



Customs House Agent Management System (CHAMS)

Application & Approval of New CHA User Manual

ver .0.2

Document History

Version	Date	Author	Approved By	Reason of Change
1.0	12/08/2017	Victor Atsu		Initial version
2.0	12/08/2017	Abel Daitey		
3.0	12/08/2017	Ibrahim Ado Haruna		
4.0	14/08/2017	Victor Atsu		
5.0				
6.0				

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2. Introduction

- **System Overview**

The Ghana National Single Window (GNSW) Single and Shared Importer / Exporter / Product Online Registration System that enables traders to register online anywhere with Ghana National Chamber of Commerce (GNCC) as an exporter, and to obtain Certificate of Origin for products destined for export. This manual will assist you to complete any of the enumerated registration above

3. Authorized Use Permission

The Electronic Registration System is a web based application that allows user to login online anywhere through standard internet browser using login credentials provided by the GNSW platform. Based on role access, the user is displayed with the functional modules. An organization's user with administrative privilege can create additional users for the organization and grant roles based on predefined privileges.

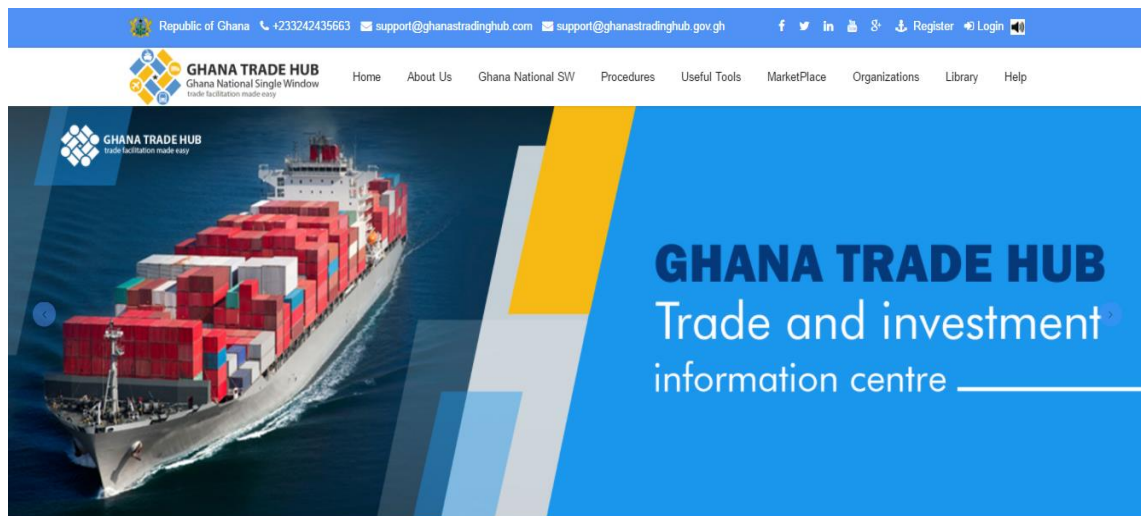
4. General Enquiries/Support

- **You can lodge a complaint or ask for help using any of the following platformS:**
- **Email** - support@ghanastradinghub.gov.gh / support@ghanastradinghub.com (Wait time: Within 24 hours)
- **Phone Number** - +233 242 435 662 | +233 242 435 663 | +233 242 435 663 (Wait time: Less than 60 seconds)
- **Live Chat** – To chat live with us, go to www.ghanastradinghub.com (Mondays – Fridays @ 8:00am – 5:00pm. Wait time: Less than 30 seconds)
- **Ticketing System** – To open a ticket, go to helpdesk.ghanastradinghub.com (Wait time: Within 24 hours)

5. Accessing the Ghana National Single Window (GNSW) Platform

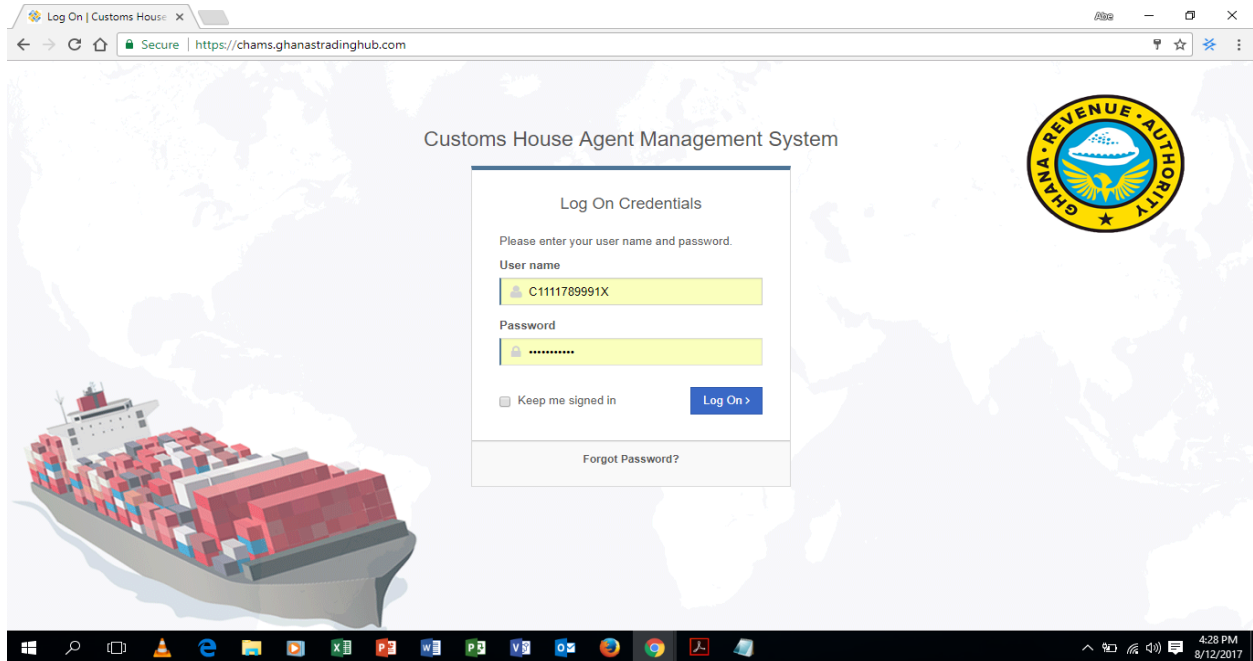
• Registering on the Ghana National Single Window (GNSW) Platform

- An unregistered organization can register online by clicking on the **Register Button** on <https://www.ghanatradinghub.gov.gh>
- System displays Stakeholder Registration page
- Carefully read the instructions and click on the next button to continue with the registration
- **Step 1 Verification tab** - Enter the Company Name, Company Registration Number, Company TIN, Old IDF Application TIN and select the appropriate District Tax office
- Click on the next button to continue with the registration
- **Step 2 Company Details tab** – Enter the Company Details (Physical Business Address, Region, District, Telephone, Email, Contact Person etc.)
- All field with the asterisk must be completed. Click on the next button to continue with the registration
- **Step 3 Supporting Documents tab** - Click on choose file to upload the supporting documents i.e. Certificate of incorporation and Certificate to Commence Business.
- Click on upload Documents button. Click on the next button to continue with the registration.
- **Step 4 Business Areas tab** - Select the appropriate business areas
Note: In order to access PAARS platform select House Agent/Self Declarant
 You can also select multiple Business Area
- Click on the next button to continue with the registration
- **Step 5 Account Info tab** - Enter the password and confirm password
- Click on the next button to continue with the registration
- **Step 6 Review tab** – Review your registration details and click on the Finish button to complete your registration
- You can proceed to login by clicking on the login to continue button



6. HOUSE AGENT – NEW APPLICATION PROCESS

House Agent **Logs in** (with username & password from registering on the GHANA'S TRADING HUB)



Log On | Customs House Agent

Secure | https://chams.ghanatradinghub.com

Customs House Agent Management System

Log On Credentials

Please enter your user name and password.

User name
C1111789991X

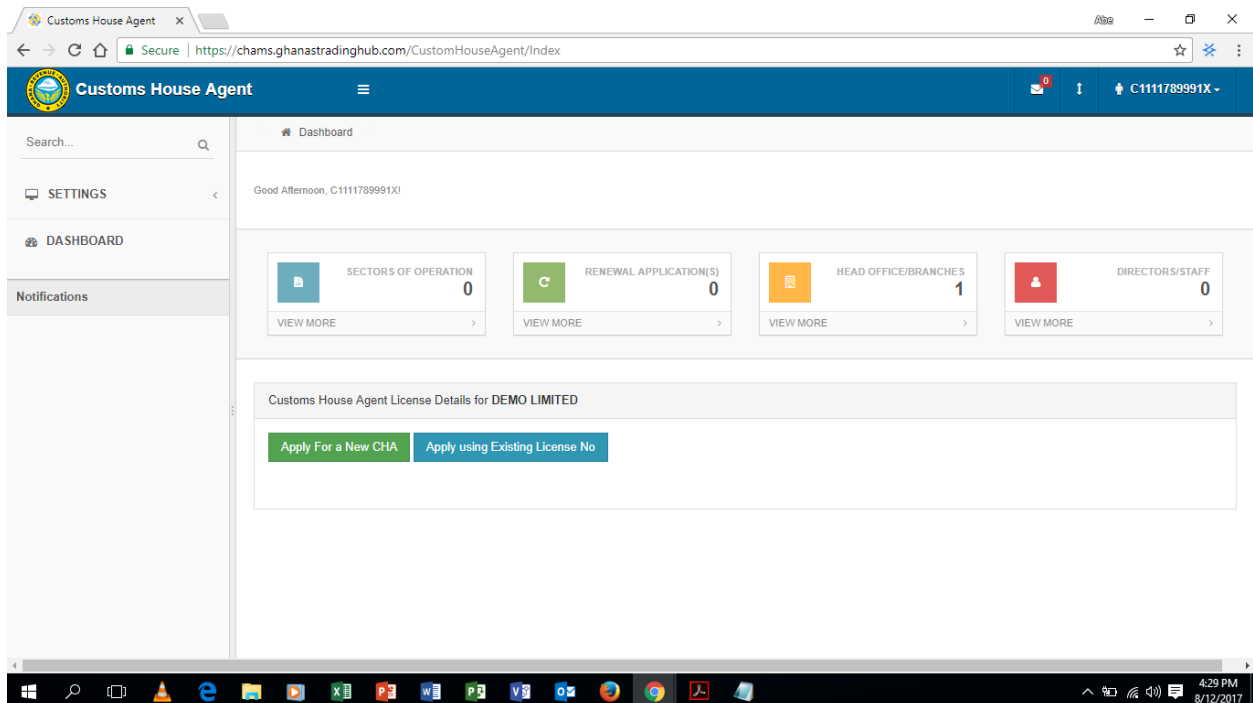
Password

☐ Keep me signed in [Log On >](#)

[Forgot Password?](#)

Dashboard (The AGENT can apply for a new CHA or apply using existing License No)

Click **"Apply for a New CHA"**



Customs House Agent

Dashboard

Good Afternoon, C1111789991X!

SECTORS OF OPERATION: 0

RENEWAL APPLICATION(S): 0

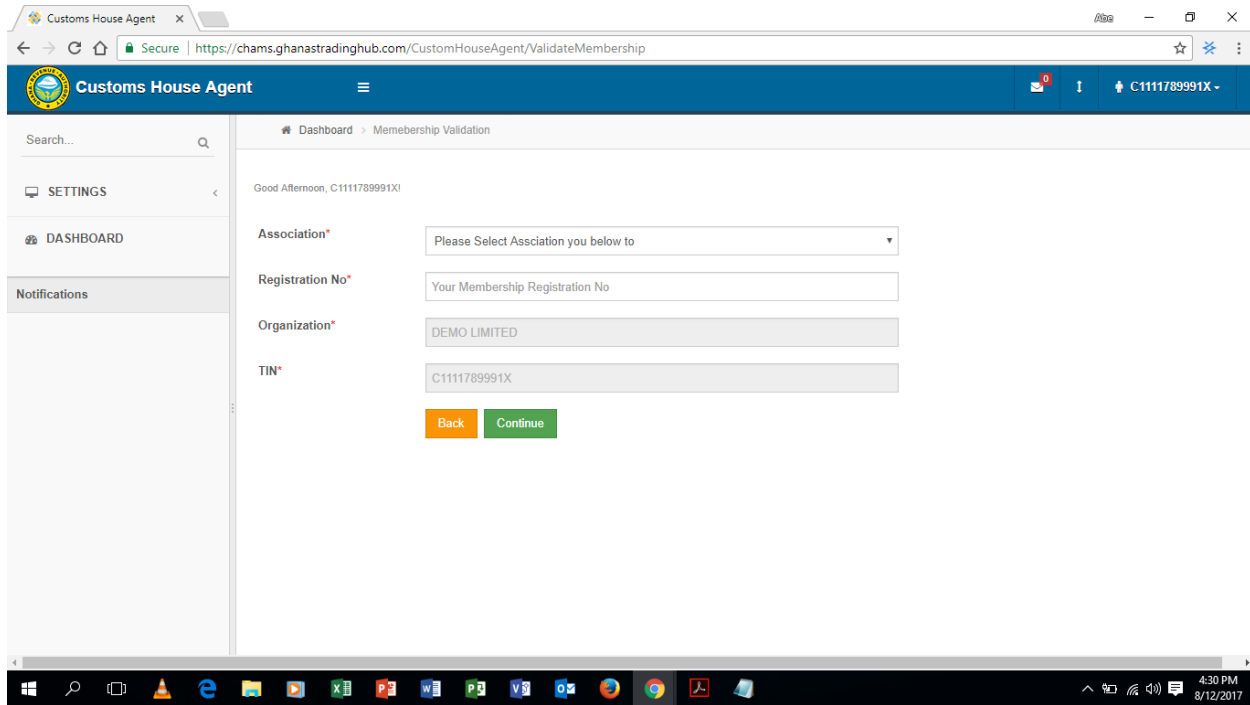
HEAD OFFICE BRANCHES: 1

DIRECTORS/STAFF: 0

Customs House Agent License Details for DEMO LIMITED

[Apply For a New CHA](#) [Apply using Existing License No](#)

- Applying for New a CHA



Customs House Agent

Search...

SETTINGS

DASHBOARD

Notifications

Dashboard > Membership Validation

Good Afternoon, C1111789991X!

