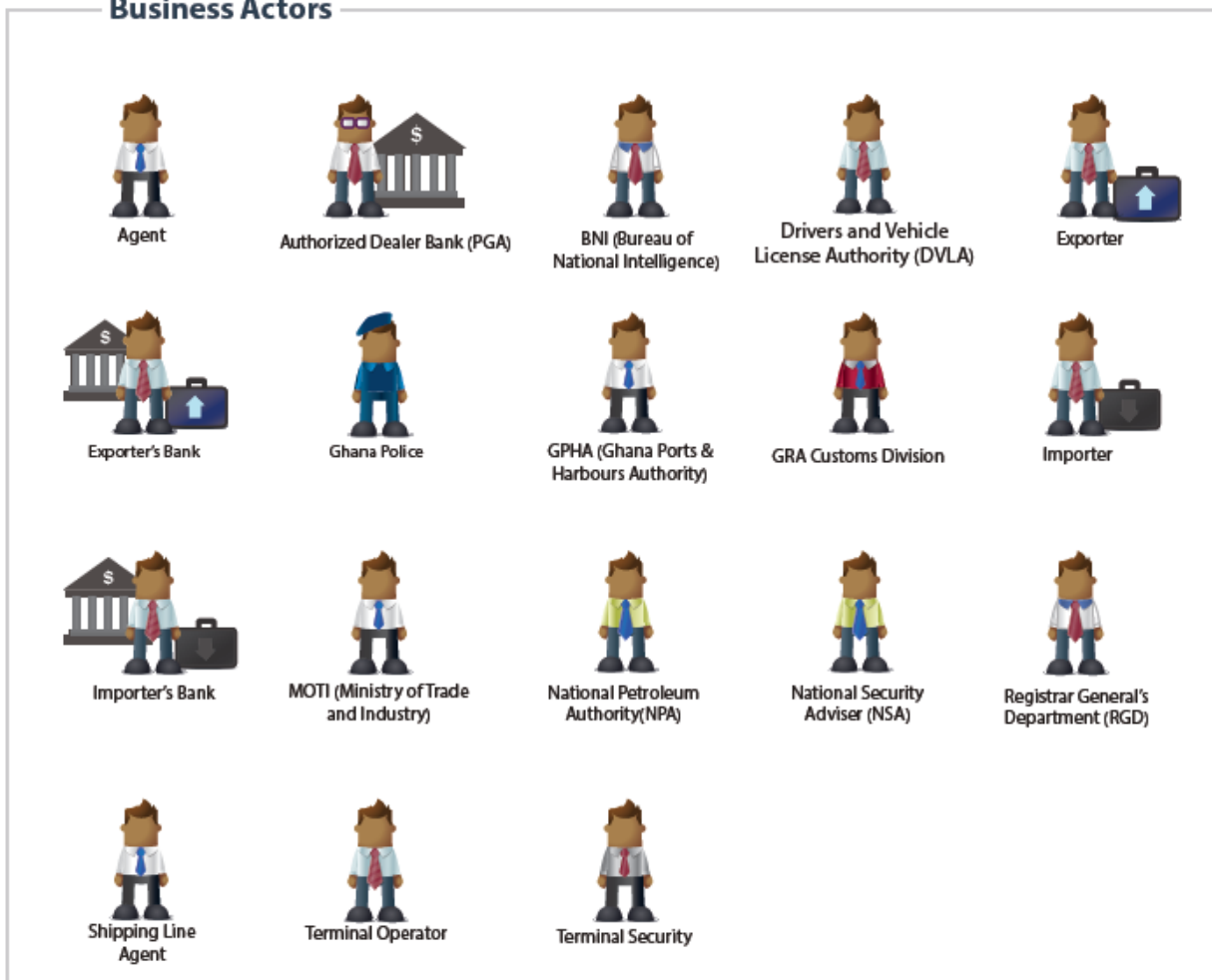




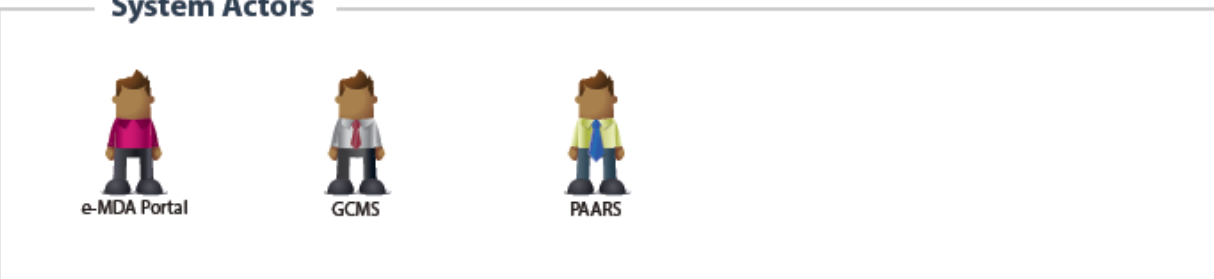
## Vehicle/Truck Import Procedure

- Business And System Actors

### Business Actors













### System Actors











- Documents require

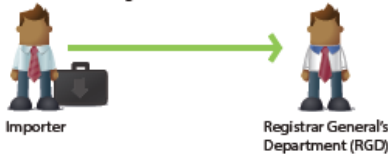
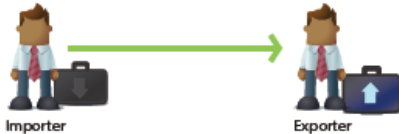
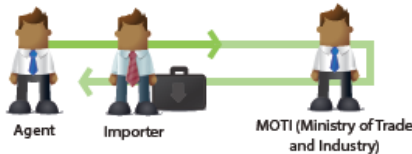
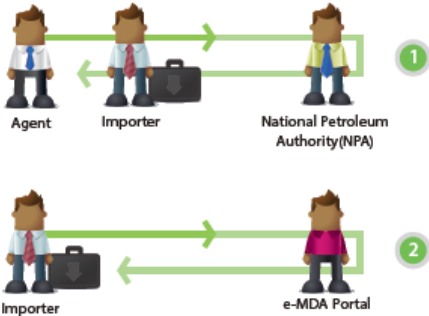

Document Name	Document Owner
 <ul style="list-style-type: none"><li>• Certificate of Origin</li><li>• Commercial Invoice</li><li>• Packing List</li><li>• Proforma Invoice</li></ul>	<ul style="list-style-type: none"><li>• Supplier  Exporter</li></ul>
 <ul style="list-style-type: none"><li>• Business Registration Certificate</li><li>• Certificate of Incorporation</li><li>• Certificate to Commence Business</li></ul>	 Registrar General's Department (RGD)
 <ul style="list-style-type: none"><li>• e - IDF</li></ul>	 MOTI (Ministry of Trade and Industry)
 <ul style="list-style-type: none"><li>• Vehicle Registration Certificat</li><li>• Road Worthy Sticker</li></ul>	 Driver and Vehicle Licensing Authority (DVLA)
 <ul style="list-style-type: none"><li>• CCVR</li><li>• Customs Declaration(BoE)</li><li>• Duty payment receipt</li></ul>	 GRA Customs Division



 <ul style="list-style-type: none"><li>• Bill of Lading</li><li>• Delivery Order</li><li>• Manifest</li></ul>	 <p>Shipping Line</p>
 <ul style="list-style-type: none"><li>• Copy of Identity Card</li><li>• Entry Permit for the Truck</li><li>• Container Interchange Form</li><li>• Association ID - GPHA</li><li>• Waybill</li></ul>	 <p>GPHA (Ghana Ports &amp; Harbours Authority)</p>
 <ul style="list-style-type: none"><li>• Waybill</li></ul>	 <p>Terminal Operator</p>






