shipping Line and Master Co-Loader Filing Process Diagram

Process Step	Details
Submit B/L Message	<p>The process is triggered by a shipping line, shipping agent or master co-loader submitting B/L information pre-loading. This message can be one of the following:</p> <ul style="list-style-type: none"> • Submission of a new filing. • Update a previous message.
Message Validation Process	<p>The message gets validated following the supported message formats based on (UN/EDIFACT) standards and the MPCl predefined requirements in 'MPCl - Message Implementation Guide (MIG)' reference document [1]. This subprocess is detailed in section 4.4.</p>
Consolidation shipment	<p>Once the filing is accepted, the MPCl system validates the shipment type, determining whether it is a direct or a consolidation shipment. For a direct shipment, the process moves to the next step (MPCl assessment). For a consolidation shipment, the MPCl system will verify first the Sub-Filing status before proceeding as described in the below step. (see section 6.1 for more details on consolidation scenarios)</p>
FF Sub-Filing Completed	<p>MPCl System to validate the filing of the related house B/Ls of the consolidation shipment are submitted by the responsible party, if the house B/Ls filing is complete then the filing will proceed to the next step (MPCl assessment).</p> <p>Otherwise, NAIC sends a response message to the shipping line, shipping agent or master co-loader as a pending sub-filing response and the filing process will be held until all the house B/L are submitted from the responsible freight forwarder/sub co-loader.</p>
Freight forwarder Filing Process	<p>An independent process is to be triggered once the freight forwarder/master co-loader starts submitting B/Ls pre-loading. The shipping line process will depend on the completeness of the freight forwarder filing process and may impact the Master B/L final assessment. The subprocess is illustrated in the next sub-section. (See Section 4.3.2).</p>
Send PSF Message	<p>A Pending Sub-Filing response will be sent to notify the shipping line that the party responsible (FF/Sub Co-loader) has not yet completed the submission of the shipments' B/Ls. The PSF response is a result of the FF Sub-filing Completed stage above as "No".</p> <p>Expiry Stage: If the PSF response is sent and the responsible party (FF/Sub Co-loader) fails to provide the required information within the specified time frame determined by the MPCl system,</p>

	the filing will expire, and the submission will be marked as incomplete. In this case a re-submission of the shipment data is required to restart the filing process.
Message Validation Process	The filer will validate the response message received from NAIC against the supported message format. This subprocess is described in more detail in the section 4.4 . In case the message is invalid, the filer should communicate offline with NAIC to discuss the resolution options for the error.
MPCI shipment assessment	After the acceptance and verification of the filing completeness, the MPCI system will begin assessing the risk and compliance of the provided information.
Assessment Result	MPCI assessment has three possible outcomes, but only one of these results will be provided at a time. Filers will not receive multiple results in the same response.
Send RFI Message	Request for Information or Attachment (RFI) Indicates that additional information is required to be submitted, or a supporting document needs to be shared with NAIC. In the event of additional information is requested, the filer should submit an updated version of the message with the required information. Otherwise, in the event of a supporting document is requested, the filer should provide the required documents to NAIC using the attachment service. Refer to 'MPCI - Message Implementation Guide (MIG)', reference document [1] [Section 6]. Expiry Stage: If the Request for Information or Attachment (RFI) response is sent and the filer fails to provide the required information within the specified time frame, the filing will expire, and the submission will be marked as incomplete. In this case a re-submission of the shipment data is required to restart the filing process.
Send ACT/ACW Message	Assessment Complete: Indicates that shipment is approved for transport to the UAE. Assessment Complete with Warning: Indicates that the shipment is approved for transport to the UAE. However, there are comments on the information submitted that need attention in future filings. (e.g. data quality issue).
Send DNL Message	Do Not Load: Indicates that the shipment is not approved for transport to the UAE.

Table 4 Shipping Line Filing Process Details

4.3.2 Freight Forwarder / Sub Co-loader Filing Process

The following process diagram and documentation describes the freight forwarder/sub co-loader filing process used when the filer submits a House Bill of lading.

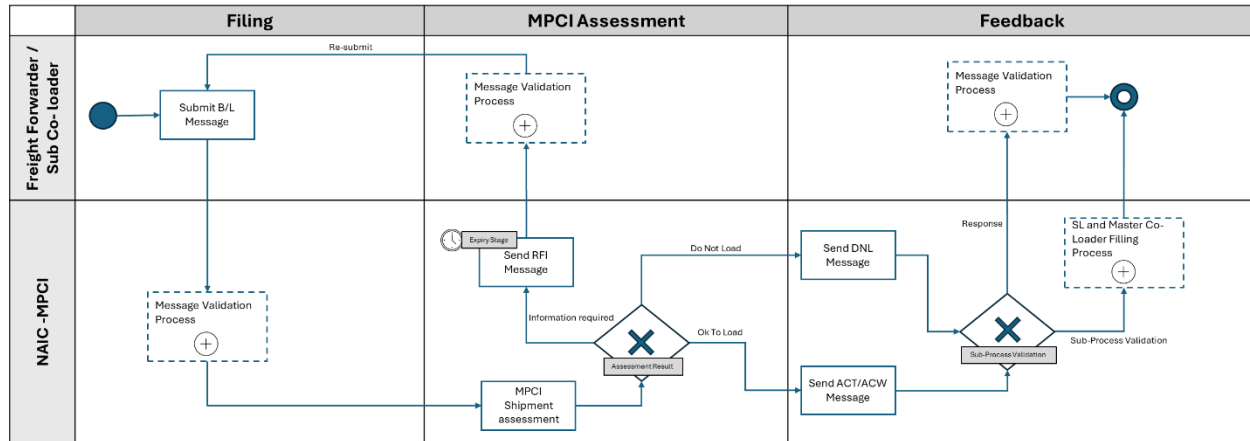


Figure 5 Freight Forwarder / Sub Co-loader Filing Process Diagram

Process Step	Details
Submit B/L Message	The process is triggered by a freight forwarder/sub co-loader submitting B/L information pre-loading. This message can be one of the following: <ul style="list-style-type: none"> Submission of a new filing. Update a previous message.
Message Validation process	The message gets validated following the supported message formats based on (UN/EDIFACT) standards and the MPCI predefined requirements in 'MPCI Message Implementation Guide (MIG)', reference document [1] . This subprocess is described in more detail in section 4.4 .
MPCI shipment assessment	After the acceptance of the filing, the MPCI system will begin assessing the risk and compliance of the information provided in the message.
Assessment Result	MPCI assessment has three possible outcomes, but only one of these results will be provided at the same time. Filers will not receive multiple results in the same response.
Send RFI Message	Request for Information or Attachment (RFI) indicates that additional information is requested to be submitted, or a supporting document needs to be shared with NAIC. If additional information is requested, the filer should submit an updated version of the message that includes the required details. Otherwise, if supporting document is required, the filer

	<p>should provide the required documents to NAIC using the attachment service. Refer to 'MPCI - Message Implementation Guide (MIG)', reference document [1] [Section 6].</p> <p>Expiry Stage: If the Request for Information or Attachment (RFI) response is sent and the party responsible (FF/Sub Co-loader) fails to provide the required information within the specified time frame, the filing will expire, and the submission will be marked as incomplete. In this case a re-submission of the shipment data is required to restart the filing process.</p>
Validate Response Message	The filer will validate the response message received from NAIC against the supported message format. In case the message is invalid, the filer should communicate offline with NAIC to discuss the resolution options for the error (see section 4.4).
Send ACT/ACW Message	<p>Assessment Complete indicates that the shipment is approved for transport to the UAE.</p> <p>Assessment Complete with Warning indicates that the shipment is approved for transport to the UAE. However, there are comments on the information submitted that need attention in future filings. (i.e. data quality issue).</p>
Sub-Process Validation	In addition to providing an Assessment Complete response to the freight forwarder, the MPCI system to validate the availability of all related houses (B/Ls) associated with the shipment before responding to the shipping line's filing.
Shipping Line and Master Co-Loader Filing process	<p>The process is initiated when a shipping line submits the Master B/L information for the shipment.</p> <p>Note: The filing of House B/Ls may impact the assessment of the Master B/L assessment. Conversely, in rare cases, Master B/L may affect the associated House B/Ls assessment. (see section 6.1.4 for more details)</p>
Send DNL Message	Do Not Load indicates that the shipment is not approved for transport to the UAE.

