



# Tanzania Ports Authority



## CARGO CLEARANCE GUIDELINES

A simple guide to clearance of cargo through  
the port of Dar es Salaam, Tanzania



# Acknowledgements

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The Tanzania Ports Authority (TPA) would like to extend its appreciation and thanks to the support of all Government Agencies, Institutions and other port stakeholders based at the port and also at the headquarters in Tanzania for their time, dedication, informative, valuable and most useful contributions they all made towards the successful realization of this guide.

The TPA expresses its gratitude to Tanzania Revenue Authority (TRA), Tanzania Freight Forwarders Association (TAFFA), Tanzania Truck Owners Association (TATOA), Ministry of Livestock Development and Fisheries (Animal Health), Ministry of Agriculture Food Security and Cooperatives (The Tanzania Plant Health Services), Tanzania Bureau of Standards (TBS), Ministry of Home Affairs (Immigration Service and Tanzania Police Force), The Tanzania Chamber of Commerce industry and Agriculture, The Tanzania Fair Competition Commission and The Tanzania Food and Drugs Authority, The Dar es salaam Corridor and The Central Corridor for their patience, guidance, cooperation and their active participation in providing data and information necessary for the preparation of this guide. Our special thanks and appreciation to the USAID COMPETE Program for their support and for partnering with us in this initiative, for facilitating, providing technical assistance and for working with us through the entire process of realizing this document which is a useful tool for the Dar Es Salaam Port operations.

# Rationale of the Guide

The Tanzania Ports Authority (TPA) presently owns Dar es Salaam, Tanga, Mtwara Ports and all lake ports in Tanzania. Tanzania Ports Authority was established on 15th April 2005 following the repeal of THA Act No. 12/77 and enactment of TPA Act No. 17/2004. The mandates of the TPA are:

- To establish and coordinate system of Harbours.
- To provide facilities relating to Harbours and provide harbour services
- With the approval of the Minister, to construct and operate new Harbours
- To construct, operate and maintain beacons and other navigational aids
- To carry on the business of stevedore, wharf age or lighter man.
- To act as a warehouseman to store goods, whether or not the goods have been or are to be, handled as cargo or carried by the Authority
- To consign goods on behalf of the other persons to any place either within or outside the United Republic
- With the approval of the Minister, to act as carriers of goods or passengers by land or sea, and
- To provide amenities or facilities that the Authority considers necessary or desirable for persons making use of the facilities or services

Dar es Salaam port is the Tanzania principal port with a rated capacity of 4.1 million (dwt) dry cargo and 6.0 million (dwt) bulk liquid cargo. The Port has a total quay length of about 2,000 meters with eleven deep-water berths. The port handles about 95% of the Tanzania international trade. The port serves landlinked countries of Malawi, Zambia, Democratic Republic of Congo, Burundi, Rwanda and Uganda. The port is strategically placed to serve as a convenient freight linkage not only to and from East and Central Africa countries but also to middle and Far East, Europe, Australia and America.

Despite its other advantages, delays in clearance of cargo from the port have become a significant barrier to trade in Tanzania and the region as a whole. Dar es Salam port users have had to travel long distances (some distances being over 14 kilometers) in order to comply with cumbersome regulatory requirements, ranging from obtaining a multitude of certificates and permits, to going through complicated and uncoordinated clearance formalities demanded by a multitude of agencies present at the Port. Poor coordination of port agencies coupled with non-transparency and complexity of administrative procedures undermines Tanzania's and the region's trade potential.

# Establishment of One Stop Centre (OSC)

In order to address some of the challenges above the Tanzania Port Authority partnered with the USAID COMPETE program and established a One Stop Centre (OSC) at the Dar es Salaam port. The OSC facilitates the processing of cargo clearance and documentation.

It houses different government agencies with deputized representatives. The OSC provides for relocating all government agencies involved in clearance of cargo under one roof in order to simplify the clearance process and enhance efficiency.

Furthermore, the USAID COMPETE supported TPA in equipping and furnishing the OSC through the procurement and placement of computers, furniture, telecommunication equipment, printers, photocopiers, scanners and other necessary facilities. In addition to this USAID COMPETE on a continuous basis, provides technical support aimed at improving the operations and service of the OSC.

USAID COMPETE has also supported the development of the process and procedure manual for the Dar Es Salaam port. All processes, procedures and charge tariffs for clearance of goods are clearly shown in the manual which now provides key information and a uniform guide to the whole process. The Government agencies now housed within the OSC offices include:

- Tanzania Ports Authority (TPA)
- Tanzania Revenue Authority (TRA)
- Tanzania Bureau of Standards (TBS)
- Tanzania Food and Drugs Authority (TFDA)
- Ministry of Agriculture Food Security and Cooperatives
- Ministry of Health – Port Health Office
- Ministry of Livestock Development and Fisheries
- Ministry of Natural Resources and Tourism
- Tanzania Atomic Energy Commission
- The Government Chemist Laboratory Agency

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# Acronyms

ALU	-	Agriculture and Livestock Unit
ASYCUDA ++	-	Automation System of Customs Data
A-PAD	-	Assessed Pre-arrival Declaration
CIF	-	Cost Insurance and Freight
CRMS	-	Customs Risk Management Services
DVS	-	Department of Veterinary Services
FCC	-	Fair Competition Commission
FOB	-	Free on Board
GVM	-	Gross Vehicle Mass
KRA	-	Kenya Revenue Authority
MAFC	-	Ministry of Agriculture Food security and Cooperatives
MGD	-	Mines and Geology Department
MoHSW	-	Ministry of Health and Social Welfare
MoT	-	Ministry of Transport
MRA	-	Malawi Revenue Authority
GCLA	-	Government Chemist Laboratory Agency
MLDF	-	Ministry of Livestock Development and Fisheries
MWEM	-	Ministry of Energy and Minerals
OSC	-	One Stop Centre
PAD	-	Pre Arrival Declaration
PI	-	Proforma Invoice
PSI	-	Pre-shipment Inspection
TATOA	-	Tanzania Truck Owners Association
SUMATRA	-	Surface and Marine Transport Regulatory Authority
TAFFA	-	Tanzania Freight Forwarders Association
TAEC	-	Tanzania Atomic Energy Commission
TANROADS	-	Tanzania National Roads Agency
TANSAD	-	Tanzania Single Administrative Document
TBS	-	Tanzania Bureau of Standards
TCCIA	-	Tanzania Chamber of Commerce Industry and Agriculture
TCB	-	Tanzania Coffee Board
TEU	-	Twenty Foot Equivalent Units
TFDA	-	Tanzania Food and Drugs Authority
TPDC	-	Tanzania Petroleum Development Corporation
TPA	-	Tanzania Ports Authority
TPHS	-	Tanzania Plant Health Services
TPRI	-	Tanzania Pesticides Research Institute
TRA	-	Tanzania Revenue Authority
ZRA	-	Zambia Revenue Authority



# General Information

In order to efficiently clear goods from Dar es Salaam Port in Tanzania, the shipper (Importer or cargo owner) needs to submit the following documents (as a minimum) to the Clearing and Forwarding Agent:

- Commercial Invoice
- Packing List
- Certificate of Origin
- Phytosanitary certificate
- Certificate of Conformity
- Other official documents

Government agencies at the port ensure that laws on customs requirements, declaration, documentation, certification, verification, testing of quality or standards and clearance of goods are enforced.

The Tanzania Single Administrative Document (TANSAD) is lodged at the receiving counter at the port by licensed C&F Agent except for personal effects, which can be cleared by self. Clearance processes involve the facilitation of Agencies and other institutions such as

- Clearing and Forwarding Agents
- Ministry of Livestock Development and Fisheries (Animal Health)
- Ministry of Agriculture Food security and Cooperatives (Plant Health)
- Ministry of Home Affairs (Immigration Service, Tanzania Police Force)
- Department of Forestry
- Revenue Authority
- Bureau of Standards
- Ports Authorities
- Security agencies

# 1.0

## Ministry of Agriculture Food Security and Co-operatives Import Inspection Process

The mission of the Ministry of Agriculture Food Security and Cooperatives is to deliver quality agricultural and cooperative services, provide conducive environment to stakeholders, build capacity of local Government Authorities and facilitate the private sector to contribute effectively to sustainable agricultural production, productivity and cooperative development, The MAFC will this by:

- Formulating, coordinating, monitoring and evaluating the implementation of relevant policies in the agricultural sector and monitoring crop regulating institution;
- Collaboration with the private sector, local government and other service providers to provide relevant technical service in research, extension, irrigation, plant protection, crop promotion, land use, mechanization, agricultural inputs, information services and cooperative development;
- Undertaking crop monitoring and early warning, maintaining strategic food reserves and promoting appropriate post harvest technologies, and
- Encouraging, undertaking and coordinating research and development and training

### 1.1 IMPORT INSPECTION PROCESS

#### 1.1.1 Documents required by the Ministry of Agriculture, Food and Cooperatives to clear imported goods

- Plant Import permit - Official document authorizing importation of a plant, plant
- products or related regulated articles in accordance with specified

Phytosanitary import requirements [FAO, 1990; revised FAO, 1995; ICPM, 2005]

- Treatment certificates (Fumigation, Heat Treatment, and Seed dressing treatment) specifically for agriculture products that need treatment.
- Phytosanitary Certificate – A Certificate issued after the consignment has been inspected and found to comply with Phytosanitary measures
- Non-genetic Modified Organisms (GMO) Certificate if stated in Plant Import Permit.- It is a certificate which states that the plant or plant products have not been altered using techniques of genetic engineering.
- Bill of Lading – transport documents related to transportation
- Packing list – for the consignment with multiple goods
- Commercial invoice

### 1.1.2 Applicable charges

Plant Import Permit	USD 5
<b>Inspection Fees:</b>	
If consignment is less than 1 ton	USD 2
If consignment is 1-999 tons (Less than 1000 tonnes)	USD 2 + (No. of tons x 0.2) x Ex. rate
If consignment is 1000 tons and above	USD 202 + (No. of tons x 0.1) x Ex. rate
Treatment Supervision fee (if not fumigated from exporting country)	Minimum USD 100 per Consignment
Destruction fee	USD. 22

