



## Cocoa Bean Export Procedure

- Business And System Actors

### Business Actors



Authorized Dealer Bank (PGA)



Bank of Ghana



Exporter



Ghana Cocoa Board



Cocoa Marketing Company



Quality Control Company



GNCC (Ghana National  
Chamber of Commerce)



GPHA (Ghana Ports &  
Harbours Authority)



GRA Customs Division



MOFA



Plant Protection and Regulatory  
Services Directorate PPRS



NACOB (Narcotics  
Control Board)



Registrar General's  
Department (RGD)



Shipping Line  
Agent



Terminal Operator

### System Actors















e-MDA Portal

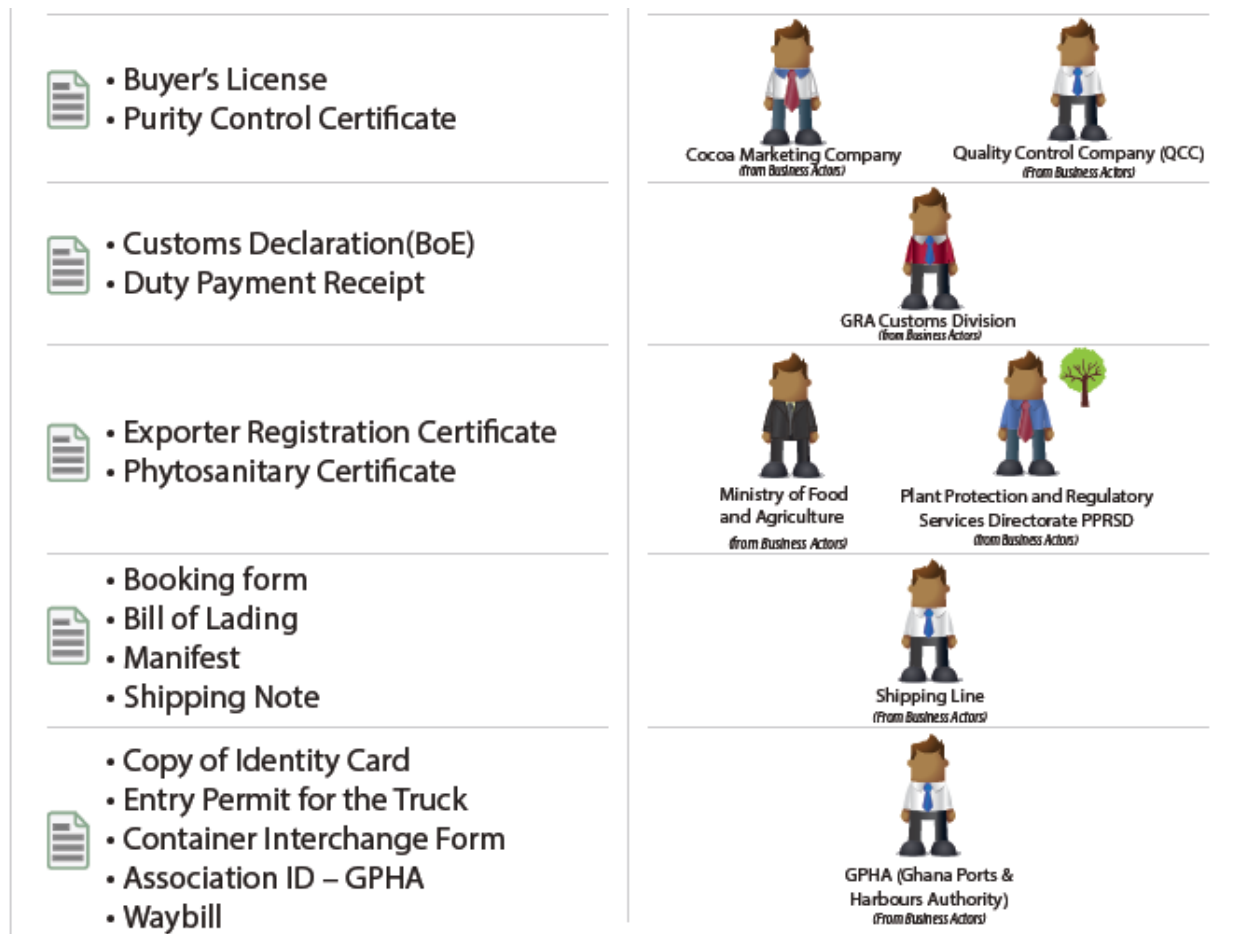


GCMS



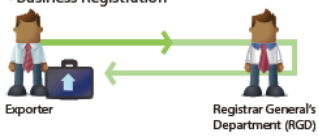



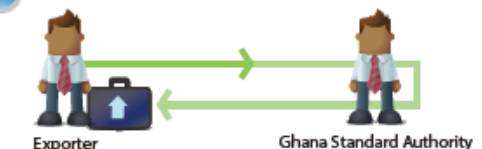
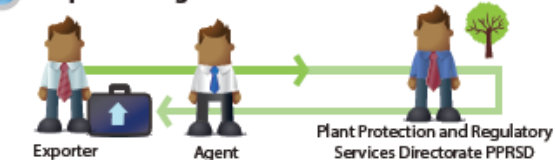
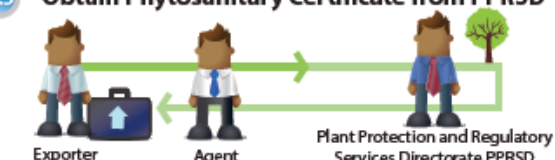
- Documents require

Document Name	Document Owner
 <ul style="list-style-type: none"><li>Commercial Invoice</li><li>Packing List</li></ul>	 Exporter <small>(from Business Actors)</small>
 <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) <small>(from Business Actors)</small>
 <ul style="list-style-type: none"><li>Health Certificate</li><li>Inspection Report</li><li>Laboratory Report</li></ul>	 Ghana Standard Authority <small>(from Business Actors)</small>
 <ul style="list-style-type: none"><li>Certificate of Origin</li><li>Exporter Registration Form</li></ul>	 GNCC (Ghana National Chamber of Commerce) <small>(from Business Actors)</small>
 <ul style="list-style-type: none"><li>Exporter Registration Certificate</li><li>Ghana Export form</li></ul>	 GEPA (Ghana Export Promotion Authority) <small>(from Business Actors)</small>
 <ul style="list-style-type: none"><li>Exporter Form 4A</li></ul>	 Bank of Ghana <small>(from Business Actors)</small>





