

Goods	Documents required	Customs Prescriptions	Remarks
<b>Personal Effects</b>	<p>Original passport (needed during the whole clearing process).</p> <p>Introduction letter from his employers (templates can be provided by your agent in Ghana).</p> <p>PUBD (Personal Unaccompanied Baggage Declaration to be filled by client at this arrival at airport). Failure to do will lead to significant penalties.</p> <p>Individual Tax Identification Number (to be issued by Ghana Revenue Authority).</p> <p>Clear (preferably typed) and detailed packing list including the numbers of identical items in the shipment (used for customs valuation purposes).</p> <p>For new items should be clearly identified on the packing list and a purchase invoice made available during the customs inspection.</p>	<p>Foreign citizens not having his work &amp; resident permit inside his passport might not be granted exemption of duty, levies, taxes and VAT.</p> <p>Items are still valued but might not be exempt unless client has his work / resident permit. Note that to get a work / resident permit can take 1 – 6 months.</p> <p>The declared value on the PUBD serves as a basis for the customs evaluation and should be kept as low as realistically possible. All non-diplomatic shipments arriving in Ghana, including HG, attract government levies of c. 5%.</p> <p>Only one of each used electrical appliance will be exempt of payment of duties.</p> <p>Import duty and taxes will be applied to new items.</p>	
<b>Diplomats</b>	<p>Copy of Passport.</p> <p>Copy Bill of Lading and inventory in advance to enable the mission or organisation to apply to the Ministry of Foreign Affairs for diplomatic exemption.</p>	<p>Import of Alcohol for diplomats (exemption). Please contact your local Embassy on the quantities allowed before shipping.</p>	

Goods	Documents required	Customs Prescriptions	Remarks
<b>Motor vehicles</b>	<p>Clear Copy of car title and title history showing Brand, Type, Model, Year of manufacture, Chassis /VIN number (17 digits), Engine capacity (in CC) , Engine number.</p> <p>Original Bill of Lading stating the correct chassis number and make/model of the vehicle</p> <p>Details of any modifications made to the vehicle.</p>	<p>Customs will determine the value depending on the type and age of the vehicle.</p> <p>Duties will apply to all vehicles (from 5 to 20% of customs assessed (and depreciated). CIF value), as well as VAT and other taxes (+/- 18% CIF value) depending on engine capacity.</p> <p>Vehicles older than 10 years are in theory prohibited and in practice result in customs penalties.</p> <p>Right hand drive vehicles are not allowed.</p>	
<b>Alcohol</b>	<p>Should be included on the packing list.</p>	<p>The import of a small amount of alcohol is usually exempted from import duty. This normally equates to about 6-12 bottles of alcohol/wine.</p> <p>However, the application of import duties on food, beverages and pantry items is at the discretion of the customs officer.</p> <p>Import of Alcohol for diplomats (exemption). Please contact your local Embassy on the quantities allowed before shipping.</p>	