KENYA TRADEX

FREIGHT, CUSTOMS & REGIONAL LOGISTICS

Mombasa Port Clearance Checklist

Complete guide to clearing goods at the Port of Mombasa, Kenya

PHASE 1: PRE-SHIPMENT DOCUMENTS

- [ ] **Import Declaration Form (IDF)**
  Obtain from KRA via iCMS before shipment arrives. Required for all imports by sea or air.
- [ ] **Bill of Lading (B/L)**
  Original B/L or Sea Waybill from shipping line.
- [ ] **Commercial Invoice**
  Must show transaction value, currency, incoterms, and item description.
- [ ] **Packing List**
  Detailed breakdown of contents, quantities, weights, packaging type.
- [ ] **Certificate of Origin**
  Required for EAC preferential duty rates. Issued by exporting country's chamber of commerce.
- [ ] **Any Other Relevant Document**
  As required by specific cargo type or regulatory agencies.

PHASE 2: REGULATORY PERMITS (IF APPLICABLE)

NEMA
National Environment Management Authority - Extended Producer Responsibility

ACA
Anti-Counterfeit Authority - Intellectual property verification

KEPHIS
Kenya Plant Health Inspectorate Service - Agricultural products

VMD
Veterinary Medicines Directorate - Animal products & medicines

KEBS
Kenya Bureau of Standards - Quality & standards compliance

PHASE 3: IDF REGISTRATION PROCESS

- [ ] **Register IDF (IMO) in iCMS**
  Create official cargo record in KRA system using IM0 regime.
- [ ] **Pay UCR Fee**
  Pay Unique Consignment Reference fee: USD 10. Links cargo to all OGAs.
- [ ] **Obtain Required Permits**
  Submit permits to iCMS based on cargo type from relevant agencies.
- [ ] **Await IDF Approval**
  IDF approved after permits and fees confirmed. Await vessel arrival and manifest.
- [ ] **Register Customs Entry**
  Register entry in iCMS using your PIN. Receive email confirmation.
- [ ] **Generate E-Slip & Pay Taxes**
  Generate e-slip, pay taxes at KRA-appointed bank, keep receipt.

PHASE 4: PORT CLEARANCE PROCESS

- [ ] **Vessel Arrival & Docking**
  Container assigned CY location or loaded to CFS for deconsolidation. Receive Arrival Notice.
- [ ] **Document Submission**
  Submit all documents via iCMS. KRA assesses and calculates duties based on HS code.
- [ ] **Duty Payment**
  Pay duties via bank or iCMS e-payment. Pay KPA charges separately.
- [ ] **Physical Inspection (If Selected)**
  KRA may select for x-ray or physical inspection. Adds 2-5 working days.
- [ ] **Release Order**
  KRA issues release order. Receive email confirmation. Agent processes Delivery Order.
- [ ] **Obtain Delivery Order**
  Collect Delivery Order from shipping line agent upon release confirmation.
- [ ] **Container Pickup**
  With release order & DO, enter port, collect container. Port exit: 2-4 hours.

EXPECTED CLEARANCE TIMELINE

Scenario	Timeline
Complete documentation, no inspection	24-48 hours
Minor document errors, quick correction	3-5 working days
Physical inspection required	2-5 working days
Restricted goods, additional permits	1-3 weeks

KEY CONTACTS & INFORMATION

Contact Kenya Tradex

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Working Hours

- **Monday - Friday:** 08:00 - 17:30
- **Saturday:** 09:00 - 13:00
- **Sunday:** Closed

Important Reminders

- **Free Time:** 5 consecutive days for domestic import containers, 15 consecutive days for transit import containers
- **Storage:** Accumulates after free period - plan transport promptly
- **IDF Fee:** 2.5% of CIF value payable to KRA
- **Container Deposit:** USD 500-2,000 refundable per container

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