

Ghana

Goods	Documents Required	Specific Regulations
Household Goods Removal (For Imports)	<ul style="list-style-type: none"> ➤ Original Airway bill / Bill of lading ➤ Packing list ➤ Original passport ➤ Valid visa ➤ Residence / work permit ➤ Completed Passenger Unaccompanied Baggage Declaration (PUBD) ➤ Letter of introduction from employer ➤ Employer tax identification number ➤ Customs may require a personal tax identification number (obtainable through customs head office) <p>Air Shipments for Diplomatic Imports:</p> <ul style="list-style-type: none"> ➤ Permit letter from the Ministry of Foreign Affairs <p>Sea Shipments for Diplomatic Imports:</p> <ul style="list-style-type: none"> ➤ Exemption letter from Ministry of Foreign Affairs ➤ Bill of lading stamp by pertinent firm or diplomatic organization ➤ Invoice or letter to MOA 	<ul style="list-style-type: none"> ➤ Documents, including originals, must be received a few days prior to arrival of shipment. ➤ Household goods and personal effects are subject to taxes. ➤ Value payment is 1.5% of CIF (Cost, Insurance, and Freight) value. ➤ Customs will reassess items by analyzing packing. ➤ New goods may be subject to duties and VAT payment (15-40%). ➤ A diplomatic exemption allows duty and tax-free import. ➤ Diplomatic Organizations require a copy of the AWB or BL as soon as possible to start processing the diplomatic exemption prior to shipment arrival in Ghana. ➤ PUBD must state the number of packages expected prior to one's arrival in the country. ➤ PUBD may be obtained from the customs officer. ➤ PUBD must be filled out upon arrival in Ghana. ➤ Customs will retain passport during the clearing process and will return it at time of delivery ➤ If urgent travel is required before the clearance process is complete, expatriates must see the Assistant Commissioner Port or Airport <i>personally</i> with supporting documents (proof of traveling and all shipping documents) for approval to use a copy of passport instead of original. ➤ PUBD is to be filled out upon arrival at the airport or road border. ➤ PUBD is valid for 60 days. ➤ PUBD may be extended for 30 days and charges are required of approximately USD 25. ➤ If an extension is requested, customs will require the following information: <ul style="list-style-type: none"> - Mode of import shipment transport (container, part container, air) - Type of import shipment (used clothing, household effects, used furniture, etc. - Value of shipment: it is suggested that shipment is under-declared as follows: <ul style="list-style-type: none"> ➤ Part container: USD 500 ➤ 1 x 20ft container: USD 1000 ➤ 1 x 40ft container: USD 1,500 ➤ Air shipment: USD 100-1,000 ➤ Foreigners may not ship items prior to securing a work permit and residency OR letter of employment; if shipment is unsecured, it will stay at customs and incur storage fees.
Motor Vehicles (For Imports)	<ul style="list-style-type: none"> ➤ Letter of ownership / Certificate of title ➤ Chassis number on bill of lading ➤ Car must be left-hand drive ➤ Penalties applied to cars more than ten years old 	

Goods	Documents Required For Import	Specific Regulations
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CONSIGNMENT INSTRUCTIONS

All incoming air and sea imports for *Ghanaian citizens and non-diplomatic shippers* should be consigned as follows:

Consignee Party:

- Name of owner
- C/O local agent
- Agent address
- Fax:
- Attn:

Notify Party:

Same as consignee party

All incoming air and sea imports for *diplomatic shippers* should be consigned as follows:

Consignee Party:

- Name of owner
- C/O Diplomatic Organization or NGO
- Address
- Phone:
- Fax:
- Attn:

Notify Party:

Name of owner
 C/O local agent
 Agent address in Ghana
 Phone:
 Fax:

Important: Consignment instructions must be followed or a penalty of USD 125 will be charged for amendments.

Recommended: Once the shipment is booked, please fax your pre-alert to the agent office along with a copy of the AWB / BL, packing list, passport copy, and full contact details of the consignee.

Helpful Tips:

- Mark the waybills very clearly "Used household goods and personal effects".
- Packing list should be in English or Bosnian
- Do not attach the inventory list used for the insurance purposes with the documents enclosed with the shipment.
- Pre-alert along with the copies of the waybill, packing list, valued inventories and shipping schedule should be sent well in advance.
- Consign the shipment directly to the consignee c/o name of his/her organization c/o local Agent/Company name with details noted above.

Prohibited Items:

- Firearms
- Ammunitions
- Drugs
- Narcotics
- Pornographic and subversive literature and films
- Alcohol