• Waiver Control - Advance Cargo Declaration [CTN/ACD]
• Destination Inspection
• Prohibited Imports
SIERRA LEONE >> Regulation Overview

Waiver Control: Advance Cargo Declaration [CTN/ACD]

Advance Cargo Declaration (CTN/ACD) Scheme
The implementation of an Advance Cargo Declaration scheme [CTN/ACD] is a component of the requirements for Governments, Port Authorities and Shipping Companies as per the ISPS code [International Ship and Port Facility Security Code] in 2002. It concerns cargo security and safety in Sierra Leone.

The Cargo Tracking Notes covers both import and export cargoes and is effective from:

IMPORT CARGO INTO SIERRA LEONE:
For Import cargo in Sierra Leone CTN/ACD regulations are applicable on 1st April 2015 (date of loading at origin POL) as from this date following procedure and charges will be enforced:

Customers will need to register and log in onto www.ctn-gtms.com to proceed with Advanced Cargo Declaration and obtain Entry Summary Number (ENS) for their respective shipments

ENS number must be provided to the Shipping Line prior loading at POL in order to be included on the Bill of Lading and Cargo Manifest.

The Shipping Line will proceed with the Advanced Manifest declaration for ISPS code before departure from the last transshipment port to obtain the MRN (Movement Reference Number) required to enter Sierra Leone ports.

ACD/CTN fees specified by TPMS must be paid (in addition to the Freight) by the Freight Payer.

All available information can be found on the SLPA website: http://acdsl.com/

For further inquiry please find TPMS contact details:

TPMS West Africa, Sierra Leone
19 Liverpool Street Freetown
Tel: +232 768 174 74
Email: tpmswasl@gmail.com

EXPORT CARGO FROM SIERRA LEONE
For Export cargo from Sierra Leone CTN/ACD regulation is applicable since 15th March 2015 (date of loading at Freetown) as from this date following procedure and charges are enforced:

EXS number must be provided to the Shipping Line prior loading at Freetown in order to be included on the Bill of Lading and Cargo Manifest.

The Shipping Line will proceed with the Advanced Manifest declaration for ISPS code to allow SLPA to carry out the risk assessment on cargo and ship and will obtain the MRN (movement reference Number).

ACD/CTN fees specified by TPMS must be paid (in addition to the Freight) by the Freight Payer.

Decree

The information given has been given in good faith and believed to be correct at the time of writing. Please verify these facts with other relevant sources before using this as the basis of any action taken as we regret we cannot accept liability for any consequences due to inaccuracies in this information.
Managed
To be managed by the Transport Port Management System [TPMS]. A user manual appears as an Appendix.

Information
Further information can be found on the Sierra Leone Port Authority [SLPA] website: http://www.acdsl.com/ and http://acdsl.com/?ABOUT-ACD

Sierra Leone Port Authority [SLPA]
Queen Elizabeth Quay II
Cline Town
Freetown
Tel +232 76 81 74 74
E-mail: support@acdsl.com

CMA CGM trained staff members are available to assist customers in all aspects of the documentary requirements of the trade to Sierra Leone. Please contact your local agency office for advice.

Destination Inspection
Sierra Leone requires that Destination Inspection [DI] is carried out for all imports into the country. This exercise is undertaken on arrival at Freetown port for the purpose of Customs clearance of the goods. DI is mandated by the Ministry of Trade, Industry and State Enterprises.

DI is managed by Intertek as contracted in March 2004.

Intertek
2nd Floor
10 Wallace Johnson Street
Freetown
Tel: +232 22 71 98
Fax: +232 22 86 20
E-mail: info.sierraleone@intertek.com
Website: www.intertek-fts.com

Minimum Value for DI
US$2,000 CIF

Part Shipments
Not allowed. An Import Declaration Application Form [IDF] has to be completed by the importer for every shipment to Sierra Leone and only one inspection will be performed per IDF.

