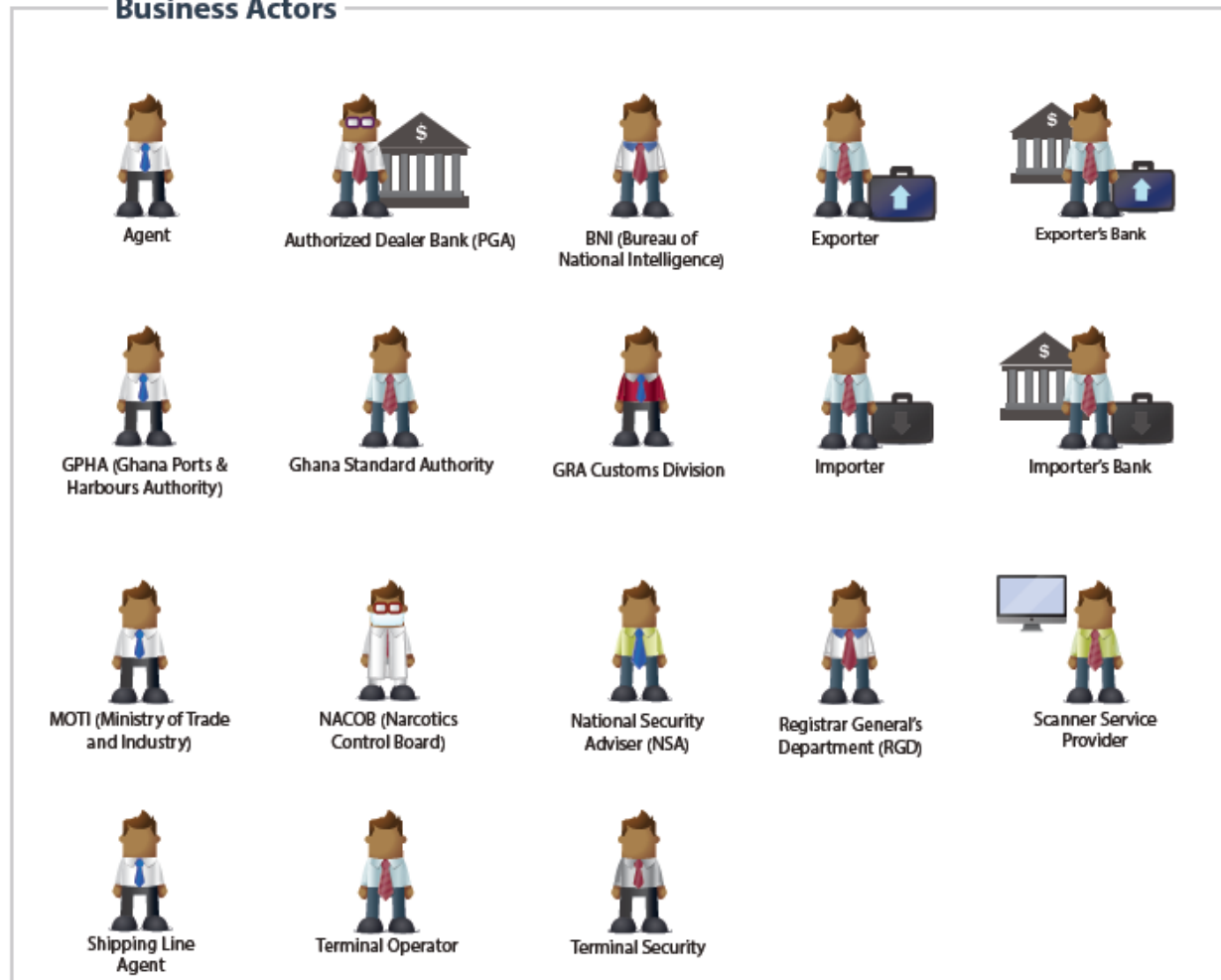




## Auto Spare Parts Import Procedure

- Business And System Actors

### Business Actors

















### System Actors



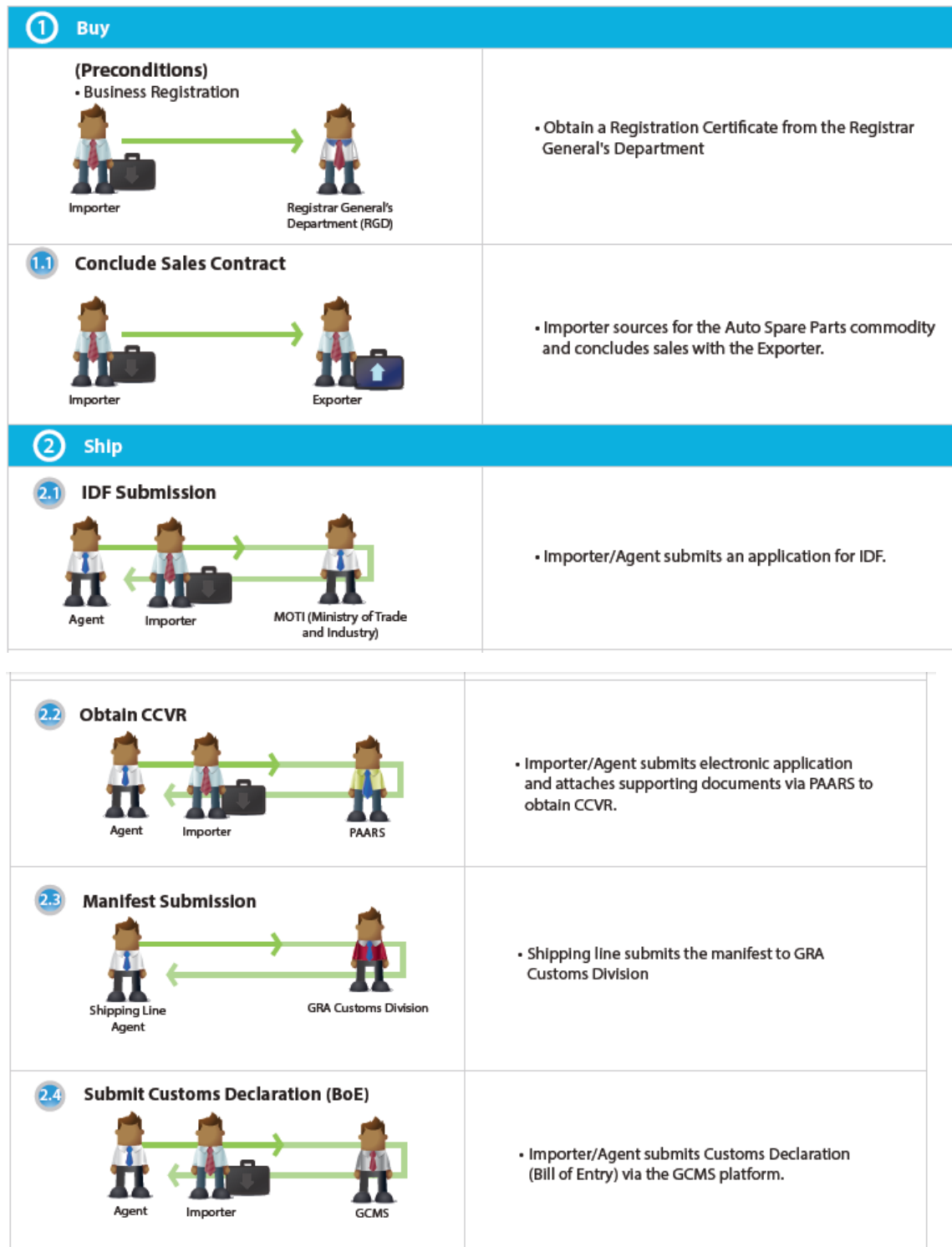


- Documents require

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</li></ul>  Exporter
 <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>• Certificate of Analysis</li><li>• Certificate of Conformity</li><li>• Final approval Import permit</li><li>• Importer Registration Certificate</li><li>• Provisional Import Permit</li><li>• Registration form</li></ul>	 Ghana Standard Authority
 <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>	 Shipping Line
 <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>	 GPHA (Ghana Ports & Harbours Authority)