## 1.2 DESCRIPTION OF CARGO CLEARANCE PROCEDURES (STEPS)

### 1.2.1 Pre-Shipment processes for imports

- Application letter accompanied by application form (Plant Quarantine Services-1) from the importer is submitted to the Officer in Charge (OIC) of Plant Health Services head quarter
- The OIC assigns a Plant Quarantine Inspector (PQI) to take appropriate action(s)
- PQI checks import conditions for the commodity/commodities in the Plant Importation Order Book. In the case of a request for a new commodity or a regularly imported commodity but from a new source, the authorized PQI informs the OIC who initiates a Pest Risk Analysis (PRA)
- If commodity is a non-regulated one, the importer is advised accordingly by the OIC
- If the commodity is a regulated one, the OIC issues the importer with a plant import permit form (PQS-2) with additional declarations and advises the importers to pay the fees at the cash office
- If the commodity is prohibited, OIC rejects the application and advises the importer

- If the PRA reveals that the commodity can introduce regulated pests, the OIC indicates this on the permit for necessary import conditions to be certified by the National Plant Protection Organization (NPPO) of the exporting country
- If the PRA reveals no risk of introducing regulatory pests, OIC should issue the permit and advise the importer
- The PQI then files copies of the application letter, the import permit and the receipt for the payment made by the importer

### **1.2.2 Import inspection process**

- Importer submit the required documents to PQI
- PQI verify and check the required documents for their validity and records required details for the cargo
- QI order the importer to pay for the relevant Phytosanitary services fees
- PQI inspect the consignment and release if Phytosanitary standards measures are met

# 2.0

## The Government Chemist Laboratory Agency (GCLA)

The Government Chemist Laboratory is the “Legal Referral Laboratory”. It is a quasi independent unit: an Executive Agency - a semi-autonomous commercially oriented Agency. As an Executive Agency, the Laboratory better meets the requirements of its customers and the public in general.

It was established in 1895 under the Ministry of Health during the Germany Colonial era as a centre of research for tropical diseases, particularly malaria and tuberculosis. In 1986 the Government Chemist Laboratory became one of the Departments of Ministry of Health. Prior to that time it was reporting to the Directorate of Hospital Services in the Ministry of Health.

The GCLA also oversees the implementation of the Industrial and Consumer (Management and control) Act no 3 of 2003. The GCLA is the Regulator of Industrial and Consumer Chemicals as per the Industrial and Consumer Chemicals Act (ICCA) No. 3 of 2003. According to the act, registration of the dealer/importer/transporter followed by application for an import permit should be done prior to purchase/importation and loading of goods.

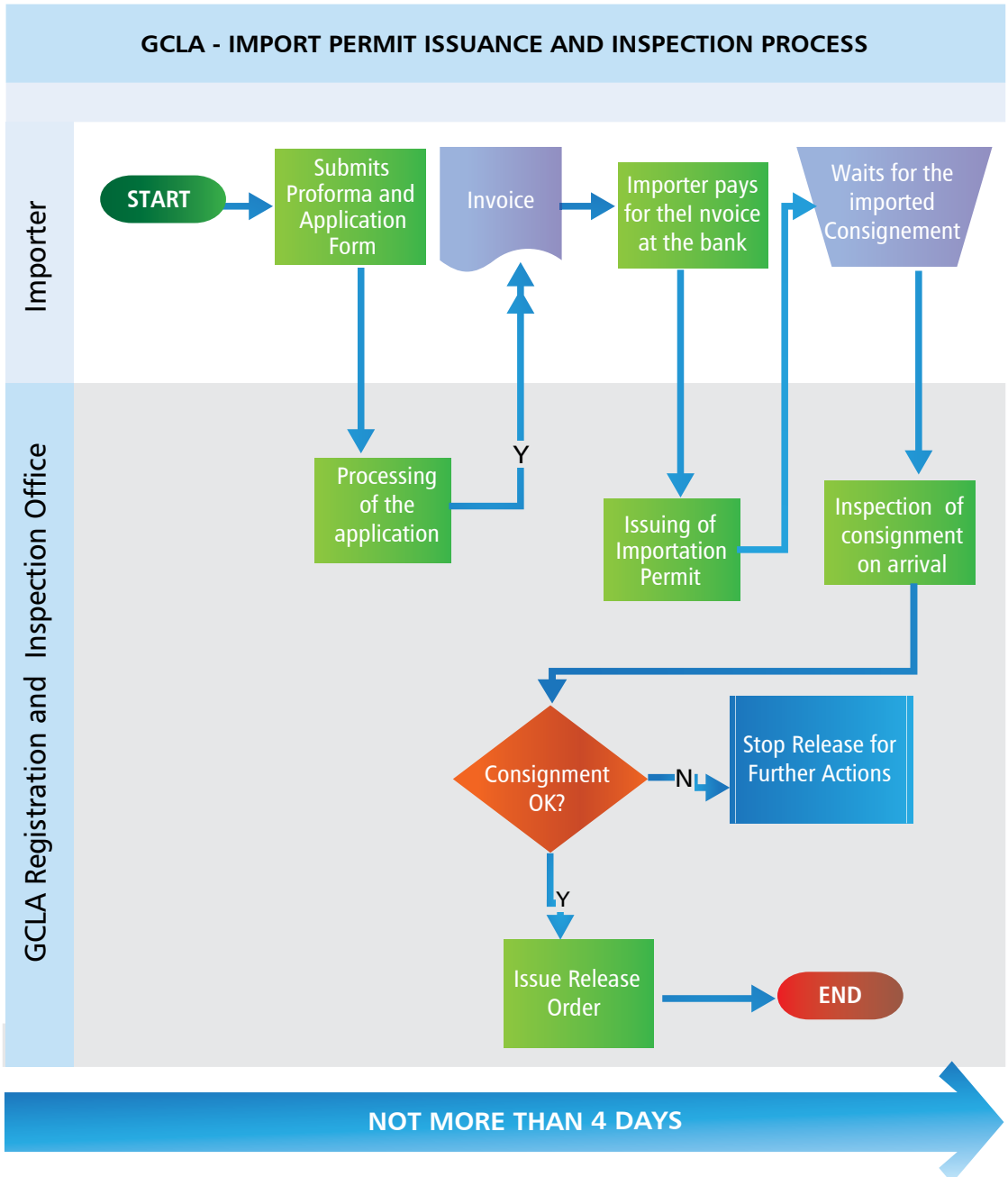
### 2.1 IMPORT AND TRANSPORT PERMIT ISSUANCE AND INSPECTION PROCESS

#### 2.1.1 Required documents for importation

- Proforma Invoice
- Import Permit, Export or Transport Application form
- Packing List
- Bill of Lading
- Material Safety Data Sheet

- Certificate of Analysis
- Supporting documents from other regulatory institutions

### 2.1.2 Import process diagram



### 2.1.3 Process narrative

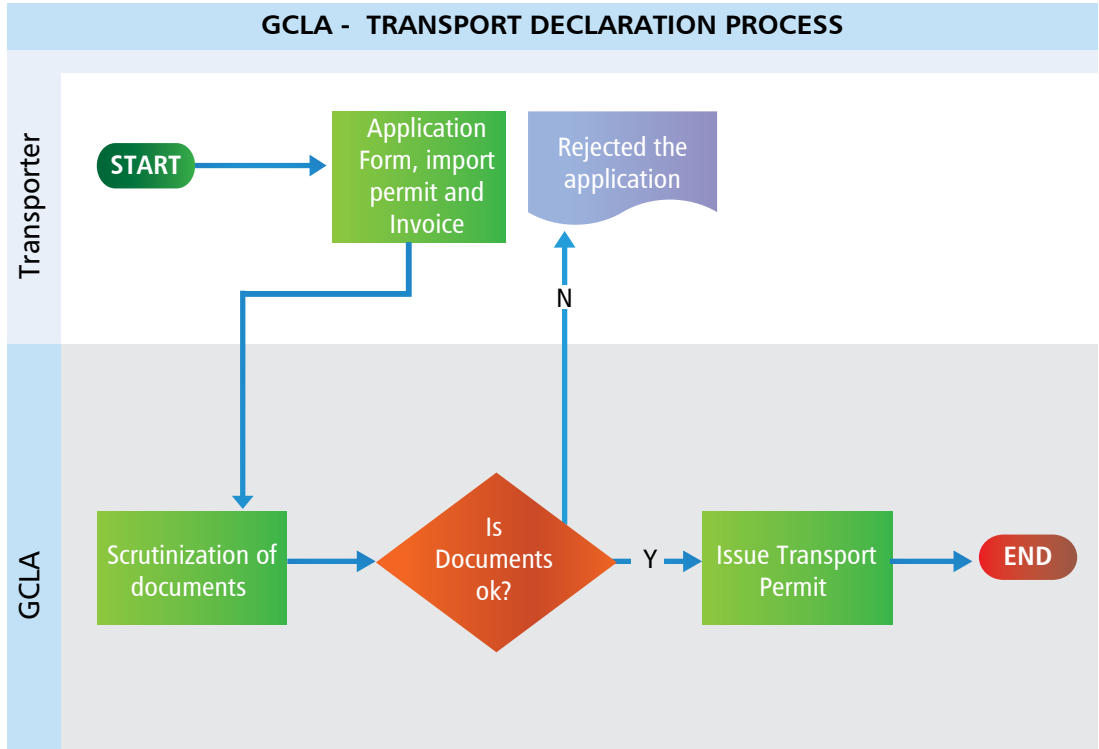
- The importer submits Proforma invoice, filled import application form, Certificate of Analysis and Material Safety Data Sheets to GCLA.
- The application is by physical or online submission.
- The invoice is generated and forwarded to the importer.
- The importer pays the invoice amount at the respective bank and GCLA issues an Import Permit.
- The application process and issuing of chemical import permit has to be completed within 4 working days.
- The importer waits for the arrival of the consignment.
- Upon arrival of the consignment at the port of entry, the GCLA chemical inspector inspects the consignment and either release or stop release for further action.
- On arrival and during inspection, bill of lading, packing list and Material Safety Data Sheets for the imported consignment has to be attached.

