

SOCIETE AFRICAINE DE TRANSPORTS



FREIGHT FORWARDING DEPT.

CUSTOM CLEARANCE PROCEDURES



Customs declaration experience

With many years of experience, our Freight Forwarding Department provides a wide range of services to ensure uniform commercial activities, coherent and consistent, helping our customers avoid delays, fines and penalties.

Service	Description
Customs clearance for import and / or export	Presentation of customs declarations for the definitive import/export of goods to/from the Republic of Congo.
Temporary import	Temporary customs clearance and additional assistance throughout the temporary importation and re-export process.
Customs clearance in transit	Customs formalities management for goods in transit to/from neighboring countries.
Duties and taxes in advance	Facilitation of payment of customs duties and taxes, and other disbursements (Cotecna fees ...) on behalf of the client.
Exemption from duties and taxes	Application of duty and tax exemptions.
Other Gov. Service Agencies	Service that clears goods through other government agencies or partners, eg. Ministry of Health, Department of Agriculture, Cotecna, Ministry of Commerce, ...
Permit and licences services	Provide support to obtain licenses and special permits.
Regulatory Interpretation and Consultation	Tariff classification services; Optimization of rights, binding decisions; Administrative Support and Representation; Appeals, petitions and protests

PROCEDURES - TERMS AND ABBREVIATIONS

BoL	Bill of Lading	Connaissancement
CIPL	Commercial invoice/Packing list	Facture Commerciale/ Liste de colisage
COO	Certificate Of Origin	Certificat d'Origine
BESC/ECTN	Electronic cargo tracking slip	Bordereau Electronique de Suivi des Cargaisons
ARI	Notice of inspection result	Avis de resultat d'inspection
AV	Verification certificate	Attestation de Verification - Cotecna
D&T	Customs Duties & Tax	Droits et taxes de douanes
TR	Telex Release	
POD	Proof Of Delivery	Bon de Livraison
ZL	Logistic Area	Zone Logistique / port CGPNR
CCC	Conglese council of loaders	Conseil Congolais des Chargeurs
LTA	AWB	Connaissancement

PROCEDURES - OCEAN IMPORTS (1/2)

	TASKS	EXECUTION BY
	✓ Proforma invoice, packing list	Supplier / Customer
1	▲ Establishing a DI-GUOT	SAT
	✓ Validation of the DI, Trade PNR and/or BZV	SAT
2	▲ Opening file at Cotecna and getting the sequential number	SAT
3	▲ Sending DI with Sequential Number to the supplier	SAT
	✓ Reception of draft BL	Supplier / Customer
4	▲ Establish a TI-Guot, and sending to the supplier	SAT
	✓ ECTN Reception to draw the « BESC » of Congolese Council of Loaders (C.C.C.)	Supplier / Customer
5	▲ Drawing of BESC of CCC	SAT
6	▲ Establish the local insurance certificate	SAT
	✓ Final CIPL reception, BoL copy, COO	
	✓ Scanning CIPL, DI, BoL to Cotecna - Transmitting country (Origin)	Supplier / Customer
	✓ Fill in the RFI of Cotecna-Transmitting Country	
7	▲ Open file at Cotcna-Congo, and payment of Fees (0.645% FOB value)	SAT
8	✓ Getting the ARI - verification / correction	SAT
	✓ Getting the ADV of Cotecna	

PROCEDURES - OCEAN IMPORTS (2/2)

