

GHANA EXPORT GUIDELINES

February 2012

Destination Inspection Scheme - Gateway Services Limited (GSL)

1. The Government of the Republic of Ghana has taken the decision to phase out Pre-Shipment Inspection (PSI) and to implement a Destination Inspection Scheme.
2. Gateway Services Limited has been appointed by the Government of the Republic of Ghana, through the Ministry of Trade and Industry (MOTI), to assist in:
 - > facilitating trade through modern, efficient and rapid verification of imported goods;
 - > eliminating opportunities for fraud, fiscal evasion and price discrimination, by identifying and deterring over-invoicing and under-valuation and tariff code miss-declaration;

3. Destination Inspection for goods arriving by sea – the GSL step by step document flow:

Step 1: the importer/agent ensures that the goods to be imported are not on the Goods exempt from Destination Inspection list, this includes:

- a. Personal, Household or Removal Articles, including a motor vehicle.
- b. Supplies for Diplomatic Missions and United Nations Organizations not involving provisions of Foreign Exchange from Ghana.
- c. Gold, precious stones, object of art.
- d. Explosives and pyrotechnic products, arms ammunition, weapons and implements of war imported by Ghana Armed Forces and the Ghana Police Service.
- e. Live animals.
- f. Trade samples.
- g. Foodstuff from neighboring African Countries.
- h. Fresh or frozen fish caught in Ghanaian waters by Ghanaian-owned vessels.
- i. Scrap metals.
- j. Goods imported by parcel post not exceeding USD 2,000.
- k. Crude oil.

Step 2: the importer/agent obtains an electronic Import Declaration Form (IDF) online through the GcNET system. The electronic IDF is to be completed online and printed out and submitted together with a Supplementary Information Document (SID) GSL for all sea imports from the under listed Countries. SID is obtainable at the Customer Care desk of GSL



Gateway Services Limited
Member of the COTECNA group

**GEOGRAPHICAL DISTRIBUTION OF AREAS OF OPERATIONS
OF DESTINATION INSPECTION AGENCIES
GATEWAY SERVICES LIMITED**

EFFECTIVE NOVEMBER 1, 2010

Northern Africa

Western Sahara
Algeria
Tunisia
Libyan Arab Jamahiriya
Chad
Sudan
Djibouti
Somalia
Eritrea

Europe

Iceland
Netherlands
Greenland
Norway
Belgium
Luxemburg
Finland

Central America

Guatemala
Belize
Honduras
El Salvador
Nicaragua
Costa Rica
Panama

Southern Africa

South Africa
Angola
Namibia
Lesotho
Swaziland
Botswana
Zimbabwe
Mozambique
Madagascar
Mauritius
Seychelles
Comoros
Malawi
United Republic of Tanzania
Uganda
Rwanda
Burundi

Eastern Europe

Poland
Slovakia
Yugoslavia
- Serbia
- Croatia
- Slovenia
- Macedonia
- Bosnia-Herzegovina
Albania
Bulgaria
Romania

South America

Columbia
Venezuela
Guyana
Suriname
French Guyana
Ecuador
Brazil
Bolivia
Chile
Argentina
Uruguay
Falkland Islands (Malvinas)

North America

United States of America
Mexico

Asia

Bahrain
United Arab Emirates
Oman
Yemen
India

Step 3: the completed IDF and SID with the proforma invoice are to be submitted by the importer/agent to the GSL Office either in Accra, Tema or Takoradi, 21 days prior to the arrival of the goods.

Step 4: a preliminary review of the documents submitted (namely: IDF, SID and proforma invoice) is carried out by a GSL officer with the importer/agent to ensure that the information provided is complete and accurate, incomplete documents will be rejected. On the basis of these documents the GSL Office will issue a Verification Order (VO) with a unique reference number that will be electronically transmitted to the GSL representative in the country of supply.

Step 6: 10 days prior to the arrival of the goods, the importer/agent submits to the GSL Office either in Accra, Tema or Takoradi a copy of the Final Invoice, Packing list, shipping documents or any other document relative to the goods about to be imported into Ghana.

However please note that the preliminary documents (i.e. IDF, Proforma Invoice and SID) can be submitted to GSL at the same time with the Final documents (Final Invoice, Packing List, bill of lading).

Step 7: Classification, Valuation and Risk assessment is performed on the basis of the final documents submitted by the importer or his agent.

Step 8: The FCVR is issued. Once the FCVR is issued, an automatic SMS is sent by GSL to the importer/agent that the FCVR can be collected.

Step 9: on the basis of the FCVR, the importer or his agent pays the applicable duties and taxes, including the inspection fee, to Customs.

Note : to ensure speedy clearance it is most important that the information in the SAD matches with the information provided by the FCVR.

Step 10: the importer submits the receipt for the amount of duties and taxes paid with the FCVR and other supporting documents to the Customs after processing through the GcNET system for the clearance of his goods.

4. The import clearance process at the ports of Tema and Takoradi:

Following the payment of the duties and taxes, the consignments will be cleared as follows:

- > Low risk consignments will generally be cleared without physical inspection. A Gateway Pass will be issued thereby allowing a fast track clearance of the imports.
- > The other consignments identified as being potentially high risk or those shipments earmarked for inspection on a random basis, will be subject to a physical examination by Customs and be cleared upon completion of the inspection, unless discrepancies are discovered.

The following goods on arrival are to be subject to regular physical/laboratory examination by Ghana Standard Authority (GSA) as well:

- a. Food items

- b. Alcoholic and non-alcoholic beverages
- c. Pharmaceuticals
- d. Chemicals
- e. Second-hand goods
- f. Electrical appliances and accessories-electric cables And cords, switches, sockets and plugs, electric pressing irons and kettles, incandescent bulbs and fluorescent tubes and dry cell batteries
- g. Pyrotechnic products
- h. Arms and ammunitions and explosives imported by individuals and organizations other than the Ghana Armed Forces and the Ghana Police Service.

As a result of the physical examination either a Gateway Pass will be issued if there is no discrepancy, or otherwise Gateway Lock will be issued if there is a discrepancy that cannot be rectified by the importer immediately. Customs will only allow the goods to exit the port on presentation of the Gateway Pass.

5. GSL Service Points in the ports of Tema and Takoradi

At both seaports, GSL offices will to provide information and guidance. The GSL offices at both ports are also responsible for the issuance of Gateway Pass on the FCVR, once all stages of the clearance process are completed.

6. Queries

Information desk at the GSL Offices will deal with any queries. The Importer will be required to provide details of query for appropriate and speedy action.