### 2.1.4 Applicable charges

Chemicals Import	
0.5% of the Proforma Invoice (FOB) premises	USD. 50

## 2.2 TRANSPORT PROCESS

### 2.2.1 Transport Process diagram



#### 2.2.2 Process narrative

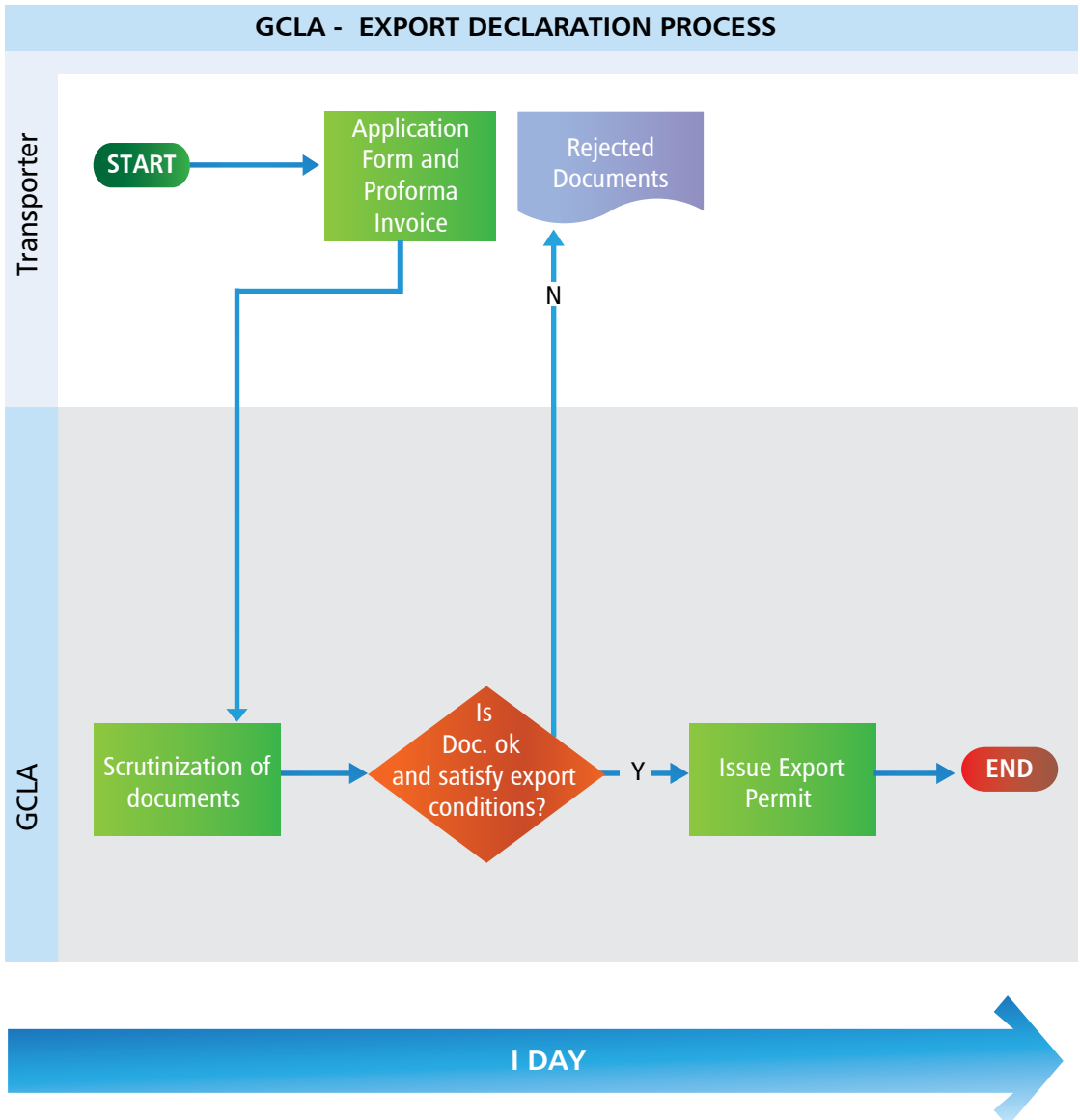
- The exporter applies using a Transport application form, attaches an invoice, import permit and packing list. This applies to import/exports and transit cargo.
- The documents are scrutinized and if ok the transport permit is issued, together with notification letter to other relevant authorities where applicable.

#### 2.2.3 Applicable charges

0.5% of the Proforma Invoice (FOB) premises	USD. 50 per consignment
Transit Chemicals inspection and transport	USD 100 per consignment



## 2.3 GCLA – EXPORT PERMIT ISSUANCE PROCESS



### 2.3.1 Export permit issuance process narrative

- The exporter applies using an export application form, attaches a Proforma invoice and packing list.
- The documents are scrutinized and if ok the export permit is issued.

### 2.3.2 Applicable charges

Chemicals Export	0.25% of the Proforma Invoice (FOB)
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# 3.0

## The Tanzania Food and Drugs Authority (TFDA)

Tanzania Food and Drugs Authority (TFDA), is a regulatory body responsible for controlling the quality, safety and effectiveness of food, drugs, herbal drugs, cosmetics and medical devices. It is established under Tanzania Food, Drugs and Cosmetics Act No. 1 of 2003, after repealing the Pharmaceutical and Poisons Act No. 9 of 1978 (which established the Pharmacy Board) and Food {Control of Quality} Act No. 10 of 1978 (which established the National Food Control Commission). TFDA, a semi-autonomous body under the Ministry of Health and Social Welfare, became operational on 1st July 2003. The Mission of TFDA is to protect the health of consumers against hazards associated with food, drugs, herbal drugs, cosmetics and medical devices. This mission is achieved by performing the following core activities

### 3.1 PRODUCT EVALUATION AND REGISTRATION

In Tanzania drugs, pre-packaged food, cosmetics, herbal drugs, medical devices and food supplements are evaluated and registered by the Tanzania Food and Drugs Authority (TFDA) before being approved for distribution and marketing in the country. The objective of the evaluation and registration is to ensure that only safe, quality and efficacious products are approved for use in the country. This section provides information on all aspects of the product evaluation and registration.

### 3.2 IMPORT PERMIT ISSUANCE AND INSPECTION PROCESS

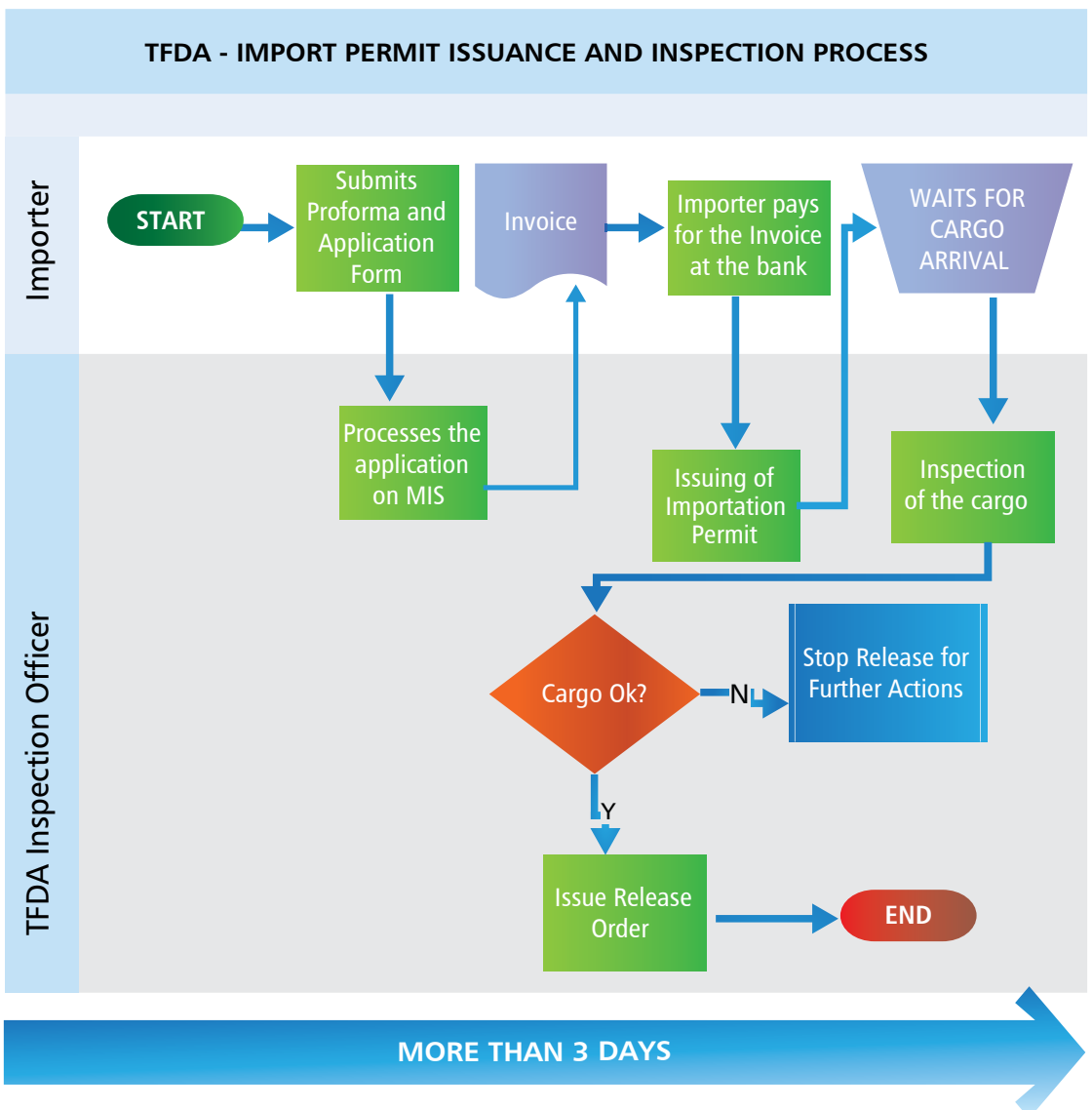
#### 3.2.1 Required Documents for Importation

- Import Permit Application form
- Proforma Invoice
- Bill of Lading
- Packing List • Health Certificates from Regulatory body in the country of origin

- Certificate of analysis
- Donation letter
- Exemption letter from TRA
- Supporting documents from other regulatory body or Ministries such as Sugar Board, Dairy Board, Tanzania Atomic Energy Commission, Ministry of Agriculture, Food security and cooperative, Ministry of Livestock Development and Fisheries

### 3.3 IMPORT PROCESS

#### 3.3.1 Import process diagram



### 3.3.2 Import Process Narrative

- The importer submits Proforma Invoice and Import permit application form when intends to import medicine, cosmetics and medical devices, for importation of food Packing List, certificate of analysis, health Certificate and Bill of Lading should be added.
- The application data is processed on the MIS system within 2 working days.
- The MIS system generates an invoice which is forwarded to the importer.
- The importer pays the invoice amount and TFDA issues an Import Permit.
- The importer waits for the cargo to arrive.
- Cargo arrives and a TFDA inspector inspects the consignment and availability of respective documents such as original import permit, bill of lading, packing list.
- If the cargo has no problem, the cargo is released otherwise the consignment is stopped for further actions.