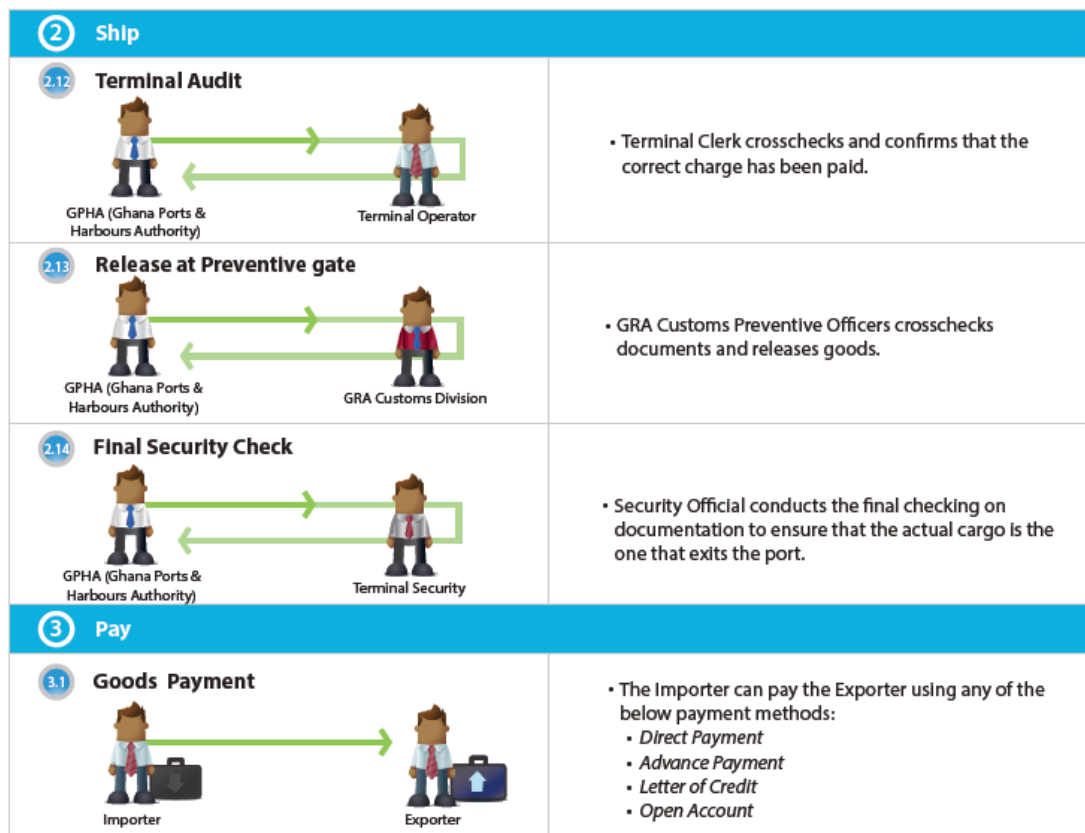


- Process Steps





2 Ship	
<p><b>2.5 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>2.6 Customs Document Verification and Compliance</b></p> <p>Agent      Importer      GRA Customs Division</p>	<ul style="list-style-type: none"> <li>• GRA Customs Compliance Officer verifies the submitted documents for conformance.</li> </ul>
<p><b>2.7 Cargo Release by Shipping Line</b></p> <p>Authorized Dealer Bank      Shipping Line Agent</p>	<ul style="list-style-type: none"> <li>• Shipping line releases the cargo if all charges have been paid.</li> </ul>
<p><b>2.8 Delivery of Container at the Terminal for Examination</b></p> <p>Shipping Line Agent      Terminal Operator</p>	<ul style="list-style-type: none"> <li>• Submission of documents at Freight Station/Terminal to position the container for examination.</li> </ul>
<p><b>2.9 Goods Examination/Inspection</b></p> <p>Ghana Standard Authority      Customs Examination Officer</p>	<ul style="list-style-type: none"> <li>• Examination is conducted by the following stakeholders: <ul style="list-style-type: none"> <li>• GSA</li> <li>• Customs Examination Officer</li> </ul> </li> </ul>
<p><b>2.10 Vehicle Permit/Pass Toll</b></p> <p>Agent      Importer      GPHA (Ghana Ports &amp; Harbours Authority)</p>	<ul style="list-style-type: none"> <li>• Importer/Agent pays and obtains a Vehicle Toll pass from GPHA.</li> </ul>
<p><b>2.11 Waybill Collection</b></p> <p>Agent      Importer      Ground Handling Company</p>	<ul style="list-style-type: none"> <li>• Importer/Agent pays all charges to the GHC and collects a waybill.</li> </ul>





- Estimated Time for Auto Spare Parts Import Procedure

