SUMMARY OF EXPORT PROCEDURES & DOCUMENTATION



FORM CE 20 SHOULD BE ACCOMPANIED BY:

- Commercial Invoice
 - Packing List
- Certificate of Origin
- Shipping Consignment Notes (Airway Bill or Bill of Lading)
 - Product Specific Certificate
 - Export Permit



The exporting company needs to be a registered as an exporter with the Zambia Revenue Authority.



Obtain Certificate of Origin

The exporting company can obtain a certificate of origin for preferential market access such as SADC, COMESA, AGOA, EU etc.



Export Permit

For products requiring an export permit, this is obtained from the relevant Government Departments /Ministries.



ZRA Clearance

Prepare a Customs and Excise Declaration Form CE 20 and submit it via the ASYCUDA System or to the Customs officials at the port of exit to obtain export clearance



Obtain Import permit

An import permit is required from the product's destination country. This also stipulates import requirements in the destination country.



Obtain Product Specific Certification

Certification is done by the relevant Ministries or Government Departments, e.g phytosanitary certificate for plant based products or seeds.



Commercial Invoice and Packing List

This is prepared by the exporter and submitted to the Zambia Revenue Authority for Customs purposes.



Transport and Clearing

The transporter will issue Shipping consignment notes (bill of lading / airway bill) depending on the mode of transport ahead of dispatch to the final destination