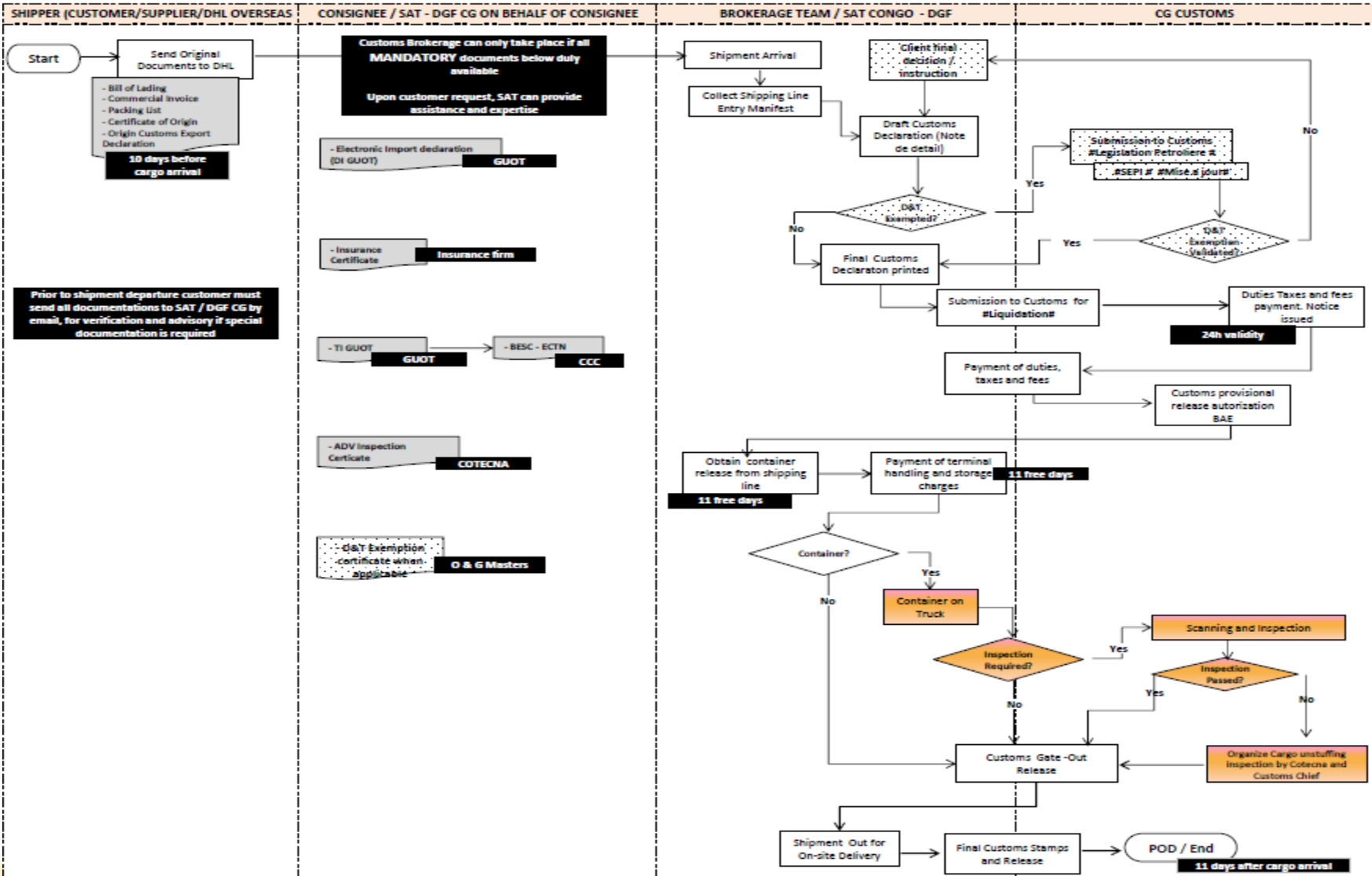
	TASKS	EXECUTION BY
	<ul style="list-style-type: none"> ✓ Reception of original documents. (1 week before the arrival of the shipment) <ul style="list-style-type: none"> - BoL, or Telex Release - CIPL, in French signed and stamped - COO issued by a Chamber of Commerce. - EX export declaration – loading country 	Supplier / Customer
	✓ Entry Number CGPNR, Ship Manifest	SAT
9	▲ Submit and get an E-Douanes DPIV number	SAT
10	✓ Notification of validation of the DPIV in 72 hours	E-Douanes
11	▲ Drawing of customs duties and tax proforma	SAT
12	▲ Paiemet D & T (by SAT or by the customer according to the contract)	SAT
13	▲ Payment BoL/TR costs to the shipowner	SAT
14	▲ Payment to Congo terminal – stevedoring invoice	SAT
15	▲ Request delivery of container (s) to the port ZL	SAT
16	✓ Follow the container scan (Cotecna-Port)	SAT
17	▲ Transport and delivery to the final destination	SAT
18	✓ Discharging and signature of the Delivery Note (POD)	Customer

