

GHANA EXPORT GUIDELINES

April 2010

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 Import Declaration Form (IDF) and the Supplementary Information Document (SID) from one of the following locations:

- > Ministry of Trade and Industry (MOTI) Head Office, Accra
- > All MOTI Regional Offices
- > Entry points : Aflao, Bawku, Elubo, Gonokrom, Honuta, Kotoka International Airport, Nyive, Paga, Shia, Takoradi and Tema.
- > Head Offices of the following Banks:
 - i. Agriculture Development Bank
 - ii. Metropolitan Bank
 - iii. Barclays Bank of Ghana Ltd.
 - iv. Zeobank Ghana Ltd.
 - v. Ghana Commercial Bank
 - vi. The Trust Bank
 - vii. Social Security Bank Ltd.
 - viii. Standard Chartered Bank (Ghana)
 - ix. Prudential Bank Ltd.
 - x. First Atlantic Bank
 - xi. Merchant Bank Ghana Ltd.

Step 3: the completed IDF and SID with 2 copies of 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 5: the GSL representative in the country of supply based on the information provided by the VO, undertakes the verification of the tariff classification, the value of the goods and issues a Provisional Classification & Valuation Report (PCVR). The PCVR is transmitted to the GSL Accra Office based on which a FCVR is issued.

Note : The PCVR is based on the information provided by the importer and does not reflect any partial clearance of the shipment. The PCVR could be subject to changes following the receipt of final documents (final invoice).

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.

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, the GSL Office will inform 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 CEPS.

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:

- > A number of low risk consignments will 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 inspection by GSB/CEPS 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 GSB:

- 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.

CEPS 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, a GSL Service Point is set up to provide information and guidance. The GSL Service Point will also issue the Gateway Pass on the FCVR, once all stages of the clearance process are completed.

6. Queries

An information counter at the GSL Offices will deal with any queries. The importer will be requested to complete a special form giving details of his query. The completed forms will be forwarded to the department directly responsible for dealing with the type of query for speedy action.