Fish Export Procedure
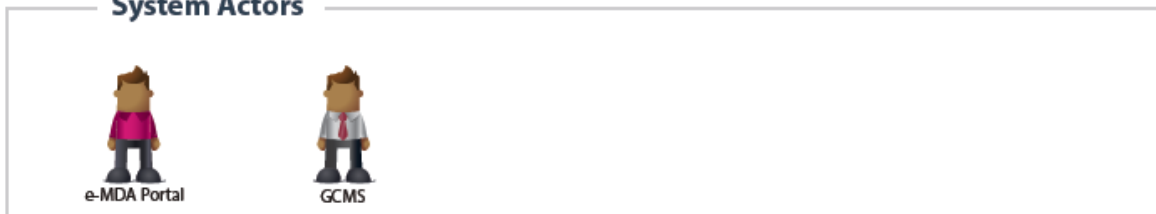
- Business And System Actors
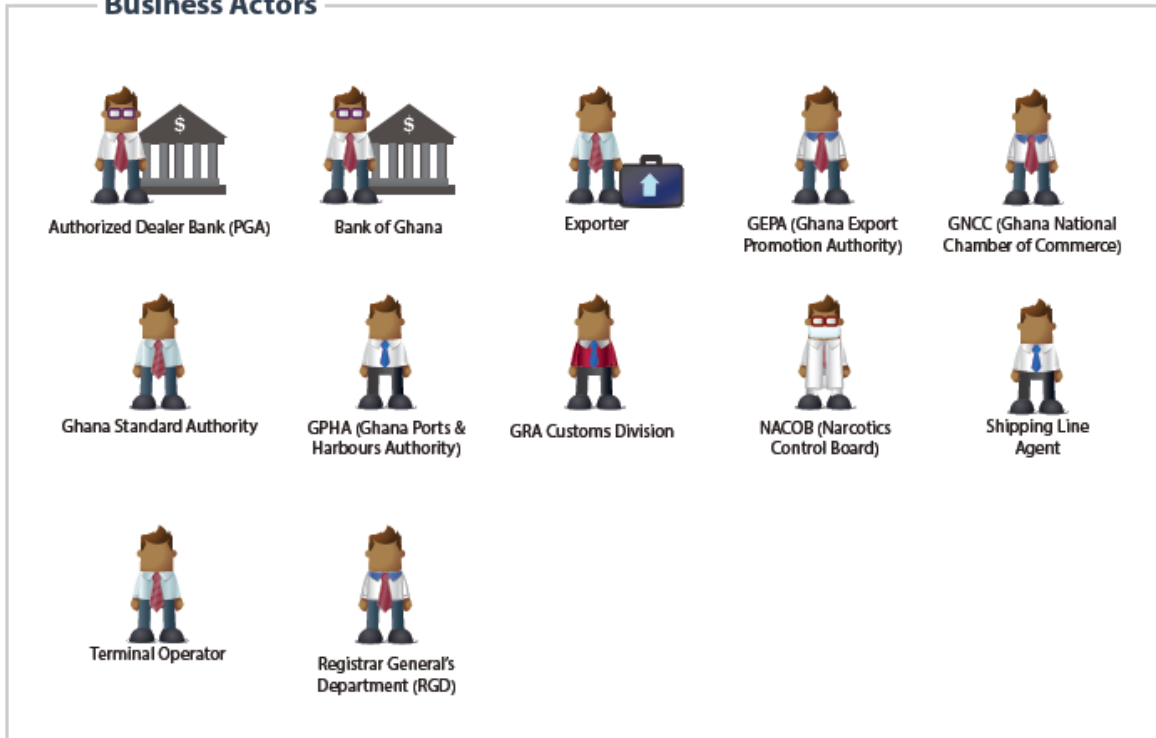
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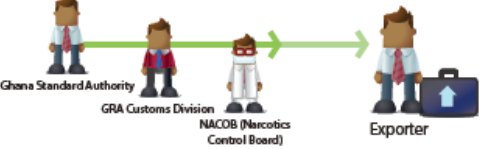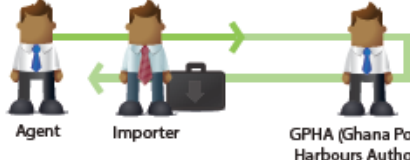
Document Name	Document Owner
• Commercial Invoice • Packing List	• Supplier **Exporter**
• Business Registration Certificate • Certificate of Incorporation • Certificate to Commence Business	**Registrar General's Department (RGD)**
• Acknowledgement letter • Health Certificate • Inspection report • Laboratory report • Layout of processing plant Approval • Letter of approval • List of approved establishment/ cold stores/vessels. • Payment receipt	**Ghana Standard Authority**
• Certificate of Origin • Exporter Registration Form	**GNCC (Ghana National Chamber of Commerce)**
• Exporter Registration Certificate • Ghana Export form	**GEPA (Ghana Export Promotion Authority)**
• Customs Declaration(BoE)	**GRA Customs Division**
• Booking form • Bill of Lading • Manifest • Shipping Note	**Shipping Line**
• Copy of Identity Card • Entry Permit for the Truck • Container Interchange Form • Association ID – GPHA • Waybill	**GPHA (Ghana Ports & Harbours Authority)**

