

Exporting

Product	Cocoa beans
From	Ghana
To	United Kingdom

☐ 1 Register as an exporter

Register the business, get a taxpayer number and sign up with the national export authority.

Documents: Business registration, Taxpayer number, Exporter registration

Handled by: Business registry and export authority

Typical time: Varies

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☐ 2 Get the product code

Confirm the HS code for the goods. Cocoa beans fall under heading 1801.

Documents: Product description, HS code

Handled by: Customs, tariff classification

Typical time: Varies

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☐ 3 Licences and certificates

Some goods need a permit or certificate before they can leave. For cocoa this usually means the three below.

Documents: Cocoa export permit, Phytosanitary certificate, Certificate of origin

Handled by: Commodity regulator, plant health office, issuing body for origin

Typical time: Varies

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☐ 4 Pre-shipment inspection

The beans are sampled and checked for quality and grade before loading.

Documents: Inspection request, Quality certificate

Handled by: Quality control body or approved inspection company

Typical time: Varies

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Exporting

☐ 5 File the export declaration

A licensed agent files the declaration in the national customs system, with the documents attached.

Documents: Export declaration, Commercial invoice, Packing list

Handled by: Customs, through the single window

Typical time: Varies

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☐ 6 Pay any fees and get clearance

Any export fees or levies are paid, customs checks the goods and approves release.

Documents: Payment receipt, Release note

Handled by: Customs and the port

Typical time: Varies

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☐ 7 Load and ship

The goods are loaded and the carrier issues the bill of lading. The buyer uses the documents to import into the UK.

Documents: Bill of lading, Copies for the buyer

Handled by: Shipping line or freight forwarder

Typical time: Varies

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