NamRA
Namibia Revenue Agency

DEPARTMENT: CUSTOMS & EXCISE

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NamRA-CE-FR-057

CLEARING AND FORWARDING INSTRUCTION FORM

NB: MUST BE COMPLETED AND SIGNED BY THE IMPORTER/EXPORTER

1. IMPORTER/EXPORTER DETAILS:

IMPORTER\EXPORTER NAME : ______________________
POSTAL ADDRESS: ______________________
PHYSICAL ADDRESS: ______________________
CONTACT PERSON: ______________________
TEL: ______________________
EMAIL: ______________________
VAT NUMBER : ____________ : VAT IMPORT ACCOUNT NUMBER : ____________
INVOICE NUMBER: ______________________

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2. SHIPMENT DETAILS

VESSEL /VEHICLE NAME:____________ REG NO/VOY NO:____________ PORT OF LOADING:____________

BILL OF LADING NO:____________ AIRWAY BILL NO:____________ ROAD MANIFEST____________

DECSRIPTION OF GOODS (HS Code): ______________________

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3. TYPE OF SHIPMENT

FCL ☐ LCL ☐ BREAK BULK ☐ CONTAINER NUMBER: ☐ Other, kindly Specify: ____________

4. CUSTOMS ENTRY INSTRUCTIONS

X	Import CUSTOMS PROCEDURE CODE (CPC)
	IM4: DIRECT IMPORT FOR HOME USE
	IM5: TEMPORARY IMPORT
	IM6: RE-IMPORTATION
	IM7: WAREHOUSING
	IM8: TRANSIT
	IM9: OTHER IMPORT PROCEDURES

X	Export: CUSTOMS PROCUDE CODE (CPC)
	EX1: DIRECT EXPORT
	EX2: TEMPORARY EXPORT
	EX3: RE-EXPORTATION

X	COUNTRY
	NA: NAMIBIA
	BW: BOTSWANA
	LS: LESOTHO
	ZA: SOUTH AFRICA
	SZ: SWAZILAND
	OTHER:

5. FINANCIAL INTELLIGENCE

The Financial Intelligence Act (Act No 13 of 2012) requires all importers to confirm the following:
a). Source of funds of your Business: ______________________
b). Source of funds for this transaction/shipment ______________________

Party responsible for payment:______________________

6. DELIVERY INSTRUCTIONS

MODE OF TRANSPORT: ROAD ☐ RAIL ☐ SEA ☐ AIR ☐ LAND BORDERS ☐ Other, kindly Specify:____________

7. Authorization given by Importer/Exporter

I,____________________ID no:____________________hereby give authority to the above clearing agency toclear my consignment on my behalf.

Signature:____________________Company stamp/Date: ____________________

8. ACCEPTANCE BY CLEARING AGENT

I,____________________an employee of the (Company Name): ____________________

Certify that I have the authority to clear the above mentioned consignment on behalf of my client.

Company stamp/Signature: ____________________

Annexure to Namibia Clearing and Forwarding Instruction form

1. Importers/Exporters are required to give written clearing instructions to their agents to avoid wrong declaration thereby eliminating misrepresentation. It is mandatory for Importers/ Exporters to provide their clearing agents with standardised Customs entry instruction in an approved format.

2. The Standardised Customs entry instruction should be signed, as indicated, by a senior employee or authorised signatory of the importer/exporters.

3. In respect of the clearing instructions prescribed in Section 111 of the Act, Controllers may in the case of:

   a) Repetitive clearances of stock ex a bonded warehouse and provided the circumstances and purpose of each subsequent clearance is identical to the first one, accept "copies" of the original written clearing instruction.

   b) A single consignment being cleared on more than one bill of entry (split consignment), accept a "copy" of the written clearing instruction used to clear the first part of the consignment.

   c) Airfreight, imports by road overland and clearances on behalf of ship's chandlers and ships repairs, ex licensed Customs and Excise Storage Warehouse, may accept a faxed instruction. Airfreight is by its very nature, urgent and it would be impractical to require prior written instructions for all clearances. Clearing instructions should therefore not be insisted upon in instances where the value of the consignments does not exceed N$500-00 in terms of Sec 40 (2) (e).

   d) Goods destined for other regional offices but cleared at a Harbour & border, accept a faxed clearing instruction.

4. In cases where faxed or mail instructions as outlined paragraph (c) to (d) above, it should be noted that the clearing instruction forms must be properly completed by clearing agents and that a stamp impression/endorsement as stated in number 5 below must be insisted upon.

5. In cases where faxed information is furnished a copy of the fax must be attached to the clearing instruction form.

6. Should an importer/exporters desire to amend the purpose code under which a consignment was originally cleared, a fresh clearing instruction form must be completed

7. The following goods are exempted from the issue of clearing instructions in terms of Section 40:

   a) Unaccompanied baggage
   b) Goods cleared in terms of the simplified clearance procedure i.e., flat rate 20% of the FOB Value, Section 40(2) of the Act;
   c) Goods where the value does not exceed N$500-00, etc.

8. Clearing documents presented without clearing instructions may be rejected.

9. Clearing instructions accompanying bills of entry must be date stamped by checking officers.