### 3.3.3 Applicable charges

Medicine	2% of the Proforma Invoice (FOB)
Food	0.75% of the Proforma Invoice (FOB)
Cosmetic	1% of the Proforma Invoice (FOB)
Medical devices	1% of the Proforma Invoice (FOB)
Inspection fee for inspection conducted at consignees premises	Tshs. 50,000/=

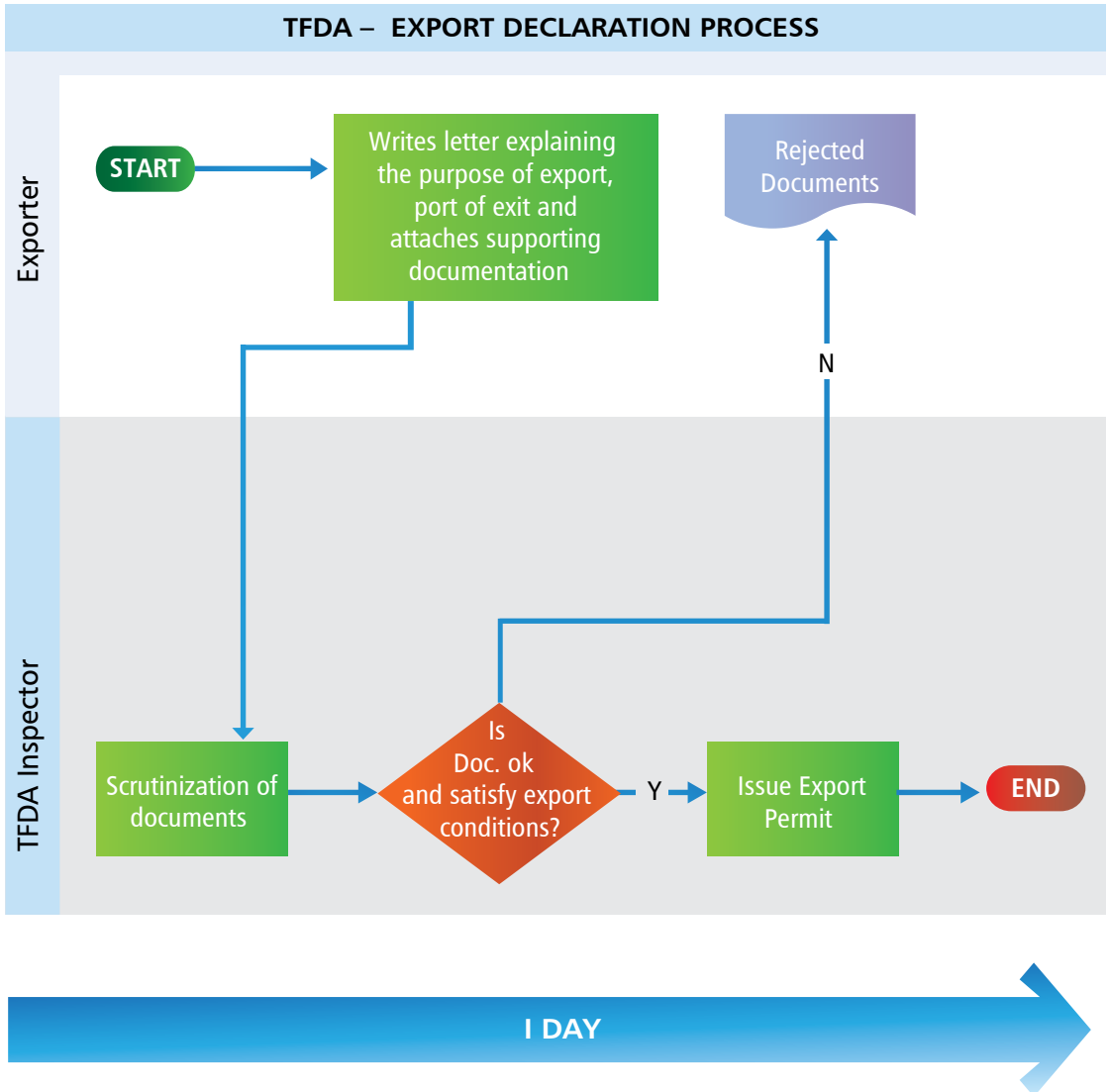
## 3.4 TFDA – EXPORT PERMIT ISSUANCE PROCESS

### 3.4.1 Required documents

- Proforma Invoice
- Application letter
- Supporting documents from the Ministry of Agriculture, Food Security and Cooperative in case of food (cereals) export

## 3.5 EXPORT PROCESS DIAGRAM

### 3.5 Export process diagram



#### 3.4.3 Process narrative

- The exporter writes a covering letter explaining the purpose of export, the port of exit and attaches a Proforma invoice and packing list.
- TFDA Inspector will scrutinize the documentation submitted and:
  - If the documentation is in order, then an export permit is issued.
  - If the documentation has some anomaly, then the application is rejected and returned to the exporter.
  - Sampling for analysis may be conducted if deemed necessary

#### 3.4.4 Applicable charges

Processing Fee for Export Permit	Tshs. 20,000.00
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### 3.5 PORT HEALTH

#### 3.5.1 Ship arrival process

#### 3.5.2 Required documents

- Fumigation Certification

#### 3.5.3 Applicable charges

Charges	None
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#### 3.5.4 Port health – Import Inspection

- Check for fumigation certificate.
- If no fumigation certificate, the consignment released and fumigation done at the owner's premises.

#### 3.5.5 Applicable charges

Charges	None
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# 4.0

## Ministry of Agriculture Food Security and Co-operatives

### 4.1 EXPORT INSPECTION PROCESS

#### 4.1.1 Documents required to export agricultural commodities

- Treatment certificates (Fumigation, Heat Treatment, Seed treatment) specifically for agriculture products that need the treatment
- Phytosanitary Certificate
- Organic certificate (For organic products)
- Bill of Lading
- TANSAD
- Letter of Permission (For restricted / temporarily banned goods) - Directorate of Nutrition and Food Security

#### 4.1.2 Applicable charges

PhytoSanitary certificate`	USD 15 per certificate
Inspection fees	
If consignment is less than 1 ton	USD 2
If consignment is 1-999 tons (Less than 1000 tonnes)	USD 2 + (No. of tons X 0.2) x Exchange rate)
If consignment is 1000 tons and above	USD 2 + (No. of tons X 0.1) x Exchange rate)
Treatment supervision fee	Minimum USD 100 per consignment

## 4.2 DESCRIPTION OF CARGO CLEARANCE PROCESSES

### 4.2.1 Export Inspection Process

- Exporter submit the required document to Plant Quarantine Inspector (PQI)
- PQI record and calculates the Phytosanitary services fees and orders the exporter to make payment
- PQI inspect the cargo and release for exportation
- Exporter applies for PhytoSanitary certificates that should be accompanied by copies of the required documents of exportation to the Plant Inspectorate Office and pays for it

## 4.3 IN TRANSIT CARGO

According to Plant Protection Act of 1997 section 12.-(sub section 1) states that any plant or plant products or other things to which this Act applies, which is brought from a country into Tanzania, in transit to a third country shall, having being sealed and secured to the satisfaction of an inspector, be regarded, so far as may be, as if it were in quarantine under this Act while awaiting reshipment.

(Sub section 2) If the state of quarantine referred to in sub-section (1) of this section is breached for any reason, the plant or plant products or other things concerned shall be regarded for the purposes of this Act as having been imported into Tanzania contrary to this Act.

For these reasons, the transit cargo under sub section (2) should follow the process and procedures of import inspection.



# 5.0

## Ministry of Livestock and Fisheries Development – Animal and Animal Products

The Ministry of Livestock and Fisheries Development has the mandate of overall management and development of livestock and Fisheries resources for sustainable achievement of the Millennium Development Goals, National Strategy for Growth and Reduction of Poverty, Improved Livelihood of Livestock and Fisheries Dependent Communities, Food Safety & Security without compromising Animal Welfare and Environmental Conservation.

### 5.1 IMPORT INSPECTION PROCESS

#### 5.1.1 Animal and animal products required documents

- Import Permit from Ministry of Livestock and Fisheries Development (issued prior to animal, animal products importation)
- Health Certificate from country of origin
- Movement Permit is used during travelling with live animals within the country by any means of transport

#### 5.1.2 Applicable charges

Live animals	
• Poultry, Wild birds	Tshs 5,000/=
• Small animals like goats, sheep, pigs, cat, rabbit, dog	Tshs 5000/= per animal
• Large animals like cattle, horse, camel, donkey each costs	Tshs 20,000/=
• Amphibian, Reptiles	Tshs 10,000/= per permit
• Insects charges	Tshs 5,000/= per permit
• One day old chick parent stock	Tshs 50/= per chick.