Association* Please Select Association you below to

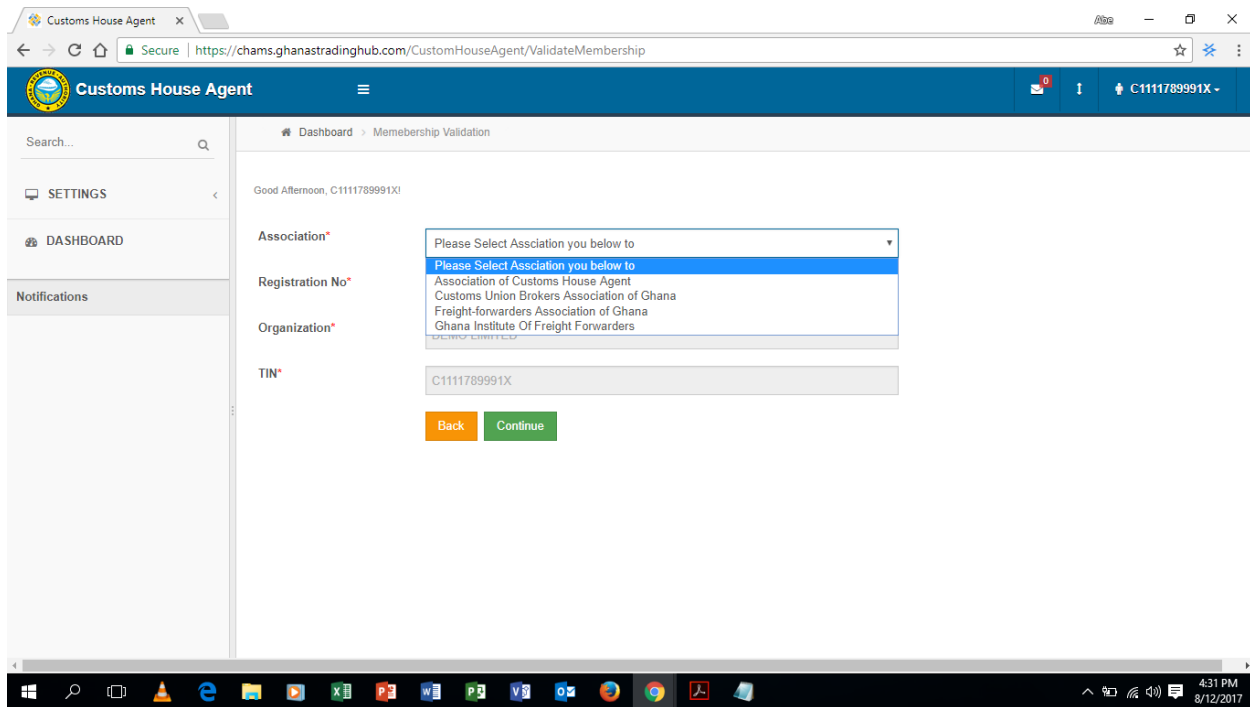
Registration No* Your Membership Registration No

Organization* DEMO LIMITED

TIN* C1111789991X

Back Continue

Select 'Association you belong to'



Customs House Agent

Search...

SETTINGS

DASHBOARD

Notifications

Dashboard > Membership Validation

Good Afternoon, C1111789991X!

Association* Please Select Association you below to

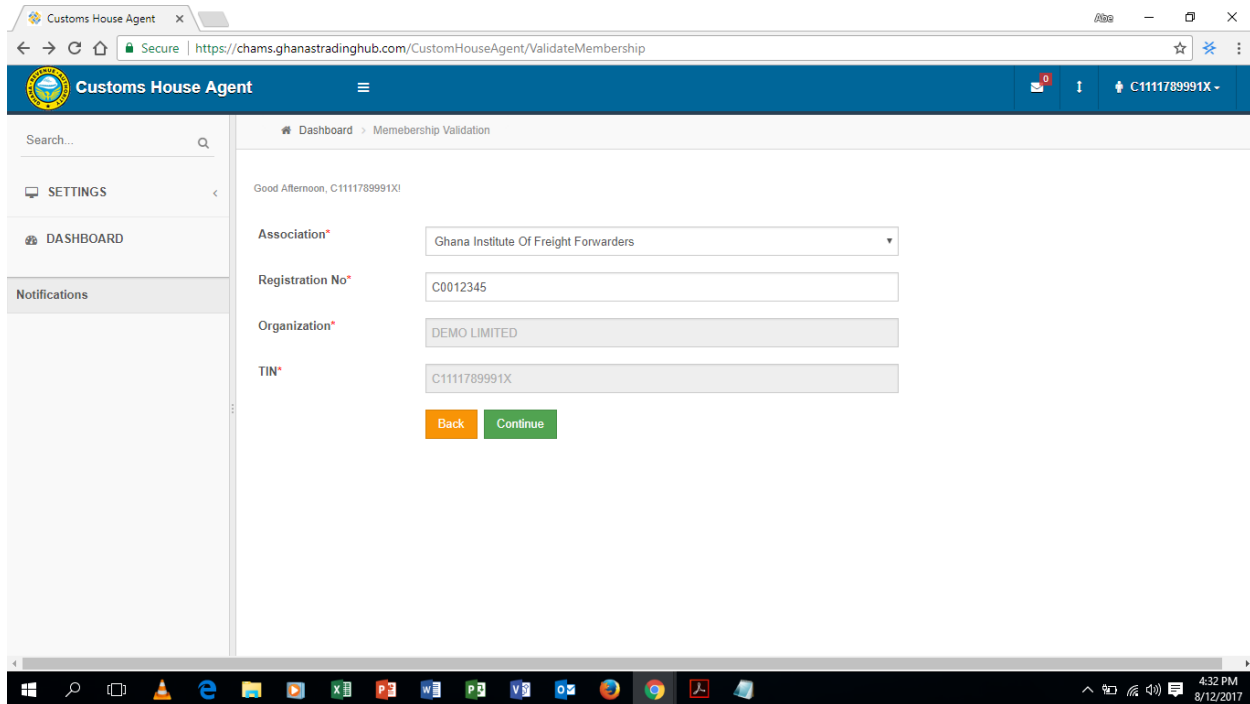
Registration No* Your Membership Registration No

Organization* DEMO LIMITED

TIN* C1111789991X

Back Continue

Enter your “**Association’s** Registration number” and click the **Continue** button



Customs House Agent

Dashboard > Membership Validation

Good Afternoon, C1111789991X!

Association* Ghana Institute Of Freight Forwarders

Registration No* C0012345

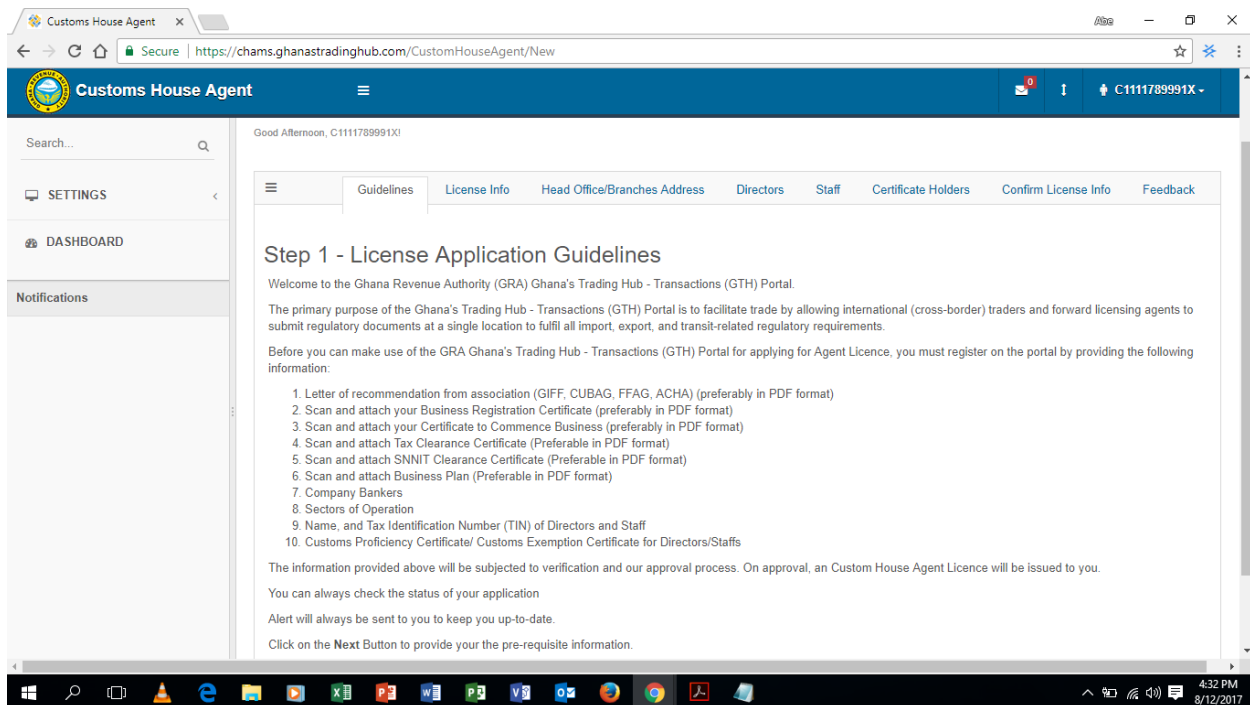
Organization* DEMO LIMITED

TIN* C1111789991X

Back Continue

STEP-1 “License Application Guidelines Page”

Clicking the **Continue** button takes applicant to **STEP-1** the “**License Application Guidelines Page**”



Customs House Agent

Guidelines License Info Head Office/Branches Address Directors Staff Certificate Holders Confirm License Info Feedback

Step 1 - License Application Guidelines

Welcome to the Ghana Revenue Authority (GRA) Ghana's Trading Hub - Transactions (GTH) Portal.

The primary purpose of the Ghana's Trading Hub - Transactions (GTH) Portal is to facilitate trade by allowing international (cross-border) traders and forward licensing agents to submit regulatory documents at a single location to fulfil all import, export, and transit-related regulatory requirements.

Before you can make use of the GRA Ghana's Trading Hub - Transactions (GTH) Portal for applying for Agent Licence, you must register on the portal by providing the following information:

1. Letter of recommendation from association (GIFF, CUBAG, FFAG, ACHA) (preferably in PDF format)
2. Scan and attach your Business Registration Certificate (preferably in PDF format)
3. Scan and attach your Certificate to Commence Business (preferably in PDF format)
4. Scan and attach Tax Clearance Certificate (Preferable in PDF format)
5. Scan and attach SNNIT Clearance Certificate (Preferable in PDF format)
6. Scan and attach Business Plan (Preferable in PDF format)
7. Company Bankers
8. Sectors of Operation
9. Name, and Tax Identification Number (TIN) of Directors and Staff
10. Customs Proficiency Certificate/ Customs Exemption Certificate for Directors/Staffs

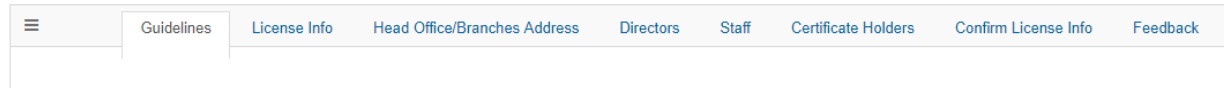
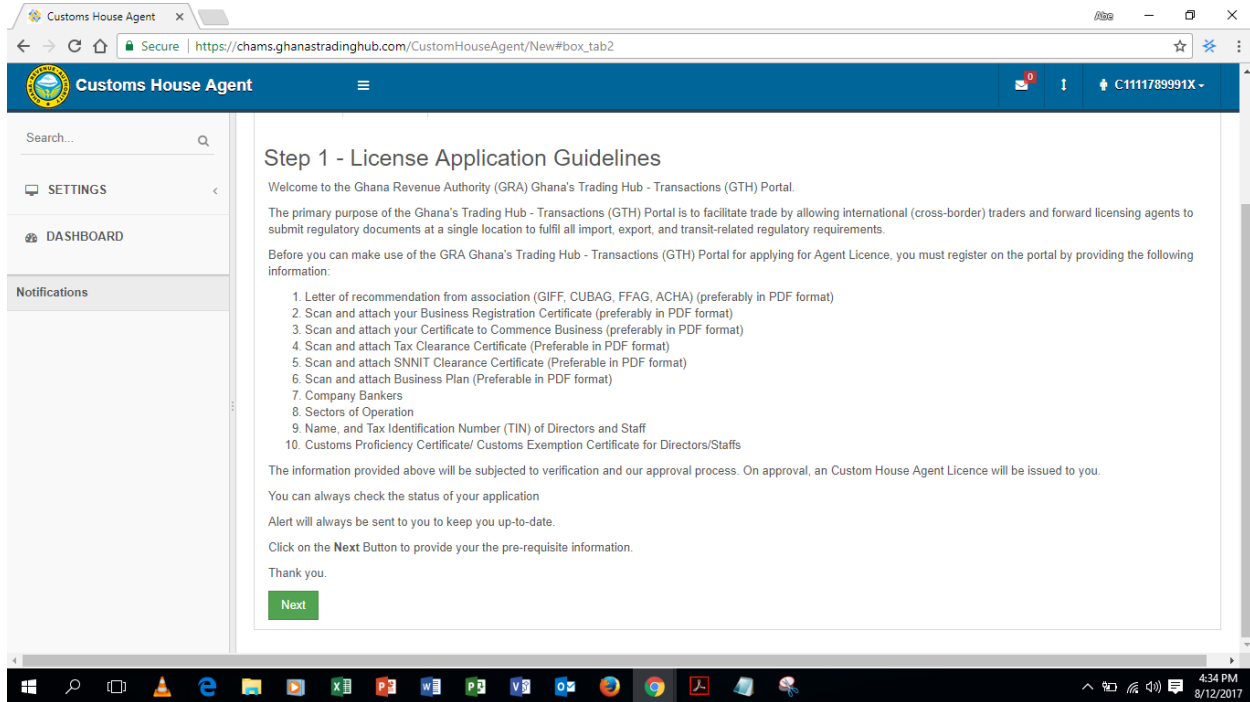
The information provided above will be subjected to verification and our approval process. On approval, an Custom House Agent Licence will be issued to you.

You can always check the status of your application

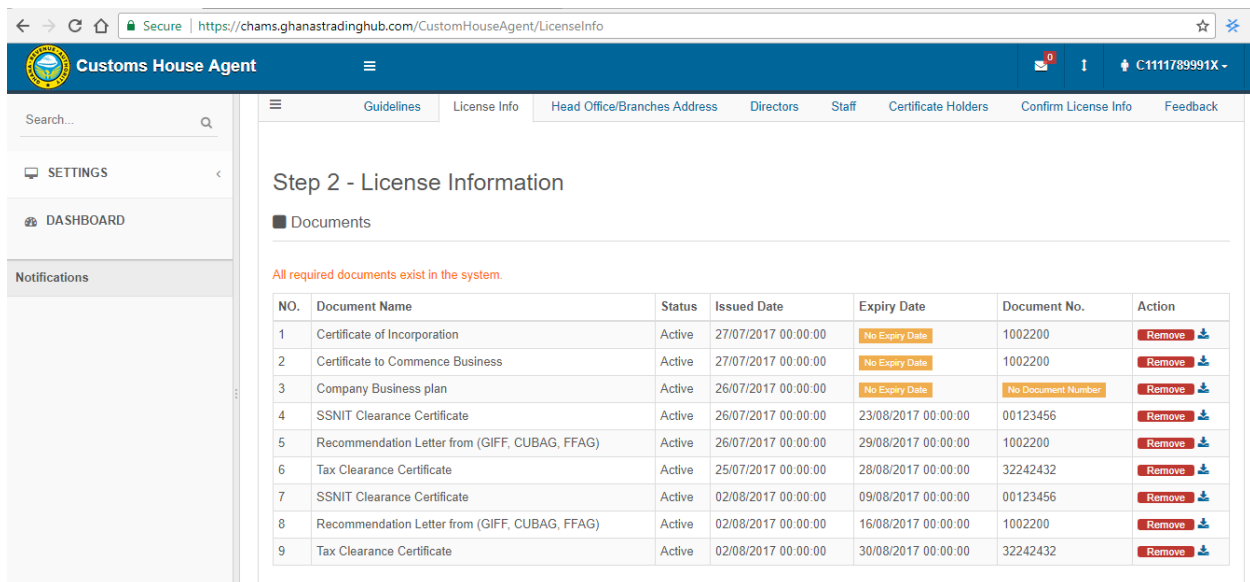
Alert will always be sent to you to keep you up-to-date.

Click on the **Next** Button to provide your the pre-requisite information.

Good Afternoon, C1111789991X!

Click **Next** button to proceed

STEP-2 ; License Information tab is displayed



Scroll down (STEP2) and **select** more information option.

Customs House Agent

Search...