Table 5 FF/Sub Co-loader Filing Process Details

4.4 Message Validation

The following process diagram and documentation describes message validation subprocess for each message exchanged between Sender's and Receiver's systems.

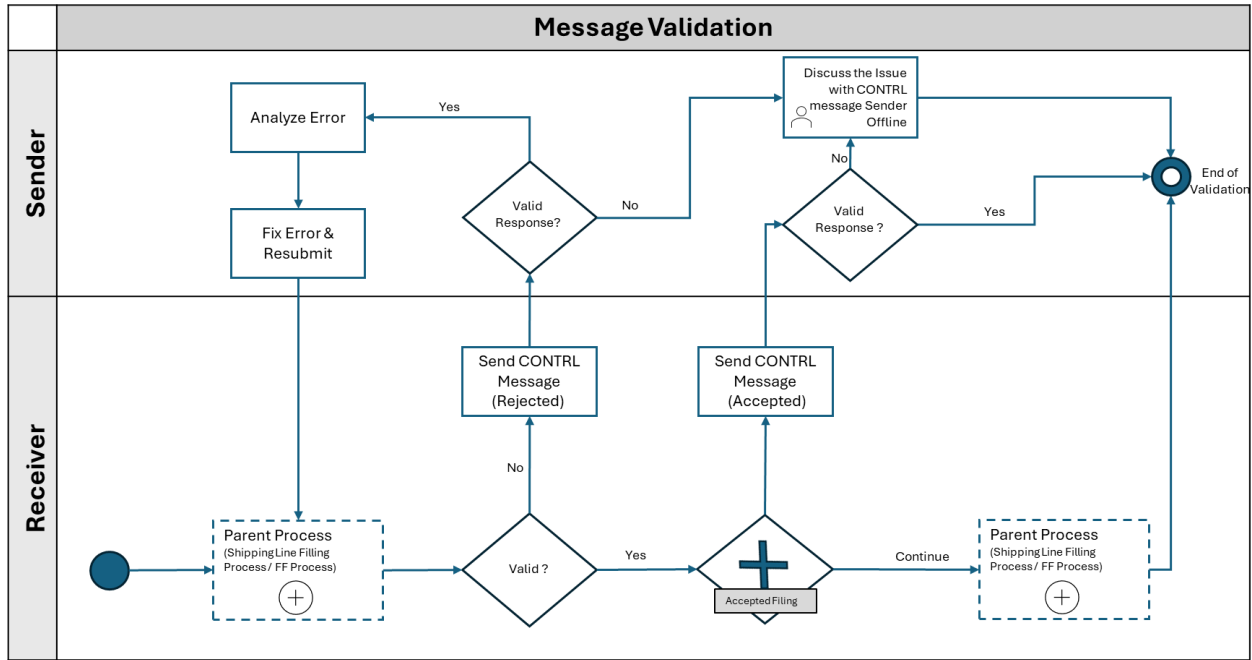


Figure 6 Message Validation Process

Process Step	Details
Parent Process	The process is triggered by the sender's system transmitting a message to another system as referenced in the parent processes (Shipping Line and Master -Co-loader Filing Process and Freight Forwarder / Sub Co-loader Filing Process).
Validate Message	The receiver's system validates submitted message against supported message formats (UN/EDIFACT).
Send CTRL Message (Accepted)	If the message is valid, an acknowledgement message will be transmitted to the sender to confirm successful receipt of the original message.
Parent Process	The primary MPCl business processes (Shipping Line and Master -Co-loader Filing Process and Freight Forwarder / Sub Co-loader Filing Process) will proceed following the successful validation of the submitted filing.

Send CONTRL Message (Rejected)	If the message does not conform to the supported message specifications, a response message is transmitted to the sender to indicate the message was invalid.
Validate Response	For any CONTRL message transmitted by a receiver, the sender must validate the response message against the supported message format.
Analyze Error	If the message passes the validation, the sender should review the errors reported by receiver.
Fix & Resubmit Error	The original message sender should fix the message based on the response received through the response message and resubmits an updated message version (B/L).
Discuss the issue with NAIC offline	If the receiver response message is invalid, the sender should communicate with the receiver offline to discuss the resolution options for the error.

Table 6 Message Validation Process Details

4.5 MPCl Shipment Assessment

As for the MPCl business process, all received messages containing shipment data, will undergo a risk and compliance assessment by NAIC, before permitting cargo to be loaded.

Based on the results of the assessment, the MPCl system will generate one of the following response types mentioned in the table below.

Response	Description
Assessment Complete	This indicates the filing has been reviewed, and all the information provided has been verified as correct and complete. The filing party can continue with the loading and shipping process.
Assessment Complete with Comments	This indicates the filing is approved, however there are additional comments provided by NAIC. These comments relate to non-critical issues that do not prevent the shipment from proceeding but should be considered for future filings. Loading of shipment on vessel is approved, but the filing party should review the comments for data compliance or operational improvement.
Request for Information or Attachment	This indicates that the information submitted was incomplete, inaccurate or that additional information is required to complete the assessment. It could be that critical data elements were vague, or attachments (such as invoices, certificate of origin, or packing list) are needed for further verification. The filing party should submit a new message version including the requested information or provide the attachment separately using the attachment service. The shipment cannot proceed until the requested data is provided, and a re-assessment is made based on additional information.
Do Not Load	This indicates that the shipment is not approved for loading due to significant issues or concerns, such as security risks, incorrect or incomplete documentation, or legal violations. Correspondingly, shipment is flagged, and loading is prohibited until further notice. The responsible party should address the issues raised in the assessment immediately. And the shipping line must not load the shipment onto vessel.
Pending Sub Filing	This indicates that the filing is incomplete because the shipment's House Bills of Lading (B/Ls) have not yet been submitted by the responsible party, such as a sub co-loader or freight forwarder. The filing cannot proceed without the complete filing. The shipping line or master co-loader should notify the House Bills of Lading owner to complete the sub-filing by submitting the necessary House B/Ls before the filing process can continue.
Filing Expiry	This indicates that the filing has expired, typically because required actions (such as responding to requests for additional information, or completing sub-filing) were not completed within 200 days. An expired filing should require re-submission of shipment data.

Table 7 MPCl Assessment Response details

4.6 Delegation Process

NAIC allows delegation of filing responsibilities for both shipping lines and freight forwarders in specific scenarios. This section outlines the delegation process and requirements for each role.

4.6.1 Delegation for Freight Forwarders

Freight forwarder delegation offers several options to simplify the filing process, enable earlier submission, and ensure compliance with NAIC requirements:

- Local freight forwarders can delegate filing to overseas freight forwarders.
- Master co-loaders can delegate filing to sub co-loaders.
- Sub co-loaders can delegate filing to master co-loaders.

The following diagram illustrates the freight forwarder delegation process:

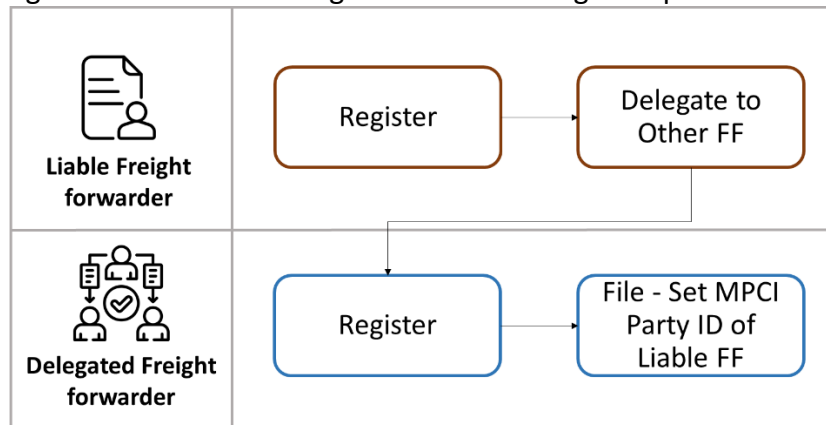


Figure 7 Delegation for Freight Forwarders

Role	Process Step	Details
Liable Freight Forwarder	Register	The freight forwarder must register on the NAIC portal by following the steps outlined in the 'MPCI – Registration & Onboarding Guide', reference document [2] . Upon completing the registration, they will receive their MPCl Party ID (see section 5.3).
	Delegate to other freight forwarders	During registration, the freight forwarder has the option to: <ul style="list-style-type: none"> • Enable delegation to any other forwarder by default. • Delegate specific freight forwarders. • Disable delegation entirely.