Animal Products	
• Meat, milk	Tshs 100/= per kg for import
• Hatching eggs	Tshs 100/= per kg for import
• Game trophies	Tshs 10,000/= per permit.
• Hides and Skins	Tshs 30,000/= per consignment
• Leather import	Tshs 30,000/= per ton

## 5.2 DESCRIPTION OF CARGO CLEARANCE PROCESSES

- The importer submits the required import permit given by Ministry of Livestock and Fisheries Development accompanied with health certificate from country of origin to the Zoo sanitary inspector.
- The zoo sanitary inspector inspects the animal, animal product(s), and permit validity
- The zoo sanitary record the product, stumped, sign and release the document.

## 5.3 EXPORT INSPECTION PROCESS

### 5.3.1 Required documents

- The Exporter make an application for export Permit from Ministry of Livestock and Fisheries Development (issued prior to animal, animal products exported) - Live animals are stayed at Kwala Export quarantine station for fourteen (14-21) days prior export for vaccination regime, any disease treatment and dipping procedures.
- Import Permit from the importing Country
- Health Certificate from exporting country
- Movement permit official document used during movement of live animals from one District or Regional markets within the country.

### 5.3.2 Applicable charges

Movement permit costs	10,000/= per animal
Hides and skins export	30,000/= Tshs per consignment

### 5.3.4 Description of cargo clearance procedures (steps)

- The exporter submits the required export permit given by Ministry of Livestock and Fisheries Development accompanied with health certificate from Ministry of Livestock and Fisheries Development to the Zoo sanitary inspector.
- The zoo sanitary inspector inspects the animal, animal product(s), and check the validity of the documents
- The zoo sanitary inspector records the amount of animals / products, stumped, sign and release the document.

# 6.0

## Tanzania Ports Authority

### 6.1 IMPORT CARGO PROCEDURES AT THE PORT

- TPA receives Cargo Manifest electronically from Ships Agent.
- C&F Agent Lodge Custom's Release Order and Delivery Order at TPA's Revenue Office.
- C&F agent collects Invoice from TPA's Revenue Office.
- C&F agent pays relevant port charges to TPA's Bank Account and obtain receipt for payment made.
- C&F agent announces truck for delivery
- Truck proceed to gate and driver produces valid driving licence and truck registration card to TPA's gate attendants and obtain gate-in ticket.
- Truck proceeds to loading point and loads cargo.
- TPA issues gatepass for loaded truck and truck proceeds to check point for inspection and other gate-out formalities.
- Truck proceeds to exit gate, obtains gate-out ticket to exit port gate

#### 6.1.1 Documents involved

- Cargo Manifest.
- Release Order from Customs
- Delivery Order from Shipping line
- Invoice – Payment- Receipt

#### 6.1.2 Applicable charges

- Handling Charges
- Wharfage Charges

- Removal Charges (where applicable)
- Storage Charges (where applicable)
- Customs verification (where applicable)
- Documents Alteration fee (where applicable)

### **6.1.3 Export procedures**

- Receiving Released Shipping Order from TRA.
- Processing Invoice for relevant port charges.
- Payment effected at TPA's Bank Account.
- Shipper announces Truck
- Truck proceeds to gate, obtains gate-in ticket and enters the port
- Truck proceeds to receiving point in the port
- Cargo offloading process at storage area and/or loaded directly to ship
- Empty truck obtain gate-out ticket and exit port gate

### **6.1.4 Applicable charges**

- Handling charges
- Wharfage charges
- Storage charges (where applicable)
- Shut out cargo charge (where applicable)

# 7.0

## The Ministry of Natural Resources and Tourism (MNRT)

Tanzania has a great potential for natural resources, cultural and tourism attractions. Forests and woodlands play an important role in the livelihood of rural and urban population in Tanzania as approximately 90% of the population depends directly on bio-energy for heating and cooking. Timber provides a vital source of revenue for rural communities, traders, saw-millers and exporters, while a wide range of non-timber forest products are used for both subsistence and cash purposes such as honey, mushrooms, medicinal products, oils, fruits, resins, gums, and tannins.

The MNRT mandate is to protect, manage natural and cultural resources and develop tourism through undertaking the following core functions:

- Promotion of tourism, natural and cultural resources;
- Identification of research areas, prioritisation and coordination of research undertaken by various institutions and organizations;
- Monitoring and evaluation of performance, resources utilization and revenue collection;
- Law enforcement including control of illegal practices, safety and quality standards of natural resources products and inspection of hotels;
- Establishment and operation of management information system and
- Preparation of plans and budgets.

The Ministry's functions are assigned to five (5) technical divisions namely: - Wildlife, Forestry and Beekeeping, Tourism and Antiquities. Supporting services are provided by two (2) divisions namely: Administration and Personnel; and Policy and Planning Divisions, five (5) units which are Finance and Accounts, Legal, Procurement, Government Communications, Internal Audit and ICT.

## 7.1 DEPARTMENTS

This ministry has two main departments:

- a) Department of Forestry
- b) Department of Forest Products (Bee Keeping)

## 7.2 DEPARTMENT OF FORESTRY

### 7.2.1 Documents required to clear forest products for export

- Export Permit (Certificate)
- Timber Grading Certificate
- Inspection Certificate
- PhytoSanitary Certificate
- Certificate of Origin
- Receipts for payments made for the above documents
- Information Invoice
- Packing List

### 7.2.2 Procedure

- Receipt of documents departments officer
- Check documents and if ok, approve, if not, then referred back to exporter for compliance

### 7.2.3 Export charges

Inspection fees- Timber	Tshs. 100,000/= per 20 cubic meters or per 20mtons
Export permit Fees	Tshs. 100,000/= Per consignment
Application Form for export permit Certificate	Tshs. 5,000/=

### 7.2.4 Documents required to import

- Bill of Lading
- PhytoSanitary Certificate
- Commercial Invoice
- Packing List
- Certificate of Origin
- Receipts for payments made for the above documents

### 7.2.5 Import procedure

- Receipt of documents
- Check documents and if ok, approve, if not, then referred back to importer for compliance

### 7.2.6 Import charges

Import Inspection Certificate fees	50,000/= per 20 cubic meters or per 20mtons
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## 7.3 DEPARTMENT OF FOREST PRODUCTS (BEE KEEPING)

### 7.3.1 Documents required for export bee

- Commercial Invoice
- Bill of Lading
- Packing List
- Receipts for payments made for the above documents
- Export Permit (Certificate)
- Sanitary Certificate
- Laboratory analysis report from accredited laboratory Procedure
- Receipt of documents
- Check documents and if ok, approve, if not, then referred back to importer for compliance

### 7.3.2 Export charges

Inspection fees	1kg to 30kgs =Tshs. 5,000/=
	30kgs to 20mtons = Tshs. 40,000/=
Export Permit Fee	1kg to 30kgs = Tshs. 20,000/=
	30kgs to 20mtons = Tshs. 60,000/=

### 7.3.3 Documents required to export

- Commercial invoice
- Bill of Lading
- Packing List
- Receipts for payments made for the above documents
- Sanitary Certificate from the responsible authority
- Laboratory analysis report from accredited laboratory
- Fumigation Certificate from responsible authority

### 7.3.4 Export procedure

- Receipt of documents
- Check documents and if ok, approve, if not, then referred back to importer for compliance

### 7.3.5 Applicable import charges

Inspection Fee	
1kg to 30kgs	Tshs. 5,000/=
30kgs to 20mtons	Tshs. 40,000/=
Export Permit Fee	
1kg to 30kgs	Tshs. 20,000/=
30kgs to 20mtons	Tshs. 60,000/=

# 8.0

## Shipping Agents – Documentation Procedures

### 8.1 IMPORT PROCESS

#### 8.1.2 Import manifest

The import manifest is normally received from the load port electronically via email as an attachment; the manifest is then printed in order to obtain hardcopies for processing and filing the same with Customs and Port Authorities.

The manifest data received from abroad is again downloaded manually into Lighthouse. The software keeps the information until such time when consignee(s), approaches us for release. Please note invoices and delivery orders can be automatically generated from this system and the data is kept for future use.

#### 8.1.3 Filing manifest with customs & port authorities

- According to Tanzania Customs laid down procedures/laws the manifest should be filed / lodged with Customs at least 7 days prior arrival of the ship. Therefore ships agents expect to receive import manifest from load ports at least 10 days before ETA.
- Ship Agents require 8 copies of printed hard copies unfreighted manifest to be filed with Customs & Port Authorities and other parties as follows
- One sealed and waxed copy along with covering letter to customs long room
- Three sealed and waxed copies with covering letter to TICTS
- One sealed copy with a covering letter to the Commissioner of Customs along with one photocopy of the same.



- One copy to be sent to the Master of the ship for signing.
- The last copy should be retained as working copy into our file.
- With the introduction of electronic transfer of manifest to Customs through ASYCUDA, manifest needs to be REGISTERED at least 48 hrs prior arrival of the vessel failure of which heavy penalty shall be imposed.

#### **8.1.4 Segregation of Manifest into Parties**

As per Tanzania Local Customs requirement the IGM should be segregated into various parts depending on the actual final destination of the cargo, and therefore during filing process the manifest should be segregated as follows:

- PART I (LOCAL CARGO), cargo going to within the boundaries of Tanzania
- PART II (BURUNDI, CONGO and RWANDA), cargo which is going to these countries may be classified as Part II.
- PART IIIA (ZAMBIA CARGO), cargo going to Zambia
- PART IIIB (MALAWI CARGO), cargo to Malawi
- PART IV (UGANDA CARGO), cargo in transit to Uganda
- PART V (MOZAMBIQUE CARGO), cargo to Mozambique

*(Other destination(s) beside above please refer to R.R.O for guidance)*

Please note segregation of manifest can be done by referring to the either Consignee or Notify address or/and if it is a transit cargo by just referring to the description of goods where it should indicate clearly "Cargo in Transit to ....."

