



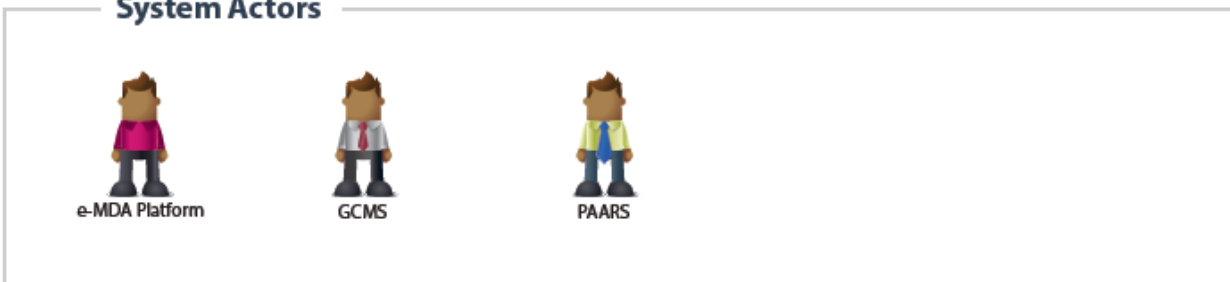
Import Procedure for Specific Commodities

- Business and System Actors

Business Actors












System Actors



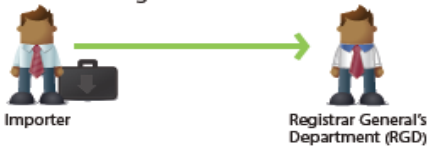

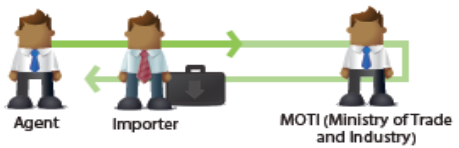
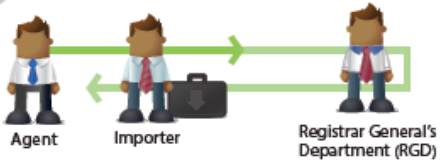
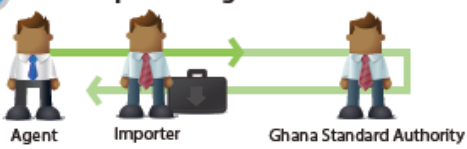
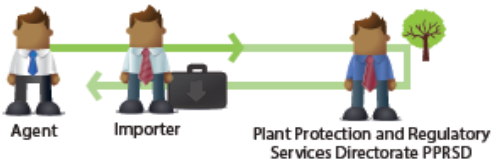
- Documents Required



Document Name	Document Owner
<ul style="list-style-type: none"> • Certificate of Origin • Commercial Invoice • Packing List • Proforma Invoice 	<ul style="list-style-type: none"> • Supplier  Exporter
<ul style="list-style-type: none"> • Business Registration Certificate • Certificate of Incorporation • Certificate to Commence Business 	 Registrar General's Department (RGD)
<ul style="list-style-type: none"> • e - IDF 	 MOTI (Ministry of Trade and Industry)
<ul style="list-style-type: none"> • Certificate of Analysis • Certificate of Conformity • Final approval Import permit • Importer Registration Certificate • Provisional Import Permit • Registration form 	 Ghana Standard Authority
<ul style="list-style-type: none"> • Final Approval Permit • Importer Registration Form • Importer Registration Certificate • Marketing Authorization • Port Sampling Receipt • Product Registration Certificate • Provisional Import Permit 	 FDA (Food and Drugs Authority)
<ul style="list-style-type: none"> • Application letter • Import Permit Certificate • Importer Registration Certificate. • Payment Receipt • Phytosanitary Certificate from Country of Origin • Report on Phytosanitary Certificate 	 Plant Protection and Regulatory Services Directorate PPRSD
<ul style="list-style-type: none"> • CCVR • Customs Declaration(BoE) • Duty payment receipt 	 GRA Customs Division
<ul style="list-style-type: none"> • Bill of Lading • Delivery Order • Manifest 	 Shipping Line
<ul style="list-style-type: none"> • Copy of Identity Card • Entry Permit for the Truck • Container Interchange Form • Association ID – GPHA • Waybill 	 GPHA (Ghana Ports & Harbours Authority)

