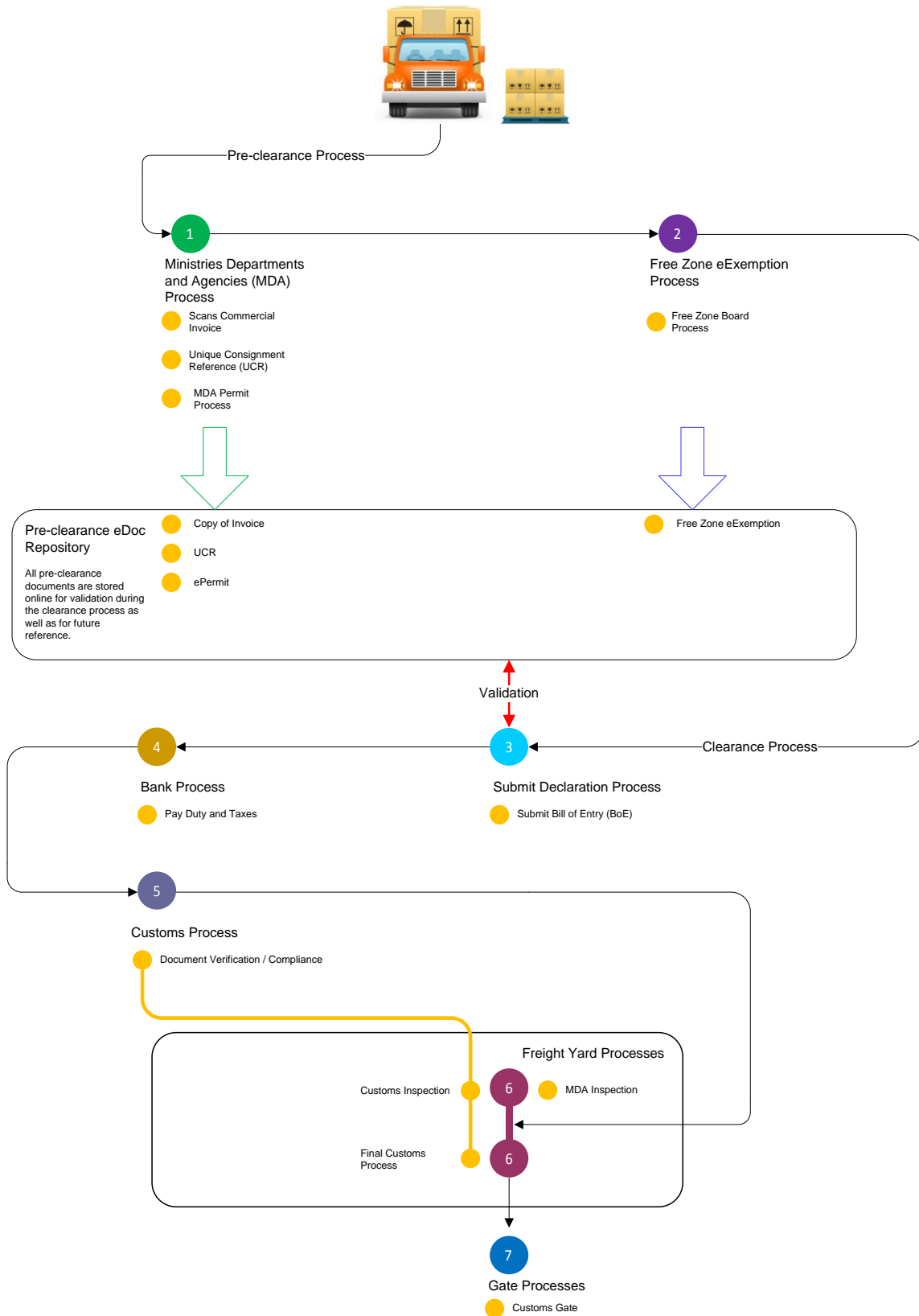


Free Zone Process - Land

High Level Process



1 **MDA e-Permit Sub-Process**

Introduction

Some 11 Ministries Departments and Agencies (MDAs) issue e-Permits through the Ghana Single Window controlling different aspects of the importation process. These MDAs are listed below