SETTINGS

DASHBOARD

Notifications

Company Banker(s) - You must check atleast ONE of your Company banker

<input type="checkbox"/> African Investment Bank	<input type="checkbox"/> Amal Bank	<input type="checkbox"/> Sovereign Bank	<input type="checkbox"/> Access Bank Ghana
<input type="checkbox"/> Agricultural Development Bank	<input type="checkbox"/> Barclays Bank	<input type="checkbox"/> CAL Bank	<input type="checkbox"/> Ecobank Ghana
<input type="checkbox"/> Fidelity Bank (Ghana)	<input type="checkbox"/> Access Bank	<input type="checkbox"/> First Atlantic Merchant Bank	<input type="checkbox"/> Ghana Commercial Bank
<input type="checkbox"/> Guaranty Trust Bank (Ghana)	<input type="checkbox"/> HFC Bank	<input type="checkbox"/> Intercontinental Bank (Ghana)	<input type="checkbox"/> Northern City Bank (Ghana)
<input type="checkbox"/> International Commercial Bank	<input type="checkbox"/> Merchant Bank Ghana Limited	<input type="checkbox"/> National Investment Bank	<input type="checkbox"/> Prudential Bank Limited
<input type="checkbox"/> Societe Generale Ghana	<input type="checkbox"/> Stanbic Bank	<input type="checkbox"/> Standard Chartered Bank	<input type="checkbox"/> Trust Bank
<input checked="" type="checkbox"/> UniBank	<input type="checkbox"/> United Bank for Africa	<input type="checkbox"/> UT Bank	<input type="checkbox"/> Zenith Bank
<input type="checkbox"/> The Royal Bank Limited			

Sector/Collection - Please note that your head office location is required. And branch location if applicable

<input checked="" type="checkbox"/> Customs Aflao	<input type="checkbox"/> Customs Elubo	<input type="checkbox"/> Customs Kia	<input type="checkbox"/> Customs Takoradi
<input type="checkbox"/> Gonokrom	<input type="checkbox"/> Hamile	<input type="checkbox"/> Kofi-Badukrom Border Post	<input type="checkbox"/> Kulungugu
<input type="checkbox"/> Paga	<input type="checkbox"/> Tumu Customs Office	<input type="checkbox"/> Sunyani Customs Post	<input type="checkbox"/> Tema

Back **Next**

STEP-3 Click the **Submit & Continue** button, to submit and continue

Customs House Agent

Search...

SETTINGS

DASHBOARD

Notifications

Guidelines **License Info** **Head Office/Branches Address** **Directors** **Staff** **Certificate Holders** **Confirm License Info** **Feedback**

Step 3 - Head Office Address

House/ Building / Flat Number*

Street*

Region*

District*

P.O. Box / PMB / DTD

Telephone Number*

Sector/Collection*

Fax No

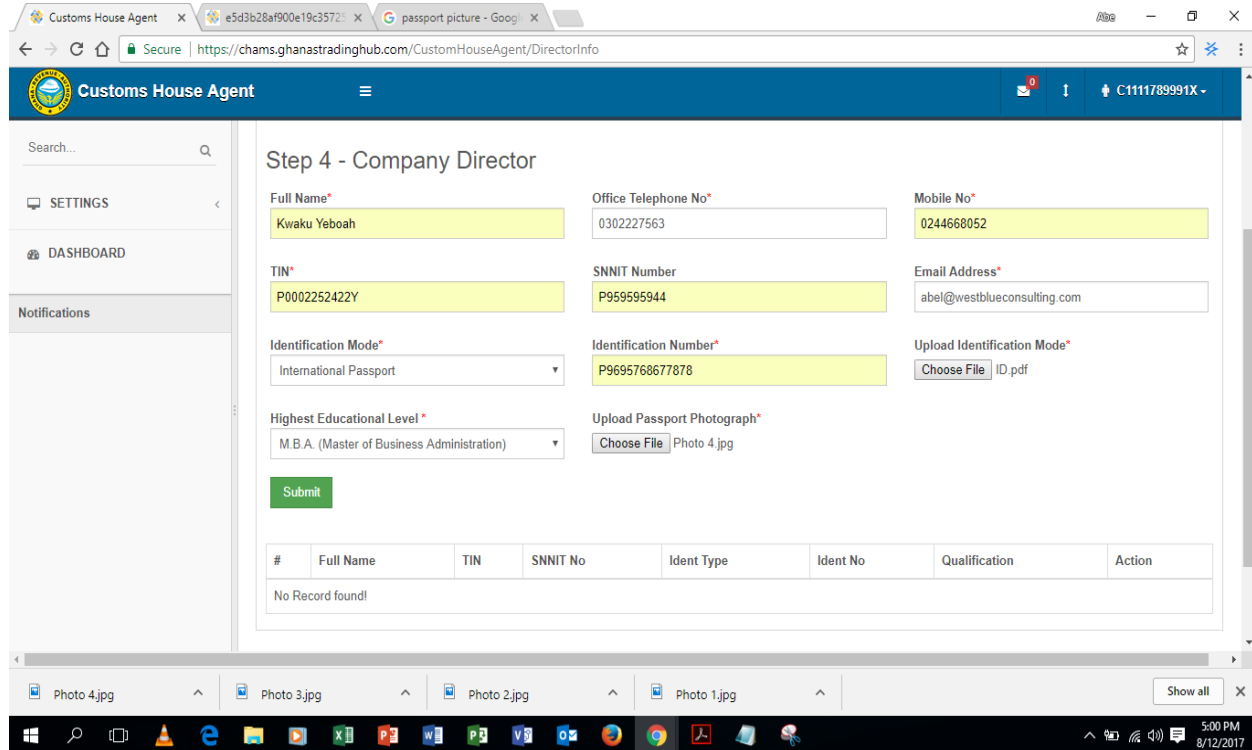
Email Address*

Back **Submit & Continue**

No.	Sector	Type	Address	Email address	Phone Number	ActionList
1	CUSTOMS AFLAO	Head Office	#30 Block E, New Cocoshe Building, Airport Accra, Adenta Municipal, Greater Accra Region	0244361086	ibcent2003@yahoo.com	Action List

4:46 PM 8/12/2017

STEP-4 Enter information for the Company Director and click the submit button



Customs House Agent

Step 4 - Company Director

Full Name*
Kwaku Yeboah

Office Telephone No*
0302227563

Mobile No*
0244668052

TIN*
P0002252422Y

SNNIT Number
P959595944

Email Address*
abel@westblueconsulting.com

Identification Mode*
International Passport

Identification Number*
P9695768677878

Upload Identification Mode*
Choose File ID.pdf

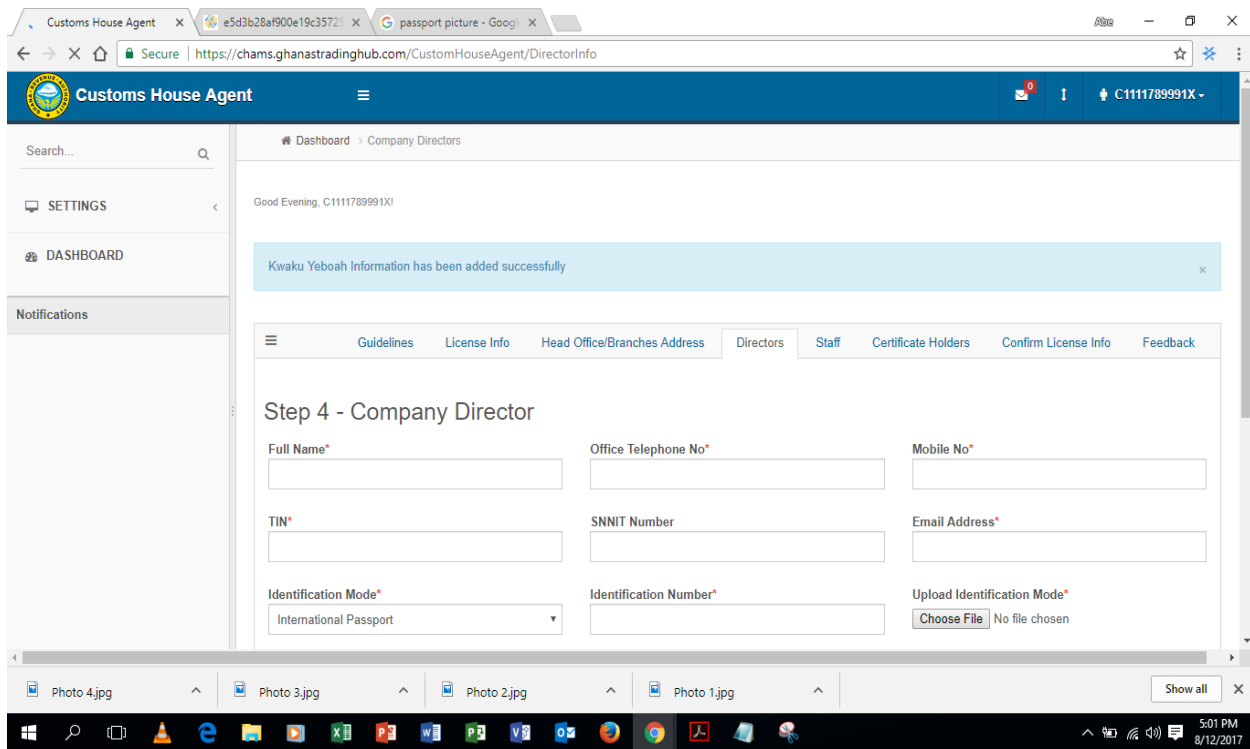
Highest Educational Level*
M.B.A. (Master of Business Administration)

Upload Passport Photograph*
Choose File Photo 4.jpg

Submit

#	Full Name	TIN	SNNIT No	Ident Type	Ident No	Qualification	Action
No Record found!							

After clicking the submit button (system displays a Notification)




Notification is shown below →

Good Evening, C1111789991X!

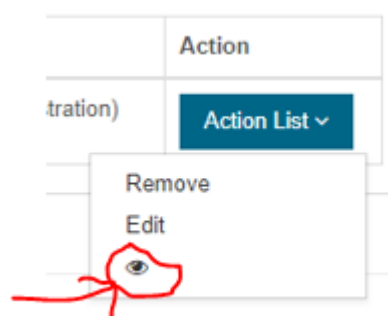
Kwaku Yeboah Information has been added successfully

A display list of Directors that were added along with Action List

Submit

#	Full Name	TIN	SNNIT No	Ident Type	Ident No	Qualification	Action
1	Kwaku Yeboah	P0002252422Y	P959595944	International Passport	P9695768677878	M.B.A. (Master of Business Administration)	Action List ▼ Remove Edit 



Back Next



Click on “**eye-icon**” to view information about the director

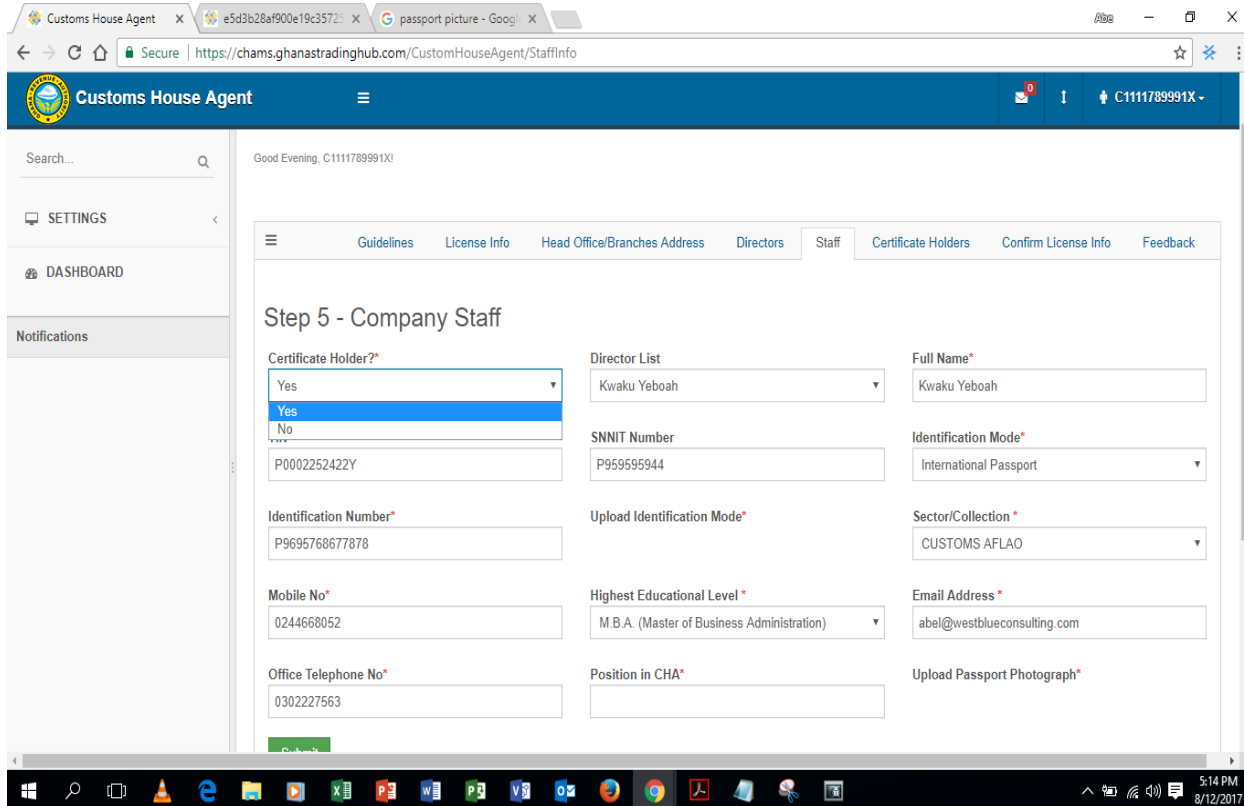
Display of Director's Information

Director Information

Full Name	Kwaku Yeboah
Office Telephone No	0302227563
Mobile No	0244668052
TIN	P0002252422Y
SNNIT Number	P959595944
Email Address	abel@westblueconsulting.com
identification Mode	International Passport
Identification Number	P9695768677878
Highest Educational Level	M.B.A. (Master of Business Administration)
Identification Mode	
Upload Passport Photograph	

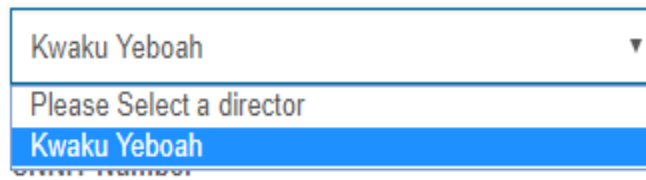
Close

STEP 5 Enter information about Company Staff

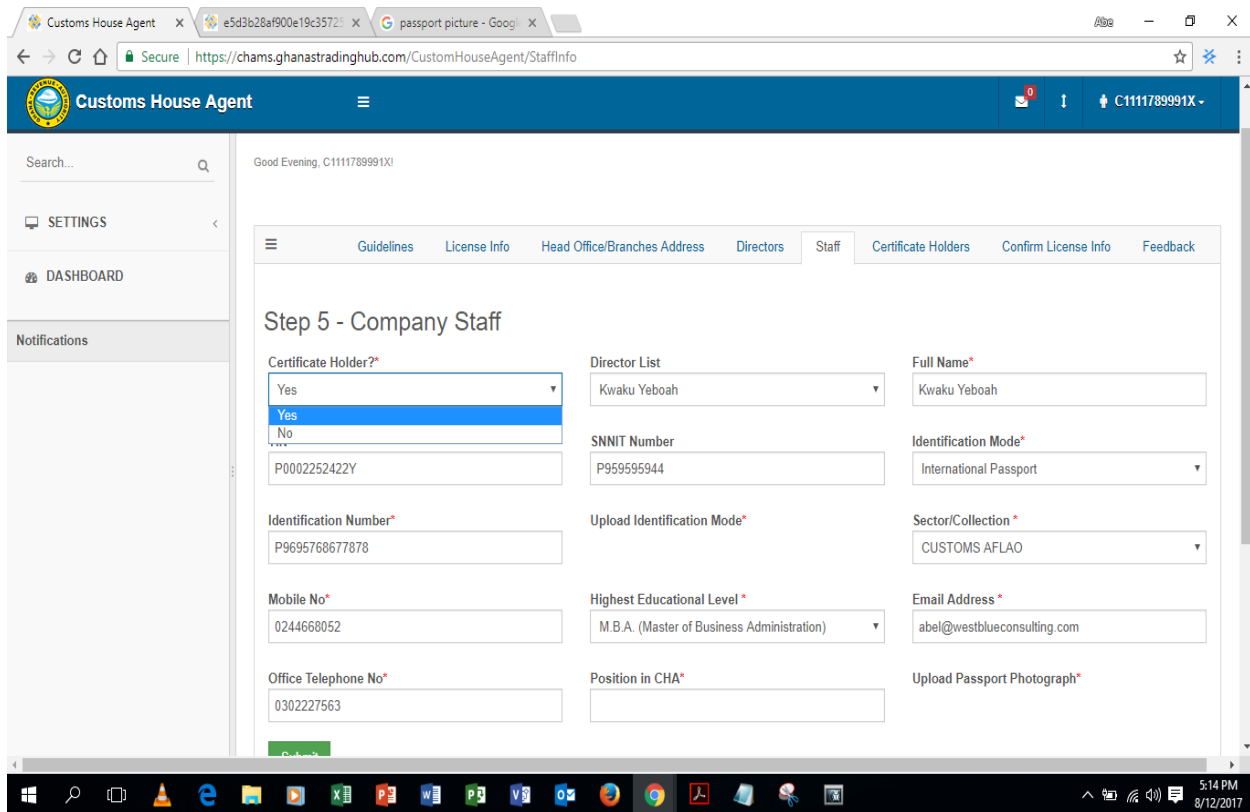


Drop down list for Directors (that have been added)

Director List



Selecting "YES" from the dropdown box to add more staff



Customs House Agent

Good Evening, C1111789991X

Search...