- Process Steps

① Buy

(Preconditions)
- Business Registration

Exporter → Registrar General's Department (RGD)

- Obtain a Registration Certificate from the Registrar General's Department

1.1 Conclude Sales Contract

Exporter → Importer

- Exporter source for buyer and conclude sales with the Importer.

② Ship

2.1 GEPA Exporter Registration

Exporter → GEPA (Ghana Export Promotion Authority)

- Applicant fills and submits an application form to be registered as an Exporter by GEPA.

2.2 Obtain Standard Certificate from GSA

Exporter → Ghana Standard Authority

- Exporter submits an intention to export and GSA conducts premises inspection and tests samples of product to ensure that it meets requirements of the Country of destination.

2.3 Obtain Certificate of Origin

Exporter → GNCC (Ghana National Chamber of Commerce) → GRA Customs Division

- Register as an Exporter with GNCC (If New) and obtain the Certificate of Origin from GNCC with GRA Customs Division endorsing the Certificate.

2.4 Obtain Ghana Export Form

Agent — Exporter → GRA Customs Division

- Exporter/Agent obtains a Ghana Export form completes and submits to GRA_Customs.

2.5 Arrange for Transport

Exporter → Shipping Line Agent

- Exporter arranges for shipment through a Shipping Agent with relevant supporting documents.

② Ship

2.6 Collects Empty Container from the Terminal Operator (ICD) *(Optional)*

Export Loading Shed — Exporter — ICD

- Exporter collects empty container from ICD to transport consignment to the Export Loading shed.

2.7 Obtain Customs Approval requesting to stuff Container

Exporter — Agent — GRA Customs Division

- Exporter/Agent seeks approval from the Assistant Commissioner of GRA Customs Division to load or stuff the container, for which an officer is assigned for supervision.

2.8 Container Loading

Ghana Standard Authority — GRA Customs Division — NACOB (Narcotics Control Board) — Exporter

- Customs, GSA, NACOB, and other regulating MDA examines the Goods. If it meets standard and quality, the Exporter is allowed to stuff Cargo under the supervision of Customs. Customs ensures container is sealed.

2.9 Submit declaration

Agent — Exporter — GCMS

- The Exporter/Agent electronically submits Customs Declaration and attaches all relevant supporting documents.

2.10 Customs Document Verification and Compliance

Agent — Exporter — Officer at Export Seat

- The Exporter/Agent prints and takes the hard copy of the Declaration and all other relevant supporting documents to the designated Officer at Export seat for verification and necessary actions.

2.11 Goods Examination

Agent — Exporter — GRA Customs Division

- The Custom Officer goes to confirm and check the seal number is intact.

2.12 Waybill Collection

Agent — Importer — GPHA (Ghana Ports & Harbours Authority)

- Exporter/Agent pays all fees payment and obtain waybill at GPHA.

② Ship

2.13 Shipping Release

Shipping Line Agent   Terminal Operator

- Shipping Agent sends a loading advice to the Terminal Operator ensuring that the Agent has paid all charges.

2.14 Transfer of Container to the Loading bay (ship side)

Terminal Operator   Shipping Line Agent

- Terminal Operator validates the export declaration with the loading advice from Shipping Line before transporting the Cargo to the loading terminal.

2.15 Cargo Loading

Shipping Line Agent

- The container is loaded on the vessel after which the Shipping Line Agent issues a Bill of Lading.

③ Pay

3.1 Goods Payment

Exporter   Importer

- The Exporter receives payment from the Importer through any of the below payment methods:
  - *Direct Payment*
  - *Letter of Credit*
  - *Open Account*

- **Estimated Time for Fish Export Procedure**

TIME PROCEDURE CHART FOR FISH

Legend: Buy
1. Pre-condition: Business Registration
2. Conclude Sales Contract

Legend: Ship
1. GEPA Exporter Registration
2. Obtain Standard Certificate Form GSA
3. Obtain Certificate of Origin
4. Obtain Ghana Export Form
5. Arrange for Transport
6. Collects Empty Container from the Terminal Operator (ICD)(Optional)
7. Obtain Customs Approval requesting to stuf Container
8. Container Stuffing
9. Submit Declaration
10. Customs Document Verification and Compliance
11. Goods Examination
12. Waybill Collection
13. Shipping Release
14. Transfer of Container to the Loading Bay
15. Cargo Loading

Average duration: 42.3 days