		Regardless of the method, the freight forwarder must manually share their MPCl Party ID with the delegated freight forwarder to enable filing.
Delegated Freight Forwarder	Register	Local freight forwarders must register on the NAIC portal. Overseas freight forwarders are required to register only if delegated by a local freight forwarder, as outlined in the 'MPCl – Registration & Onboarding Guide', reference document [2] . Upon completing the registration, the delegated freight forwarder will receive their own MPCl Party ID.
	File – Set MPCl Party ID of Local FF	Submit filings according to the MPCl Filing Process (see section 4.3). The delegated freight forwarder must provide the MPCl Party ID of the liable freight forwarder (shared offline) in addition to their own.

Table 8 Freight Forwarders Delegation Process

4.6.2 Delegation to Shipping Agents

Shipping lines can delegate liability, filing responsibilities, or both to local or overseas shipping agents in the following cases:

- **Liability Delegation:** If the shipping line does not have local representation in the UAE, they may delegate liability to shipping agents, with a maximum of one agent per emirate. The shipping line can still manage filing directly if integrated with NAIC.
- **Filing Delegation:** If the shipping line is not directly integrated with NAIC, they may delegate filing to one or more local or overseas shipping agents, while remaining liable for compliance.
- **Both Liability and Filing Delegation:** If the shipping line has neither local representation in the UAE nor direct integration with NAIC, they can delegate both liability and filing to one or more shipping agents.

The following diagram illustrates the delegation to shipping agents process:

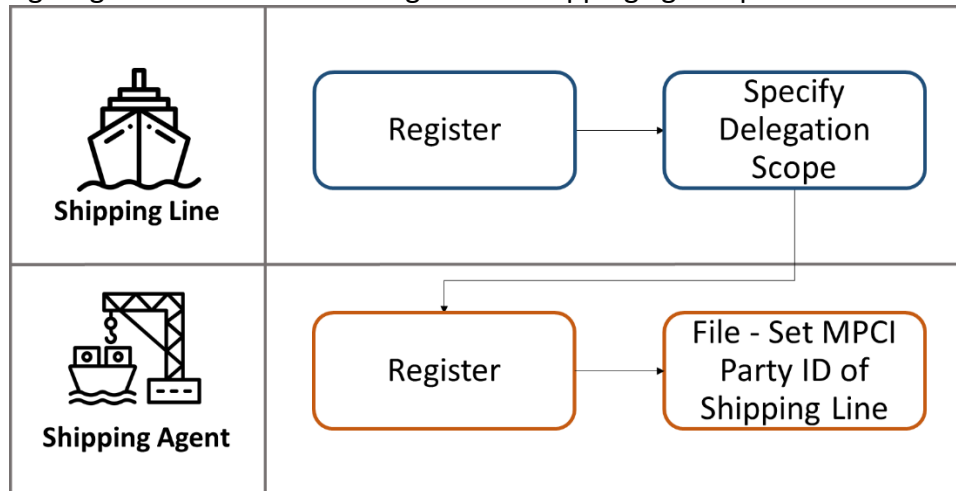


Figure 8 Delegation to Shipping Agents

Role	Process Step	Details
Shipping Line	Register	The shipping line must register on the NAIC portal by following the steps outlined in the 'MPCI – Registration & Onboarding Guide', reference document [2] . Upon completing the registration, they will receive their MPCI Party ID (see section 5.3).
	Specify Delegation Scope	States during registration whether liability, filing, or both will be delegated.

		Liability can be assigned to a maximum of one agent per emirate, while filing may be handled by one or more agents.
Shipping Agent	Register	The shipping agent is required to register on the NAIC portal only if they are delegated to file on behalf of a shipping line, following the steps outlined in the 'MPCI – Registration & Onboarding Guide', reference document [2] . Upon completing the registration, they will receive their own MPCI Party ID.
	File – Set MPCI Party ID of Shipping line	Submits filings according to the MPCI Filing Process (see section 4.3). Provides the MPCI Party ID of the shipping line. The complete list of shipping line MPCI Party IDs is available on the NAIC portal.

Table 9 Delegation to Shipping Agents Process

4.6.3 NAIC Responses in Cases of Delegation

In cases of delegation, NAIC will issue responses primarily to the entity performing the filing (delegated freight forwarder or shipping agent). However, the delegating entity (liable freight forwarder or shipping line) can view all filings submitted on their behalf, along with their MPCI shipment assessment status, through the NAIC portal. NAIC may also share a copy of the assessment results with other involved entities to facilitate and streamline trade operations.

5 MPCl Business Data Requirements

This section covers the key business data elements requirements for MPCl filing process, highlighting the essential elements needed to initiate MPCl submissions successfully.

As mentioned in the program overview, the main trade documents in the program scope are the Shipping Line's Bill of lading and Freight Forwarder's Bill of lading. Correspondingly, the essential data elements are derived from the Bill of Lading details, along with a few additional data requirements.

5.1 Business Data Elements

The table below represents the mandatory business data elements for the filing process. The detailed specifications and full set of data along with the details for each elements including formats, validations, and technical guidelines, are documented in the 'Message Implementation Guide (MIG)', reference document [\[1\]](#).

Data Element	Description
Bill of Lading Number	Unique reference number assigned to the Bill of Lading.
MPCI Party ID	Unique identifiers assigned to each economic operator by NAIC. This ID is to be used to indicate the liable parties for the filing. (see section 5.3)
Negotiable / Non-Negotiable Flag	Indicates whether the Bill of Lading is negotiable or non-negotiable.
Cargo Movement Type	Whether this is an import, transit, transshipment or FROB shipment.
Parties Responsible for Filing Related Bills	Further details on this data element and its usage will be provided in section 6.1 .
Party Liable for Filing	The MPCI Party ID of the party is liable for filing (e.g. the local freight forwarder MPCI Party ID). This is required only in the case of delegation.
Number of house bills ^[1]	The number of house bills under a consolidation bill.
Shipper Name/Address	The shipper's name, address on the bill of lading.
Consignee Name/Address	The consignee's name and address on the bill of lading. (see section 5.2)
Forwarding Agent Name	The Forwarding (Shipper's) Agent name.
Voyage Number ^[2]	Unique identifier assigned to a specific voyage of a vessel.
Shipping Line SMDG Code ^[4]	Unique identifier assigned to shipping line by the SMDG (Ship Message Design Group).
Vessel Name ^[2]	Vessel name.

Vessel IMO Number ^[2]	Unique identifier assigned to each vessel.
Last foreign port before UAE. ^[2]	The Last foreign port before arriving to the first UAE port.
First port of arrival in UAE. ^[2]	The first UAE port where the vessel initially arrives.
Place of Receipt ^[1]	The place at which the Goods are received by the Shipping line for carriage.
Port of loading	The port at which the Goods are loaded on the Vessel.
Port of Transshipment	The ports inside or before the UAE where the shipment is transferred from one vessel to another, if applicable.
Port of Discharge	The port where shipment will be discharged from the vessel and will not be transhipped onto another vessel.
Place of Delivery ^[1]	The final destination where a shipment of goods is transferred to the consignee.
Estimated Time of Arrival ^[2]	Estimated time of arrival of the goods in the UAE.
Estimated Time of Departure ^[2]	Estimated time of Departure of the goods in the last foreign port before UAE.
Container Number	The unique identifier assigned to a shipping container listed on a Bill of Lading.
Container Type & Size	The Container type and size used to transfer the goods.
Full or Empty Container	An indicator whether the container is fully or partially loaded.
Seal Number	Unique serial number assigned to each seal on the container.
Goods Description	Detailed description of the items in a cargo, required for non-consolidated cargo.
Package Type/ Quantity	The type of packages being used to carry the goods and the quantity of packages used.
Goods Weight	The total weight of the goods carried, including all packaging but excluding the tare weight of the container.
Container Goods Placement	This specifies the goods items assigned to each container.
HS Code	Standardized numerical classification used to identify and categorize goods in international trade, required for non-consolidated cargo.