SETTINGS

DASHBOARD

Notifications

Guidelines License Info Head Office/Branches Address Directors Staff Certificate Holders Confirm License Info Feedback

Step 5 - Company Staff

Certificate Holder*
Yes
No
P0002252422Y

Director List
Kwaku Yeboah

Full Name*
Kwaku Yeboah

SNNIT Number
P959595944

Identification Mode*
International Passport

Identification Number*
P9695768677878

Upload Identification Mode*

Sector/Collection*
CUSTOMS AFLAO

Mobile No*
0244668052

Highest Educational Level*
M.B.A. (Master of Business Administration)

Email Address*
abel@westblueconsulting.com

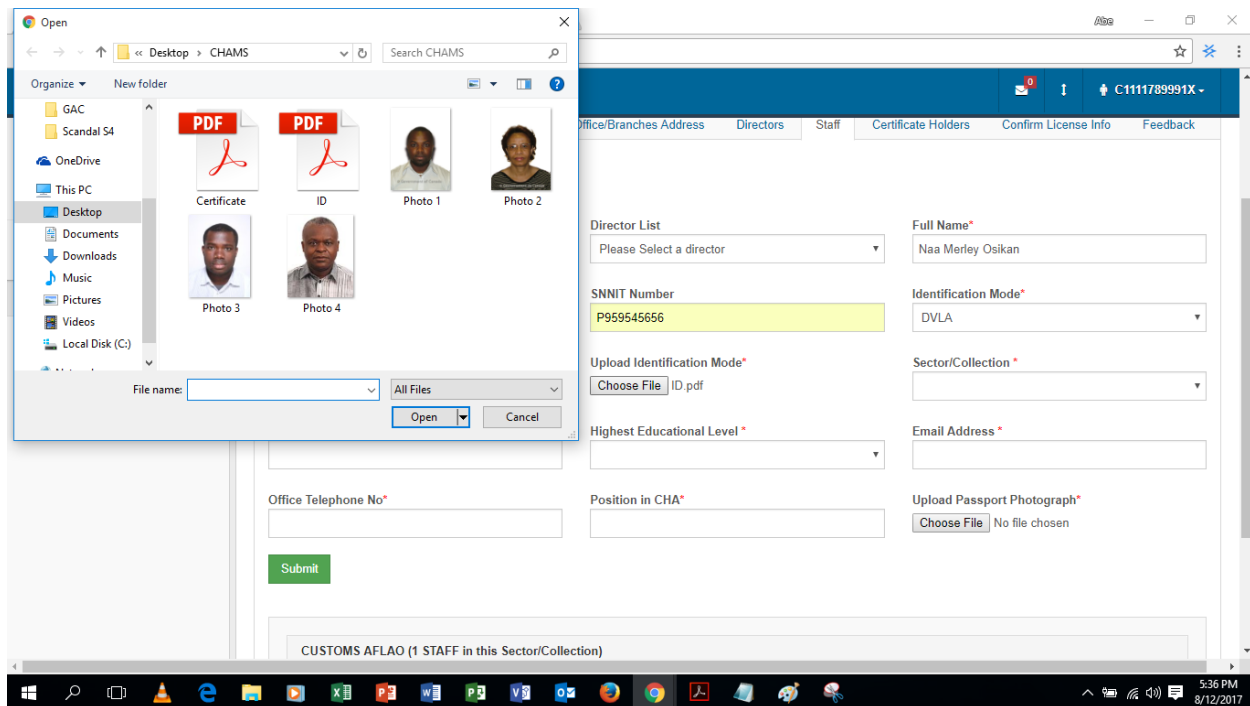
Office Telephone No*
0302227563

Position in CHA*

Upload Passport Photograph*

Submit

Use the dialog box to select the file (from My Computer)



Office/Branches Address Directors Staff Certificate Holders Confirm License Info Feedback

Director List
Please Select a director

Full Name*
Naa Merley Osikan

SNNIT Number
P959545656

Identification Mode*
DV/LA

Upload Identification Mode*
Choose File ID.pdf

Sector/Collection*
No file chosen

Highest Educational Level*

Email Address*

Upload Passport Photograph*
Choose File No file chosen

Office Telephone No*

Position in CHA*

Submit

CUSTOMS AFLAO (1 STAFF in this Sector/Collection)

Customs House Agent x e5d3b28af900e19c3572 x passport picture - Google x

Secure | https://chams.ghanatradinghub.com/CustomHouseAgent/StaffInfo

Customs House Agent

Search...

SETTINGS

DASHBOARD

Notifications

Guidelines License Info Head Office/Branches Address Directors Staff Certificate Holders Confirm License Info Feedback

Step 5 - Company Staff

Certificate Holder?*	Director List	Full Name*
No	Please Select a director	Naa Merley Osikan
TIN*	SNNIT Number	Identification Mode*
P00072682x	P959545656	DVLA
Identification Number*	Upload Identification Mode*	Sector/Collection *
T397982038	Choose File ID.pdf	CUSTOMS AFLAO
Mobile No*	Highest Educational Level *	Email Address *
0244231931	B.S. (Bachelor of Science)	osikan@gmail.com
Office Telephone No*	Position in CHA*	Upload Passport Photograph*
0244231931	DEPUTY DIRECTOR	Choose File Photo 2.jpg

Submit

5:39 PM 8/12/2017

Adding a staff who is a "Certificate Holder"

Customs House Agent x e5d3b28af900e19c3572 x passport picture - Google x ghana custom house a: x custom house agents in x Ghana Customs Excise x

Secure | https://chams.ghanatradinghub.com/CustomHouseAgent/StaffInfo

Customs House Agent

Search...

SETTINGS

DASHBOARD

Notifications

Guidelines License Info Head Office/Branches Address Directors Staff Certificate Holders Confirm License Info Feedback

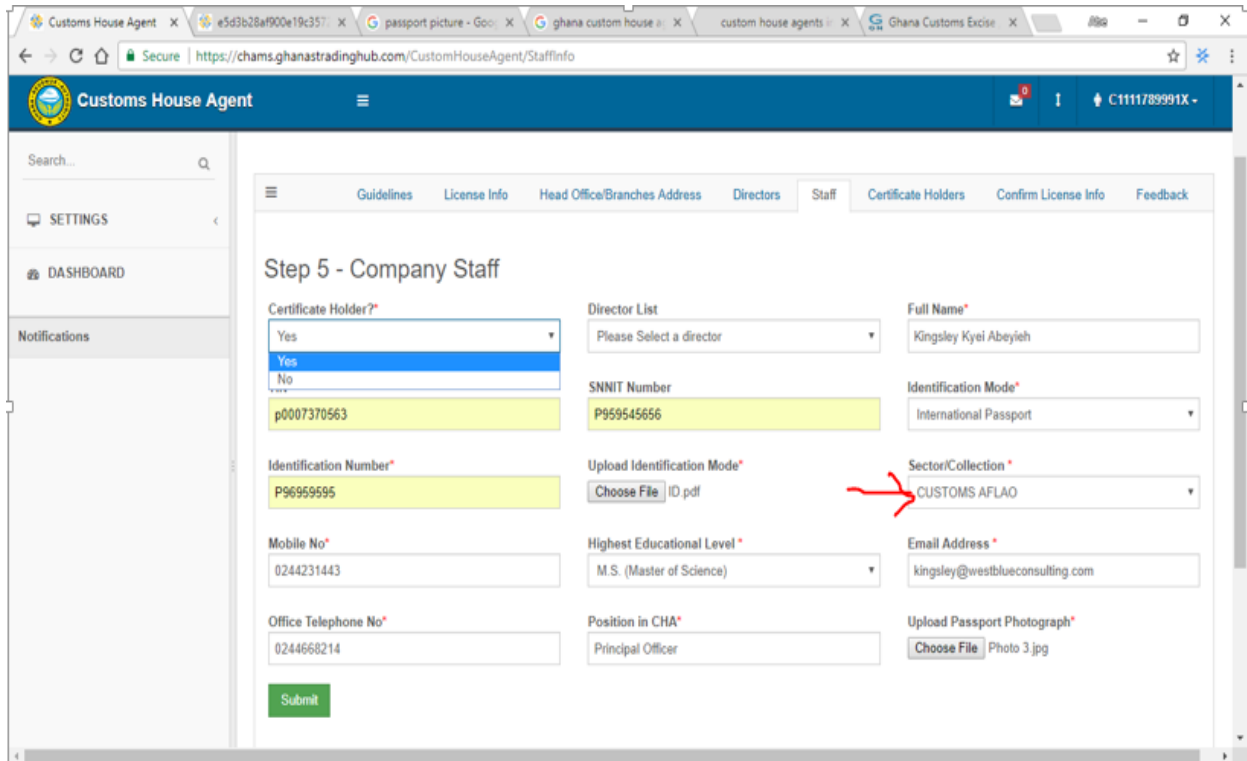
Step 5 - Company Staff

Certificate Holder?*	Director List	Full Name*
Yes	Please Select a director	Kingsley Kyel Abeyieh
Yes	SNNIT Number	Identification Mode*
p0007370563	P959545656	International Passport
Identification Number*	Upload Identification Mode*	Sector/Collection *
P96959595	Choose File ID.pdf	CUSTOMS AFLAO
Mobile No*	Highest Educational Level *	Email Address *
0244231443	M.S. (Master of Science)	kingsley@westblueconsulting.com
Office Telephone No*	Position in CHA*	Upload Passport Photograph*
0244668214	Principal Officer	Choose File Photo 3.jpg

Submit

6:46 PM 8/12/2017

Click on the Sector/Collection to list the staff members



Step 5 - Company Staff

Certificate Holder*
Yes
No
p0007370563

Director List
Please Select a director

Full Name*
Kingsley Kyei Abeyieh

SNNIT Number
P959545656

Identification Mode*
International Passport

Identification Number*
P96959595

Upload Identification Mode*
Choose File ID.pdf

Sector/Collection*
CUSTOMS AFLAO

Mobile No*
0244231443

Highest Educational Level*
M.S. (Master of Science)

Email Address*
kingsley@westblueconsulting.com

Office Telephone No*
0244668214

Position in CHA*
Principal Officer

Upload Passport Photograph*
Choose File Photo 3.jpg

Submit

Display list of the staff members

CUSTOMS AFLAO (3 STAFF in this Sector/Collection)						
S/N	Name	Mobile No	Email Address	TIN	SNNIT No	Action
1	Naa Merley Osikan	0244231931	osikan@gmail.com	P00072682x	P959545656	Action List ▾
2	Kwaku Yeboah	0244668052	abel@westblueconsulting.com	P0002252422Y	P959595944	Action List ▾
3	Kingsley Kyei Abeyieh	0244231443	kingsley@westblueconsulting.com	p0007370563	P959545656	Action List ▾

STEP-6 CERTIFICATE HOLDERS

Click on the **Submit** button in **STEP-5**, to move Next to the Certificate Holders tab

Guidelines
License Info
Head office/Branches Address
Directors
Staff
Certificate Holders
Confirm License Info
Feedback

Step 6 - Certificate Holders

Name of Certificate Holder*
STEPHEN BROWN KOFI BORBOR

TIN of Certificate Holder*
p0007370563

Identification Type*
International Passport

Sector/Collection*
CUSTOMS AFLAO

Identification Number*
P96959595

Customs Proficiency Cert No*
E2016110048

Verify Certificate

No.	FullName	TIN	Cert No.	Cert Date	Identity Mode.	Identity No.	Sector/Collection	Action
No Records Foundl...								

[Back](#)
[Next](#)

Upon successful confirmation, click on **Submit** button

Certificate verified. Please upload a copy and submit.