#### **8.1.5 Limitations in filing of import manifest**

- Description of cargo should be clearly stated as to the actual commodities, no short forms e.g. General Merchandise, Electronics, Furniture, and Motor Vehicle.
- No foreign consignee/Notify to be indicated, full style address for local receiver should be mentioned.
- No of packages should always clearly indicated, no short forms e.g. 1 Lot
- Any import manifest filed after arrival of the vessel, will be subjected to a late submission penalty by customs.
- Any dummy manifest cannot be accepted by Customs
- Please note in all above cases, Customs has got a right to reject any import manifest filed incorrectly and may result up to the payment of customs fines.

#### **8.1.6 Amending manifest after filing**

- Any amendment done after filing manifest with Customs should be officiated / approved by Customs (RRO), and therefore C11 has to be prepared to that effect.
- C11 is a customs document which is normally prepared by the liner agent to amend import manifest already submitte to Customs and it has to be approved by Customs before the amendment(s) are accepted. Please note C11 carries equal value as the manifest.

### **8.1.7 Issuing delivery orders**

Delivery Orders are issued by liner agent, against either surrender ORIGINAL BILLS or WAYBILLS duly endorsed by receivers, on the other hand Delivery order can also be issued against surrender advice (usually by email), from the Load port agent.

Delivery order can only be issued to consignee after the following conditions have been fulfilled

- Cargo has been confirmed to be on board
- Manifest has been received from the load port and filed with authorities concerned
- Original seaway bill or waybill has been surrendered, or surrender message instead
- Check the authenticity of the ORIGINAL B/L surrendered
- In case of Foreign Payer, collection of freight should be confirmed from the our foreign Counter part.
- If all relevant applicable charges are paid which includes Ocean Freight (For Freight Collect) and the local charges such D/O fees, Container Cleaning charges, TFCB
- A proper identification.
- If the Container Guarantee Letter has been submitted in case of FCL/FCL or Container Deposit has been paid
- Check if all outstanding charges have been cleared, such as container demurrage charges Etc.
- Check if previous container(s) have been redelivered back

### **8.1.8 Discharge list**

In order to facilitate a smooth discharge of the containers at the terminal, a discharge list containing all containers on board a named vessel to be discharged at this port, must be prepared and submitted to the Terminal authorities, this document must reach the terminal at least 24 hrs prior arrival of the vessel. This serves as a notification to the Terminal on the all containers to be discharged from a named vessel.

Currently the discharge list is being prepared manually by just extracting information from the hard copy manifest, reconciliation between SOB and Manifest is also done manually by just looking into hard copy SOB and comparison is done against hard copy. Complete discharge list is subsequently sent to the container terminal to facilitate discharge of containers .Please note the discharge list is always prepared in accordance to the local terminal requirements.

### **8.1.9 Transshipment**

As you can understand Dar port is a transshipment hub for the containers going to Comoro, Zanzibar and Tanga. hence the transshipment boxes are also Included

in the discharge list so as to enable a proper placing of the containers ready for the next move (in the discharge list containers are clearly marked as transshipment), this will enable Terminal operators to move and place the containers into a proper stack/yard (into transshipment block).

A letter of notification is henceforth prepared indicating pre-carrier and feeder vessels with respective FPOD and same is sent to Customs and Terminal authorities for approval and further handling and operations planning.

The load ports should always be advised on transshipment details and actual SOB from this port so that the same information is relayed to our customers accordingly.

## 8.2 EXPORT PROCESS

### 8.2.1 Cargo booking

Export process starts at export cargo booking; after sales leads and cargo canvassing Our Export Desk is expecting to receive bookings from would be our shippers.

Shipper is required to fill standard booking application and send to the booking desk and in the exchange the shipper will be given a standard shipping order, a document which confirms a booking to the client.

The shipping order will only be issued after the following have been fulfilled

- confirmed service to the requested destination and availability of port pairs
- confirmed ocean freight rate
- space availability
- equipment(s) availability
- if it is DG cargo ,acceptance of loading has been received from DG Desk

Please note together with the issuing of shipping order our booking desk is required to send an engagement list to TICTS, in order to facilitate yard planning and acceptance of containers in the port.

The Shipper will then be supplied with the desired equipments (empty container(s)), instruction will be sent to the yard i.e. Mukuba, TRH for release of empties.

Shipper will process the shipping order with Customs and Port Authorities and pay the relevant port charges and eventually handing over the documents to TICTS for loading planning and acceptance of containers in the port.

After stuffing, the shipper will transfer the containers to the port ready for shipment Loading Confirmation

After actual loading, TICTS will send a loading confirmation to our Export Desk through TICTS loading list, this actually serves as Mate's receipt.

### **8.2.2 Bill of lading preparation**

On the basis of information given on shipping application and the shipping order a draft bill of lading is prepared and sent to the shipper for final bill of lading confirmation.

Once everything is in order, draft has been confirmed .loading has been confirmed then Original bill of lading is printed and released to customer after all relevant charges have been paid.

Please note Original bill of lading is supposed to be issued/released to customer within 48 hrs after actual SOB .Therefore it is the responsibility of Sales/ Documentation officials to make sure all documents are available within this range of time and within sales level agreement (SLA).

### **8.2.3 Manifest transmission**

Full export manifest (both cargo/freighted manifest) supposed to be submitted at least 48 hrs after sailing, before transmission a thoroughly check must be done to ensure the data transmitted is correct in order to avoid unnecessary manifest amendments thereafter.

*NB: the manifest is transmitted through edi, transmission log references should be checked and verified.*

# 9.0

## Tanzania Bureau of Standards (TBS)

Tanzania Bureau of Standards (TBS) was established under the Ministry of Industry and Trade by an Act of Parliament, the Standards Act No.3 of 1975 as the National Standards Institute and became operational in April 1976. It was subsequently renamed Tanzania Bureau of Standards through an amendment to the Act by Act No.1 of 1977. The Standards Act No. 3 was later repealed and replaced by the Standards Act No. 2 of 2009, which gave the Bureau more powers in carrying out its mandate.

The Bureau was established as part of the efforts by the government to strengthen the supporting institutional infrastructure for the industry and commerce sectors of the economy. Specifically, TBS was mandated to undertake measures for quality control of products of all descriptions and to promote standardization in industry and commerce.

### 9.1 DOCUMENTS REQUIRED IN ORDER EFFECT CLEARANCE OF CARGO

- Certificate of Conformity (CoC)
- Bill of Lading
- commercial Invoice
- P/A-PAD
- Packing list

#### 9.1.1 Clearance procedures

- Submission of relevant documents
- Validation of documents by TBS

- Filling/presentation of validated documents
- Verification/confirmation of the documents by Inspector
- Issuance of release

### 9.1.2 Applicable charges

- i) Pre-shipment verified consignment
  - Charges are only incurred during pre-shipment verification
  - No charges are subjected during validation of the documents in the country
- ii) Post Shipment Inspection (to importers of cargo that arrived without Certificate of Conformity (CoC))

Application fees	Tshs. 20,000/=
Certification fee	0.2 % of the CIF of the Commercial Invoice (except petroleum products)
Inspection Fee	Tshs. 50,000 (for cargo within Dar es Salam.) Otherwise the importer will bear logistic charges for cargo outside Dar es Salam)

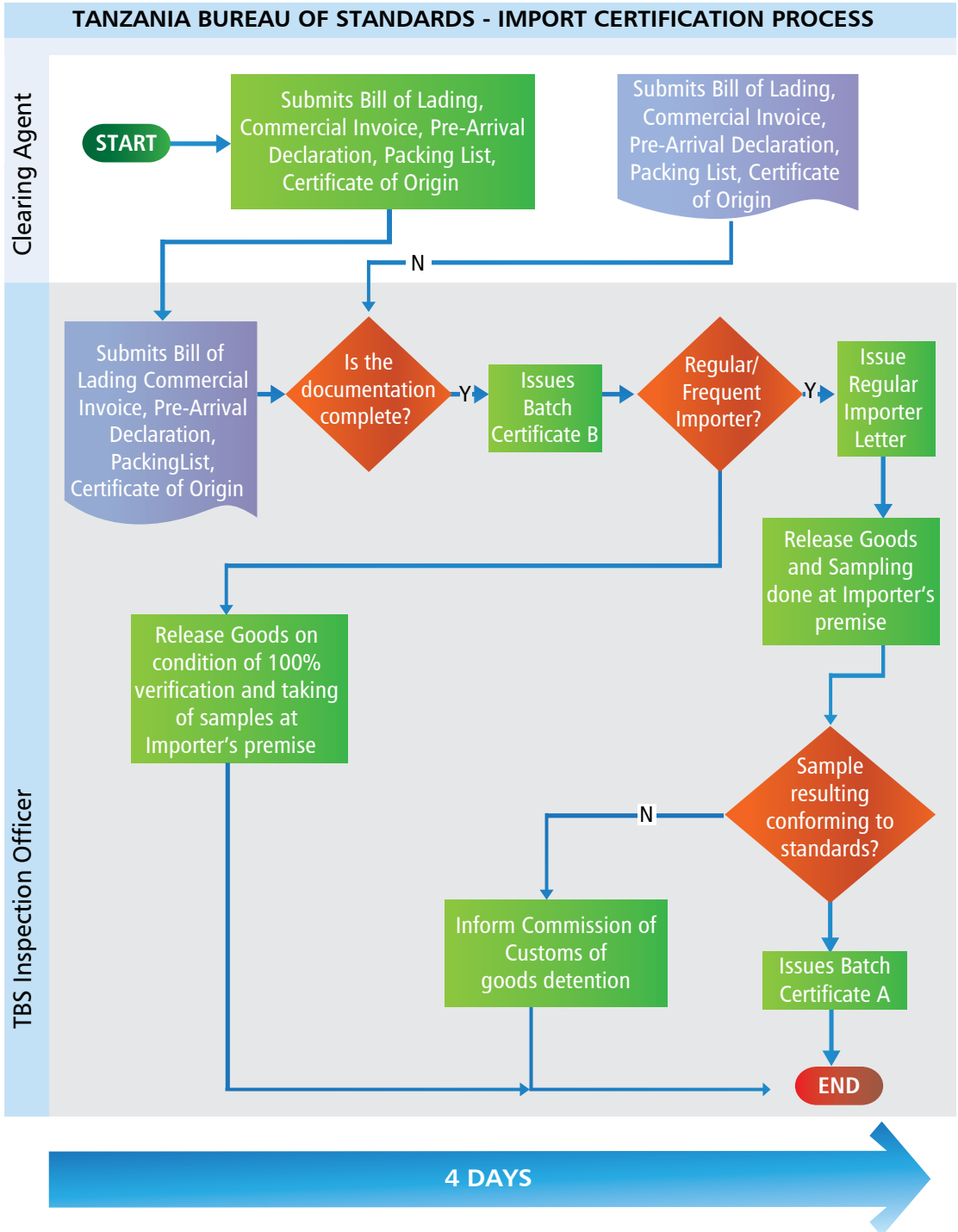
- lii) Petroleum products certification fees