Table 10 Business Data Elements

Notes:

[1] This field is required for forwarder's bills only.

[2] This field is required for shipping line's bill only.

5.2 Handling Consignee Data Element Scenarios

This section outlines guidelines for providing Consignee Name and Address under different bill of lading scenarios.

- **Non-Negotiable Bills:**
 - This consignee data element must always be provided.
- **Negotiable Bills:**
 - **Blank Endorsement:** Leave the consignee data element empty. Do not use placeholders such as "To Order."
 - **To Order of a Bank:** Leave the consignee data element empty and provide the bank's name in the "Payer on behalf of the importer" field.
 - **To Order of the Shipper or a Third Party:** Enter the name of the shipper or the designated third party in the consignee data element.

5.3 MPCl Party ID – Definition and Usage

The MPCl Party ID is a unique identifier assigned by NAIC to the filers, including shipping lines, shipping agents, NVOCCs, and freight forwarders. It is used for identification, enable delegation, and link filings across multiple layers of the shipping process.

5.3.1 MPCl Party ID usage

The table below outlines the different scenarios where the MPCl Party ID is required during the filing process.

Scenario	NAIC Requirement
All Filings	The filer must provide their MPCl Party ID in each submission to link the filing to their entity.
Delegation - Local to Overseas Freight Forwarders	The overseas freight forwarder must reference the MPCl Party ID of the local forwarder.
Delegation - Shipping Lines to Shipping Agents	The shipping agent must reference the MPCl Party ID of the shipping line.
Consolidation and Co-loading	The shipping line and each freight forwarder/Master Co-loader/Sub Co-loader must include the MPCl Party IDs of relevant parties in the filing chain. For more details, refer to section 6.1 .

Table 11 MPCl Party ID Usage

5.3.2 MPCl Issuance and Sharing

This is how each party receives and manages their MPCl Party ID:

- **Freight Forwarders and NVOCCs** receive their MPCl Party ID during the onboarding/registration process. For more details, refer to the 'MPCl – Registration & Onboarding Guide', reference document [\[2\]](#).
- **Shipping lines'** MPCl Party IDs for all the shipping lines are publicly available on the NAIC portal.

Note: MPCl Party IDs for Freight forwarders will not be publicly listed.

For consolidation, co-loading, and delegation between freight forwarders, MPCl Party IDs must be shared internally between the parties involved.

6 Special Business Scenarios

6.1 Consolidation and Co-loading

Consolidation and Co-loading are standard industry practices involving the handling of shipments from multiple parties under a single consignment.

6.1.1 NAIC Requirements Overview

To ensure full visibility and traceability, NAIC requires the submission of all bills of lading issued throughout the shipping process in consolidation and co-loading scenarios. This includes bills of lading issued by shipping lines and freight forwarders acting as master co-loaders or sub co-loaders. Freight forwarders may also be allowed to submit filings on behalf of other freight forwarders within the hierarchy. Further details are outlined in section [6.1.3.2](#).

The diagram below illustrates a multi-layer shipping scenario to demonstrate NAIC requirements.

- A shipping line transports cargo for an NVOCC (master co-loader) and issues the master bill of lading **BL 1**.
- The NVOCC consolidates shipments from a shipper and a freight forwarder. It issues **BL 1.1** which acts as a house bill in relation to the shipping line and as a master bill in relation to the freight forwarder. It also issues house bill **BL 1.2** for shipper A.
- The freight forwarder (house co-loader) further consolidates shipments from two additional shippers, and issues corresponding house bills **BL 1.1.1** and **BL 1.1.2**.

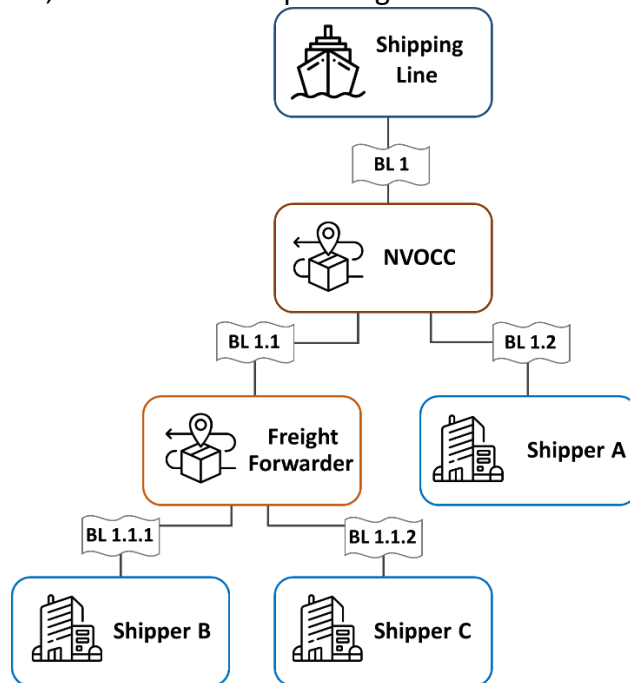


Figure 9 Consolidation and Co-loading Scenario

6.1.2 Shipping Line Filing

For the example illustrated in the diagram, the shipping line is required to submit the shipping line bill of lading 'BL 1'. The bill must include the MPCl Party ID for the NVOCC, who is responsible for submitting the next layer of house bills of lading.

6.1.3 Freight Forwarder Filing

In the illustrated example, normally each of the NVOCC (master co-loader) and the freight forwarder (sub co-loader) is responsible for submitting the bills of lading they issue. However, for flexibility, NAIC also provides options for delegation.

6.1.3.1 Normal Filing Scenario

In the normal filing scenario, each entity submits the bills of lading they issue.

NVOCC:

- Files 'BL 1.1' as a consolidated bill, indicating that child bills 'BL 1.1.1' and 'BL 1.1.2' will follow. The NVOCC provides the freight forwarder MPCl Party ID as the expected filer for these child bills.
- Files 'BL 1.2' as a non-consolidation bill, indicating that no further child bills will be filed.
- References the shipping line's bill of lading 'BL 1' as the parent bill in both filings and specifies the shipping line's MPCl Party ID as the expected filer for it.

Freight Forwarder:

- Files 'BL 1.1.1' and 'BL 1.1.2' as non-consolidation bills, indicating that no further child bills will be filed.
- References the NVOCC's bill of lading 'BL 1.1' as the parent bill in both filings and specifies the NVOCC's MPCl Party ID as the expected filer for it.

6.1.3.2 Delegation Options

For flexibility, NAIC allows delegation of filing responsibilities under the following conditions:

NVOCC Files on Behalf of the Freight Forwarder:

- The NVOCC files 'BL 1.1.1' and 'BL 1.1.2' on behalf of the freight forwarder.
- While filing, the NVOCC indicates it is filing on behalf of the freight forwarder by specifying the freight forwarder MPCl Party ID as the issuer of these bills.

Freight Forwarder Files on Behalf of the NVOCC:

- The freight forwarder files 'BL 1.1' on behalf of the NVOCC.
- While filing, the freight forwarder indicates it is filing on behalf of the NVOCC by setting the MPCl party ID of the NVOCC as the issuer of this bill.

For detailed instructions and specific data elements used in each scenario, please refer to the 'MPCl - Message Implementation Guide (MIG)', reference document [\[1\]](#).

6.1.4 NAIC Assessment Responses

NAIC issues responses at both the master bill of lading and house bill of lading levels; these responses are coordinated within NAIC system to ensure consistency across all layers.

The diagram below shows the high-level impact of master bill of lading assessment on house bills of lading, and vice versa. Further details are provided in the following subsections.