Guidelines
License Info
Head Office/Branches Address
Directors
Staff
Certificate Holders.
Confirm License Info
Feedback

Step 6 - Certificate Holders - (Verified)

Name of Certificate Holder*
JOHN OBIRI ADOFO

Tax Identification No*
p0007370563

Certificate Date*
23/12/2016 00:00:00

Identification Type*
International Passport

Sector/Collection*
CUSTOMS AFLAO

Upload Certificate*
Choose File No file chosen

Identification Number*
P96959595

Certificate Number*
E2016110049

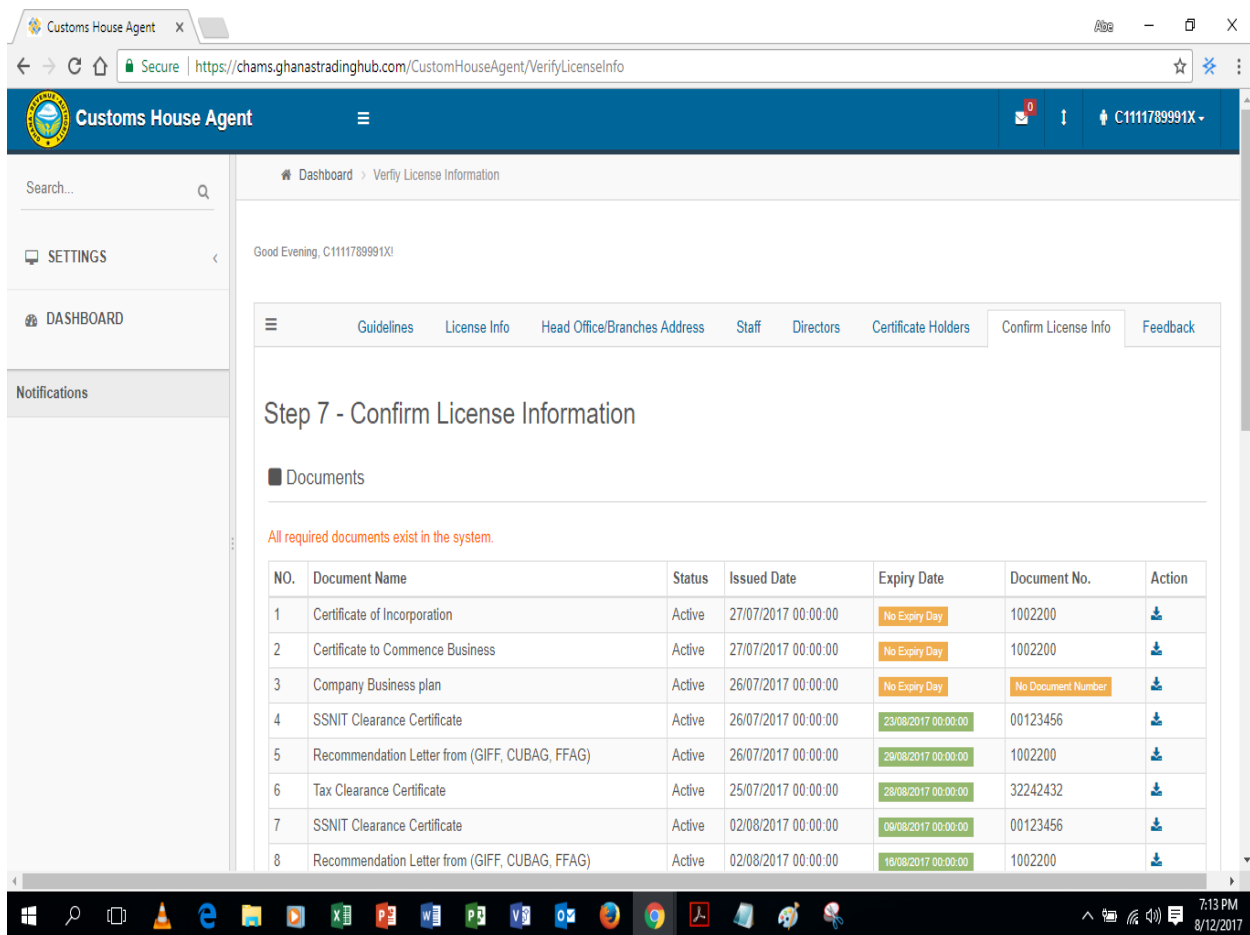
Back
Submit

The Certificate Holder is added to the list of certificate holders

Verify Certificate

No.	FullName	TIN	Cert No.	Cert Date	Identity Mode.	Identity No.	Sector/Collection	Action
1	JOHN OBIRI ADOFO	p0007370563	E2016110049	23/12/2016	International Passport	P96959595	CUSTOMS AFLAO	Action List ▾

Click on Next

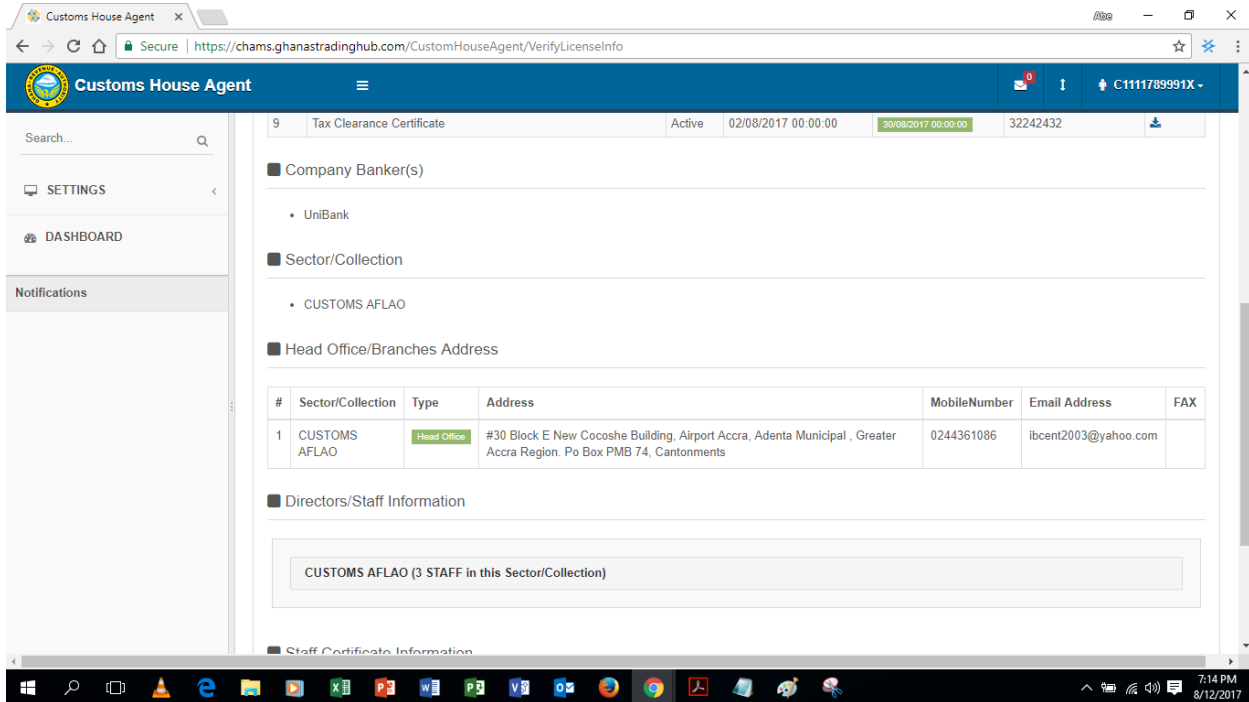


The screenshot displays the 'Customs House Agent' portal. The user is logged in as 'C1111789991X'. The main content area is titled 'Step 7 - Confirm License Information'. Below this, there is a section for 'Documents' with a message: 'All required documents exist in the system.' A table lists the documents and their details:

NO.	Document Name	Status	Issued Date	Expiry Date	Document No.	Action
1	Certificate of Incorporation	Active	27/07/2017 00:00:00	No Expiry Day	1002200	
2	Certificate to Commence Business	Active	27/07/2017 00:00:00	No Expiry Day	1002200	
3	Company Business plan	Active	26/07/2017 00:00:00	No Expiry Day	No Document Number	
4	SSNIT Clearance Certificate	Active	26/07/2017 00:00:00	23/08/2017 00:00:00	00123456	
5	Recommendation Letter from (GIFF, CUBAG, FFAG)	Active	26/07/2017 00:00:00	28/08/2017 00:00:00	1002200	
6	Tax Clearance Certificate	Active	25/07/2017 00:00:00	28/08/2017 00:00:00	32242432	
7	SSNIT Clearance Certificate	Active	02/08/2017 00:00:00	09/08/2017 00:00:00	00123456	
8	Recommendation Letter from (GIFF, CUBAG, FFAG)	Active	02/08/2017 00:00:00	18/08/2017 00:00:00	1002200	

The interface includes a sidebar with 'SETTINGS', 'DASHBOARD', and 'Notifications'. The top navigation bar has links for 'Guidelines', 'License Info', 'Head Office/Branches Address', 'Staff', 'Directors', 'Certificate Holders', 'Confirm License Info', and 'Feedback'. The system clock shows 7:13 PM on 8/12/2017.

Scroll down for more...



Customs House Agent

Search...

SETTINGS

DASHBOARD

Notifications

9 Tax Clearance Certificate Active 02/08/2017 00:00:00 30/08/2017 00:00:00 32242432

Company Banker(s)

- UniBank

Sector/Collection

- CUSTOMS AFLAO

Head Office/Branches Address

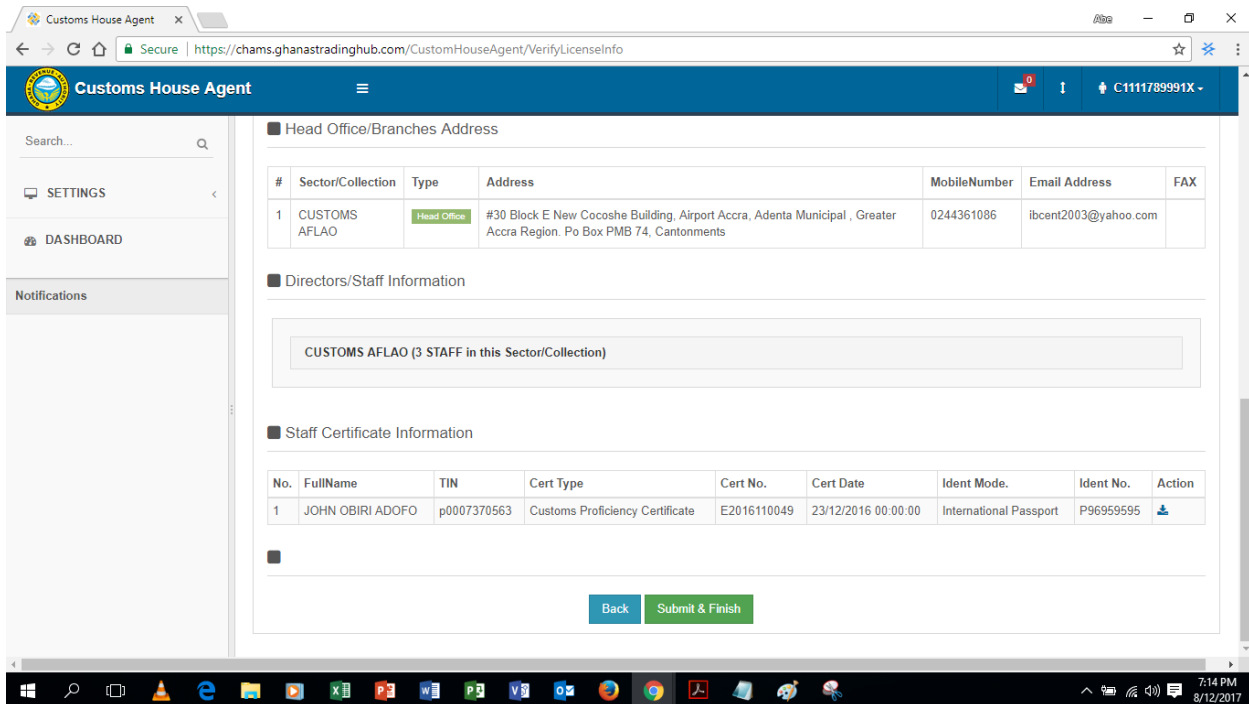
#	Sector/Collection	Type	Address	MobileNumber	Email Address	FAX
1	CUSTOMS AFLAO	Head Office	#30 Block E New Cocoshe Building, Airport Accra, Adenta Municipal , Greater Accra Region. Po Box PMB 74, Cantonments	0244361086	lbcent2003@yahoo.com	

Directors/Staff Information

CUSTOMS AFLAO (3 STAFF in this Sector/Collection)

Staff Certificate Information

Scroll down....



Customs House Agent

Search...

SETTINGS

DASHBOARD

Notifications

9 Tax Clearance Certificate Active 02/08/2017 00:00:00 30/08/2017 00:00:00 32242432

Company Banker(s)

- UniBank

Sector/Collection

- CUSTOMS AFLAO

Head Office/Branches Address

#	Sector/Collection	Type	Address	MobileNumber	Email Address	FAX
1	CUSTOMS AFLAO	Head Office	#30 Block E New Cocoshe Building, Airport Accra, Adenta Municipal , Greater Accra Region. Po Box PMB 74, Cantonments	0244361086	lbcent2003@yahoo.com	

Directors/Staff Information

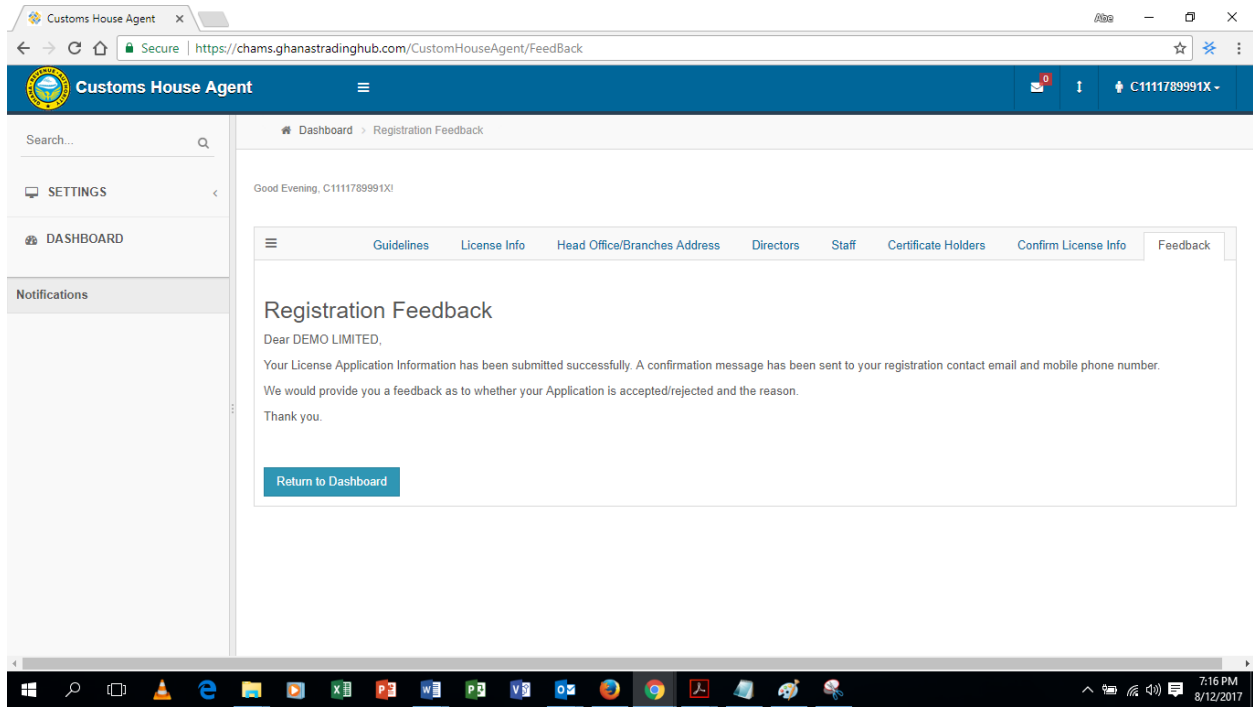
CUSTOMS AFLAO (3 STAFF in this Sector/Collection)

Staff Certificate Information

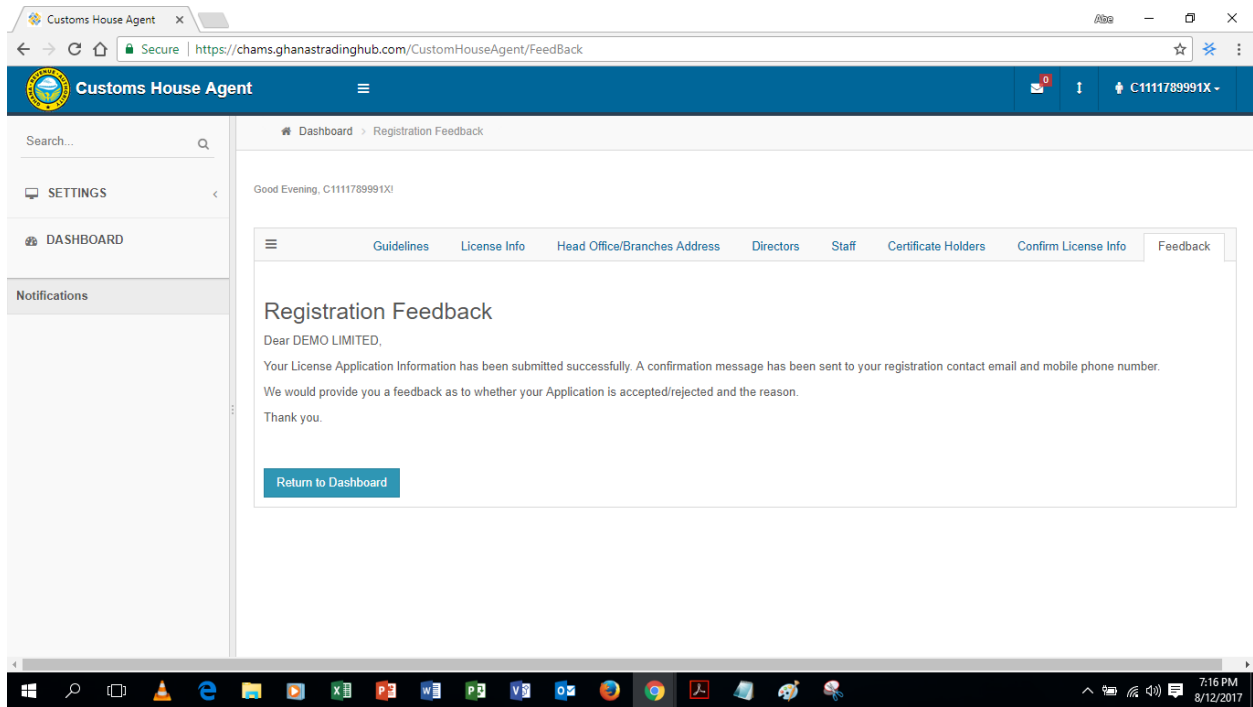
No.	FullName	TIN	Cert Type	Cert No.	Cert Date	Ident Mode.	Ident No.	Action
1	JOHN OBIRI ADOFO	p0007370563	Customs Proficiency Certificate	E2016110049	23/12/2016 00:00:00	International Passport	P96959595	