Procedure
• Complete an Import Declaration Application Form [IDF] and submit it, along with other relevant or necessary supporting documents to the authorized bank.
• Upon endorsement of the IDF, the bank will make a copy of these documents available to the local Intertek Office in Sierra Leone.
• A copy of the IDF must be provided when you lodge your Customs entry. If this is not performed or the IDF has not been opened prior to the goods arriving in Sierra Leone, no DI can be arranged until the IDF is subsequently opened.
• In order to facilitate the process, you should submit the documentation listed under ‘Documents Required’ to the Intertek Liaison Office at least 5-days before the goods arrive in Sierra Leone.
• Upon receipt of all required documents, satisfactory assessment and an acceptable inspection, Intertek will issue an Import Duty Report [IDR] to the Importer.
• The IDR shall be collected from the Intertek office in Freetown at the address above. You or your representative will be required to show valid identification when collecting the certificate and sign for it upon receipt

Documents Required

The information given has been given in good faith and believed to be correct at the time of writing. Please verify these facts with other relevant sources before using this as the basis of any action taken as we regret we cannot accept liability for any consequences due to inaccuracies in this information.
- Exporters Final invoice [must show breakdown of FOB value per item + freight + insurance]
- A copy of the Bill of Lading/Airway Bill
- A packing list
- A copy of the IDF

**Type of Report Issued**

- Importer: Import Duty Report [IDR] - used to clear the goods
- Non-Negotiable Report of Finding [NNRF] - issued for inconsistencies including quantity, eligibility and/or quality

**Inspection Fees**

- The importer pays the inspection fees. 0.99% of FOB Value with a minimum fee of US$225 US$2,000-
  US$22,726= Minimum Fee applies / US$22,727 and above= 0.99%x FOB value Eg. US$FOB Value is
  $70,000. Inspection Fee=FOB x0.99% %= US$693
- Fees will be calculated in US Dollars but are payable in Leones at the applicable exchange rate on the day
  the IDF is opened.
- Any additional fees payable to Intertek where the dutiable value of a consignment increases for any reason
  under destination inspection, must be paid before the IDR can be issued.

**Goods Exempted from PSI:**

a. Arms and ammunition: parts and accessories imported by Government and intended for military or paramilitary
   use [Tariff Chapter Heading 93]

b. Explosives and pyrotechnical products;

c. Live animals, fruit, vegetables, eggs and fresh, chilled or frozen fish and meat [Tariff Chapter Headings 1, 2, 3,
   04.07, 7 and 8]

d. Goods with a FOB value not exceeding US$2000 or equivalent

e. Precious metals, precious and semi-precious stones [Tariff Chapter Headings 71.01, 71.02, 71.03, 71.04,
   71.05, 71.06, 71.07, 71.08, 71.09, 71.10, 71.11 and 71.12]

f. Newspapers and periodicals [Tariff Chapter Heading 49.02]

g. Works of art, collectors' pieces and antiques [Tariff Chapter Heading 97]

h. Goods by courier and parcel post

i. Personal and household effects

j. UN, diplomatic and consular goods imported specifically for their own use

k. Electricity

l. Goods belonging to Non-Governmental Organizations

m. Radioactive and Nuclear Substances

**Restricted Imports**

- None

**Prohibited Imports**

- Please find below the official notification from the Ministry of Transport & Aviation regarding prohibition
  of right hands vehicles as from September 1st. 2013.
PRESS RELEASE ON THE FURTHER IMPORTATION OF RIGHT HAND DRIVE VEHICLES EFFECTIVE 1ST SEPTEMBER 2013

The Ministry of Transport and Aviation in collaboration with the Sierra Leone Road Transport Authority pursuant to the Road Traffic regulation 2011 Section 73 “No Motor Vehicle shall be registered, used or allowed to be used if the steering apparatus is fitted at the Right Hand side of the vehicle”.

The Ministry of Transport and Aviation would now like to inform the general public that effective Sunday 1st September 2013, after 12 noon, the importation of right hand vehicles is prohibited. This further importation ban does not affect right hand vehicles already in the country.

Licensed right hand vehicles already in the country will be allowed to operate as usual for twelve months until 1st September 2014.

This ban primarily targets all right hand vehicles that have been imported or to be imported to reach Sierra Leone after 1st September 2013. However, all vehicles shipped before 1st September 2013 supported by documentary evidence of such shipment will be licenced to operate and be given a twelve months deadline to change over to left hand drive.

All right hand vehicles shipped after 1st September 2013 will not be licenced and therefore would not be allowed to leave the Quay. This decision has been taken in the interest of public safety and in conformity with ECOWAS protocol after extensive consultations between the Ministry of Transport and Aviation, Sierra Leone Road Transport Authority, the motor drivers union and other stakeholders.

The cooperation of the general public is highly solicited.

