



CUSTOMS SERVICES DEPARTMENT

**PROCEDURES FOR HANDLING EXPORTS, TRANSIT,
AND TRANSSHIPMENT IN SOUTHERN REGION
MOMBASA**

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Date:

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PROCEDURES FOR HANDLING EXPORTS, TRANSIT AND TRANSSHIPMENT IN SOUTHERN REGION

1.0 EXPORTS FROM MOMBASA

1. For Exports originating from Mombasa and its environs, the folders are lodged at Forodha House, Msa and column 14 is to read MEX. Supervision, stuffing, sealing and releasing online is to be done by MEX officers.
2. Other exports coming from other parts of the country, the supervision of stuffing, sealing and releasing ONLINE is to be done by the nearest customs office.
3. No container will be allowed into the Port without an online Release message by the customs officer who supervised the stuffing.

2.0 TRANSIT FROM BORDER STATIONS

1. Direct transit goods from border points to Kilindini; both T810 and T811 are to be processed and released at the port of entry e.g. Malaba with a MLB entry with column 14 reading MLB.
2. If the goods are to be stored at a transit godown, at the port of entry; column 14 on T810 should indicate the transit godown number.
3. When preparing a T811 or T812 for the goods coming from the transit godown, this will be a MSA entry and column 14 should read MEX. Folders are lodged at Forodha Hse, Mombasa
4. Stuffing, verification, sealing and online releasing of the goods originating from the transit godowns is to be done ONLY BY MEX OFFICERS.
5. No container will be allowed into the Port without an online Release message by the customs officer who supervised the stuffing.

3.0 GATE IN

1. Once the goods have been released for export from different parts of the country, for goods going by sea, when the container reaches at the gate, the officer shall check the container number, seal, and truck number and input the same online on the entry.
2. The truck shall then proceed to the Scanner Unit. If the scanner shows inconsistencies with the declaration of the goods, the container shall then be referred to the Officer in charge (HVO), Exports Kilindini for verification. If no discrepancy is found, the container shall be directed to the export yard pending confirmation from the HVO Exports to KPA to load.

3. The gate officer shall forward a list of the trucks gated in to the Officer in charge, Scanners on an hourly basis with a copy to HVO Exports Kilindini.
4. The HVO exports shall check online reports on entries for all gated in containers, to confirm alerts before allocating same manually to available verification/Customs Enforcement officers(if need be)/.
5. The HVO Exports shall confirm that all alerts have been addressed before allowing loading by KPA.
6. Only the HVO Exports has authority to communicate to KPA the export containers cleared for loading onto departing vessels.
7. No container will be allowed into the Port without an online Release message by the customs officer who supervised the stuffing.
8. Once the container has been cleared for shipment, the loading on the vessel shall be supervised by Customs Enforcement officers who shall then input the report on the entry to confirm shipment.
9. The HVO Exports shall confirm consignments have been exported procedurally before issuing the Certificate Of Export (COE) for the purpose of Security Bond retirement.

4.0 TRANSSHIPMENT PROCEDURE

1. Column 14 on transshipment entry M930 is to be lodged as KLD (NOT MEX).
2. The folders shall be lodged at Gate 9/10 for Kilindini Exports office.
3. The lodged entry/folder shall be received by the HVO exports.
4. The HVO Exports shall confirm availability of / or add alerts against each transshipment entry.
5. The HVO exports shall manually allocate the entry to the verification officer who shall enjoin a Customs Enforcement officer for supervision and loading/destuffing of the goods onto the vessel/storage within the port pending transshipment.
6. The transshipment entry shall have a copy of the original inward manifest to confirm the details of the goods.
7. There are different types of transshipment
 - a. Vessel to vessel-Direct
 - b. Vessel To Vessel-Indirect
 - c. Airport to vessel
 - d. Vessel to airports
8. All transshipments must be escorted, destuffed and loaded under the supervision of Customs verification/Enforcement officers.