## • Process Steps

1 Buy	
<p><b>(Preconditions)</b></p> <ul style="list-style-type: none"> <li>• Business Registration</li> </ul>  <p>Exporter 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>Exporter Importer</p>	<ul style="list-style-type: none"> <li>• Exporter source for buyer and conclude sales with the Importer.</li> </ul>
2 Ship	
<p><b>2.1 COCOBOD Registration</b></p>  <p>Exporter Ghana Cocoa Board</p>	<ul style="list-style-type: none"> <li>• The Exporter registers with Cocoa Board and they are issued with a license.</li> </ul>
<p><b>2.2 Obtain Fumigation and Quality Assurance Certificate from Cocoa Board(QCD)</b></p>  <p>Exporter Quality Control Company (QCC)</p>	<ul style="list-style-type: none"> <li>• The Quality Control Division (QCD) of COCOBOD shall fumigate every consignment of cocoa prior to shipment and issue a fumigation certificate and purity Control certificate for each parcel.</li> </ul>
<p><b>2.3 Obtain Standard Certificate from GSA</b></p>  <p>Exporter Ghana Standard Authority</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p><b>2.4 Exporter Registration with PPRSD</b></p>  <p>Exporter Agent Plant Protection and Regulatory Services Directorate PPRSD</p>	<ol style="list-style-type: none"> <li>1. Exporter/Agent submits application for registration at PPRSD.</li> <li>2. PPRSD processes application and issues exporter registration certificate</li> </ol>
<p><b>2.5 Obtain Phytosanitary Certificate from PPRSD</b></p>  <p>Exporter Agent Plant Protection and Regulatory Services Directorate PPRSD</p>	<ul style="list-style-type: none"> <li>• Exporter/Agent submits application and all supporting document to PPRSD and PPRSD issues a phytosanitary Certificate.</li> </ul>



