Our footprint in Africa and Worldwide

**Africa**
- 250 offices
- 46 countries
- 25,000 staff
  - 10,000 Logistics
  - 15,000 Port + Rail

**Worldwide**
- 612 offices
- 102 countries
- 36,000 staff
  - 21,000 Logistics
  - 15,000 Port + Rail
Bolloré Africa Logistics services

- Trucking
- Railways
- Barging
- Airfreight/Airport activities
- Dedicated customer service
- Warehousing
- Projects & heavy lift haulage
- E 2 E
- KPI’s tracking

- Terminal operator
- Shipping agencies
- Built operate and transfer concession
- Dry ports

- Port Operations
- Inland Transport
- Supply Chain Management
PFI/Invoice Requirements

- Must be in English language only
- Must have Invoice Number & Date
- Must be an ORIGINAL letterhead with the shipper’s signature and the company stamp.
- Each item on the invoice must have prices per item and unit
- The mandatory details to be included in the commercial invoice are:
  - 1. Name and Address of Shipper
  - 2. Name and Address of Consignee
  - 3. Currency in words or standard international currency code
  - 4. Unit Price & Total price per items
  - 5. Freight Charges
  - 6. Insurance (optional)
  - 7. Country of Origin
Customs clearance process

4 types of customs clearance are possible in Kenya

1. Exemption Entry  C490
2. Full duty paid Entry  C400
3. Provision Entry  C402*
4. Temporary Import  C500

*client has 90 days to perfect entry
Kenya Import Procedure

- Exporter provides a copy of the pro forma invoice for the application of the import declaration form (IDF)

An IDF must be applied for and obtained from the Kenya Revenue Authority for any Commercial Importation. The Importer is responsible for applying for the IDF.

The IDF may set Conditions such as the following:

Value - The IDF gives the indication as to whether the Values declared thereon are final. If not final, then an Appraisal of Value must be sort with the Valuation Section of the Customs Services Department. In this case, a complete set of the Shipping documents will be attached to the Appraisal Of Value Request Form following the issuing of a Value Certificate. The process could involve physical verification of the goods.

Quality/Quantity – Other control bodies such the Kenya Bureau of Standards, Public Health Department, Department of Agriculture (Kephis) and Mines & Geology Department may be asked to determine if the expected standards have been met. Incase of suspicion, Tests may be carried out and Certificates/Permits issued. Under this criteria, test Certificates from accredited bodies may be required.

Classification – The Customs Services Department may be asked to determine the correctness of The classification for purposes of collection of the correct Taxes. This may involve Physical verification and/or Computer Scanning.

Pre-Verification – All Items originating from Dubai, Hong Kong and China including Textiles, Electronics, Motor Vehicles & Spares will be subjected to Pre-verification by the Customs Valuation Section who will accordingly issue a Certificate to the effect.
Required Documents for KRA Kenya Revenue Authorities

- Approved Entry
- IDF
- Tax Receipt
- Original B/L or AWB
- Original Commercial Invoice
- Original Packing List
- Any other mandatory documents depending on customs regime or nature of goods
Applicable Government documents

Following Government Documents are maybe applicable

- KEBS (general cargo) Kenya Büro of Standards
- Kephis (Plant Import Permit)
- Port health (foodstuff etc.)
Required Documents for clearing in Kenya

- Packing List
- Bill of Lading / AWB
- Commercial invoice
- IDF (Import Declaration Form)
- Nomination Letter (for clearing agent)
- CoC (certificate of conformity)
Process Flow for Shipments ex Germany to Kenya

1. Shipment available ex Germany
2. Shipper in Germany issues Proforma Invoice for IDF Application & Forward the invoices to Importer
3. IDF Form is completed by Bollore
4. Completed IDF to be approved by consignee
5. IDF Application: Bollore Kenya to submit completed IDF Form to KRA* (Application takes 36-72 hours)
6. After IDF approval, Shipment can be uplifted from Germany
7. Certificate of Conformity (CoC) is issued by Inspection Body necessary for customs clearance in KE
8. Shipment arrival in Kenya
9. Customs Clearance, Upon arrival we require below docs for ease of customs clearance:
   - Airway bill / BL
   - Original Commercial invoice
   - Original Packing list
   - Imports Declaration Form
   - Certificate of Conformity
   - Donation Certificate (where applicable)
   - Certificate of analysis (where applicable)
10. Delivery final Customer Nairobi City Limits
For more General Information about the standards in Kenya, Please consult:


Kenya Product List :


SGS PCA Datasheet under :

Thank you

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