PROCEDURES - AIR IMPORTS (1/1)

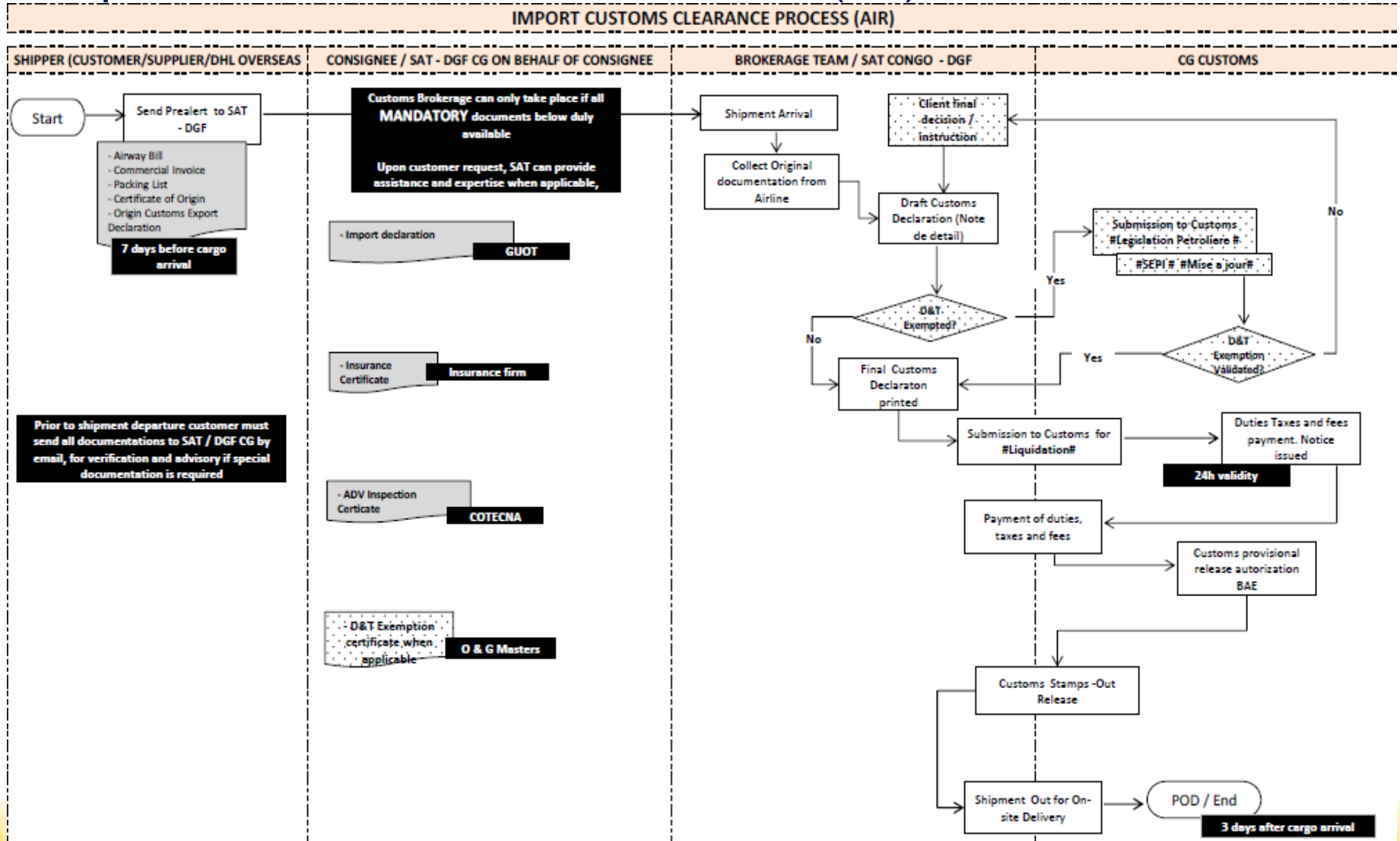
	TASKS	EXECUTION BY
	✓ Proforma invoice, packing list	Supplier / Customer
1	▲ Establish a manual DI	SAT
	✓ Validation of the DI, Trade PNR and/or BZV	SAT
2	▲ Opening file at Cotecna and getting the sequential number	SAT
3	▲ Sending DI with Sequential Number to the supplier	SAT
	✓ Reception of draft BL	Supplier / Customer
	✓ Scanning CIPL, DI, BoL to Cotecna - Transmitting country (Origin)	Supplier / Customer
	✓ Fill in the RFI of Cotecna-Transmitting Country	Supplier / Customer
4	▲ Payment the costs of the AWB (Handover docs)	SAT
	✓ Reception of original documents; - CIPL, in French signed and stamped - COO issued by a Chamber of Commerce. - EX export declaration – loading country	Supplier / Customer
5	▲ Establish the local insurance certificate	SAT
6	▲ Open file at Cotcna-Congo, and payment of Fees (0.645% FOB value)	SAT
7	✓ Getting the ARI - verification / correction	SAT
	✓ Getting the ADV of Cotecna	SAT
	✓ Entry number PNR, Sydonia manifest	SAT
8	▲ Drawing of customs duties and tax proforma	SAT
9	▲ Submit and get an E-Douanes DPIV number	SAT
10	✓ Notification of validation of the DPIV in 72 hours	E-Douanes
11	✓ Payment D & T (by SAT or by the customer according to the contract)	Customer
12	▲ Transport and delivery to the final destination	SAT