2 Ship	
<p><b>2.6 Obtain Certificate of Origin</b></p> <p>Exporter      GNCC (Ghana National Chamber of Commerce)      GRA Customs Division</p>	<ul style="list-style-type: none"> <li>Register as an Exporter with GNCC (If New) and obtain the Certificate of Origin from GNCC with GRA Customs Division endorsing the Certificate.</li> </ul>
<p><b>2.7 Obtain Bank of Ghana Foreign Exchange Form 4A</b></p> <p>Agent      Exporter      GRA Customs Division</p>	<ul style="list-style-type: none"> <li>Exporter/Agent obtains a Form A4 from designated Commercial Bank fills and submits the completely-filled-in form.</li> </ul>
<p><b>2.8 Arrange for Transport</b></p> <p>Exporter      Shipping Line Agent</p>	<ul style="list-style-type: none"> <li>Exporter arranges for shipment through a Shipping Agent with relevant supporting documents.</li> </ul>
<p><b>2.9 Collects Empty Container from the Terminal Operator (ICD) (Optional)</b></p> <p>Export Loading Shed      Exporter      ICD</p>	<ul style="list-style-type: none"> <li>Exporter collects empty container from ICD to transport consignment to the Export Loading shed.</li> </ul>
<p><b>2.10 Obtain Customs Approval requesting to stuff Container</b></p> <p>Agent      Exporter      GRA Customs Division</p>	<ul style="list-style-type: none"> <li>Exporter/Agent seeks approval from the Assistant Commissioner of GRA Customs Division to load or stuff the container, for which an officer is assigned or supervision.</li> </ul>
<p><b>2.11 Container Loading</b></p> <p>Ghana Standard Authority      GRA Customs Division      NACOB (Narcotics Control Board)      Exporter</p>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<p><b>2.12 Submit declaration</b></p> <p>Agent      Exporter      GCMS</p>	<ul style="list-style-type: none"> <li>The Exporter/Agent electronically submits Customs Declaration and attaches all relevant supporting documents.</li> </ul>



2 Ship		
2.13	<b>Export Duty Payment</b> <p>Exporter      Authorized Dealer Bank (PGA)</p>	<ul style="list-style-type: none"> <li>• Exporter pays duty payment at the authorised dealer Bank.</li> </ul>
2.14	<b>Customs Document Verification and Compliance</b> <p>Agent      Exporter      Officer at Export Seat</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
2.15	<b>Goods Examination</b> <p>Agent      Exporter      GRA Customs Division</p>	<ul style="list-style-type: none"> <li>• The Custom Officer goes to confirm and check the seal number is intact.</li> </ul>
2.16	<b>Waybill Collection</b> <p>Agent      Importer      GPHA (Ghana Ports &amp; Harbours Authority)</p>	<ul style="list-style-type: none"> <li>• Exporter/Agent pays all fees payment and obtain waybill at GPHA.</li> </ul>
2.17	<b>Shipping Release</b> <p>Shipping Line Agent      Terminal Operator</p>	<ul style="list-style-type: none"> <li>• Shipping Agent sends a loading advice to the Terminal Operator ensuring that the Agent has paid all charges.</li> </ul>
2.18	<b>Transfer of Container to the Loading bay</b> <p>Terminal Operator      Shipping Line Agent</p>	<ul style="list-style-type: none"> <li>• Terminal Operator validates the export declaration with the loading advice from Shipping Line before transporting the Cargo to the loading terminal.</li> </ul>
2.19	<b>Cargo Loading</b> <p>Shipping Line Agent</p>	<ul style="list-style-type: none"> <li>• The container is loaded on the vessel after which the Shipping Line Agent issues a Bill of Lading.</li> </ul>
3 Pay		
3.1	<b>Goods Payment</b> <p>Exporter      Importer</p>	<ul style="list-style-type: none"> <li>• The Exporter receives payment from the Importer through any of the below payment methods:               <ul style="list-style-type: none"> <li>• Direct Payment</li> <li>• Letter of Credit</li> <li>• Open Account</li> </ul> </li> </ul>



- Time Procedure Chart for Cocoa Bean Export