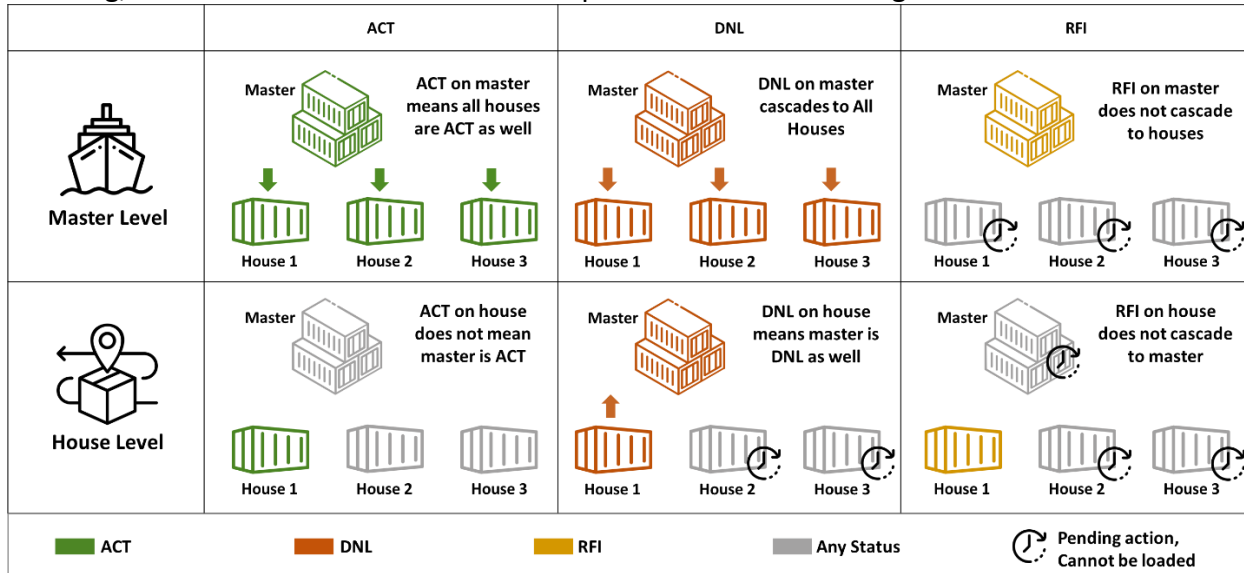


Figure 10 Master and Houses Levels Assessment Responses

6.1.4.1 Assessment Complete (ACT)

- **ACT on House Bill:** Acceptance for loading of a house bill does **not** imply acceptance of the master bill for loading. The master bill remains pending until all associated house bills receives ACT.
- **ACT on Master Bill:** If NAIC issues an ACT on the master bill, it means all underlying house bills have received ACT and are clear for loading.

6.1.4.2 Do not load (DNL)

- **DNL on House Bill**
 - A DNL issued for a house bill will cascade to the master bill, meaning both house and master bills receive DNL.
 - Other house bills under the same master are not affected. The freight forwarder can remove the DNL house and re-consolidate the remaining houses under a new master bill.

- **DNL on Master Bill**

- A DNL issued on the master bill cascades to all associated house bills, blocking the entire shipment from loading.

6.1.4.3 Request for Information (RFI)

- **RFI on Master Bill**

- RFI issued at the master bill level will not cascade to underlying house bills.
- Freight forwarders can receive ACT at the house level, but the master bill cannot proceed with loading until the shipping line resolves the RFI and receives ACT.

- **RFI on House Bill**

- An RFI issued for a house bill keeps the master bill pending until all house bill RFIs are cleared.
- The shipping line will not be explicitly notified of the house-level RFI but will remain pending until the house RFI is responded to by the freight forwarder.

6.1.4.4 Pending Sub Filing (PSF)

- PSF is issued to the shipping line or master co-loader to indicate that one or more associated house bill filings are missing.
- The shipping line/master co-loader is encouraged to contact freight forwarder/sub co-loader directly to expedite the missing filings.

6.1.4.5 Filing Expiry (EXP)

Filing expiration applies across all layers, resulting in expiry for both master and house bill filings.

6.1.5 Coordination and Linking of Filing

Effective filing requires close coordination and communication between the shipping line, master co-loaders, and sub co-loaders to ensure accuracy and compliance. This collaboration is necessary to:

- **Ensure Consistency and Avoid Duplication:** Prevent duplicate filings by ensuring that only the designated party submits each bill of lading (e.g., if the master co-loader files a bill, the sub co-loader does not file the same bill).
- **Exchange MPCl Party IDs:** Share MPCl Party IDs to accurately specify the entities responsible for filing related bills.
- **Share Bill of Lading Numbers:** Communicate bill of lading numbers to correctly link filings across different layers.
- **Coordinate on Assessment Results:** Align on the appropriate actions based on assessment responses (e.g., addressing a DNL by removing the affected house bill and issuing a new master bill for the remaining shipment).

Close cooperation helps ensure the filing process runs smoothly and meets NAIC requirements.

6.2 Updating a Bill of Lading

NAIC recognizes that updating a bill of lading is a standard practice in maritime shipping. While the initial filing must comply with the timelines outlined in the Filing timing section (see section [3.3](#)), updates may occur at various stages until the shipment arrives in the UAE — and in some cases, even after arrival.

NAIC expects updates to be reasonable and consistent with operational practices.

6.2.1 Update Scenarios

The following table outlines the types of updates typically encountered and the actions expected from the filer:

Scenario	Description	Expected Action
Corrections	Updates due to errors, re-measurements, re-weighting , or inaccurate data (e.g., cargo description, or shipper details).	Submit an updated version reflecting the changes.
Endorsements (Consignee Change)	Consignee may change multiple times for negotiable bills through endorsements at different stages.	Submit an updated version reflecting the new consignee.
Vessel/Voyage Change	Updates to vessel or voyage due to rerouting, delays, or operational changes.	Either cancel the existing bill of lading and submit a new one, or update the same bill with the revised vessel, voyage, or bill of lading details.
Consolidation and Deconsolidation	House bills linked to one master bill are reassigned to another during transit.	<ul style="list-style-type: none"> Shipping line: Submit the new master bill of lading. Freight forwarder: Submit an updated version reflecting the new master bill.
Response to RFI (Request for Information)	NAIC requests updates to clarify or complete missing/inaccurate information.	Submit an updated version reflecting requested changes (according to the RFI request).
Switch Bills	A switch bill of lading is issued to replace the original, reflecting changes in consignee, or shipper.	Submit an updated version using the same or a different bill of lading number. Indicate this as a switch bill update.

Cancellation	Full cancellation due to errors, misrouting, or client request.	Submit a cancellation request to invalidate the bill of lading.
Split Bills	A shipment under one bill of lading is split across vessels or voyages, affecting master or house levels.	Details on split bill handling will be covered in the next section.

Table 12 Update Scenarios

6.2.2 General Considerations for Bill of Lading Updates:

- Submitting an updated version means making changes to an existing filing, while submitting a new bill of lading creates a separate filing. The distinction is handled at the technical level, as explained in the 'MPCI - Message Implementation Guide (MIG)', reference document [\[1\]](#) [Section 3.5].
- A cancelled filing cannot be updated; a new filing is required.
- Filers cannot submit two filings with the same bill of lading number at the same time. This restriction applies to filings from the same entity, except in cases where the previous filing has been canceled or has expired.
- Filers can only update their own filings.
- There are no restrictions on the data elements that can be updated, but NAIC conducts data quality checks to ensure updates are reasonable.
- NAIC expects filers to provide explanatory notes where necessary, ensuring justification for significant updates.
- The scenarios listed above reflect common cases. For any other update scenario, filers should follow standard practices by submitting a new version of the bill of lading reflecting the required changes.

6.2.3 Split Bill of Lading Handling

A split bill of lading occurs when part of the cargo under a single bill of lading – whether one or more containers, or a portion of a container - is separated and transported on a different vessel, often due to container roll-over. The can affect:

- **The shipping line bill only (Master Bill):** Typically, in cases of direct bills of lading or when the entire house bill of lading is moved to another vessel.
- **Both shipping line and freight forwarder bills (Master and House Bills):** When part of the house bill, and consequently part of the master bill, is moved to another vessel.