SONARD B. KOROMA
MINISTER OF TRANSPORT & AVIATION
2ND AUGUST 2013

SARAH F. BENDU (DR.)
EXECUTIVE DIRECTOR,
SIURA

The information given has been given in good faith and believed to be correct at the time of writing. Please verify these facts with other relevant sources before using this as the basis of any action taken as we regret we cannot accept liability for any consequences due to inaccuracies in this information.

CMA-CGM African Marketing | 14/04/15
TPMS WA-SL

Experts on Advanced Cargo Declaration for ISPS Code

PRESENTATION OF ACD FOR ISPS CODE PROCEDURE FOR CARRIERS, SHIP OWNERS AND CHARTERERS

ADVANCED CARGO DECLARATION ACD FOR ISPS CODE

Carriers User Manual
## Contents

1. Introduction ........................................... 3  
2. Create New Account ................................. 3  
   2.1 Carrier Login .................................. 3  
   2.2 New Register .................................. 4  
   2.3 Login Details .................................. 5  
3. Forgot Password ..................................... 6  
4. Comply with ACD/CTN Procedure ................. 8  
5. Your Dashboard ...................................... 12  
6. Receive Movement Reference Number via e-mail 13
1. INTRODUCTION

Carriers, Ship-owners and/or Charterers are our main partners in the implementation of the Advance Cargo Declaration (ACD) or CTN for ISPS Code. In compliance to the ISPS Code requirements, they are therefore to forward to SLPA in advance some information through an electronic form via the platform www.acdsl.com. They are to provide this information from the ports of embarkation in accordance with the Code. The objective here is the concerted compliance with standards.

This formality is to be carried out 24 hours before the departure or at least 24 hours after the departure of the ship to ports in Sierra Leone. To commence the ACD procedure as a New User, it is required that the Carriers, Ship-owners and/or Charterers register on the platform www.acdsl.com by creating his/her confidential electronic account. Find below:

2. CREATE A NEW ACCOUNT: (http://www.acdsl.com)

2.1. Carrier Login

Click on the highlighted “Carrier Login” column and the below page appears.
2.2. New Register

Click on the link "New? Register". You will then be redirected to a registration page. On the registration page, fill out all the fields. Choose a username and use your valid e-mail address.
After filling out the registration form, click on “submit”. A confirmation page as shown below comes up, notifying you that your new account has been correctly created.

2.3. Login Details

An email will be automatically sent to the email address you provided in the form filled previously, indicating your username and password which will enable your login. (Please, note that the password sent to you is case sensitive and should be used as displayed in the mail)

Go to your email and
Click on the provided link, http://acdsl.com/ which directs you to the page in the image below
Click on the “Carrier Login” and input the login details from your email in the fields shown below.

3. FORGOTTEN PASSWORD
   In the case where you have deleted the first mail sent to you and forgot the given password, click on link “password forgotten?” in the login page.
Type in your username (e-mail) and click on "send password". You will automatically receive an e-mail indicating your username and a new password.
4. COMPLY WITH ACD/CTN PROCEDURE

Every Ship is meant to have a Movement Reference Number (MRN) before it can be allowed to sail into the Sierra Leone waters. To get a MRN, select the type of transaction by clicking on the drop arrow on the “Transaction” line and also select the type of ship by clicking the “Type of Ship” drop down arrow.

For Export to Sierra Leone

For Containerized Ships

Click “Continue”
Fill out the form

Here all fields are to be filled. You are to attach the Ship Manifest, Hazardous Product Manifest and Crew List. It is also required that you identify the Ship’s Security Level at the last port of call, the last port of call’s Security Level and declare if there are dangerous goods on the ship.

Click continue
At this stage, you have completed the ADVANCED CARGO DECLARATION procedure for your Ship.

Following the inputted information, the system has generated the ACD fee which is to be paid before the Movement Reference Number can be issued.

The Harbour Master will request for the Movement Reference Number before the final Clearance is granted.

Before getting the ACD Clearance, you will need to show a proof of payment of the Advance Cargo Declaration fee and the Electronic Manifest from the Loading Port.

On compliance to the above, an ACD Clearance will be made available for you on this platform and sent to you via Email.

Peradventure, our ISPS Code Inspectors need more information as regards your cargo, you will be required to provide the requested additional information within 24 hours of the request. Failure to comply with the provision of the requested information within the given time frame will result to the cancellation of the procedure of which the authorities will be informed of such failure.

