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# *Import Procedures for HHG (Ghana)*

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## **IMPORT PROCEDURE FOR HHG (GHANA)**

Import in this application means Household goods or baggage from abroad subject to customs import clearance as per Ghana CEPS regulations

The Importer been the goods owner must be in the country- Ghana before customs clearance take effect. To that effect the importer is to provide the following Documents:

- Original Passport
- Letter of introduction from (Employer) for expatriates.
- Tin number (TAX IDENTIFICATION NUMBER)
- PUBD = Passenger Unaccompanied Baggage Declaration form.

The mentioned document must be available four to six days before arrival of shipment for documentation with customs.

Customs clearance start as soon as the shipment arrive and Airline/shipping line tally the cargo and submit cargo manifest to CEPS for processing.

We have four to five working days for customs clearance of goods depending on when we received sets of document and no amendments or correction need not to be done on the documents.

Goods that need urgent clearance can be cleared under the permit system if all the documents are not set. For example, when FCVR is not ready. These are mostly for commercial goods

## **Customs Examination / Inspection**

Yes, your cargos are subject to customs examination or inspection by which items, boxes are open one by one to examine the content which must tally with packing list. The examination is friendly as our clearing team acts in professional way with exact customs officer to conduct the examination.

Caution! Customs Examination officers have the right to impose any taxes or duties if they notice any discrepancies in or within the cargo undeclared on the packing list.

## **DELIVERY**

After customs clearance, delivery date/time is arranged for delivery and distribution of HHG within the residence. Technical staff, head, lead the team to help offload, unwrap and reassemble all items as per your request and order.

We help collect debris as soon as unpack is done.

In all, take your time to sign our delivery note and report as well as appraisal form for our key performance indicator and FAIM/FIDI comply.

## **WHAT TO PAY!**

- You are entitled to pay processing fees to Government which is normally done by valuing your personal effects on the packing list.

**PORT RENT / AIRPORT STORAGE:** This cost arises if shipment is not cleared in stipulate time, the more it stays at port the more you pay.



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**DEMURRAGE:** HHG in container attract cost if container is not clear according to shipping line grace period which varies from line to line. The container is needed by line to serve your mate.

**STORAGE:** We undertake storage of HHG if your house or apartment is not ready. This is normally done upon request.

### **SOCIAL RESPONSIBILITIES**

With respect to human life, Liftvan Logistics & Shipping Services extend its net Profit of 0.5% of any Removal to Ghana Heart Foundation.