Depending on their role, the shipping line and freight forwarder will need to update or issue new bills to reflect the split.

6.2.3.1 Shipping Line Responsibilities

The shipping line is responsible for reflecting the split at the shipping line bill level. To minimize disruption to current procedures, NAIC supports the following options based on how the shipping line handles the split:

- Leave the original shipping line bill unchanged and submit another shipping line bill for the separated cargo, referencing the original bill.
- Update the original shipping line bill to reflect the split and submit another shipping line bill for the separated cargo, referencing the updated bill.

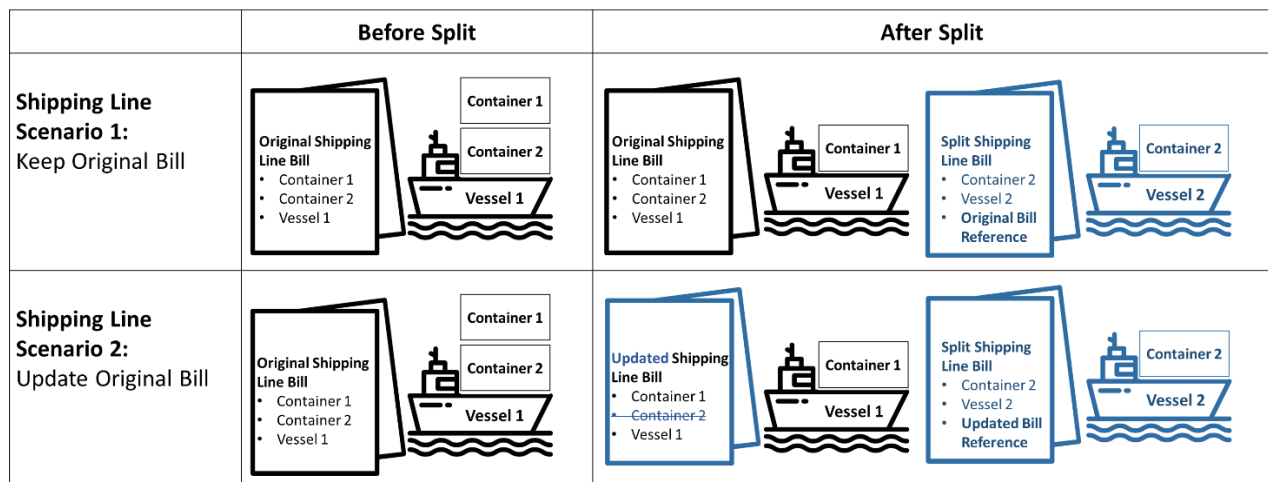


Figure 11 Shipping Line Split Scenario

6.2.3.2 Freight Forwarder Responsibilities

If the split affects the shipping line bill only:

- The freight forwarder is recommended to submit a new version of the house bill of lading, referencing the split shipping line bill to ensure consistency between the master and house filings.

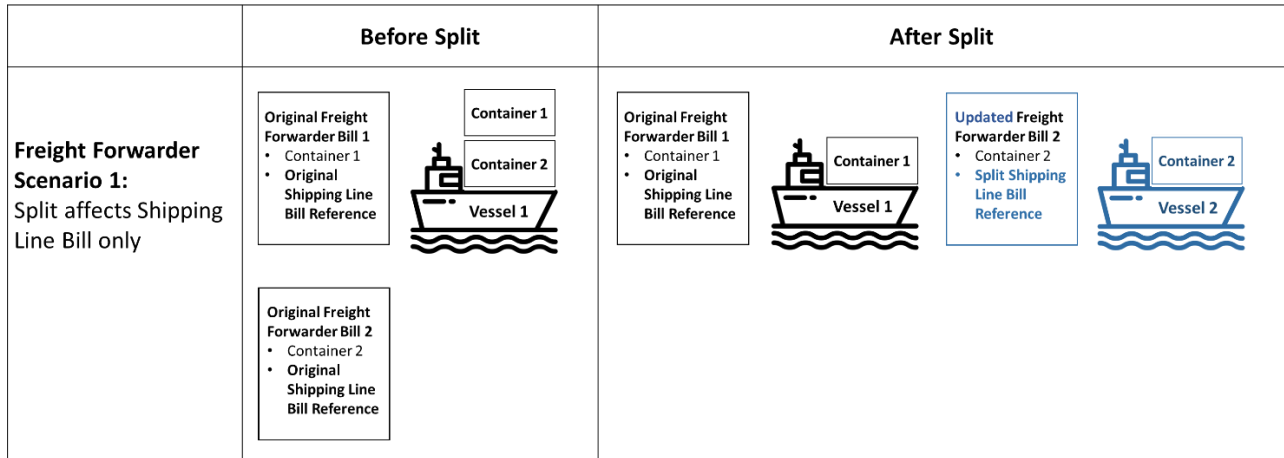


Figure 12 Freight Forwarder Split Scenario 1

If the split affects both the shipping line and freight forwarder bills, NAIC supports the following options based on how the freight forwarder handles the split:

- Leave the original forwarder bill unchanged and submit another forwarder bill for the separated cargo, referencing the original forwarder bill and the split shipping line bill.
- Update the original forwarder bill to reflect the split and submit another forwarder bill for the separated cargo, referencing the updated forwarder bill and the split shipping line bill.

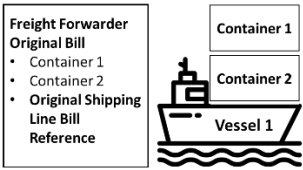
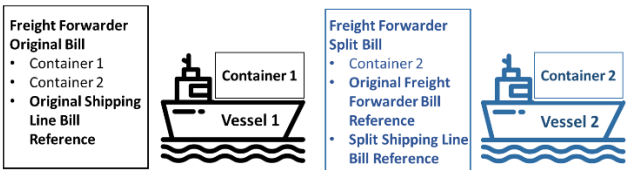
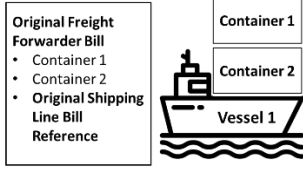
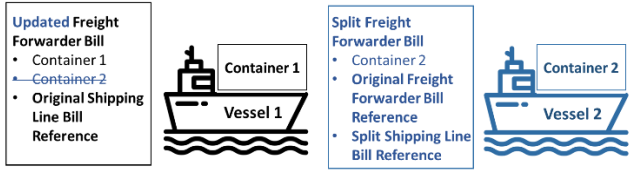
	Before Split	After Split
Freight Forwarder Scenario 2: Split affects Both Shipping Line & Freight Forwarder Bills – Keep Original Bill		
Freight Forwarder Scenario 3: Split affects Both Shipping Line & Freight Forwarder Bills – Update Original Bill		

Figure 13 Freight Forwarder Split Scenarios 2 & 3

Detailed messaging requirements for each scenario are provided the 'MPCI - Message Implementation Guide (MIG)', reference document [\[1\]](#) [Section 3.5.4]

6.2.4 NAIC Assessment Responses for Updates

The following are key considerations regarding NAIC responses when a bill of lading is updated:

- General Update Rules:
 - Updating a bill of lading will re-trigger the MPCl shipment assessment.
 - The first version of the bill of lading must be submitted before loading. There are no limitations on the timing of updates afterwards; updates can be submitted even after the shipment's arrival.
 - Any update submitted, regardless of timing, will receive one of the MPCl assessment responses (DNL, ACT, ACW, RFI, PSF, or EXP); however, to close the filing, the final status must be ACT, ACW, or DNL.
 - If the filer receives a DNL post-loading, it indicates that the shipment should be intercepted upon arrival.
 - Any RFI or PSF must be resolved, and the filing final assessment should be either an ACT, ACW or DNL response.
- Handling Sequential Updates:
 - Not every update will receive a separate risk assessment response. If an update is submitted while a previous version is under assessment, only the latest version will receive a response.
 - If different versions receive different responses (e.g., an AC for the first version and an RFI for the second), the response to the most recent version should be followed.
 - If multiple versions receive RFI responses, only the latest RFI should be considered. It will include all previous requests, including attachment requirements.
- Filing Expiration:
 - Any update submitted after the expiration period (200 days after the initial filing) will be rejected by NAIC system.
 - For example, if a filing receives an RFI that remains unresolved for 200 days, it will receive an expiration response (EXP). After receiving an EXP, no further updates can be submitted for the same bill of lading.