You can still edit your input on this platform before being validated by our ISPS Code Inspectors. The editing can be done via your dashboard.
5. YOUR DASHBOARD

5.1. Edit Input

To edit your input, go to Ship's MRN and click on "LIST MOVEMENT REFERENCE NUMBER"

Click on the edit symbol highlighted. This will take you back to the beginning of the form through which you can make your changes accordingly. Follow through to the end, until it generates the confirmation page
6. Receive Movement Reference Number via e-mail

As soon as you have completely filled the form, an ISPS Code Inspector goes through the whole information and once the entire requirement is being met, a validation is made.

An email will be forwarded to your email address indicating your Ship’s Movement Reference Number.

You can also get to see your Ship’s MRN on this platform after validation. Go back to Ship’s MRN and click on “LIST MOVEMENT REFERENCE NUMBER”. At this time, the MRN column will no longer be pending. The Movement Reference Number would have been made available, due to the validation.

My Account: allows you to update your profile (company name, email, phone number, etc).

Research: Allows you to check if an MRN is accurate, search for information as regards Ship Manifests and Containers via the container code.

Logout: to close your session on the platform.
THE CARGO TRACKING NOTE CTN/ACD TARIFF CHARGES PER DESTINATION COUNTRY AND ORIGIN ARE SET AS follows

THE FINANCIAL MODALITIES FOR IMPORT HAVE BEEN DETERMINED AS follows

SIERRA LEONE:

1. **CTN/ACD document fee:** €30, - per CTN/ACD (from Europe and Africa)
   
   €50, per CTN/ACD (from other origins)

2. **Tariff per mode of shipment:**
   
   i. **FCL:** €85 for 20ft, - per CTN/ACD (from Europe and Africa)
      
      €150 for 40ft, - per CTN/ACD (from Europe and Africa)
      
      €100 for 20ft, - per CTN/ACD (from other origins)
      
      €170 for 40ft, - per CTN/ACD (from other origins)

   ii. **Rolling Stock:** €85 for <5T, - per CTN/ACD (from Europe and Africa)
       
       €150 for >5T, - per CTN/ACD (from Europe and Africa)
       
       €100 for <5T, - per CTN/ACD (from other origins)
       
       €170 for >5T, - per CTN/ACD (from other origins)

   *(These tariffs are applicable for every chassis number mentioned on the B/L)*

   iii. **Consolidation:** €0.65 w/m (with €85, - minimum per CTN/ACD) (from all origins)

   iv. **Conventional/Bulk:** €0.65w/m (with €85, - minimum per CTN/ACD) (from all origins)

   v. **Bulk complete vessel:** €0.65w/m (with €85, - minimum per CTN/ACD) (from all origins)

3. **Handling Fee:** Not Applicable
THE CARGO TRACKING NOTE CTN/ACD TARIFF CHARGES PER DESTINATION COUNTRY AND ORIGIN ARE SET AS FOLLOWS

THE FINANCIAL MODALITIES FOR EXPORT HAVE BEEN DETERMINED AS FOLLOWS

SIERRA LEONE:

1. **CTN/ACD document fee**: €15, - per CTN/ACD (to Europe and Africa)
   
   €25, per CTN/ACD (other origins)

2. **Tariff per mode of shipment**:
   
   i. **FCL**: €10 for 20ft, - per CTN/ACD (to Europe and Africa)
      
      €20 for 40ft, - per CTN/ACD (to Europe and Africa)
      
      €15 for 20ft, - per CTN/ACD (to other origins)
      
      €25 for 40ft, - per CTN/ACD (to other origins)

   ii. **Rolling Stock**: €10 for <5T, - per vehicle (to Europe and Africa)
      
      €20 for >5T, - per vehicle (to Europe and Africa)
      
      €15 for <5T, - per vehicle (to other origins)
      
      €25 for >5T, - per CTN/ACD (to other origins)

*(These tariffs are applicable for every chassis number mentioned on the B/L)*

iii. **Consolidation**: €0.1 w/m (with €10, - minimum per CTN/ACD) (to all origins)

iv. **Conventional/Bulk**: €0.1w/m (with €10, - minimum per CTN/ACD) (to all origins)

v. **Bulk complete vessel**: €0.1w/m (with €10, - minimum per CTN/ACD) (to all origins)

3. **Handling Fee**: Not Applicable
ABOUT ACD

The "Advanced Cargo Declaration for ISPS Code" or the global system of information on cargo for the protection of ships and port facilities is a solution of verification and monitoring of international maritime transport in order to prevent any attack and locate the responsibility of each maritime operator in the case of shipping hazardous and dangerous product. The ACD helps to strengthen the image of ports and countries that have signed, respected and implemented the required plan of the ISPS Code.