Petrol	Tshs. 1.21 per litre
Diesel	Tshs. 1.24 per litre
Kerosene	Tshs. 1.25 per litre
Penalty (when an importer defaults on import regulation)	minimum Tshs. 3million

## 9.2 TANZANIA BUREAU OF STANDARDS PROCESS DESCRIPTION

- The clearing agent applies for inspection by filing in the application form, and attaches Bill of Lading, Commercial Invoice, Pre-Arrival Declaration (PAD), Packing List, any certificate from recognized certification body.
- If the Certificate of Conformity (CoC) is accepted (and no physical inspection is necessary), the Inspection Officer issues Batch Certificate B.
- In submission, the certificate will be reviewed. At this point, the Inspection Officer determines whether to perform 100% verification.
- Immediately the goods arrives, the inspection Officer will undertake dynamic risk analysis
- If the consignment belongs to a compliant importer, then Inspection Officer will issue a Regular Importer Letter on condition that physical inspection and sampling will be done at the importer's premise. The importer is allowed to sell the goods after the sample has been taken.

9.2.1 Tanzania Bureau of Standards - Process Diagram



# 10.0

## Tanzania Atomic Energy Commission

The Tanzania Atomic Energy Commission (TAEC) was established by the Act of Parliament referred to as the Atomic Energy Act number 7 of 2003. The mandate of TAEC is to:

- Provide Regulatory and Radiation Protection Services,
- Coordinate, monitor, and
- Promote peaceful use of nuclear technology in the country.

Tanzania Atomic Energy Commission is the official government body responsible for all atomic energy matters in the United Republic of Tanzania.

The Currently the Commission is undertaking the following activities:

- Coordinates the research and development activities in Atomic Energy and Nuclear Technology in Tanzania.
- These activities are in the sectors of health, medicine, agriculture, animal production, industrial and non-destructive tests.
- Plays a liaison role on nuclear safeguards and international nuclear regulations and resolutions on behalf of
- United the United Republic of Tanzania
- Develops research framework and capacity building to enhance safe use of Nuclear Technology in the areas
- of Power Generation, Agricultural Produce and food preservation (irradiation facilities development)
- Support application of nuclear technology in diseases control and in particular cancer treatments;



- Nuclear and radionuclide monitoring and waste management in Tanzania;
- Inspections and regulations of the safe use of nuclear technology including the mining, milling and processing

## 10.1 IMPORTS / EXPORTS CLEARANCE PROCEDURES

- Documents Required In Order to Effect Clearance of Cargo (Exports and Imports)
- Bill of Lading (only for imports)
- Commercial Invoice or Proforma invoice (only for exports)
- Parking list
- Original Radioactivity Analysis Certificate (obtained at TAEC)

## 10.2 DESCRIPTION OF CARGO CLEARANCE PROCEDURES

- Client submits required documents and TAEC issues invoice for radioactivity analysis
- Client settles the invoice at Bank (STANBIC) and submits Bank slip to TAEC. TAEC issues official receipt
- Client sends sample to Arusha and filled sample record form through Business Transport Company or any courier. (sample pre-shipment is encouraged)
- The Radioactivity Analysis Certificate issued (whole process takes up to 3 working days)

### 10.2.1 Applicable charges

#### A) Charges for exports (foodstuffs and fertilizers)

Tshs. 35,000 for FOB less than or equal to Tshs. 20 Million
0.2 % of FOB for FOB above Tshs. 20 Million and up to Tshs. 1 Billion
Tshs. 2 Million for FOB above 1 Billion
Each extra copy is charged Tshs. 10,000/-

#### B) Charges for imports (foodstuffs and fertilizers)

Tshs. 35,000 for FOB less than or equal to Tshs. 10 Million
0.4 % of FOB for FOB above Tshs.10 Million and up to Tshs. 1 Billion
Tshs 4 Million for FOB above 1 Billion
Each extra copy is charged Tshs. 10,000/-

#### C) Charges for unprocessed products imports (raw materials and relief foods)

Tshs. 35,000 for FOB less than or equal Tshs. 20 Million
0.2 % of FOB for FOB above Tshs. 20 Million and up to Tshs. 1 Billion
Tshs 2 Million for FOB above 1 Billion
Each extra copy is charged Tshs. 10,000/-

# 11.0

## The Fair Competition Commission (FCC)

The Fair Competition Commission (FCC) is an independent government body established under the Fair Competition Act, 2003 (No. 8 of 2003), to promote and protect effective competition in trade and commerce and to protect consumers from unfair and misleading market conduct. The ultimate goal of the Act is to increase efficiency in the production, distribution and supply of goods and services. Establishment of FCC is a significant step in Tanzania's effort to establish a market economy.

The FCC makes necessary interventions to ensure that competition is allowed to regulate the competitive market. It also intervenes to prevent significant market dominance, price fixing and extortion of monopoly rent to the detriment of the consumer, market instability. It also deals with issues of anti-competitive conduct, abuse of dominance and has provision for curtailing mergers and acquisitions if outcome is likely to create dominance in the market or lead to uncompetitive behaviour.

The FCC is given powers to gather information, to conduct investigations and to impose sanctions for violations of the law.

In addition to implementing the FCA, FCC is also charged with the responsibility of enforcing the Merchandise Marks Act of 1963, which is the legal instrument for fighting counterfeits.

The FCC requires the following information from the trader:

- Address of the manufacturer
- Origin of the product
- The brand owner

If the product is not in conformity to the requirements, it is seized and the applicable legal procedures follow.

A penalty of up to Tshs. 10,000,000.00 is charged (upon court's conviction) to the owner of goods depending of the value of the goods.

## 11.1 PLANTS

Plant related exports require a PhytoSanitary certificate which is issued after inspection. This is issued by Tanzania Plant Inspection Service which is a section of crop development/plant health services in the Ministry of Agriculture.

The certificate is applied for by the exporter and is required to be presented to Lifeline to enable processing of the export.

## 11.2 CERTIFICATES OF ORIGIN

These are required for imports that:

- Originate from member countries
- For export top foreign countries to confirm the origin of goods

# 12.0

## General Clearing Processes

### 12.1 PRE-ARRIVAL DECLARATION PROCESS FOR IMPORTS

#### 12.1.1 Documentary requirements

Importers are required to provide the following import documents:

- Final Invoice
- Packing list must be submitted when multiple goods are included in one consignment.
- Bill of Lading, Airway Bill or Consignment note
- Exemption Documents - are documents for claiming duty or tax exemption
- Import Permit -is required where restrictions apply on imported goods.

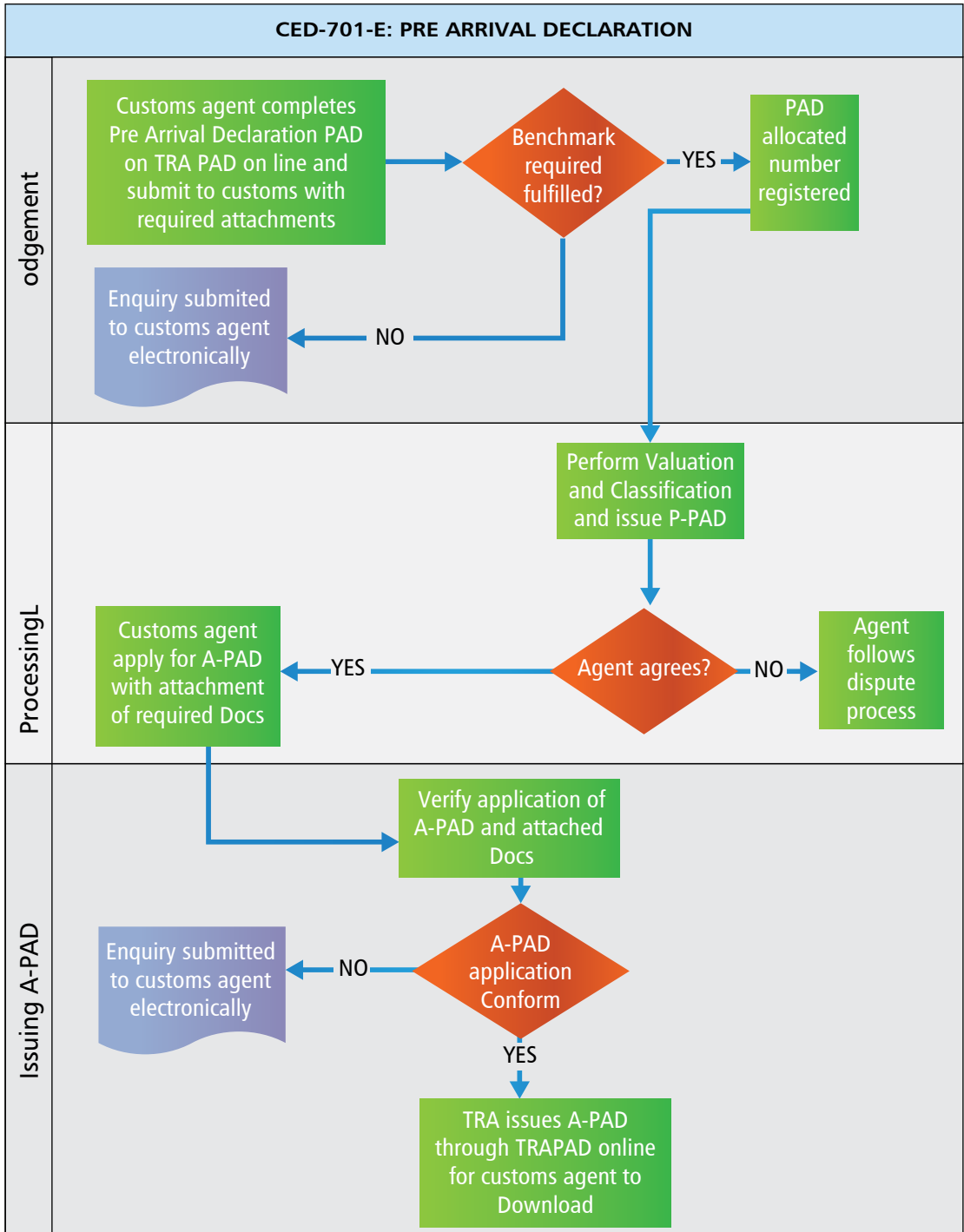
### 12.2 CLEARING PROCESSES THROUGH THE PORT OF DAR ES SALAAM