7 Data Quality Rules

Data quality is a critical aspect of NAIC MPCl program, directly impacting the efficiency of risk assessments, compliance with regulatory requirements, and the overall security of the cargo supply chain. High-quality data ensures that the necessary information is available within the required timeframe to help NAIC make informed decisions promptly. This section outlines the key data quality pillars that must be adhered to during MPCl implementation. See appendix [C](#) and [D](#) for data quality guidelines.

Data Quality Pillars	Details
Missing Filing	Missing filing indicates the failure to submit required MPCl messages (e.g., Missing filing of the House Bills of Lading).
Inaccurate Data Elements	Inaccurate data elements occur when the information provided in the MPCl messages is incorrect, incomplete, or inconsistent. This includes errors in data fields such as shipper and consignee details, cargo descriptions, or routing information. Additionally, when conditional data element validations fail due to incorrect entries.
Late Filing	Late filing occurs when the required data submissions are not performed within the required timeframes set for MPCl filings. (see section 3.3).
Invalid Filing	Invalid Filing refers to a filing that cannot be processed due to technical issues, such as formatting errors, schema violations, or missing required fields. For each Invalid filing a CONTRL rejecting message will be sent.
Duplicate Filing	Duplicated filings occur when the same message is submitted multiple times with identical data elements, without any changes or updates to the content. This may happen unintentionally due to system or process issues.

Table 13 Data Quality Pillars Details

8 Communications

8.1 Maintaining Up-to-Date Contact Information

Filers are required to keep their entities' contact details on NAIC portal. This includes providing a valid telephone number and email address.

8.2 Communication from NAIC

NAIC will use the contact details for:

- Communicating any assessment response that requires quick action.
- Communicating both planned and unplanned downtimes on NAIC's system.
- Report any issues detected in the filer's system.

8.3 Contacting NAIC for Assistance

Filers may reach out to the following NAIC contacts for any inquiries related to the program:

NAIC 24/7 Support Email Address: **mpci.inquiries@icp.gov.ae**.

9 Business Continuity

The business Continuity strategies and protocols are designed to reduce the impact on trade while simultaneously upholding security measures during outages. For more information regarding the business continuity process refer to 'MPCI – Business Continuity Guide', reference document [\[4\]](#).

10 Glossary

Term/Abbr.	Definition
AC	Assessment Complete
ACW	Assessment Complete with warning
API	Application Programming Interface
BOL - (B/L)	Bill of Lading
BPMN	Business Process Modelling Notation
Consignee	The party to whom the goods are being delivered, typically the buyer or recipient, and listed as the receiving party on the bill of lading.
Consolidation Shipment	A shipment that is composed of multiple smaller cargoes belonging to different consignees. (Contains more than one House Bill of lading)
CONTRL	Control Message
CUSCAR	Customs Cargo Report Message
CUSRES	Customs Response Message
Direct Shipment	A shipment that is delivered directly to the consignee without including cargo belonging to other consignees, any non-consolidation shipment is considered a direct shipment.
DNL	Do Not Load
EXP	Filing Expiry
FF	Freight Forwarder
Filer	The shipping line, freight forwarder, NVOCC or shipping agent who is responsible for filing or the delegated GSA
ICAO	International Civil Aviation Organization
NAIC	National Advance Information Centre
NVOCC	Non-Vessel Operating Common Carrier
Operator	Generic term used in this document to refer to different entities like shipping lines, freight forwarders, NVOCC and possibly others.
PLACI	Pre-Loading Advance Cargo Information
PSF	Pending Sub Filing
RFI	Request for Information

Shipper	The party responsible for initiating a shipment, contracting with a shipping line or freight forwarder to transport goods, and listed as the sender on the bill of lading.
Shipping Line	Ocean carrier that operates a vessel.
UN/EDIFACT	The United Nations rules for Electronic Data Interchange for Administration, Commerce and Transport
WCO	World Customs Organization

Table 14 Glossary

11 References

The table below provides a list of documents that are relevant to the implementation of the guide. These references serve as supporting materials to enhance understanding.

Ref No.	Document Title
1	MPCI – Message Implementation Guide (MIG)
2	MPCI – Registration & Onboarding Guide
3	MPCI - CONTRL Response - Error Codes List
4	MPCI – Business Continuity Guide

Table 15 References

12 Appendices

12.1 Appendix A – BPMN Annotations

The table below describes how custom BPMN annotations are used across the document.


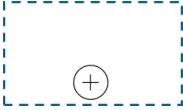
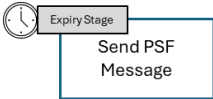
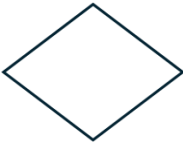




Annotation	Meaning
	Indicates an activity that can be performed by the system.
	Indicates a linked subprocess that includes multiple activities, actors, and/or milestones.
	Indicates an action that is performed by the system and a subsequent action must be taken within a specified time.
	Indicates a conditional gateway that allows the process to follow different paths based on certain conditions or business rules.
	Parallel Gateway - Indicates that all subsequent activities flows are triggered at the same time.
	Exclusive gateway - Evaluates the state of the process and based on the condition result, only one path is taken out of multiple options.
	Indicates a notification task that is performed outside the system.
	Indicates an activity that requires human action.

Table 16 BPMN Annotations

12.2 Appendix C – Party Information Guidelines

The following table details the guidelines for acceptable party information (Shipper and Consignee names and addresses) to be included in Bills of lading. This ensures adherence to NAIC requirements and helps avoid unnecessary RFIs (Requests for Information):

Element	Acceptable Values
Party Name (Shipper/Consignee)	<ul style="list-style-type: none"> Individual Names <ul style="list-style-type: none"> Must be the ultimate shipper/consignee's name, who would receive or ship the cargo. Shipping Line, Freight Forwarder and consolidator information is not accepted. Recommended to be full name at least First name plus middle name or last name of the actual shipper/ consignee (Example: Steven Jackson). Recommended to be same as the name on any identification card (Passport, National ID). Must not contain any filler values (TBD, TBC, Unknown). Company Names <ul style="list-style-type: none"> Must be the ultimate shipper/consignee company name, who would receive or ship the cargo. (Example: XX Water Heaters Company LLC) Shipping Line, Freight Forwarder and consolidator information is not accepted. Recommended to be full company name. (Example: XXX General Trading FZCO) Recommended to be same as the name on company registration documents. <p>Must not contain any filler values (Example: TBD, TBC, Unknown).</p>
Party Address (Shipper/Consignee)	<ul style="list-style-type: none"> Accepted party's addresses <ul style="list-style-type: none"> Street Address <ul style="list-style-type: none"> Must be accurate and reflect the ultimate shipper/consignee address. (Example: Central Street 13) Shipping Line, Freight Forwarder and consolidator information is not accepted. Must not contain any filler values (Example: Unknown, Same as ..., 'City Name') Must not be the same as Country Name value or Location value. Recommended to be same as the name on any identification card (Passport, National ID). For import shipment's Consignee address must be in the UAE. For other shipments the Consignee address must be located at the destination port. For export shipments the Shipper address must be in the UAE. For other shipments the Shipper address must be located at the origin port. Location (Place/City)