The aim of the Advance Cargo Declaration is to contribute to the substantial reduction of risk for maritime security of ships and port facilities by providing accurate and reliable assessments of ships, their owners and managers.

The United States of America implemented the 24 Hours Rule since December 2nd, 2002. It was in force in Europe since January 1st, 2011.

In Africa, the process is under way in many countries.

4 key elements:

A security declaration must be made to the Sierra Leone Ports authorities for goods being imported into or out the Sierra Leone.

Arrival notification in the EU of the means of transport.

Setting of standardized community criteria for detecting goods at risk.

Taking into account the Authorized Economic Operator (AEO) status.

Operator obligations

Safety and security entry summary declaration (ENS)
Transmitted solely by web based system http://acdsl.com to the first SL port reached from 15th February 2015.

? ENS = ENtry Summary declaration = logistics and commercial information.

? For all the goods aboard the means of transport.

? In compliance with the legal time limits for the means of transport, type of transport and type of goods. Responsible operator

Who is responsible for the ENS?

The carrier or his representative or The freight forwarder

Any person who is able to present or get the goods presented the importer or his representative. The person that lodges the ENS is responsible for the information being given to the customs authorities.

ENS time limits

Long distance shipping

Containerized cargo: 24 hours before the ship bound for the SL Ports is loaded.

Conventional or bulk: 4 hours prior to the ship's arrival at the first SL port.

Short distance shipping

Containers / Trailers / Conventional / Bulk: 2 hours prior to the ship's arrival at the first SL port.

Towed trailers: 1 hour prior to arrival at the SL port of entry. ENS data terminology

- ENS data terminology
Arrival notification

Arrival notification of the means of transport

The operator (or his representative) of the active means of transport entering the SL territory must notify the authority.

The port authorities of the first SL point of entry country must be notified.

The notification must contain the list of permissions obtained following the lodging of the ENS for all the goods being transported.

The carrier (or his representative) must ensure that all goods being transported are covered by ENS.
Diagram of ACD flows

Commercial information about cargo, description, quantity, quality, etc.

Advance Cargo Declaration Data Base

Shippers' Council

Advance Cargo Declaration Data Base

Ports Authority

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Contact us on

info@acdsl.com

Or tspmswasi@gmail.com

Or kwa.fos.ano@tpmswasi.com

Phone +23276817474/+23299817474
Introduction

The Government of Sierra Leone appointed Intertek to inspect imports to the Republic of Sierra Leone in March 2004. In line with requirements of the National Revenue Authority, two different inspection processes came into effect on 1st June 2006, namely destination inspection (DI) and pre-shipment inspection (PSI).

With effect from 1st July 2009 all imports will be subject to destination inspection, thus the requirement to have goods inspected prior to shipment has ended. However Intertek is still required to carry out assessment of price, customs classification and import duties payable. Importers are required to complete an Inspection Application Form (IDF) for all imports subject to inspection. Upon satisfactory findings, Intertek will issue an Import Duty Report (IDR) to the Importer.

Frequently Asked Questions

How do I start the process?

Please fully complete the attached IDF application form, (Appendix A) with care. The bank will issue a stamped receipt after payment of fees. You should then send all documentation to our Liaison Office in Freetown. If you have any problems calculating the fee, kindly contact our office in Freetown for assistance.

What happens if Intertek find an error in my documents?

Should Intertek find an error that prevents them from completing inspection services, they will contact you within 2 working days and return your documents for correction.

Are any goods exempt from inspection?

Yes, these are shown overleaf.

Are Partial Shipments allowed?

No. An IDF has to be completed by the importer for every shipment to Sierra Leone and only one inspection will be performed per IDF. An IDR will be subsequently issued if the requirements are successfully met.

How is Destination Inspection Arranged?

A copy of the IDF must be provided when you lodge your Customs entry. If this is not performed or the IDF has not been opened prior to the goods arriving in Sierra Leone, no DI can be arranged until the IDF is subsequently opened.

In order to facilitate the process, you should submit the following documentation to the Intertek Liaison Office at least five days before the goods arrive in Sierra Leone:

- A copy of the Exporter’s final invoice
- A copy of the Bill of Lading/Airway Bill
- A packing list
- A copy of the IDF

Upon receipt of all required documents, satisfactory assessment and an acceptable inspection, Intertek will issue an Import Duty Report (IDR) to the Importer.