1. Animal Production Directorate – Imports of Livestock Feed, Feed Ingredients and other Animal Production Inputs
2. National Petroleum Authority - Imports of Lubricants, LPG and LPG Vessels
3. Energy Commission – Exports of Charcoal
4. Ghana National Chamber of Commerce – Export Certificate of Origin for Ghanaian Products
5. Plant Protection And Regulatory Services – Import of Soil, Plant, Plant Products and Fertilizer
6. Food and Drugs Authority - Import of Food, Drugs, Cosmetics, Medical Devices and Household Chemicals
7. Ghana Standards Authority - Import of High Risk Goods
8. Veterinary Services Department - Import of Animal and Animal Products
9. Timber Industry Development Division - Export of Timber and Wood Products
10. Environmental Protection Agency – Import of Industrial Chemicals, Pesticides, Granules, Fertilizer, Priority Chemicals, Precursors, Meat and Mercury
11. National Communications Authority - Import of Telecommunications and Broadcasting Equipment

High Level Process Description

The MDA Sub-process contains 6 basic steps:

1. MDA Declarant scans required supporting documents (Commercial Invoice)
2. MDA Declarant creates and submits a Unique Consignment Reference (UCR) and submits
3. The UCR is auto-approved by the system and a copy sent to Customs
4. MDA Declarant creates and submits all necessary e-Permits
5. If necessary the MDA Declarant pays MDA Fees through an approved partner bank
6. The e-Permit is approved (either manually or automatically depending on process) and a copy is automatically sent to Customs. The approval given may be a 'Final Approval' or a 'Provisional Approval'. If 'Provisional Approval' is granted the cargo must be inspected prior to 'Final Approval'

Components

UCR Component

The Unique Consignment Reference (UCR) is an electronic reference document used to uniquely identify an Import Consignment. It should be created as early as possible during the import process - normally as soon as exporter and importer have agreed sale. It is a pre-cursor of all other documents created for a consignment (e-Permits, e-Exemptions, e-Import Declaration Form (e-IDF) and Customs Declarations).

Free Zone Process - Land

The process contains 5 basic steps:

- i. The MDA Declarant scans required supporting documents (Commercial Invoice)
- ii. MDA Declarant create the UCR and attaches the scanned documents
- iii. MDA Declarant submits the UCR
- iv. The UCR is automatically approved
- v. A copy of UCR is sent to Customs

e-Permit Component

e-Permits control different product types, they are issued by eleven Ministries Departments and Agencies (MDAs) through the Ghana Single Window. To obtain an e-Permit you should complete 5 steps:

- i. Select the Unique Consignment Reference (UCR) created for the consignment
- ii. Submit e-Permit information to MDA
- iii. Pay for e-Permit Fee (if necessary) through an authorised bank
- iv. Obtain e-Permit Approval from MDA
- v. Copy of e-Permit is sent to Ghana Customs Management System

2 Free Zone e-Exemption Sub-Process

Introduction

The Ghana Free Zone Board issues e-Exemptions to registered Free Zone Companies through the Ghana Single Window. These give permission to Free Zone Companies operating in Ghana to move their goods across land borders duty free and transport them to an authorised site for further processing.

High Level Process Description

The Free Zone e-Exemption Sub-process contains 6 basic steps:

- i. MDA Declarant scans required supporting documents (Bill of Lading and Commercial Invoice)
- ii. MDA Declarant creates and submits a Unique Consignment Reference (UCR) and submits
- iii. The UCR is auto-approved by the system and a copy sent to Customs
- iv. MDA Declarant creates and submits all necessary e-Exemptions
- v. The MDA Declarant pays Ghana Free Zone Board Fees through an approved partner bank
- vi. The e-Exemption is approved and a copy automatically sent to Customs.

3 Submit Declaration Sub-Process

Introduction

The Bill of Entry (BoE) is a declaration by a Customs Declarant of the exact nature, precise quantity and value of goods entering Ghana. Registered Customs Declarants operating in Ghana may submit an e-BoE through the Ghana Single Window to Ghana Revenue Authority Customs Division ('Customs').

Free Zone Process - Land

High Level Process Description

The Submit Declaration Sub-process contains 3 basic steps:

- i. The Customs Declarant ensures that all necessary pre-clearance documentation has been processed
- ii. The Customs Declarant submits a Bill of Entry (BoE) to Customs.
- iii. The duty and taxes payable are automatically calculated and a risk level assigned based on the information contained in the BoE:
 - a. Low risk BoEs are automatically routed for 'green channel' processing (Customs Document Verification after which approval for clearance may be made immediately)
 - b. Higher risk BoEs are automatically routed 'amber or red channel' processing (Customs Compliance followed by cargo inspection)

4 Bank Sub-Process

Introduction

The Duties and Taxes payable are automatically calculated at the time of submission of the Bill of Entry (BoE). Payment must be made before further processing can take place and may be made through an authorised bank.