	<ul style="list-style-type: none"> ▪ Must be accurate and reflect the ultimate shipper/consignee location (City or place). (Example: Jamaica, Mumbai) ▪ Must not contain any filler values (Example: Unknown, Same as ..., 'City Name') ○ Coded Location (ISO Country Code) <ul style="list-style-type: none"> ▪ Must be accurate and reflect the ultimate shipper/consignee Country. (Example: IN, US) ▪ Must not contain any filler values (Example: XX) ○ Postal Code <ul style="list-style-type: none"> ▪ Must be accurate and reflect the ultimate shipper/consignee postal code. (Example: 3702) ▪ Must not contain any filler values (Example: 123, 00) ○ Contact Number <ul style="list-style-type: none"> ▪ Must be accurate and reflect the ultimate shipper/consignee contact number. ▪ Must not contain any filler values (Example: 00000000)
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Table 17 Parties Information Guidelines

12.3 Appendix D – Goods Description Guidelines

The following table presents various unacceptable goods description formats that should be avoided to help prevent the receipt of unnecessary RFIs and ensure strict compliance with NAIC requirements:

Unacceptable Format Type	Description
All Numeric Characters	For example: 1004.
File Extensions	For example: .wpix
Three or more equal symbols or letters	For example: AAA.
Empty strings	Providing a space or a period or a hyphen solely is unacceptable.
All special characters or non-alphanumeric characters	For example: \$%^&<> : " / \ ? * @ # !
Incomplete descriptions	Incomplete or partial goods descriptions that lack essential information are unacceptable
Ambiguous Descriptions	Vague or ambiguous goods descriptions that could lead to misinterpretation are unacceptable. For example, "Nuts" is unacceptable while "Hexagonal aluminum bicycle nuts" is acceptable.
Other Languages descriptions	Goods descriptions in other languages than English is unacceptable.
Inconsistent information	For example, Inconsistencies between goods descriptions in the house and master air waybills are unacceptable.

Table 18 Unacceptable goods description formats

The following table lists examples of the acceptable and unacceptable goods description values intended for reference:

Unacceptable	Acceptable
Animals	Horse Poultry Bovine
Apparel/Clothing/Garments Wearing Apparel Ladies' Apparel Men's Apparel	Shoes, Footwear Women's Dresses Men's Shirts Boy's Jackets
Appliances	Refrigerator Stove Microwave Oven Coffee Machines
Accessories	Hair Elastics Sunglasses Socks
Auto Parts	Air Filters Automobile Brakes Automotive Windshield
Caps	Baseball Caps Blasting Caps Bottle Caps Hub Caps

Chemicals, hazardous Chemicals, Non-hazardous	Actual Chemical Name (not brand name): Aluminum Potassium Sulfate Methyl Alcohol
Cleaning Products	Detergents Mops Window Cleaner
Consolidated (if the load is not consolidated and house bills are not expected to follow)	Consolidated (where house bills are expected to follow)
Consumer Goods	A clear and concise description of the item is required
Crafts/Craft Supplies Handicrafts	Pipe Cleaners Construction Paper Pompoms Decorative objects made by hand
General Documents Documents Docs Dox	Must State Type of the document: "Passport" "Identity Card" "Civil Records Documents"
Electronic Goods Electronics	Computers, Monitors, Televisions, Mobile Telephones, DVD players, Electronic Toys, Video Game Consoles, Electronic Dolls
Equipment Industrial Equipment	Oil Well Equipment Poultry Equipment Automotive Equipment
Film	Camera Film Polyethylene Film Polyester Film
Flooring	Wood Flooring Carpet Ceramic Tile Marble Flooring
Agricultural products Foodstuffs Food preparations Food Meat Fish Produce/Assorted Produce/Mixed produce/Mix Veg Pet food Cases of Food Snacks	Packaged Rice, Bulk Rice Fresh Beef, Frozen Chicken Live Trout, Frozen Salmon, Canned Tuna Fresh Oranges, Frozen Broccoli, Canned Peaches Canned Dog Food, Dry Cat Food, Juice, Olive Oil, Soda
Didactic articles Stationery	Pencils Smart boards Books Pens Luxury Pens

Gifts/ Novelty Items	Dolls Remote Control Cars Picture Frames
Household Goods/ Personal Effects	Acceptable only when goods are Personal / Used Household Effects transported by a commercial shipping line. Otherwise, See other specific examples in the table
Indecipherable descriptions ex. "RED SMOOTH MODULAR", "CDRE", "D6T PARTS", "RIPE	A clear and concise description of the item is required – see other acceptable descriptions for examples
Iron and steel	Iron Pipes Iron Plates Iron Building Material Steel Building Material
Leather Articles	Saddles Leather Handbags Leather Jackets Shoes
Machines	Sewing Machines Printing Machines Metal Working Machinery Cigarette Making Machinery
Machine Parts	Oil Pumps Seals Engines
Medical Supplies Biologicals Laboratory Goods Aid consignments	Medical Gloves Syringes Dialysis Machine Blood, plasma, tissue, semen Glass vials for laboratory use
Medication/Pharmaceuticals	Insulin Allergy Medication
Metal	Ingots of metal (precious or otherwise) Round bars of steel or other metal Deformed bars/rebars (of metal) Plates (of metal) Billets (of metal) Slabs (of metal) Pipes (of metal) Beams (of metal) Tubes/Tubing (of metal) Angles, shapes and sections (of metal) Sheets (of metal) Expanded metal Flat bars (of metal) Strand wire (of metal)
Oil	Mineral Oil Motor Oil Olive Oil

Online Retailer Online Retailer Shipment	A clear and concise description of the item is required – see other acceptable descriptions for examples
Ore	Iron Ore Copper Ore
Packaging Boxes Cartons	Corrugated Cardboard Boxes Mailing Envelopes Plastic Bubble Wrap
Palletized Shipment	A clear and concise description of the item is required – see other acceptable descriptions for examples
Paper	Paper Rolls Wrapping Paper Paper Pulp Paper Towel Printing Paper
Pipes	Plastic Pipes PVC Pipes Steel Pipes
Plants/Flowers Cuttings	Tulips Cedar Saplings Tomato Plants
Plastic Goods Industrial Plastics	Plastic Kitchenware Plastic Toys Plastic Sheets Plastic Tubes
Polyurethane	Polyurethane Threads Polyurethane Medical Gloves
Powder	Flea Powder Baby Powder Corn Starch
Promotional Items	A clear and concise description of the item is required – see other acceptable descriptions for examples
Pump	Oil Pump Water Pump Bicycle Pump
Rubber Articles	Rubber Hoses Tires Rubber Toys Rubber Conveyor Belts
Rods	Welding Rods Rebar Aluminum Rods Reactor Rods
Sample	Shampoo Sample Conditioner Sample Makeup Sample
Scrap	Plastic Scrap Aluminum Scrap Iron Scrap

Serial Number only ("SN HAFR997MJ02041010")	A clear and concise description of the item is required – see other acceptable descriptions for examples in the table
Shingles	Asphalt Shingles Steel Shingles Wood Shingles
Spare Parts	Cellphone Replacement Screen New Automobile Breaks
Sporting Goods	Hockey Sticks Soccer Balls Goal Nets
STC (Said to Contain) General Cargo FAK (Freight of All Kinds) "No Description" 'Misc/Miscellaneous' Various General Unknown UNK XX NOI (Not Otherwise Indicated) NES (Note Elsewhere Specified) 123456789 NONE NO NA Not Applicable Invoice Number	If the shipment is consolidated, (where house bills are expected to follow), the following descriptions may be accepted: Freight of All Kinds (FAK), Shipper load and count (SLC) and consolidated
Steel	Steel Plates Steel Coils
Supplements	Vitamins Protein Powder
Supplies	A clear and concise description of the item is required – see other acceptable descriptions for examples
Taxable Groceries	Ice Cream Potato Chips
Textiles	Carpets/Rugs Silk Finished Fabric Rolls
Tiles	Ceramic Tiles Marble Tiles
Toiletries/Bathroom Products/ Sanitary goods	Towels Toothbrushes Shampoo
Tools	Hand Tools Power Tools Industrial Tools
Toys/Games	Wooden Children's Toys Plastic Children's Toys

	Board Games Console Games
Vehicles	Cars, Trucks, Buses Tractors, Combines Bicycles Boats
Wires	Steel Wire Copper Wire Auto Harness Coiled Wire (Industrial)
Wood	Hemlock logs with bark Empty Wood Pallets Cut Lumber

Table 19 Unacceptable Goods Description Values