• **Process Steps**



1 Buy	
<p>(Preconditions) • Business Registration</p>  <p>Importer → Registrar General's Department (RGD)</p>	<ul style="list-style-type: none"> • Obtain a Registration Certificate from the Registrar General's Department
<p>1.1 Conclude Sales Contract</p>  <p>Importer → Exporter</p>	<ul style="list-style-type: none"> • Importer sources for the Rice Commodity and concludes sales contract with the Exporter.
2 Ship	
<p>2.1 IDF Submission</p>  <p>Agent, Importer, MOTI (Ministry of Trade and Industry)</p>	<ul style="list-style-type: none"> • Importer/Agent fills and submits an IDF application electronically.
<p>2.2 FDA Importer Registration 2.3 FDA Product Registration</p>  <p>Agent, Importer, Registrar General's Department (RGD)</p>	<ul style="list-style-type: none"> • Importer/Agent submits application to register as an Importer and also register the product.
<p>2.4 GSA Importer Registration</p>  <p>Agent, Importer, Ghana Standard Authority</p>	<ul style="list-style-type: none"> • Importer/Agent submits an application to GSA to register as an Importer.
<p>2.5 PPRSD Importer Registration</p>  <p>Agent, Importer, Plant Protection and Regulatory Services Directorate PPRSD</p>	<ul style="list-style-type: none"> • Importer/Agent submits an application to PPRSD to register as an Importer.



2 Ship	
<p>2.6 FDA Import Permit</p>	<ul style="list-style-type: none"> • Importer/Agent submits an application via the e-MDA Portal platform to obtain the FDA rice import permit.
<p>2.7 PPRSD Permit Application</p>	<ul style="list-style-type: none"> • Importer/Agent submits an application to obtain the PPRSD rice import permit.
<p>2.8 GSA Declaration Submission</p>	<ul style="list-style-type: none"> • Importer/Agent submits the GSA declaration on the e-MDA Portal platform.
<p>2.9 Obtain CCVR</p>	<ul style="list-style-type: none"> • Importer/Agent submits electronic application and attaches supporting documents via PAARS to obtain CCVR.
<p>2.10 Manifest Submission</p>	<ul style="list-style-type: none"> • Shipping line submits the manifest to GRA Customs Division
<p>2.11 Submit Customs Declaration (BoE)</p>	<ul style="list-style-type: none"> • Importer/Agent submits Customs Declaration (Bill of Entry) via the GCMS.
<p>2.12 Duty Payment</p>	<ul style="list-style-type: none"> • Importer/Agent Importer/Agent makes the payment at the authorised dealer bank.



2 Ship	
<p>2.13 Customs Document Verification and Compliance</p> <p style="text-align: center;">Agent Importer GRA Customs Division</p>	<ul style="list-style-type: none"> • GRA Customs Compliance Officer verifies the submitted documents.
<p>2.14 Cargo Release by Shipping Line</p> <p style="text-align: center;">Authorized Dealer Bank Shipping Line Agent</p>	<ul style="list-style-type: none"> • Shipping line releases the cargo if all charges have been paid.
<p>2.15 Delivery of Container at the Terminal for Examination</p> <p style="text-align: center;">Shipping Line Agent Terminal Operator</p>	<ul style="list-style-type: none"> • Submission of documents at Freight Station/Terminal to position the container for examination.
<p>2.16 Goods Examination/Inspection</p> <p style="text-align: center; font-size: 8px;"> Plant Protection and Regulatory Services Directorate PPRSD Ghana Standard Authority FDA (Food and Drugs Authority) Customs Chemist Analyst Customs Examination Officer </p>	<ul style="list-style-type: none"> • Examination is conducted by the following stakeholders: <ul style="list-style-type: none"> • PPRSD • GSA • FDA • <i>Customs Chemist Analyst</i> • <i>Customs Examination Officer</i>
<p>2.17 Vehicle Permit/Pass Toll</p> <p style="text-align: center;">Agent Importer GPHA (Ghana Ports & Harbours Authority)</p>	<ul style="list-style-type: none"> • Importer/Agent pays and obtains a Vehicle Toll pass from GPHA.
<p>2.18 Waybill Collection</p> <p style="text-align: center;">Agent Importer GPHA (Ghana Ports & Harbours Authority)</p>	<ul style="list-style-type: none"> • Importer/Agent pays all fees and obtains a waybill at GPHA.
<p>2.19 Terminal Audit</p> <p style="text-align: center;">GPHA (Ghana Ports & Harbours Authority) Terminal Operator</p>	<ul style="list-style-type: none"> • Terminal Clerk crosschecks and confirms that the correct charge has been paid.



2 Ship	
<p>2.20 Release at Preventive gate</p> <p>GPHA (Ghana Ports & Harbours Authority) GRA Customs Division</p>	<ul style="list-style-type: none">• GRA Customs Preventive Officers crosschecks documents and releases goods.
<p>2.21 Final Security Check</p> <p>GPHA (Ghana Ports & Harbours Authority) Terminal Security</p>	<ul style="list-style-type: none">• Security Official conducts the final checking on documentation to ensure that the actual cargo is the one that exits the port.
3 Pay	
<p>3.1 Goods Payment</p> <p>Importer Exporter</p>	<ul style="list-style-type: none">• The Importer can pay the Exporter using any of the below payment methods:<ul style="list-style-type: none">• <i>Direct Payment</i>• <i>Advance Payment</i>• <i>Letter of Credit</i>• <i>Open Account</i>

Estimated Time for Rice Import Procedure