What happens if the goods inspected at destination do not meet the specifications of the pro-forma invoice?

Any discrepancy identified during destination inspection between the quality, quantity or range of goods detailed on the proforma used to open the IDF with the actual goods presented may cause delays in IDR issuance for which Intertek accepts no responsibility. Importers are therefore urged to amend their IDF at the Intertek LO if they are aware of any changes to the goods being shipped. Any goods which are incorrect, sub-standard or totally unacceptable to the importer is purely a matter between the exporter/supplier and importer. In these instances, an IDR will still be issued containing all applicable taxes and duties.

How do I calculate my inspection fee?

The fee structure is as follows:

- 0.99% of the FOB value with a minimum fee of USD 225. This signifies that if your FOB value is lower than USD 22,727, you will pay the minimum fee. If it exceeds this amount, you simply multiply your FOB value by 0.99% to calculate the fee.

Eg: FOB USD 22,727 = Minimum fee of USD 225 applies

FOB USD 70,000 x 0.99% = fee of USD 693 payable to Intertek.

Rice shipments are subject to fee of 0.25% of the FOB value.

As the fee structure is based on the final assessed FOB value, you will be required to meet the additional amount payable if the Declared FOB and Assessed FOB differ in value.

A 15% Goods Sales Tax (GST) is applicable on the inspection fee and thus will be added to the invoice showing total amount payable. Fees will be calculated in US Dollars but are payable in Leones at the applicable exchange rate on the day the IDF is opened.

Any additional fees payable to Intertek where the dutiable value of a consignment increases for any reason under destination inspection must be paid before the IDR can be issued.

How do I obtain my IDR?

The IDR shall be collected from our office in Freetown at the address below. You or your representative will be required to...
show valid identification when collecting the certificate and sign for it upon receipt.

### Fee Structure

- **0.99% of FOB Value with a minimum fee of USD 225**
  - USD 2,000-USD 22,726= Minimum Fee applies
  - USD 22,727 and above= 0.99% x FOB value
  - E.g. USD FOB Value is $70,000.
  - Inspection Fee = FOB x 0.99% = USD 693
- For rice shipments only, there is a specific fee structure in place of 0.25% of FOB value
- 15% Goods Sales Tax (GST) will be added to inspection fees payable

### Timescales for IDR Issuance

| From arrival of IDF at Intertek Freetown to receipt of IDF at Intertek overseas office | Within 1 working day |
| Availability of IDR to importer following DI. | Within 3 working days |

### Final Notes for Importers

1. If the information in these Guidelines does not provide an answer to questions that arise in relation to a specific order, please contact your nearest Intertek Office where trained Intertek personnel will be happy to assist.
2. Intertek is a founder member of the International Federation of Inspection Agencies (IFIA) and the Intertek programme for Sierra Leone is carried out in conformity with the IFIA code of practice.
3. Intertek also carries out its work in accordance with the WTO agreement on Pre-Shipment Inspection.
4. Despite every effort being made by Intertek to facilitate the progress of all orders, which require an inspection, an Exporter may occasionally experience a problem. Intertek has an Internal Appeals Procedure as required by Article 2.21 of the Agreement on Pre-Shipment Inspection of the Uruguay round of WTO/GATT.
5. Exporters/Importers wishing to communicate with Intertek by electronic mail should take note of the following important message: "Email is subject to the possibility of delays and of transmission failure. Systems designed to inform senders of transmission failure are themselves subject to the possibility of delay and may fail altogether. It follows that you should not assume that email transmissions have been received in good order unless Intertek advises you that this is the case.
6. All work is performed in accordance with Intertek’s Terms and Conditions, a copy of which is available from your nearest office or at our website given below.

