



# GOTTS INTEGRATED SERVICES

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## **Procedure for Pre-Shipment Inspection:**

If inspection is carried out under **GOTTS Integrated Services** Form M, it is mandatory for us to arrange duty payment, collection of original PAAR, Customs clearance. GIS/Shipper arranges Pre-shipment Inspection at Origin point based on Form M details. Duration is 3-7 days.

CNEE/GIS Processes Import Documents, namely form M, Insurance Certificate. , Pre-Arrival Assessment Report ( PAAR)

Nigeria customs either approves or disapproves the inspection as the case may be.

### **IF DISAPPROVED:**

Discrepancy Report is issued, and necessary amendment is made immediately.

### **IF APPROVED:**

Nigeria Customs sends Pre-Arrival Assessment Report (PAAR) based on attested Invoice/Inspection Report. Duration 3-7days

CNEE/GIS Request for copy PAAR from designated Bank & arrange payments of Customs Duty and related Charges to FG. Duration is 3-4 working days.

CNEE Forward original PAAR & Duty Receipts to GIS along with other shipping documents for preparation of Customs Bill of Entry/Lodging at CPC (Customs Processing Centre)

We commence 1<sup>st</sup> Stage clearing process i.e. Customs Processing Centre Processes.

## **DOCUMENTS REQUIRED FOR PRE-SHIPMENT INSPECTION**

1. Duly processed Form M with Inspection Agent reference Number
2. Insurance Certificate
3. Proforma Invoice

## **DOCUMENTS REQUIRED FOR IMPORT CLEARANCE PROCESS**

The following document should be received ahead of time to facilitate the smooth clearance of this shipment before the arrivals of the shipment.

1. Original Copy of the PAAR
2. Original attested invoice
3. Original Bill of Lading/Airway bill
4. Commercial Invoice
5. Packing List
6. Copy of Form "M"
7. Copy of Insurance Certificate
8. Original Duty Receipts
9. Copy of Soncap certificate or Import permit