



## Admission to Ghana

EFFECTS	DOCUMENTS REQUIRED	REMARKS
<p><b>Personal effects</b></p>	<ul style="list-style-type: none"> <li>• <b>ORIGINAL passport</b> (needed during the whole clearing process)</li> <li>• Introduction letter from his employer (model will be submitted by our local office)</li> <li>• PUBD (Personal Unaccompanied Baggage Declaration to be filled by client at his arrival at airport). Failure to do will lead to a processing charge of +USD 50.</li> <li>• Individual Tax Identification Number (to be issued by Customs head office – if shipper cannot submit one we can process it (+USD 50 processing charge would then apply)</li> <li>• Clear and detailed packing list. Packing list should preferably be typed when writing not clear enough.</li> <li>• When available valued inventory to ease reconciliation of quantities for customs valuation purposes.</li> <li>• If any brand new items purchase invoices should be produced and packing list should clearly identify them</li> </ul>	<p>Foreign citizen not having his work &amp; resident permit inside his passport might not be granted exemption of duty, VAT...</p> <p>Items are still valued but might not be exempt unless client has his work/resident permit. Note that to get a work/resident permit can take 1-6 months.</p> <p>The declared value serves as a basis for the customs evaluation. We suggest that you minimize your declared value.</p> <p>Values will NOT be used for customs valuation purposes but only quantities.</p> <p>Only one of each used electrical appliance will be exempt of payment of duties.</p> <p>The following taxes will apply:                      Custom Processing Fee: 1% of CIF value to be paid;                      Ecowas Levy: 0.5% of CIF value;                      Development Levy: 0.5% of CIF value.</p> <p><b>Consignee :</b>  <b>Shipper name as on passport</b>                      + address in Ghana if known <u>OR</u>                      PO BOX 1323 CT - ACCRA                      Spintex Road - Coca Cola Roundabout                      Tel. +233 (0) 30 701 0555/0775</p> <p><b>Notify</b>                      AGS FRASERS GHANA                      SPINTEX ROAD – COCA COLA                      ROUNDABOUT – PO BOX 1323 CT –                      ACCRA –                      Tel +233 (0)30 701 0555/0775 -                      Email : <a href="mailto:import-ghana@agsmovers.com">import-ghana@agsmovers.com</a></p>



EFFECTS	DOCUMENTS REQUIRED	REMARKS
<b>Diplomats</b>	<ul style="list-style-type: none"> <li>• Copy of passport</li> <li>• Copy Bill of Lading and inventory in advance to enable the embassy or exempted organization to apply to exemption of duties to the Ministry of Foreign Affairs.</li> </ul>	<p><b>Consignee:</b> <b>'Diplomatic organization name + address'</b> <b>FOR 'Shipper name'</b></p> <p><b>Notify</b> AGS FRASERS GHANA SPINTEX ROAD – COCA COLA ROUNABOUT – PO BOX 1323 CT – ACCRA – Tel +233 (0)30 701 0555/0775 - Email : <a href="mailto:import-ghana@agsmovers.com">import-ghana@agsmovers.com</a></p>
<b>Motor vehicles</b>	<ul style="list-style-type: none"> <li>• Clear copy of car title</li> <li>• Information on car title should absolutely read :               <ul style="list-style-type: none"> <li>* Brand</li> <li>* Type</li> <li>* Model</li> <li>* Year of manufacture</li> <li>* Chassis/VIN number (17 digits)</li> <li>* Engine Capacity (in CC)</li> <li>* Engine Number</li> </ul> </li> </ul>	<p>Customs will determine the value depending on the type and age of the vehicle.</p> <p>Vehicles older than 10 years pay customs overage penalty.</p> <p>Duties will apply to all vehicles (from 5 to 20% of customs assessed (and depreciated) CIF value), as well as VAT and other taxes (+/-18% CIF value) depending on engine capacity.</p> <p>Right hand drive vehicles not allowed.</p> <p>Please note that customs require that any shipment with a POV (even diplomatic) must go through customs valuation process of the POV at customs car park. We then need to submit all particulars of POVs to customs at car park for the customs valuation to be done.</p>
<b>Alcohol</b>		<p>Alcohol and other spirits might be exempt of payment of duties to a maximum of 10 bottles.</p>

**Attached:**

- **Letter of introduction**
- **PUBD example**
- **Contact details**



Assistant Commissioner

Customs Excise and Preventive Service

TEMA *(if sea)* OR KOTOKA INTERNATIONAL  
AIRPORT *(if air)*

## Letter of introduction

Dear Sir,

This will introduce Mr/Mrs XXXX who is our new XXXX (function).

Mr/Mrs XXXX is to stay in Ghana for an estimated period of XXXX. He/She is therefore importing some used personal effects through the port of TEMA.

We would be grateful to you to let our clearing agent AGS WORLDWIDE MOVERS Ltd to make necessary arrangements for the clearance of her personal goods.

Counting on your usual cooperation,

Sincerely yours,

Signature (Head of Human Resources, or General Manager)

Stamp

Date



740181403  
 GHANA CUSTOMS AND EXCISE Form C 48

ETK A 243765

PASSENGERS UNACCOMPANIED BAGGAGE DECLARATION

Passenger's Name (in block letters) SIMON BUDLEY KEITH SHAW AUSTON  
 Postal Address in Ghana Box BRITISH AMERICAN TOBACCO

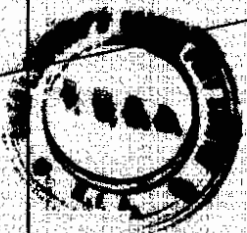
DECLARATION

I HEREBY declare that I arrived in Ghana at Accra by air/road/sea on 08-07-05

that I have read and fully understand the Customs NOTICE TO PASSENGERS overleaf, and that the following is a true and correct account of the description, number and value (a) of all articles in my unaccompanied baggage (b) of all other articles therein which are not my own bonafide baggage:

Number and Description of Packages	Particulars of all Articles contained in each Package	Country of Origin	VALUE	
			£	P
17050 CONTNR BY SEA	Used clothing Used shoes Alcohol items Medical supplies Kitchen ware etc	USA	£200.00	

Additional information in respect of Ammunition

Description of Arms and/or Ammunition	Calibre	Maker's Name and Number
		

I appoint.....my agent for the purpose of clearing my baggage through the Customs and I will send them this Form, all relative Invoices and all the necessary keys.

Signature of witness [Signature]  
 Designation M Call (8504)  
09-07-05

Signed [Signature]  
09-07-05

(P.T.O.)

## **AGS FRASERS GHANA**

*Contact Import Coordinator:* Sylvain BENGLER  
*Email Import coordinator:* import-ghana@agsmovers.com  
*Phone number:* +233 (0)30 701 0555 / +233 (0)30 701 0775  
*Cellular Import coordinator:* +233 (0)249 939 538

*Contact Branch Manager:* Guillaume DEHEM  
*E-mail Branch manager:* manager-ghana@agsmovers.com  
*Phone number:* +233 (0)30 701 0555 / +233 (0)30 701 0775  
*Cellular:* +233 (0)244 310 221

*Postal Address:* Spintex Road - Coca Cola Roundabout  
PO BOX 1323CT - ACCRa  
GHANA

## **AGS AFRICAN DESK**

*Contact:* Grant JOUBERT  
*Phone number:* +27 21 5051 623  
*Fax:* +27 21 5340 447  
*E-mail :* joubert-g@agsafrica.com

