

DOCUMENTS REQUIRED FOR CLEARING CARGO THROUGH CUSTOMS:

AIRFREIGHT-IMPORTS:

1. Import declaration form(idf)-bto get this form the importer pin has to be opted in the kenya tradenet system(kentrade) and have a profoma invoice ready from the supplier.
2. Commercial invoice
3. Packing list
4. Air way bill
5. Certificate of conformity(coc) which is issued by the inspection companies contracted by Kenya Kenya bureau of standards(these companies are sgs/bureau veritas/intertek and china inspection company-ccic) and cd documents-generated in the kentrade system upon kra entry registration.
6. Import permits (in case of pharmaceuticals and medical equipment-permit from the pharmacy and poisons board-ppb , dental material-permit from the nursing and dentists council/pesticides-pest control board permit, planting seeds-khepis , veterinary drugs-&vaccines-permit from te veterinary dept in the ministry of agriculture livestock development, firearms-permit from the fire arms licensing bureau) most of these permits are obtained from kentrade by the importer having to apply online in the system-this calls for them to be registered with the kentrade system and a password issued.
7. Transaction Value support documents –e.g tts from the banks/sales agreements/credit notes
8. Material safety data sheets –msds for chemical items/raw materials.
9. Motor vehicles – above documents and inspection certificate(JIVEC) instead of a coc..

SEAFREIGHT –IMPORTS.

1. Import declaration form(idf)-bto get this form the importer pin has to be opted in the kenya tradenet system(kentrade) and have a profoma invoice ready from the supplier.
2. Commercial invoice
3. Packing list
4. Bill of landing
5. Certificate of conformity(coc) which is issued by the inspection companies contracted by Kenya Kenya bureau of standards(these companies are sgs/bureau veritas/intertek and china inspection company-ccic) and cd documents-generated in the kentrade system upon kra entry registration.
6. Import permits (in case of pharmaceuticals and medical equipment-permit from the pharmacy and poisons board-ppb , dental material-permit from the nursing and dentists council/pesticides-pest control board permit, planting seeds-khepis , veterinary drugs-&vaccines-permit from te veterinary dept in the ministry of agriculture livestock development, firearms-permit from the fire arms licensing bureau) most of these permits are obtained from kentrade by the importer having to apply online in the system-this calls for them to be registered with the kentrade system and a password issued.
7. Declaration Value support documents –e.g tts from the banks/sales agreements/credit notes
8. Material safety data sheets –msds for chemical items/raw materials.
9. Any other relevant document .
 - DDU/DDP Shipments – Each parties roles have to be clearly stated and proper understanding of incoterms.- All above import documents are required .
 - Motor vehicle tax estimates the mv capacity-cc/yom/make/model is necessary for appropriate guidance.
 - Motor vehicle transfers, signed transfer forms and pin copies for transacting parties is are required.

Note: SHIPMENTS ARRIVING WITHOUT CERTIFICATE OF CONFORMITY (COC)

Handling of Imports without COC

Importers are supposed to undergo destination inspection at the port of discharge, importers shall be required to make an application in writing to Commissioner Customs & MD KEBS.

The application together with the supporting documents i.e. Proforma Invoice, Commercial Invoice, IDF, BL, Airway Bill & Packing List shall be lodged in the office of DC Revenue & Regional Operations for consideration.'

After consideration, a joint verification involving kra- tariff/valuation departments and kebs is conducted. On being satisfied, the importer is authorized to pay a penalty of 15% of the cif of the goods and a local coc is issued for the import clearance to be authorized for processing and subsequent clearance.

SEA EXPORTS :

1. Shipping invoice
2. Packing list
3. Bill of landing
4. Necessary permits-eg for restricted items like medicines/hides and skinsetc etc obtained from the relevant departments of the government.

AIR EXPORTS:

1. shipping invoice
2. Packing list
3. Airwaybill
4. Necessary permits-eg for restricted items like medicines/hides and skinsetc etc obtained from the relevant departments of the government.

Note : Export (where Eac/Comesa/Agoa certificate is needed certificate obtained from kra and exporter need to have a registration number from kra issuing office .

NB:

Efficient service delivery is made possible if pre-alerts and shipment information is shared by the client in good time to enable process the necessary clearing documentations prior to arrival of the shipments.

Transparency, consistent updates and communication with our customers is core and we strive to see our clients business grow, that automatically makes us remain at the top.