Back Submit & Finish

Click on Submit & Finish button (end the application process)



The Applicant can NOW **login** to check the **STATUS of APPLICATION**



7. CHAMS APPROVAL PROCESS

DVO (Document Verification Officer)

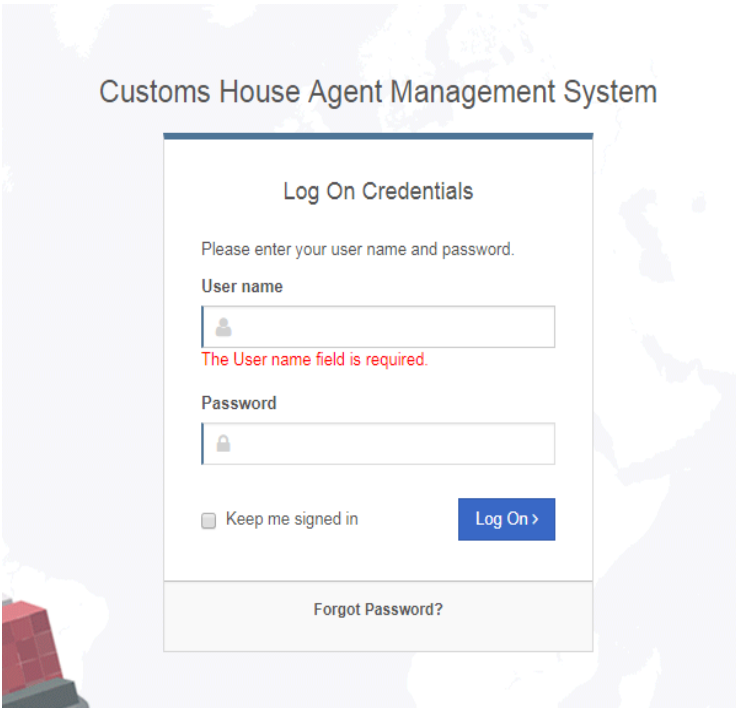
- This is the first approval role for new CHAMS.

Logging Into the CHAMS System

- To login to the system enter a valid username and password on this page
- The URL for CHAMS is <https://chams.ghanastradinghub.com>.

Login Page

- To login, simply enter the username and password and click on the **Log On** button shown above.



The screenshot shows the login interface for the Customs House Agent Management System. The page has a light blue background with a faint map of Ghana. A central white box contains the login form. At the top of the box is the title 'Log On Credentials'. Below it is the instruction 'Please enter your user name and password.' The form has two input fields: 'User name' and 'Password'. The 'User name' field has a red error message below it: 'The User name field is required.' Below the password field is a checkbox labeled 'Keep me signed in'. To the right of the checkbox is a blue button labeled 'Log On >'. At the bottom of the form box is a link labeled 'Forgot Password?'. In the bottom left corner of the screenshot, there is a small red brick building icon.

Customs House Agent Management System

Log On Credentials

Please enter your user name and password.

User name

The User name field is required.

Password

☐ Keep me signed in

[Forgot Password?](#)

Document Verification Officer (DVO) Dashboard

After successful login, the dashboard would display as shown below.

Search...

DASHBOARD

Agent Licence Approval

Agent Licence Renewal

New Generated License

Renewal Generated License

Report Organisation

View Organisation Report

Notifications

Dashboard

Good Morning, CHADVOtest!

NEW APP POOL

1

VIEW MORE

RENEWAL APP POOL

0

VIEW MORE

OWN APP NEW

0

VIEW MORE

OWN APP RENEWAL

0

VIEW MORE

License Tracker

License No

Enter Company Name or License No or TIN to check li

Check Status

Quick Email

Email to:

Subject:

Messgae:

Send

Search...

DASHBOARD

Agent Licence Approval

Agent Licence Renewal

New Generated License

Renewal Generated License

Report Organisation





View Organisation Report

Notifications

The dashboard menu gives easy navigation.

- The dashboard shows the summary of application submitted by agents. The summary include number of new application submitted, number of renewal application submitted, number of application owned for both new and renewal.
- **NEW APP POOL** will display all NEW application that have been worked on.
- **RENEW APP POOL** will display all RENEWAL application that have been worked on.
- **OWN APP NEW** will display all NEW application that have been selected to be worked on.
- **RENEW APP POOL** will display all RENEWAL application that have been selected to be worked on.
- The approval officer would be able to view an application that already has a **license generated, view organization report, and report organization.**
- The approval officer would be able to view **both new and renewal CHA Application,**

Good Morning, CHADVOTest!

 NEW APP POOL 1 VIEW MORE >	 RENEWAL APP POOL 0 VIEW MORE >	 OWN APP NEW 0 VIEW MORE >	 OWN APP RENEWAL 0 VIEW MORE >
--	--	---	---

License Tracker

License No

Quick Email

Email to:

Subject:

Messgae:

Application Pool

The application pool display all list of application submitted by agent. It shows brief details of the applicant including the name, TIN, submitted date, status. Etc.

New Customs House Agent Licence Applications

Good Morning, CHADVOTest!

12 ▾ Records per page

Q Type a keyword(s) here to search...

Applicant	TIN	CHA Type	Application Date	Owned By	Status	Modified By	Modified Date
DEMO TESTING LTD	C00129900000	New Customs House Agent	10/08/2017 12:49:59	CHA DVO	Document Verification	C00123456	10/08/2017 12:49:59

Showing 1 to 1 of 1 entries

CHA Details Page

By clicking the applicant name as show above, the details page is shown below.

Company Information

App Info Company Info Membership Staff **Docs** Report

No.	Document Name	Issued Date	Expiry Date	View
1	Recommendation Letter from (GIFF, CUBAG, FFA)	09/08/2017 00:00:00	16/08/2017 00:00:00	
2	Company Business plan	07/08/2017 00:00:00	No Expiry Day	
3	Tax Clearance Certificate	09/08/2017 00:00:00	22/08/2017 00:00:00	
4	SSNIT Clearance Certificate	08/08/2017 00:00:00	17/08/2017 00:00:00	

Investigation Report

NO.	Name	Status	Sector	Issued Date	View
No Records Found!...					

Bond Certificate

NO.	Guarantor	Policy/Bond No:	Bond Sum:	Effective Date	Expiry Date	View	Action
No Records Found!...							

Action Pane

Select Action
 Select Action ▾

Reason

Submit

Report Pane

comment

Role
 All ▾

Status
 Pending ▾

Submit

Submitted Page

The DVO (Document Verification Officer) clicks on the document tab to verify all documents uploaded by the agent as shown above.

The DVO (Document Verification Officer) then selects the action to be applied and enters the reason for accepting or rejecting and then clicks on the submit button.

New Customs House Agent Licence Applications

Good Morning, CHADVOTest!

Action applied successfully

x

12



Records per page



Type a keyword(s) here to search...

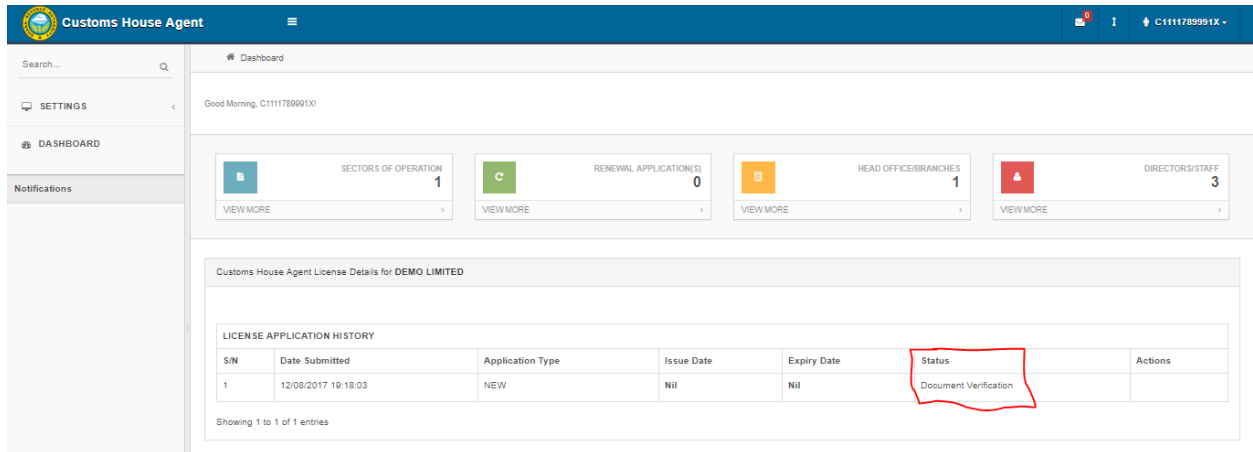
Applicant	TIN	CHA Type	Application Date	Owned By	Status	Modified By	Modified Date
No Records Found!...							

Once the DVO (Document Verification Officer) approves of the application. The application is moves to the next approval process.

But if the DVO (Document Verification Officer) rejects the application, the application is return to the agent.

8. APPLICATION STATUS

The Applicant **logs** in to check the **STATUS OF APPLICATION**



The screenshot displays the 'Customs House Agent' dashboard. The top navigation bar includes a search field, a 'Dashboard' link, and a user profile 'C1111729291X'. The left sidebar contains links for 'SETTINGS', 'DASHBOARD', and 'Notifications'. The main content area shows a greeting 'Good Morning, C1111729291X!' and four summary cards: 'SECTORS OF OPERATION' (1), 'RENEWAL APPLICATION(S)' (0), 'HEAD OFFICE BRANCHES' (1), and 'DIRECTORS/STAFF' (3). Below these is a section titled 'Customs House Agent License Details for DEMO LIMITED' containing a table of 'LICENSE APPLICATION HISTORY'.

S/N	Date Submitted	Application Type	Issue Date	Expiry Date	Status	Actions
1	12/08/2017 19:18:03	NEW	NIL	NIL	Document Verification	

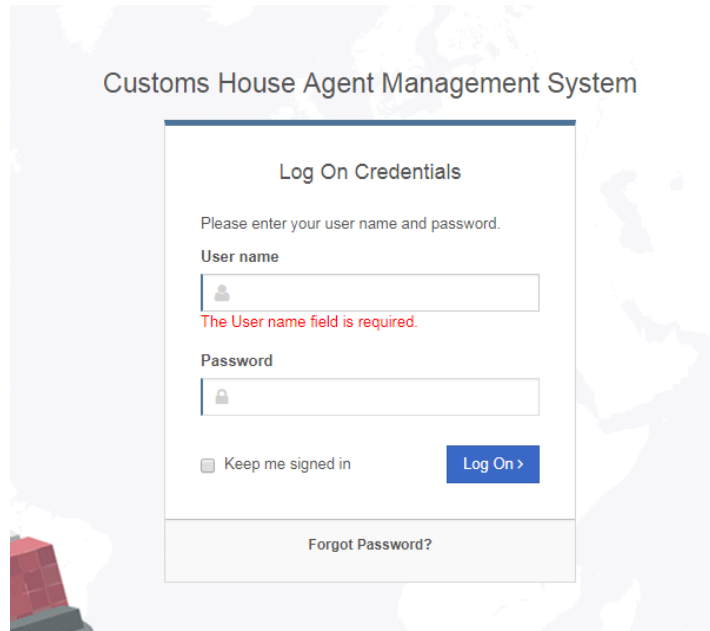
Showing 1 to 1 of 1 entries

9. Premises Inspection Supervisor:

This is the next approval officer that would receive the application after the DVO approval.

The page below is the application and the “owned by column” shows the role of Premises Inspection Supervisor.

Login as a PIS (Premises Inspection Officer)



Customs House Agent Management System

Log On Credentials

Please enter your user name and password.

User name

The User name field is required.

Password

☐ Keep me signed in

Log On >

Forgot Password?

Dash board of PIS (Premises Inspection Officer) afetr login

Click on the **applicant name**, to view the details page

New Customs House Agent Licence Applications

Good Morning, CHAPISTest!

12

▼

Records per page

Q

Type a keyword(s) here to search...

Applicant	TIN	CHA Type	Application Date	Owned By	Status	Modified By	Modified Date
DEMO TESTING LTD	C00129900000	New Customs House Agent	10/08/2017 12:49:59	CHA PIS	Inspection	CHADVOTest	11/08/2017 10:37:09

Showing 1 to 1 of 1 entries



Using the Inspection Tab, The supervisor, can assign an officer to inspect the address of the CHA.

New Customs House Agent Application Details

Company Information

App Info Company Info Membership Staff Docs **Inspection** Report

Head Office/Branch Address:

Custom Office:

Officer:

Inspection Date:

Assign

Report Pane

comment

Role

All

Status

Pending

Submit

Action Logs

User Name	Action	Reason	Date	
CHADVOTest	Inspection	Document verified	11/08/2017 10:37:09	<input checked="" type="checkbox"/>

- The page shows details after assigning an officer to perform inspection.
- The page shows the address to be selected, the customs office, the officer that will perform the inspection and the inspection date.

Company Information

App Info

Company Info

Membership

Staff

Docs

Inspection

Report

Head Office/Branch Address:

Select Address

Custom Office:

Select Office

Officer:

Select Officer

Inspection Date:

Assign

Inspection Officer(s)

CHAPIOTest

Sector/Collection	CUSTOMS KIA
Head Office	Flat 20 , NA
District	Twifo-Ati Mokwa
Region	Eastern Region
Inspection Date:	18/08/2017 00:00:00

Re-Assign

Send Reminder

Report Pane

comment

Role

All

Status

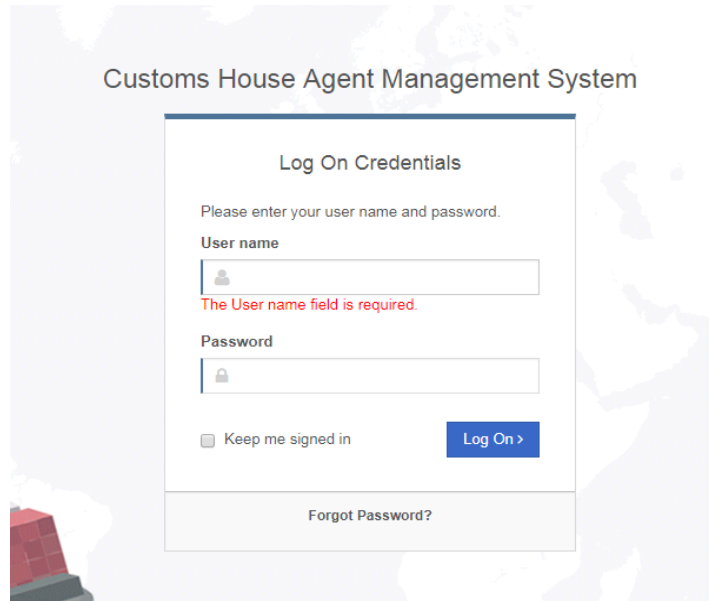
Pending

Submit

- You can use the Re-Assign button to re-assign and also send a reminder to the officer.

