

## Fast Track Customs Procedures

### 1. Required documents

Humanitarian organisations that are the consignee of supplies or receiving supplies by air, sea and/or land are required to process their customs clearances. The following documents are required for the customs process:

- a. **Airway Bill** (cargo by air) or **Bill of Lading** (cargo by sea)
- b. **Packing List** (air/sea/land)
- c. **Invoice** or **gift certificate** (to show the value and ownership of incoming cargo)<sup>1</sup>

### 2. Clearing and Facilitation (C&F)

The above documents are to be presented to the relevant C&F Agent, which will check for completeness and coordinate with the Sierra Leone Government Agencies responsible for tax and duty exemptions as well as customs clearances.

### 3. Submission of documentation to Government Agencies

The following procedure is followed by the C&F Agent. Organisations are advised to start this process as early as possible:

- a. Obtain the relevant airway bill number(s)/bill of lading(s) including the packing list, invoice or gift certificate.
- b. Write three identical letters/release-on-arrival permits addressed to 1) the **Ministry of Foreign Affairs**, 2) the **Ministry of Finance and Economic Development**, 3) the Commissioner General of the **National Revenue Authority (NRA)**, requesting approval for clearance and transfer under the fast-track procedure. These three letters, as well as one copy of the original letter to the Ministry of Foreign Affairs and one copy of the original letter written to the NRA, should be submitted with the airway bill/ bill of ladings, packing list, invoice or gift certificate to the Ministry of Foreign Affairs. The documents will then be registered by the relevant Ministries.
- c. The NRA will approve the letter. With this, the regular import duties and customs clearance requirements are waived, with a fee to be settled by the C&F agent. Upon payment, the documents are released to the Customs and Excise Department at Cine Town that logs the entry and releases the Bill of Entry.
- d. The C&F agents will follow the steps below depending on cargo arriving at the airport, seaport or overland.
  - i. **For cargo arriving at the airport.** 4 copies of the letter written to the NRA are to be provided to:
    1. Commissioner of Customs & Excise department (Cline Street, Cline Town, Freetown)
    2. General Manager – Sky Handling Partners (Lungi Airport)
    3. Chief of Security – Sierra Leone Airport Authority (Lungi Airport)
    4. Customs Officer Lungi Airport
  - ii. **For cargo arriving at the seaport.** 4 copies of the letter written to the NRA are to be provided to:
    1. Commissioner of Customs & Excise department (Cline Street, Cline Town, Freetown)
    2. Deputy General Manager – Bollore (Port Operator)
    3. Port Customs Officer
    4. Director Standards Bureau (Freetown)
  - iii. **Overland transport (import/export) to/from Liberia or Guinea.** 4 copies of the letter written to the NRA are to be provided to:
    1. Director Border Security ONS
    2. Sierra Leone Police (SLP)
    3. Director Standards Bureau (Freetown)

<sup>1</sup> For food or medicine, additional certificates may be required.

4. Immigration Department

## Contact information

### Ministry of Foreign Affairs and International Cooperation

Address: Tower Hill, Freetown  
Name: Dr. Samura Kamara, Minister  
Phone: +232 30374214

### Ministry of Finance and Economic Development

Address: Revenue and Tax Policy department, George Street, Freetown  
Name: Dr. Kaifala Marah, Minister  
Hotline Duty waiver requests: +232 25260472  
Phone: +232 22222221, Email: [info@mofed.gov.sl](mailto:info@mofed.gov.sl); [kmarah@mofed.gov.sl](mailto:kmarah@mofed.gov.sl)

### National Revenue Authority

Address: 7 Bathurst Street, Freetown  
Name: Madam Haja I. Kallah–Kamara, Commissioner-General  
Phone: +232 76821643, Email: [hkallah@yahoo.co.uk](mailto:hkallah@yahoo.co.uk); [lhkallah@nra.gov.sl](mailto:lhkallah@nra.gov.sl)  
Name: Mr. Bilal Kargbo, Director Corporate Services  
Phone: +232 76710616, Email: [bilalkargbo@nra.gov.sl](mailto:bilalkargbo@nra.gov.sl)

### Freetown Terminal (Port operator)

Address, Queen Elizabeth II Quay, Cline Town, Freetown  
Name: Mr. Bertrand Kerguelen, Deputy General Manager  
Phone: +232 79250226, Email: [bertrand.kerguelen@bollore.com](mailto:bertrand.kerguelen@bollore.com)

### Lungi Airport Sky Handling Partner

Name: Mr. Peter Metz, General Manager  
Phone: +232 78990948, [pmetz@shp.sl](mailto:pmetz@shp.sl)

### Customs and Excise department

Address: Customs and Excise Department, Cline Town  
Name: Mr. Saidu Kamara Labay, Assistant Commissioner  
Phone: +232 076322452; +232 77943861, Email: [saiduklabay@yahoo.com](mailto:saiduklabay@yahoo.com); [saidulabay@hotmail.co.uk](mailto:saidulabay@hotmail.co.uk)  
Address: Customs and Excise Department at Lungi Airport  
Name: Mr. Sahr Philippe Lahai  
Phone: +232 76605 903; +232 88155155  
Name: Mr. Kemoh Sesay, Port Customs Officer Freetown  
Phone: +232 76481828

### Immigrations Department

Address: 5 Siakka Steven Street, Freetown  
Name: Alpha Kholifa Koroma, Chief Immigration Officer  
Phone: +232 220224761

### Standards Bureau Freetown

Name: Mr. Amadu Jogor Bah, Director  
Address: Kissy Bye Pass Road, Freetown  
Phone +232 22228374, Email: [slsb2009@yahoo.com](mailto:slsb2009@yahoo.com)

### **Border Security**

Address: Tower Hill, Freetown  
Name: Mr. Ismail Sheriff Tarashid Tarawali

### **Sierra Leone Police**

Name: Al Shek Kamara, Assistant Inspector General, Sierra Leone Police  
Email: [alshekay@yahoo.co.uk](mailto:alshekay@yahoo.co.uk)

## **C&F Agents**

### **Airport**

#### **Eagle Aviation Services**

Name: Mr. Patrick  
Phone: +232 76111909, Email: [ops@eagle-aviationsl.com](mailto:ops@eagle-aviationsl.com)

#### **Rapid Clearing and Forwarding**

Name: Mr. Sulaiman Sankoh  
Phone: +232 78070755

### **Seaport**

#### **IMATRIX101**

Name: Mr. Paco  
Phone: +232 782080915, Email: [pyamana@imatrix101.com](mailto:pyamana@imatrix101.com)

#### **Sea and Land Services (SALs)**

Name: Mrs. Bangura Foday  
Phone: +232 76614133, Email: [Foday.Bangura@bollore.com](mailto:Foday.Bangura@bollore.com)

#### **SAROVA Clearing and Forwarding**

Name: Mr. Gerald Decker; Mr. Mohamed Borbor  
Phone: +232 78330030; +232 76601696, Email: [mohamedborbo07@yahoo.com](mailto:mohamedborbo07@yahoo.com)