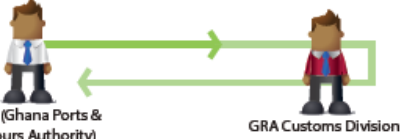

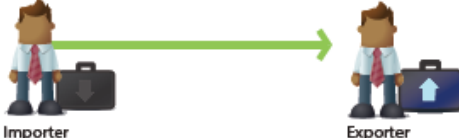
- Process Steps

1 Buy	
<p><b>(Preconditions)</b></p> <ul style="list-style-type: none"> <li>Business Registration</li> </ul>  <p>Importer → Registrar General's Department (RGD)</p>	<ul style="list-style-type: none"> <li>Obtain a Registration Certificate from the Registrar General's Department</li> </ul>
<p><b>1.1 Conclude Sales Contract</b></p>  <p>Importer → Exporter</p>	<ul style="list-style-type: none"> <li>Importer sources for the Passenger Vehicles/Trucks commodity and concludes sales with the Exporter.</li> </ul>
2 Ship	
<p><b>2.1 IDF Submission</b></p>  <p>Agent, Importer → MOTI (Ministry of Trade and Industry)</p>	<ul style="list-style-type: none"> <li>Importer/Agent submits an application for IDF.</li> </ul>
<p><b>2.2 Application for Permit/Exemption</b></p>  <p>Agent, Importer → National Petroleum Authority (NPA) (1) Importer → e-MDA Portal (2)</p>	<ol style="list-style-type: none"> <li>1. Importer/Agent collects permit from NPA if it is a tanker trailer.</li> <li>2. Importer can also submit an application for exemption and attaches supporting documents requesting for exemption via the e-MDA Portal platform.</li> </ol>
<p><b>2.3 Obtain CCVR</b></p>  <p>Agent, Importer → PAARS</p>	<ul style="list-style-type: none"> <li>Importer/Agent submits electronic application and attaches supporting documents via PAARS to obtain CCVR.</li> </ul>



2 Ship	
<p><b>2.4 Manifest Submission</b></p> <p>Shipping Line Agent → GRA Customs Division</p>	<ul style="list-style-type: none"> <li>Shipping line submits the manifest to GRA Customs Division</li> </ul>
<p><b>2.5 Transport Vehicle from shed side to Safe Bond/Golden Jubilee Terminal.</b></p> <p>Terminal Operator →</p>	<ul style="list-style-type: none"> <li>Terminal operator transport the Vehicle to the Freight Station.</li> </ul>
<p><b>2.6 Submit Customs Declaration (BoE)</b></p> <p>Agent → Importer → GCMS (from Business Actors)</p>	<ul style="list-style-type: none"> <li>Importer/Agent submits Customs Declaration (Bill of Entry) via the GCMS.</li> </ul>
<p><b>2.7 Duty Payment</b></p> <p>Agent → Importer → Authorized Dealer Bank</p>	<ul style="list-style-type: none"> <li>Importer/Agent Importer/Agent makes the payment at the authorised dealer bank.</li> </ul>
<p><b>2.8 Customs Document Verification and Compliance</b></p> <p>Agent → Importer → GRA Customs Division</p>	<ul style="list-style-type: none"> <li>Importer/Agent submits documents to the Customs Compliance Officer to verify documents.</li> </ul>
<p><b>2.9 Vehicle Release by Shipping Line</b></p> <p>Authorized Dealer Bank → Shipping Line Agent</p>	<ul style="list-style-type: none"> <li>Shipping line releases Vehicle if all charges have been paid.</li> </ul>
<p><b>2.10 Vehicle Examination</b></p> <p>Customs Examination Officer →</p>	<ul style="list-style-type: none"> <li>The Customs Examination Officer inspects the Vehicle.</li> </ul>



2 Ship	
<p><b>2.11 Obtain temporary plate number from DVLA</b></p>  <p>Importer Drivers and Vehicle License Authority (DVLA)</p>	<ul style="list-style-type: none"> <li>Importer registers the Vehicle and obtains plate number at DVLA Office.</li> </ul>
<p><b>2.12 Waybill Collection</b></p>  <p>Agent Importer Ground Handling Company</p>	<ul style="list-style-type: none"> <li>Importer/Agent pays all charges and obtains waybill from GPHA/Freight Station.</li> </ul>
<p><b>2.13 Terminal Audit</b></p>  <p>GPHA (Ghana Ports &amp; Harbours Authority) Terminal Operator</p>	<ul style="list-style-type: none"> <li>Terminal Clerk crosschecks and confirms that the correct charge has been paid.</li> </ul>
<p><b>2.14 Release at Preventive gate</b></p>  <p>GPHA (Ghana Ports &amp; Harbours Authority) GRA Customs Division</p>	<ul style="list-style-type: none"> <li>Customs Preventive Officer crosschecks documents and inspects the Vehicle before releasing the Vehicle.</li> </ul>
<p><b>2.15 Final Security Check at the Gate</b></p>  <p>GPHA (Ghana Ports &amp; Harbours Authority) Terminal Security</p>	<ul style="list-style-type: none"> <li>Security Official conducts the final checking on documentation to ensure that the actual cargo is the one that exits the port.</li> </ul>
3 Pay	
<p><b>3.1 Goods Payment</b></p>  <p>Importer Exporter</p>	<ul style="list-style-type: none"> <li>The Importer can pay the Exporter using any of the below payment methods:             <ul style="list-style-type: none"> <li>Direct Payment</li> <li>Advance Payment</li> <li>Letter of Credit</li> <li>Open Account</li> </ul> </li> </ul>



- Time Procedure Chart for Vehicle/Truck