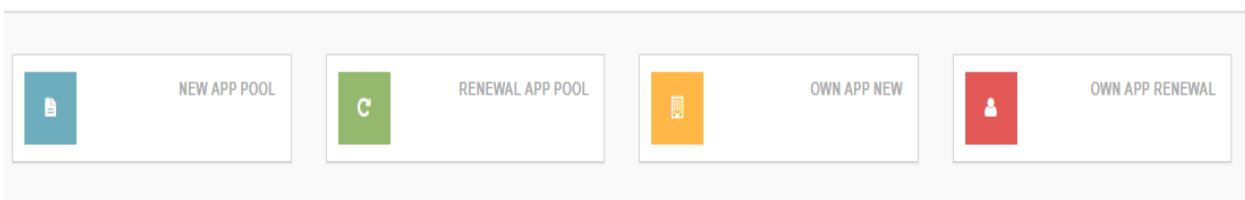
10. Premises Inspection Officer: (First time)

- The Premises Inspection Officer is responsible to performing inspection after a supervisor has assign an officer.
- The Premises Inspection Officer logs into the system



- Premises Inspection Officer Dash Board
- The page contains the details address to be inspected and the inspection date. Once the Premises Inspection officer clicks on the applicants' name, the page is displayed with the applicants' details.

House Agent Licence Inspection



12 Records per page

Q Type a keyword(s) here to search...

Applicant	RC Number	Inspection Date	Address	Modified Date
DEMO TESTING LTD	C00129900000	18/08/2017 00:00:00	Flat 20 , NA , Twifo-Ati Mokwa , Eastern Region	11/08/2017 11:02:57

Showing 1 to 1 of 1 entries



- **NEW APP POOL** will display all NEW application that have been worked on.
 - **RENEW APP POOL** will display all RENEWAL application that have been worked on.
 - **OWN APP NEW** will display all NEW application that have been selected to be worked on.
 - **RENEW APP POOL** will display all RENEWAL application that have been selected to be worked on.
-
- The officer will be able to capture detail information of the office. The page shows the Room Details and identification.

≡ Company Information

[Company Details](#)[Inspection Form](#)[Report](#)

ROOM DETAILS

No. of Rooms:	<input type="text"/>
Room Sizes:	<input type="text"/>
Condition:	<input type="text"/>
Ventilation:	<input type="text"/>

IDENTIFICATION

At vantage point showing Office Location?	<input type="text" value="Yes"/>
At Office Premises?	<input type="text" value="Yes"/>
Inscription only on the door of Office?	<input type="text" value="Yes"/>
Inscription at any other Place?	<input type="text" value="Yes"/>

ACCESSIBILITY

Easily accessible by Car?	<input type="text" value="Yes"/>
---------------------------	----------------------------------

OFFICE EQUIPMENT

IDENTIFICATIONAt vantage point showing Office Location? At Office Premises? Inscription only on the door of Office? Inscription at any other Place? **ACCESSIBILITY**Easily accessible by Car? **OFFICE EQUIPMENT****Furniture**

S/No Item	Quantity	Remark
1 Table	<input type="text"/>	<input type="text"/>
2 Chairs	<input type="text"/>	<input type="text"/>
3 <input type="text" value="Specify Others"/>	<input type="text"/>	<input type="text"/>

Furniture

S/No Item	Quantity	Remark
1 Table	<input type="text"/>	<input type="text"/>
2 Chairs	<input type="text"/>	<input type="text"/>
3 <input type="text" value="Specify Others"/>	<input type="text"/>	<input type="text"/>

Office Tools

S/No	Item	Quantity	Remark
1	Computer	<input type="text"/>	<input type="text"/>
2	Printer	<input type="text"/>	<input type="text"/>
3	Photocopies	<input type="text"/>	<input type="text"/>
4	Scanners	<input type="text"/>	<input type="text"/>

Communication Equipment

S/No	Item	Quantity	Remark
1	Fax Machine	<input type="text"/>	<input type="text"/>
2	Telephone (Land)	<input type="text"/>	<input type="text"/>
3	Email Address	<input type="text"/>	<input type="text"/>

Documents/Publication

S/No	Item	Quantity	Remark
1	H. S. Code + Tariff Schedules	<input type="text"/>	<input type="text"/>
2	Customs ACT 2015, 891	<input type="text"/>	<input type="text"/>
3	Alphabetical Index to HS	<input type="text"/>	<input type="text"/>
4	HS Explanatory Note	<input type="text"/>	<input type="text"/>

- The Inspection officer fills in the necessary details required and provides a remark
- The Inspection officer then click on the **submit result button**.
- Once submitted, the inspection result will return/sent back to the Premises Inspection Supervisor

Remarks

Remarks

Submit Result

11. Premises Inspection Supervisor (second time)

- Premises Inspection Supervisor: The Inspection Supervisor will validate the accuracy of the inspection result by clicking on the **View Inspection Result** button as shown below.
- And can also decide if the premises should be re-inspected based on the results by clicking on the **Re-Take Inspection** button.

≡ Inspection Officer(s)



Inspection Officer

Officer Username:	CHAPIOTest
Sector/Collection:	CUSTOMS KIA
Head Office	Flat 20 , NA
District	Twifo-Ati Mokwa
Region	Eastern Region
Inspection Date:	18/08/2017 00:00:00
Status:	Concluded

Re-Take Inspection

View Inspection Result

Inspection Result



ROOM DETAILS

No. of Rooms:	5
Room Sizes:	big
Condition:	good
Ventilation:	yes

IDENTIFICATION

At vantage point showing Office Location?	Yes
At Office Premises?	Yes
Inscription only on the door of Office?	Yes
Inscription at any other Place?	Yes

ACCESSIBILITY

Easily accessible by Car?	Yes
---------------------------	-----

OFFICE EQUIPMENT

Furniture

S/No	Item	Quantity	Remark
1	Table	5	good

Remarks

Officer Remarks

good

Supervisor Remarks

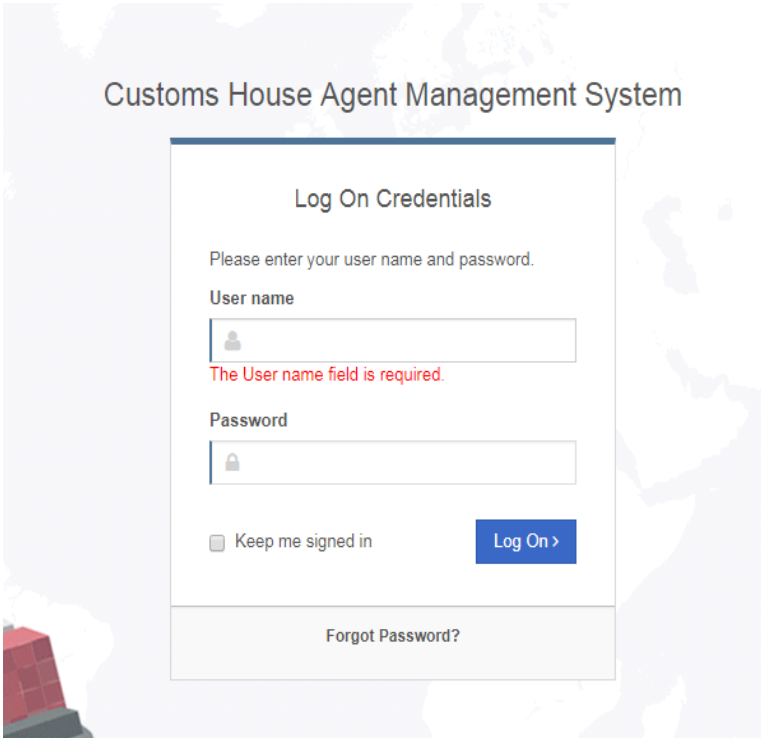
Submit Result

Close

- Once the Premises Inspection Supervisor is satisfied with the results, the Premises Inspection supervisor is expected to provide a remark regarding the inspection and click on the **Submit Result button** as shown above.
- Once the result is submitted, the Premises Inspection Supervisor has to **approval or reject** the application so it can move to the next approval officer.
- Once the Premises Inspection supervisor has approved, the application moves to Investigation Unit (Unit Investigation Supervisor)

12. Unit Investigation Supervisor

- Once the Premises Inspection supervisor has approved, the application moves to investigation unit.
- The investigation unit supervisor logs on with username and password and the application pool is shown below.



Customs House Agent Management System

Log On Credentials

Please enter your user name and password.

User name

The User name field is required.

Password

☐ Keep me signed in

[Forgot Password?](#)

- The page is the investigation pool. As shown below, the status of the application is in customs Investigation.
- To view details of the application, click on the **applicant name**.

New Customs House Agent Licence Applications

Good Afternoon, CHAIUSTest!

12 ▾

Records per page



Type a keyword(s) here to search...

Applicant	TIN	CHA Type	Application Date	Owned By	Status	Modified By	Modified Date
DEMO TESTING LTD	C00129900000	New Customs House Agent	10/08/2017 12:49:59	CHAIUS	Customs Investigation	CHAPISTest	11/08/2017 11:38:27









Showing 1 to 1 of 1 entries







- The page below is the details page. The investigation can view all the staff associated with the CHAMS application using the Staff Tab.
- In each collect/sector selected by the agent, staff are required. So based on the CUSTOMS KIA Collection below are the staff in that collection.
- The page also shows if the staff has been investigated.

App Info Company Info Membership **Staff** Docs Inspection Investigation Report

CUSTOMS KIA

S/N	Name	Identity No	TIN	Investigated?	Action
1	John Mike	P007979966	P005933i44i	No	 
2	MAXWELL D. OSABU-QUAYE	d4455465656	P000724682X	No	 
3	Emmanuel Aphour	12345678	P0002252422	No	 
4	Janet Eric	P5959599	P0404004	No	 


Company Directors

S/N	Name	Identity No	Qualification	TIN	Investigated?	Action
1	Emmanuel Aphour	12345678	A.A. (Associate of Arts)	P0002252422	No	 
2	AKOSUA MENSAH	P9695768677878	B.F.A. (Bachelor of Fine Arts)	P0002252422Y	No	 

- You can view the full information of each staff by clicking on the **Eye Icon** as shown above.

The full information display of a staff member

Staff Information CUSTOMS KIA in Sector/Collection

Full Name:	John Mike
Identity Mode	DVLA
Identity Number	P007979966
Investigated	No
TIN	P005933i44i
SNITT Number	P595994949
Qualification	A.A. (Associate of Arts)
Email Address	johnmike@yahoo.com
Mobile Number	
Office Telephone Number	09898899
Position in CHA	Business Analyt
Passport Photograph	

Close

- REMEMBER: The Unit Investigation Supervisor is in-charge of assigning an investigation officer to perform investigation on each staff.
- Using the Investigation Tab as shown below. By the selecting the officer from the dropdown that will perform the investigation and click on Assign

New Customs House Agent Application Details

Company Information



App Info Company Info Membership Staff Docs Inspection **Investigation** Report

Select Officer:

CHAIUOTest

Assign

Action Logs

User Name	Action	Reason	Date	
CHAPISTest	Customs Investigation	Inspected	11/08/2017 11:38:27	
CHADVOTest	Inspection	Document verified	11/08/2017 10:37:09	

- Once the assign button is clicked, the Investigation Tab will show the page below.
- The Page displayed the information of the investigation of the officer.
- The supervisor can send a reminder to the officer or Re-Assign another officer to investigate.

New Customs House Agent Application Details

≡ Company Information



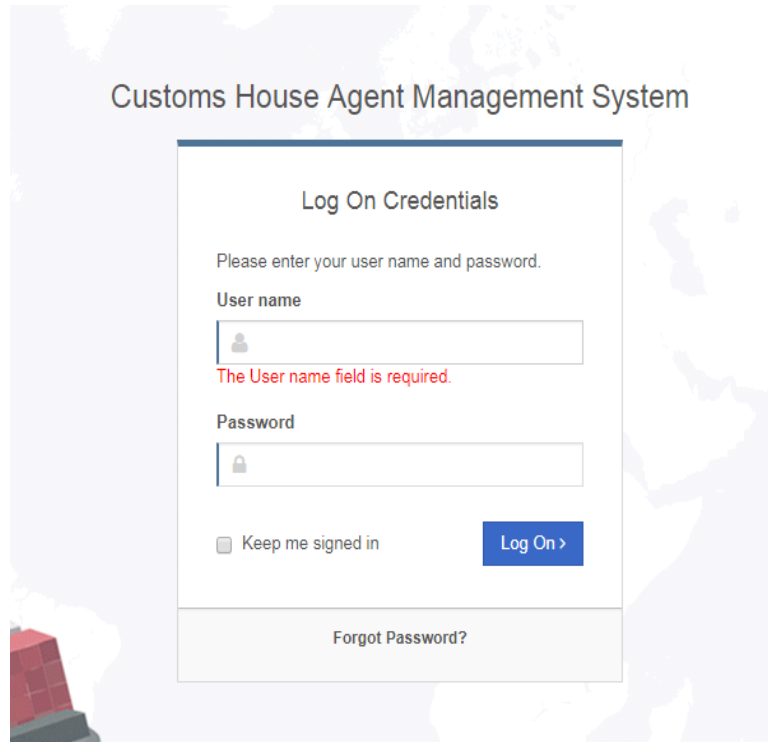
App Info Company Info Membership Staff Docs Inspection **Investigation** Report

Fullname:	Investigation Officer
Email Address:	ibcent2003@yahoo.com
Mobile Number:	0201663375
Officer Username:	CHAIUOTest
Investigated?	No

[Re-Assign](#)[Send Reminder](#)

13. Unit Investigation Officer

- Unit Investigation Officer is in charge of investigating staff and upload investigation result.
- The officer will login to the CHAMS and once successful, the page shown below will display.



Unit Investigation Officer's Dash Board

House Agent Licence Investigation

12 ▾

Records per page



Type a keyword(s) here to search...

Applicant	TIN Number	Created By	Modified Date
DEMO TESTING LTD	C00129900000	CHAIUSTest	11/08/2017 12:38:01
DEMO LIMITED	C1111789991X	CHAIUSTest	28/07/2017 14:55:20

Showing 1 to 2 of 2 entries

- The page contains the pool of the company's staff to be investigated. By **clicking** on the **applicant name**, the details investigation page is shown below.

Company Information

[Company Details](#)[Membership](#)[Staff](#)[Investigation Form](#)[Report](#)

Company Staff: * AKOSUA MENSAH ▼

Issued Date: *

Document: * No file chosen

Status: * Pass ▼

Comment: *

S/N	Name	Sector	Is Investigated	Investigated Date	Status	Action
No Records Found!						

- The details page is displayed above, the page contains information of the application including the investigation form upload channel.
- The form upload is what will be used to upload the investigation result of each staff.
- After uploading all the result, a **Finish & Submit button** will appear.
- Click** on the **Finish & Submit button** to send back the investigation result to the Supervisor.

14. Unit Investigation Supervisor:













- Once the investigation officer finish and upload the result, the supervisor will be able to view the result as shown below.

