

TANZANIA'S IMPORT AND EXPORT PROCEDURES

Import Procedures

Introduction

Import means goods and services brought to Tanzania from a foreign country. Import procedures have to be followed in order to clear goods from Customs control as per the East African Community Customs Management Act (EACCMA) 2004.

Tanzania's imports are subjected to different stages whereby the importer is advised to make declaration through his appointed Clearing and Forwarding Agent by lodging documents at least 7 days before arrival of the vessel.

How to process Import documents.

- The importer is required to appoint a Licensed Clearing and Forwarding Agent (CFA) to clear goods
- Documentation process is done online through Tanzania Customs Integrated System (TANCIS) for importations to the Mainland and ASYCUDA++ for importations to be made through Zanzibar and should be completed before arrival of the goods
- Customs agents/importers are required to lodge the documents in the clearance system i.e. Tanzania Customs Integrated System (Mainland) and through ASYCUDA++ (Zanzibar) attaching all other relevant import/ supporting documents. Documents lodging should be done at least 7 days prior to vessel's arrival.

Import documents include:

- Agent's Authorization Letter from the importer
- Exemption documents (If applicable)
- Import permits from TFDA, TBS etc
- Final Invoice
- Packing List
- Transport documents i.e Bill of Lading/Airway Bill/Road Consignment note

Documentation procedures

- After obtaining the required documents the importer through his/her agent lodges the documents electronically via TANCIS attaching the supportive documents. The system automatically rejects a wrong declaration. In which case the clearing and forwarding agent will be required to submit a new declaration through TANCIS.
- Tanzania Single Administrative Document (TANSAD) will be processed to aid payment before manifest is submitted. Cargo Manifest write-off is shifted to a Customs Release Order stage (CRO).

- Once the manifest has been written off, CFA will get Acceptance Notice with a Payment Notice generated based on declared Values. In case CFA sent an amendment notice to the customs he/she will get Amendment Acceptance Notice if it passes the validation process.
- If the officer rejects the amendment CFA will get Amendment Rejection Notice for TANSAD; instead the officer will work on the document classification, valuation and verification.
- On completion of the verification, the results will be registered by the officer, and submitted to the supervisor for approval. When approval is done CFA receives an Assessment Notice, which he has an option to accept or to reject.
- In case of objection of the assessment CFA has to submit it through Integrated Query System (IQS). If CFA accept the Notice and the assessment have increased compared to the declared values, an Additional Payment Notice will be generated within the assessment notice. Which will reflect the difference of the final amount and initial generated payment notice.
- In event there is a discrepancy between manifest data and declaration, CFA will receive Clearance Suspension Notice. CFA will need to amend the declaration as guided by inspection results and re-submit.
- When Payment is received, inspection completed accordingly, CFA will receive Release Order for the respective goods.

Export procedures

Export procedures

Export means to take or cause goods to be taken out of partner states. Exports are free of duty and taxes except for three items; Raw hides and skins which are chargeable to export levy at the rate of 80% of FOB value or USD 0.52 per kg whichever is greater, Raw cashew nuts which are chargeable to export levy at the rate of 15% of FOB value or USD 160 per metric ton whichever is higher and Wet blue leather are levied at the rate of 10% on FOB.

Procedure for processing export documents

- The exporter is required to appoint a Licensed Clearing and Forwarding Agent (CFA) to clear his/her goods for export
- Documentation process is done online on TANCIS and completed before examination of goods and export release.
- The exporter hands over the documents to the CFA who uploads them in the Tanzania Customs Integrated System (TANCIS for Mainland and Zanzibar) together with all attachment of relevant documents including permits from Other Government Departments (OGDs).
- Assessment of export taxes and duties if any, here the CFA on behalf of its customer has to know based on the exported goods all associated taxes and duties concerned. CFA make booking of container(s) from shipping line/agent.
- Stuffing of export cargo into container(s) under supervision of TRA and Other Government Departments (OGDs) at container freight stations. (CFS)
- Shipping line/agent submit to TRA export vessel schedule information. TRA audit (approve/reject) loading declaration (approved loading declaration automatically disseminated to Terminal operator as Loading List and becomes expected carry in)

- Gate check in conformation by TRA terminal gate, then terminal submits Carry in report to TRA to confirm arrival of export cargo at Terminal.
- Loading result report (short/normal loaded cargo) submitted by terminal to TRA. Then you get conformation of loading report by TRA
- Submission of Export manifest by Shipping Line/Agent to TRA. TRA Audit (approve) export manifest (automatically strike off inventory from terminal)

Note:

Other stations exclude Dar Salaam and Tunduma

- The exporter hands over the documents either manually or electronically to the CFA who uploads them in the Automated Systems for Customs Data (ASYCUDA++) and lodges the same to TRA; whereby a reference number is automatically generated.
- The exporter shall inform the customs before loading the goods in the container or truck as the customs officer shall witness the loading process

Export documents required:

- Invoice
- Parking list
- TIN certificate (exporter)
- Agent Authorization letter
- Export certificates from relevant Authorities depending on nature of the goods to be exported. The certificates/permits may include,
- Certificates from Ministry of Agriculture for crops
- Certificate from Ministry of livestock and fishery
- Certificates from ministry of mines for minerals
- Certificates from Ministry of Natural Resources
- Certificates of origin depending on destination of goods (EAC, SADC, EU and AGOA)