#### 12.2.1 Required electronic documents

The following documents will be required in electronic format:

- Pre arrival declaration (PAD)
- Proforma Invoice (PI) - it is accepted if a final invoice is not available at the time the PAD is lodged.
- Final Invoice- is the commercial invoice issued to the importer by an overseas supplier of the goods which is required by Customs.
- Packing list-it must be submitted when multiple goods are included in one consignment.
- Bill of Lading
- Exemption Documents - are documents for claiming duty or tax exemption
- Import Permit
- Certificate of origin if required

## 12.3 PRE ARRIVAL DECLARATION



### 12.3.1 Process narrative – Pre-arrival declaration

- Customs agent completes a Pre-Arrival Declaration (PAD) on TRA PAD on line and submit to TRA with relevant supporting documents (scanned Proforma/final invoice and shipping documents)
- TRA in turn verifies the PAD for completeness and legality and confirm acceptance by allocating a PAD registration number. An automatic e-mail notification is sent to both Customs agent and registered Importer.
- Customs Officer undertakes Customs valuation and classification and issue Pre-Assessed PAD (P-PAD) which is available for download by Customs agent from TRA PAD on line for acceptance or appeal. An automatic e-mail notification is sent to both Customs agent and registered Importer.
- Customs agent apply for an Assessed PAD (A-PAD) on TRA PAD on line along with submission of scanned documents as applicable, such as permit and/or certificates issued by Other government Departments (TBS, TFDA, Government Chemist, etc.) and supporting documentation to justify tax exemption, if any.
- TRA verifies the application and issue an Assessed PAD (A-PAD) available for download by Customs agent from TRA website. An automatic e-mail notification is sent to both agent and Importer.
- Customs agent downloads A-PAD from TRA PAD on line for downloading into ASYCUDA TANSAD Declaration and submits to TRA electronically.

## 12.4 IMPORT CLEARANCE PROCESS

### 12.4.1 Required electronic documents

- E-Bill of Lading
- E-Commercial Invoice
- E-Pre-Arrival Declaration
- E-Packing List
- E-Certificate of Origin
- E-A-PAD
- Exemption documents
- Import permits
- Cargo receipt (Form F119) for warehousing declaration.

### 12.4.2 Customs import clearance procedure

- Customs agents submit TANSAD with attachments electronically to CDPO through ASYCUDA++ and ASY-SCAN connected remotely in their office or Data Bureau
- For imported Goods
- Customs agent generates TANSAD using ASYCUDA++ system based on A-PAD issued by DSM CSC and submits with scanned attachments electronically to CDPO.

- Customs agent pays Duties and Taxes to the bank. The amount exceeding Tshs 5 million is paid Inter-bank Settlement System (TISS) and for amount less than Tshs 5 million is paid direct to TRA cashier or point of sale system.
- Customs agent submits payment receipt to cashier for striking into ASYCUDA++ system (payment through TISS).
- Customs officer enter TANSAD registration number into ASYCUDA++ system once Duties and taxes of the respective TANSADs are affected on ASYCUDA++ system requesting for release.
- Selectivity is performed automatically. TANSADs are channeled into GREEN for Direct Release, YELLOW for Documentary check, RED for Scanning/Physical verification.
- Customs officer performs documentary check to reconcile information recorded in A-PAD and TANSAD. IF CONFORMS, Release order is issued or TANSAD is channeled to Scanning or physical verification (depending on risk criteria). IF NON-CONFORMITY is observed, TANSADs are channeled into Error Management for amendment.
- TANSAD Selectivity status is availed to Agent and the entry/exit station for subsequent cargo release.

### 12.4.3 Applicable charges

Duties and Taxes depending on classification and valuation
Port charges
Agencies' fees
Shipping line charges

### 12.4.4 Process narrative

- The Clearing agent will prepare electronic copies of all necessary documentation (Bill of Lading, Commercial Invoice, Assessed Pre-Arrival Declaration, Packing List, and Certificate of Origin) then upload to ASYCUDA and send the same copies to all agencies. The clearing agent will inform all agencies of the intention to clear specific cargo. This request will come as an electronic ticket.
- The ticket will prompt Shipping Line and TPA/TICTS/ICD to issue invoices relating to port charges. The same will apply to other agencies.
- The clearing agent will proceed to the bank to make payment for all charges, duties and agencies' fees.
- The bank sends an electronic payment advice to TRA, TPA and concerned agencies.

TRA invokes ASYCUDA selectivity. There will be only 2 channels (RED and GREEN).

- GREEN Channel – is Direct Release. TRA will have to inform all agencies of the direct release and the agencies will respond with their confirmation/agreement

- or an objection which will call for joint physical inspection.
- RED Channel – all agencies led by TRA will perform Joint Inspection on the specific cargo. After inspection, all agencies will circulate e-Release Orders to each other as a confirmation.
- One Stop Centre Manager/TPA, after confirming all agencies' release orders, will issue an e-Gate Pass.
- Truck will be allowed in to collect cargo and exit.

## 12.5 EXPORT DECLARATION PROCESS

### 12.5.1 Required electronic documents

- E-Proforma Invoice
- Electronic copies of Packing List and any related permit from other Government Agencies
- Certificate of Origin (if required)

### 12.5.2 Applicable charges

Shipping line charges
Export levy (if applicable)
Port charges (Terminal handling charges)
Agency fees

### 12.5.3 Process narrative

- Clearing Agent books for the ship. Shipping Line gives "shipping Order"
- Clearing Agent fills the shipping order according to the Packing List, Certificate of Origin, and Certificate of Destination.
- Clearing Agent takes Shipping Order (S.O) and Invoice to generate TANSAD using ASYCUDA system and submit the same with required eligible attachments through ASY SCAN to the CSC.
- Customs officer enters TANSAD registration number into the ASYCUDA requesting for release, YELLOW for documentary checks or RED for scanning/ Physical examination
- Section officer in charge distributes list of TANSADS to various officers for documentary check (authentication of documents attached, classification and value)
- If documentary checks CONFORM, TANSAD rerouted into GREEN Status for release
- If NON-CONFORMITY, is observed, query issued to agent to comply and TANSADs are channeled into ERRO management for amendment
- TANSAD selectivity status is availed to agent and to the entry/exit station for subsequent cargo verification and release for exports



## 12.6 PROPOSED IMPORT TRANSIT GOODS CLEARANCE PROCESS

### 12.6.1 Required electronic documents

- E-Bill of Lading
- E-Commercial Invoice
- E-Packing List
- Charges
- Duties and Taxes depending on classification and valuation
- Port Charges
- Agencies' Fees ( If any)

### 12.6.2 Process narrative

- The Clearing agent will prepare electronic copies of all necessary documentation (Bill of Lading, Commercial Invoice, Packing List, and Certificate of Origin) and send copies to all agencies. The clearing agent will inform all agencies of the intention to clear specific cargo. This request will come as an electronic ticket.
- The ticket will prompt Shipping Line and TPA/TICTS/ICD to issue invoices relating to port charges. The same will apply to other agencies.
- The clearing agent will proceed to the bank to make payment for all charges, duties and agencies' fees.
- The bank sends an electronic confirmation to specific agencies on the payments made.
- TRA invokes ASYCUDA selectivity. There will be only 2 channels (RED and GREEN).
- GREEN Channel – is Direct Release (T1). TRA will have to inform all agencies of the direct release and the agencies will respond with their confirmation/agreement or objection which will call for joint physical inspection.
- RED Channel – all agencies led by TRA will perform Joint Inspection on the specific cargo. After inspection, all agencies will circulate e-Release Orders to the each other as a confirmation.
- One Stop Centre Manager, after confirming all agencies' release orders, will issue an e-Gate Pass.
- Truck will be allowed in to collect cargo and exit.

## 12.7 PROPOSED EXPORT TRANSIT PROCESS

### 12.7.1 Required electronic documents

- Electronic copies of T1 and attachments

### 12.7.2 Applicable charges

Port Handling Charges
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### 12.7.3 Process narrative

- The Malawi Revenue Authority/Zambian Revenue Authority/Kenya Revenue Authority uploads T1 and its attachment from ASYCUDA to RADDEx.
- Tanzania Revenue Authority (Tunduma, Kasumulu or Namanga) downloads T1 and attachments from RADDEx to ASYCUDA.
- TRA Officer at Dar will verify the arrival of the truck (through sighting) and look-up or retrieve T1 data for confirmation.
- TRA Officer issues a Release Order (and cancels bond).
- Clearing Agent prepares and uploads Shipping Order, and request for Electronic Invoices from TICTS/TPA for payment of port charges.
- The Bank will send payment advice to TICTS/TPA.
- TPA/TICTS issues e-Permit to allow the truck into the port. The consignment will be stacked in the loading area awaiting shipping





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