High Level Process Description

The payment process contains 4 basic steps:

1. The Customs Declarant submits a Bill of Entry (BoE) to Customs at which time the duty and taxes payable are automatically calculated
2. Payment may be made in the form of either cash or bank draft at one of two authorised banks:
 - a. Ecobank
 - b. Ghana Commercial Bank
3. The bank confirms receipt of the payment and issues an official receipt for the full amount
4. The BoE status is updated to paid and is routed to Customs Document Verification / Compliance for the next stage of the process

5 Customs Clearance Sub-Process

Introduction

Customs Clearance is the process by which goods are granted permission by the Ghana Revenue Authority Customs Division ('Customs') to enter or leave Ghana's Customs Territory. All documentation necessary for this process may be submitted electronically through the Ghana Single Window by a registered Customs Declarant (frequently referred to as a 'Clearing Agent').

Free Zone Process - Land

High Level Process Description

The Customs Clearance Sub-process contains 4 basic steps:

1. Customs carries out a review of submitted documents. The process varies depending on risk level:
 - a. Low risk BoEs undergo 'Document Verification' after which approval for clearance may be made immediately
 - b. Higher risk BoEs undergo 'Compliance' after which cargo examination is mandatory
2. Customs carries out cargo examination (if required by risk level)
3. Customs approves the cargo clearance
4. Customs Preventive Section carries out Exit Verification before cargo physically exits the port

Components

Customs Document Verification / Compliance Component

Customs Document Verification / Compliance both consist of a review of Bill of Entry (BoE) and associated pre-clearance documentation. The distinction between Document Verification and Compliance is due to the Risk level assigned to the BoE at the time of its submission to Customs. The Risk level determines the routing of the BoE within Customs as follows:

- Low risk BoEs are routed for 'Document Verification' after which approval for clearance may be made immediately
- Higher risk BoEs are routed for 'Compliance' after which cargo examination is mandatory

The Customs Document Verification / Compliance Sub-process contains 3 basic steps:

- i. Customs reviews the Bill of Entry (BoE) and associated pre-clearance documentation
- ii. Customs makes a decision on further processing:
 - a. If the BoE is routed for 'Document Verification' Customs may either:
 - i. Approve the BoE for immediate clearance
 - ii. Approve the BoE but escalate it for cargo examination
 - iii. Query the BoE
 - iv. Reject the BoE
 - b. If the BoE is routed for Compliance Customs may either:
 - i. Approve BoE for cargo examination
 - ii. Query the BoE
 - iii. Reject the BoE
- iii. In cases where the BoE is Not Approved the Customs Declarant must either:
 - a. Submit additional information to answer the Query
 - b. Re-submit the BoE to address the issues identified in the Rejected BoE

Customs Examination Component

Customs Examination consists of inspection of the cargo to verify that it is consistent with the information declared on the Bill of Entry (BoE).

Free Zone Process - Land

The Customs Examination Sub-process contains 4 basic steps:

- i. The Customs Examination Officer examines the cargo
- ii. The Customs Examination Officer makes a decision on further processing:
 - i. Approve the BoE for immediate clearance
 - ii. Flag an issue
- iii. In cases where the BoE is Not Approved the Customs Declarant must either:
 - a. Submit additional information to answer the issue
 - b. Re-submit the BoE to address the issues identified in the Rejected BoE
- iv. In cases of serious discrepancy a Customs Offence Report (COR) may be raised

Customs Preventive Exit Verification Component

Prior to exit from the Freight Yard at the Border the consignment is subject to Exit Verification by Customs Preventive Section, this consists of a final review of documentation to ensure that all is in order.

The Customs Preventive Exit Verification Sub-process contains 3 basic steps:

- i. The driver of a vehicle conveying cargo reports to Customs Preventive Section for Exit Verification
- ii. Customs Preventive Section performs a documentary review and may also wish to perform a physical verification of the cargo
- iii. Customs Preventive Section approves the cargo for exit

6 Freight Yard Sub-Process

Introduction

A number of processes will take place in the freight yard at the border, these are summarised below:

1. The Cargo may be inspected by Customs
2. The Cargo may be inspected by any mandated Ministry, Department and Agency (MDA)
3. Upon successful completion of the inspection process Customs approves clearance of goods

7 Gate Sub-Process

Introduction

The Gate Sub-Process is the final step in the clearance process, it takes place immediately before the cargo exits the freight yard.

The process consist of 3 steps:

- i. The driver of a vehicle conveying arrives at the Gate
- ii. Customs Gate checks that Customs Preventive Exit Verification has taken place
- iii. Customs Gate updates the status of the cargo as "Exited"