New Customs House Agent Application Details

Company Information

Action Pane

App Info Company Info Membership Staff Docs Inspection Investigation Report

No.	Name	Status	Sector	Issued Date	View
1	AKOSUA MENSAH	Pass	CUSTOMS KIA	10/08/2017 00:00:00	 
2	John Mike	Pass	CUSTOMS KIA	10/08/2017 00:00:00	 
3	Janet Eric	Pass	CUSTOMS KIA	11/08/2017 00:00:00	 
4	Emmanuel Aphaour	Pass	CUSTOMS KIA	11/08/2017 00:00:00	 
5	MAXWELL D. OSABU-QUAYE	Pass	CUSTOMS KIA	10/08/2017 00:00:00	 
6	AMA GYAN	Pass	CUSTOMS KIA	11/08/2017 00:00:00	 

Select Action

Select Action

Reason

Submit

- If the supervisor is not satisfied with the investigation result, another officer can be selected to perform and submit the report. Using the form below. Else the supervisor can **select** the action from the **action pane** and **enter** a reason for approval or rejection and **click** on the **Submit Button**.

Request for Re-Investigation

Select Officer:

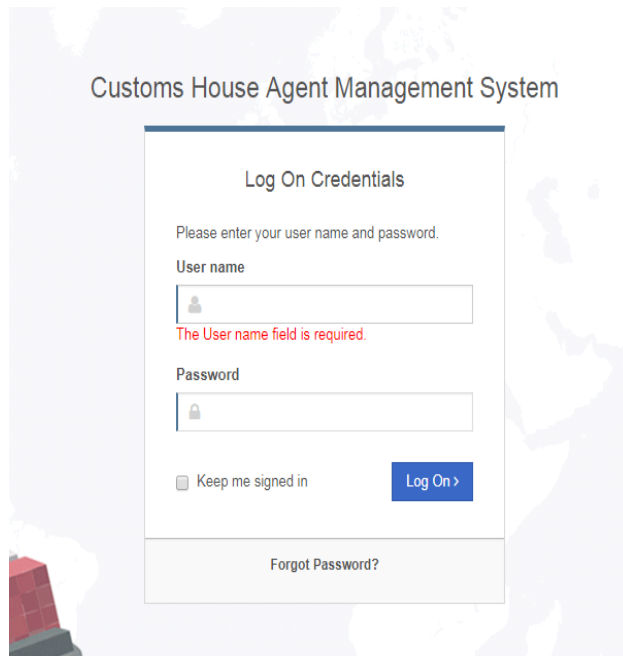
Select

Comment

Send Request

15. Policy and Program Office (Application Verification Officer):





- The **Application Verification officer** is the next approval officer who would receive the application after 'Investigation supervisor' approval. The **Application Verification officer** is in-charge of validating the completeness of the application.
- The **Application Verification officer** now logs in with a username and password.



Dashboard

- Click on the **View More** link to display the application pool

Good Afternoon, CHAPPV/Test!

 NEW APP POOL 1 VIEW MORE >	 RENEWAL APP POOL 0 VIEW MORE >	 OWN APP NEW 0 VIEW MORE >	 OWN APP RENEWAL 0 VIEW MORE >
---	---	--	--

Application pool.

The page below shows after the P & P officer clicks on the View More button to display the application pool

New Customs House Agent Licence Applications

Good Afternoon, CHAPPVTest!

12 ▾ Records per page

Applicant	TIN	CHA Type	Application Date	Owned By	Status	Modified By	Modified Date
DEMO TESTING LTD	C00129900000	New Customs House Agent	10/08/2017 12:49:59	CHA PPV	Policy & Program Verification	CHAIUSTest	11/08/2017 15:26:01

Showing 1 to 1 of 1 entries

- To view the details of the application, click on the applicant name as shown above.

New Customs House Agent Application Details

Company Information

App Info Company Info Membership Staff Docs Inspection Stations Of Oper. Report

☐ CUSTOMS KIA

Add Station to License

Action Logs

User Name	Action	Reason	Date	
CHAIUSTest	Policy & Program Verification	Investigated	11/08/2017 15:26:01	<input checked="" type="checkbox"/>
CHAPISTest	Customs Investigation	Inspected	11/08/2017 11:38:27	<input checked="" type="checkbox"/>
CHADVOTest	Inspection	Document verified	11/08/2017 10:37:09	<input checked="" type="checkbox"/>

Action Pane

Select Action

Select Action ▾

Reason

Submit

Report Pane

- The officer is now given access to all information of the application, using the Sectors of Operation Tab
- The officer selects check the sector/collection that will appear in the license after the final approval. As shown in the page above, use the checkbox to check which collection to appear in the license and click on Add Station to License button. Once this is done, select an action from the action pane and enter a reason of accepting or rejecting and click on the Submit button to move to the next approval officer.

New Customs House Agent Application Details

Company Information

App Info Company Info Membership Staff Docs Inspection Stations Of Oper. Report

☐ CUSTOMS KIA

Add Station to License

Action Logs

User Name	Action	Reason	Date	
CHAIUSTest	Policy & Program Verification	Investigated	11/08/2017 15:26:01	<input checked="" type="checkbox"/>
CHAPISTest	Customs Investigation	Inspected	11/08/2017 11:38:27	<input checked="" type="checkbox"/>
CHADVOTest	Inspection	Document verified	11/08/2017 10:37:09	<input checked="" type="checkbox"/>

Action Pane

Select Action

Select Action ▼

Reason

Submit

Report Pane

16. Legal Department

- **Legal Department:** The Legal Department will receive the application once the P & P make an accepting approval. This department is in-charge of issuing bonds.
- The Legal Department require to login with a valid username and password.

Customs House Agent Management System

Log On Credentials

Please enter your user name and password.

User name

The User name field is required.

Password

☐ Keep me signed in

[Forgot Password?](#)

Dashboard

- Click on the **View more** button and the application pool page below will display.

New Customs House Agent Licence Applications

Good Afternoon, CHALDTest!

12

Records per page

Applicant	TIN	CHA Type	Application Date	Owned By	Status	Modified By	Modified Date
DEMO TESTING LTD	C00129900000	New Customs House Agent	10/08/2017 12:49:59	CHA LD	Legal Department	CHAPPVTest	11/08/2017 15:43:01

Showing 1 to 1 of 1 entries



- By clicking on the applicants' name, the details page is displayed as shown below.
- The Insurance Bond Tab **allows** the legal department to **add bond information** to the License.
- Once the following form had been completed, **click** on the **Upload Button**.
- The approval, select the action from the action dropdown and select a reason for **Accepting/Rejecting** and click on the **Submit** button

New Customs House Agent Application Details

≡ Company Information



App Info Company Info Membership Staff Docs Inspection **Insurance Bond** Report

Guarantor Name.: *

Bond Sum (In Ghana Cedis): *

Ghana Cedis. Eg. 2000

Effective Date: *

01/01/0001 00:00:00

Expiry Date: *

Policy/Bond No: *

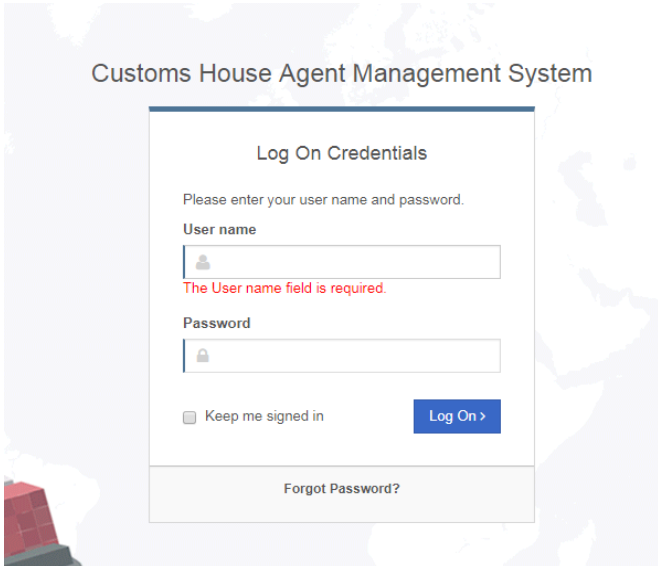
Document: *

Choose File No file chosen

Upload

17. Commissioner

- The Commissioner is the final approval to issue license. The commissioner needs to login using a username and password and once successful,



Customs House Agent Management System

Log On Credentials

Please enter your user name and password.

User name

The User name field is required.





Password

☐ Keep me signed in [Log On >](#)

[Forgot Password?](#)

- The Commissioner dashboard will be displayed as shown below.

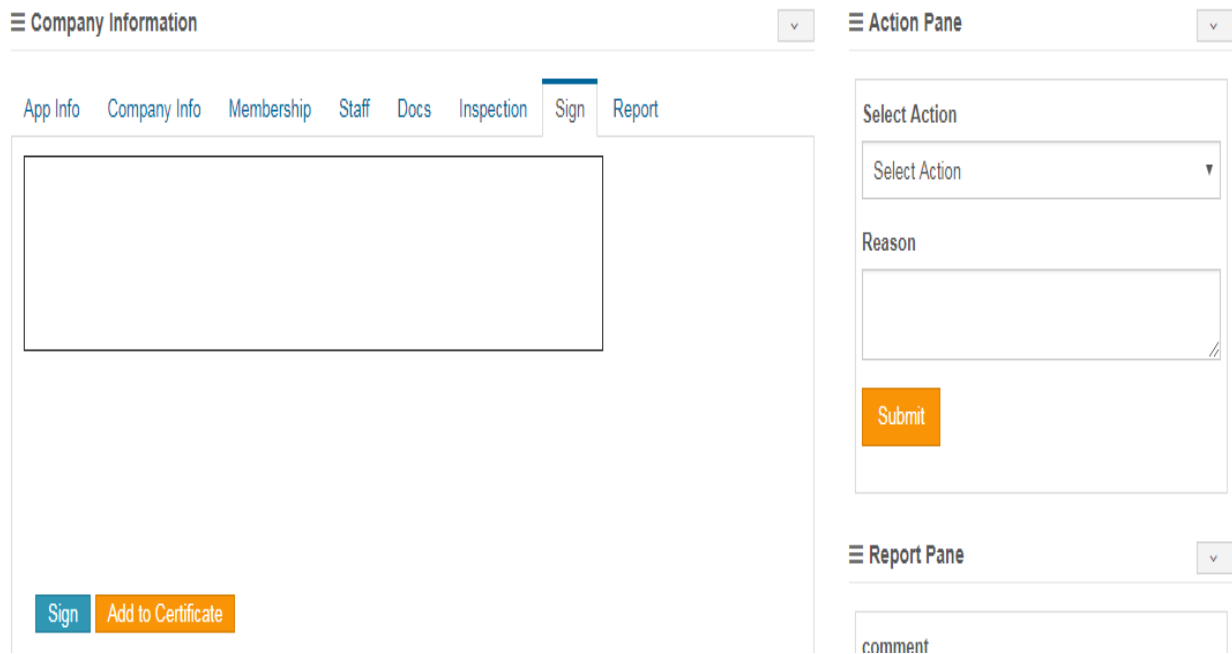
Good Afternoon, CHACOTest!

 NEW APP POOL 0 VIEW MORE >	 RENEWAL APP POOL 1 VIEW MORE >	 OWN APP NEW 2 VIEW MORE >	 OWN APP RENEWAL 1 VIEW MORE >
--	--	---	---

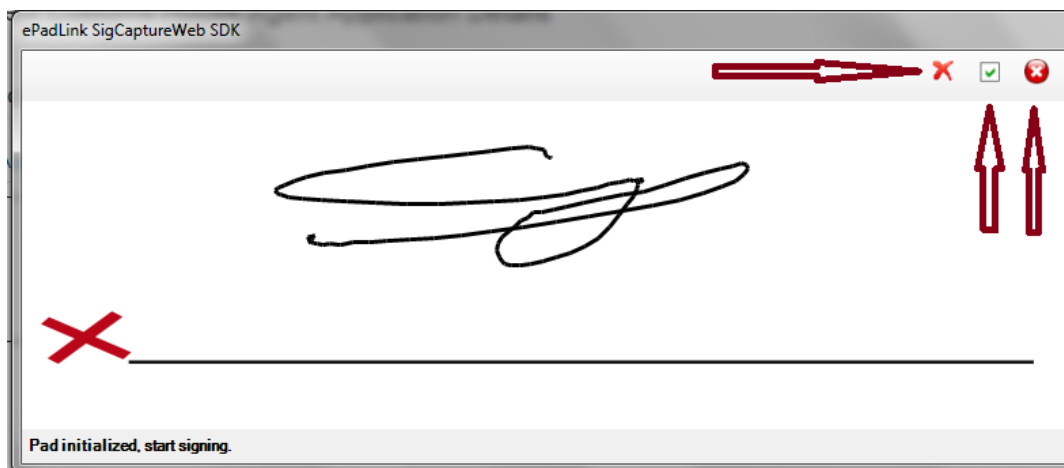
- NEW APP POOL** will display all NEW application that have been worked on.
- RENEW APP POOL** will display all RENEWAL application that have been worked on.
- OWN APP NEW** will display all NEW application that have been selected to be worked on.
- RENEW APP POOL** will display all RENEWAL application that have been selected to be worked on.

- Click on the **View More** button, the details page below will display. The details page contains all the tabs. The commissioner will use the **Sign Tab** shown below.

New Customs House Agent Application Details



- Click on the **sign button**, a pop up appears which requires a signature device that can be used to sign the certificate.
- Once signed, click on the **green checkbox**. To accept the signature



- Once signed and the **green checkbox is ticked**, to accept the signature the page shown below will appear.

New Customs House Agent Application Details

≡ Company Information



App Info Company Info Membership Staff Docs Inspection **Sign** Report



Sign

Add to Certificate

- **Click** on the **Add to Certificate** button to add the signature to the certificate.
- Once done, a message will appear showing that the signature has been added to the certificate, the commissioner can now make the final approval.

- Using the action pane, **select** an action (**APPROVE** or **REJECT**) and **enter** a reason and **click** on the **submit button**.

Signature has been assign to certificate ✕

Company Information

App Info

Company Info

Membership

Staff

Docs

Inspection

Report

Inspection Officer

Officer Username:	CHAPIOTest
Sector/Collection:	CUSTOMS KIA
Head Office	Flat 20 , NA
District	Twifo-Ati Mokwa
Region	Eastern Region
Inspection Date:	18/08/2017 00:00:00
Status:	Concluded

View Inspection Result

Action Pane

Select Action

Approve

Reason

Certificate Approve

Submit

Report Pane

comment

- Upon submission, a message will be sent to the agent that application has been Accepted/Rejected.

- The Commissioner and other officers will be able to view the license after the final approval.
- Using the Certificate Tab after approval, click on the Download License button to view the license as shown below.

New Customs House Agent Application Details

≡ Company Information



App Info Company Info Membership Staff Docs **Certificate** Inspection Report

Download License

18. Certificate

 GHANA REVENUE AUTHORITY CUSTOMS DIVISION 								
LICENCE FOR CUSTOMS HOUSE AGENT								
Serial No. CHA /..... 9180	Bond No.: P00123	TIN: C00129900000						
<p>This is to Certify that DEMO TESTING LTD</p> <p>.....</p> <p>having executed a bond in favour of Customs Division of Ghana Revenue Authority and that it is properly organised to engage in legitimate business of Customs, is entitled to a licence as Customs House Agent under the provisions of Section 43 of the Customs Act 2015 (Act 891) and the Regulations pursuant thereto, is hereby licenced to transact business as Customs House Agent.</p>								
<p>This Licence is ONLY valid for operations at these Stations:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S/N</th> <th style="width: 90%;">Name</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>CUSTOMS KIA</td> </tr> <tr> <td colspan="2" style="height: 100px;"></td> </tr> </tbody> </table>			S/N	Name	1	CUSTOMS KIA		
S/N	Name							
1	CUSTOMS KIA							
Issued this 11 day of August 2017 Valid for a Period of One Year								
		 <i>for</i> _____ COMMISSIONER-GENERAL ISAAC CRENTSIL						
GRA.CD.F.C-AL.2								