### Other Programmes Operated by Intertek

Intertek operates inspection programmes for numerous other countries, including Bangladesh, Mozambique, Uzbekistan, Mozambique, Iran and Mexico. Intertek also manages the Nigeria Conformity Assessment Programme (SONCAP) and Kenya Pre-Export Verification of Conformity Programme (PVoC).
# INSPECTION APPLICATION FORM (IDF)

Intertek Government Services  
Freetown Liaison Office  
10 Wallace Johnson Street, 2nd Floor  
P.O. Box No. 802, Freetown  
SIERRA LEONE  
TEL: +232 (0) 22 227198  FAX: +232 (0) 22 228620  
www.intertek.com

## PLEASE FILL IN ALL BOXES ON THIS FORM. WHERE A BOX DOES NOT APPLY TO YOU PLEASE ENTER N/A (NOT APPLICABLE).

### General Information
- **SIERRA LEONE IMPORTER NAME:**
- **CONTACT NAME:**
- **ADDRESS:**
- **TEL No.:**
- **FAX No.:**
- **Email:**
- **TAXPAYER IDENTIFICATION NO (TIN):**

### Overseas Information
- **OVERSEAS EXPORTER NAME:**
- **CONTACT NAME:**
- **ADDRESS:**
- **TEL No.:**
- **FAX No.:**
- **Email:**

### Financial Details
- **PROFORMA No.:**
- **FOB:**
- **INTERTEK FEE (US$):**
- **DATE:**
- **CURRENCY:**
- **INSURANCE:**
- **EXCHANGE RATE:**
- **TOTAL CIF:**
- **PORT OF LOADING:**
- **PORT OF ENTRY:**
- **SEA / AIR / ROAD:**

**PLEASE MAKE ALL FEES PAYABLE TO INTERTEK INTERNATIONAL LIMITED USING THE ACCOUNT DETAILS BELOW**

<table>
<thead>
<tr>
<th>Country Code</th>
<th>Area Code</th>
<th>Tel Number</th>
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<tbody>
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<thead>
<tr>
<th>Country Code</th>
<th>Area Code</th>
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</table>

**General Description:**  
……………………………………………………………………………. NEW □ USED □ REFURBISHED □

**PLS INDICATE:**  
APPROXIMATE NUMBER OF 20 FOOT CONTAINERS……… OR 40 FOOT CONTAINERS………

**INTERTEK FEES:**

<table>
<thead>
<tr>
<th>GST 15%</th>
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</table>

**TOTAL:**
<table>
<thead>
<tr>
<th>ITEM No.</th>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>HS CODE</th>
<th>VALUE</th>
<th>COUNTRY OF ORIGIN</th>
</tr>
</thead>
</table>
Like many governments around the world, it is important that Sierra Leone ensures that correct import duty revenues are paid on all imported goods, as per the Government’s requirements.

This is why the National Revenue Authority of Sierra Leone have appointed Intertek as the sole provider of its inspection programme - to ensure all shipments with a Free On Board (FOB) value of more than US$2,000 (unless officially exempt) are inspected, and comply with the programme, in the country of export before being allowed into Sierra Leone. Certain products may be subject to different levels of inspection which may include valuation or inspection on arrival.

Why do my goods need an inspection?
An inspection is required to ensure smooth customs clearance in Sierra Leone.
A brief outline of Intertek’s inspection programme

When exporting to Sierra Leone, the following Intertek process must be followed:

- Importer Declaration - Your buyer supplies Intertek with the details of their intended purchase.
- Request for Information - Once completed, it outlines the details for Intertek’s inspection.
- Physical Inspection - All packages or containers of goods are inspected and sealed.
- Preparation of Exporter Certificates - Issued once Intertek have received a copy of final invoice.
- Preparation of Importer Certificates - Your buyer is issued with an Importer Certificate.
- Clearance of Goods - Your buyer can clear the shipment through customs.

The flow diagram below shows how the process works in more detail.

The Intertek solution

An Intertek inspection programme not only creates the confidence that shipments comply with the specifications agreed between the exporter and buyer, it also assists buyers to clear goods rapidly on arrival in Sierra Leone. Intertek’s services are:

- Fast - Intertek uses state-of-the-art IT and communication systems to ensure that information is rapidly transmitted to our offices around the world.
- Accurate - Intertek staff place the utmost importance on ensuring all inspections and documentation are precise, accurate and delivered on time.
- Responsive - Your dedicated Intertek Export Analyst is your one-stop contact who can give you any advice about the inspection programme.
- Confidential - Intertek comply with all applicable WTO legislation, including the requirement to keep all information completely confidential.

For assistance in exporting to Sierra Leone, find details of your local, dedicated Sierra Leone expert at www.intertek.com/government/programmes/sierraleone or e-mail info.government@intertek.com

To see a complete list of our laboratories please visit www.intertek.com/contact.

Full details on all of our services for exporters and importers can be found at www.intertek.com/government.