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**CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION  
FOR IMPORTS**

**HOUSEHOLD GOODS REMOVAL**

**A. Documents Required**

- 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)

Air Shipments for Diplomatic Imports

- Permit letter from the Ministry of Foreign Affairs

Sea Shipments for Diplomatic Imports

- Exemption letter from Ministry of Foreign Affairs
- Bill of lading stamp by pertinent firm or diplomatic organization
- Invoice or letter to MOA

**B. Specific Regulations**

- 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 *personally* 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.



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- 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:
  - 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:
    - 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

#### A. Documents Required

- 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

### 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:

Notify Party:

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

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



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**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

***IAM Note:*** Customs regulations can change at any time with or without notice. This document is provided as a guide and for information only. While IAM has exercised reasonable care in publishing this document, IAM makes no representation, either expressed or implied, as to its accuracy or applicability.