Import Customs Clearance Process (Ocean)

IMPORT CUSTOMS CLEARANCE PROCESS (OCEAN)



Import Customs Clearance Process (Air)



PROCEDURES – EXPORTS AER & OFR

AIR EXPORTS		EXECUTION BY
	✓ Proforma invoice, packing list, declaration at the entrance	Supplier/Customer
1	▲ Collecting parcels, packaging if necessary, weighing	SAT
2	▲ Establish a certificate of origin (if applicable) / validation to the Mairie	SAT
3	▲ Establish a DE	SAT
4	▲ Validation of the DE, at Commerce PNR and/or BZV	SAT
5	▲ Customs clearance / D&T payment	SAT
6	▲ Pre-alert the relevant DHL station	SAT
7	▲ Boarding with the appropriate Air Cie	SAT
8	▲ Scan the AWB to the customer	SAT
9	▲ Follow the shipment until delivery to the final destination	SAT / DHL

OCEAN EXPORTS		EXECUTION BY
	✓ Proforma invoice, packing list, declaration at the entrance	Fournisseur/Client
1	▲ Collecting package / container	SAT
2	▲ Establish a certificate of origin (if applicable) / validation to the Mairie	SAT
3	▲ Establish a DE	SAT
4	▲ Validation of the DE, at Commerce PNR and/or BZV	SAT
5	▲ Establish a BIC (ECTN) at the CCC	SAT
6	▲ Booking the ship with the appropriate shipping line	SAT
7	▲ Customs clearance / D&T payment	SAT
8	▲ Pre-alert the relevant DHL station	SAT
9	▲ Transfer Container to Park Congo Terminal	SAT
10	▲ Boarding with the appropriate Ocean Cie	SAT
11	▲ Scan the BoL to the customer	SAT
12	▲ Follow the shipment until delivery to the final destination	SAT / DHL

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