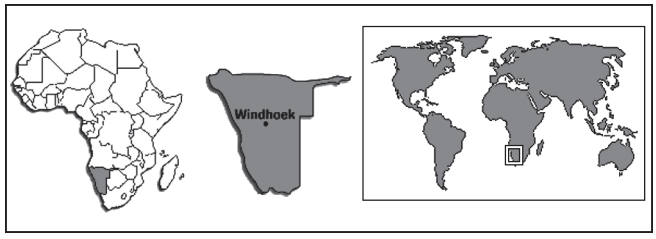
Namibia (NA)
Amounts shown are expressed in Namibian Dollar (NAD)



0. General Information

- IATA Area : 2
- Capital : Windhoek (WDH)
- Local Time : GMT + 2
- Daylight Saving Time : GMT + 3: Starts on the 1st Sunday in September and ends on the 1st Sunday in April.
- ☎ Country Code : + 264
- Local Currency : Namibian Dollar (NAD)
- Bank Information : Closed on Saturday afternoon and Sunday.
- Contact Details : For any information needed which is not listed under Namibia, please contact;
  Mr. Abraham Nasab
  Air Namibia Cargo
  Manager: Cargo Services
  Tel.: +264 61 299 6606
  Fax: +264 62 540338
  Web: www.airnamibia.com.na
  Email: Abraham.Nasab@airnamibia.aero
- Public Holidays :

Date
01 Jan 2015
21 Mar 2015
03 Apr 2015
06 Apr 2015
01 May 2015
04 May 2015
14 May 2015
25 May 2015
26 Aug 2015
10 Dec 2015
25 Dec 2015
26 Dec 2015

- **Cargo Claims Information**
  The following Protocols / Conventions have been ratified:
  1. Montreal Convention MC99 (1999) only.

  For further details, explanation and how to apply these Protocols / Conventions see paragraph 2.1.5. (General Rules) including list of countries.

1. Airport Information

1.1. Customs Airports

- **Eros Airport (Windhoek) - ERS**
  Tel.: +264 (0)61 295 5500
  Fax: +264 (0)61 295 5522
  E-mail: blondie@airports.com.na
  Website: www.airports.com.na
- **Hosea Kutako International Airport (Windhoek) - WDH**
  Tel.: +264 (0)61 299 6610/11(Cargo Operations)
  +264 (0)61 299 6602 (Controllers: Cargo Operations)
  Fax: +264 (0)62 540338 (Cargo Operations)
  E-mail: ngeno@airports.com.na
  Website: www.airports.com.na
  SITA: WDHFFSW
- **Walvisbay Airport (Walvisbay) - WVB**
  Tel.: +264 (0)64 205511
  Fax: +264 (0)64 207593
  Website: www.walvisbay.com.na/airport.htm
  www.airports.com.na

1.2. Airport Facilities

1.2.1. Loading/Unloading equipment

Eros Airport
Hand labour only.

Hosea Kutako International Airport
Maindeck Loader (2x) capacity 15 tons; FMC Lowerdeck Loader capacity 20 tons; Transporters (4x) capacity 6 tons;
Forklifts (2x) capacity 4 tons; Conveyer belts (2x) 450 kg. on total length of belt; Wide body steps (3x) and 1 PAU unit.

Walvisbay Airport
Lowerdeck Loader capacity 6 tons; Forklift capacity 3 tons; Narrow body steps and PAU unit.

1.2.2. Storage

Hosea Kutako International Airport
Cold storage: Available (privately owned).
Strongroom: Available.
Safe for valuables: Available.
Animal hostel: Not available.

1.2.3. Clearance
At the airport by the consignee or appointed clearing agent.

1.2.4. Customs hours
Available seven days a week at approved airport hours. (Check with the Airport Authorities)

1.2.5. Delivery
By clearing agent.

1.2.6. (Re)-Forwarding
Possible by air, road/rail (in exceptional cases) also under bond. Also possible also by appointed clearing agents.

2. Import

2.1. General

2.1.1. Packing
Consignments have to be packed adequately.

2.1.2. Marking
Consignments/packages must show exact weight, airport of destination, consignee's and shipper's address.

2.1.4. Language on Documents
English.

2.1.5. Other requirements
Measures and weights: Metric system.
AWB: To be entered as airport of destination:
1. Windhoek: for consignments to Windhoek and other places other than Customs airports.
2. Any other Customs airport: for consignments to these places.

2.2. Documentary Requirements

2.2.1. Commercial consignments
Combined certificates of Invoices, Value and Origin.

2.2.2. Sample consignments
Combined certificates of Invoices, Value and Origin.
Payment of the required fee for clearance to be obtained by the Ministry of Finance.

2.2.3. Gift consignments
Combined certificates of Invoices, Value and Origin.
Maximum allowance per year NAD 400.00.

2.2.4. Unaccompanied baggage
Will be documented and carried as cargo. It will not be possible for a passenger to take delivery of his/her baggage shipped as cargo in the Passengers arrival area at his/her airport of destination. Baggage must be locked and the keys enclosed in a suitable envelope, properly sealed and bearing: name and address of consignee, consignment note and number of keys enclosed. If passenger is on same flight as shipment, delivery will only be possible 2 hours after landing for clearance.

2.2.5. Other consignments
Import documentary requirements determined by commodity being transported. Contact nearest Namibian Embassy or Consul General for details.

2.3. Restrictions

2.3.1. General
All cargo other than general cargo must adhere to import requirements. Domesticated animals to be covered by a Veterinary Certificate.

2.3.2. Live animals
Prior Import Permits required from the State Veterinarian P/Bag 12022 Windhoek. Health Certificate from Animal Health Services in country of origin must also be produced as specified by the Import Permit. Cats and Dogs: Rabies inoculation certificates with full details as required on Import Permit.

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2.3.3. Plants and plant material
Prior Import Permits required for all plants or plant material not indigenous to Namibia to be obtained from Ministry of Agriculture, Water and Rural Development, P/Bag 13184 Windhoek.
2.3.4. Arms, ammunition and explosives
Import Permits from Commissioner of the Namibian Police for Arms and Ammunition and for explosives from The Chief Inspector of Explosives.
2.3.5. Narcotics and drugs
Import Permit from The Ministry of Health and Social Services.
2.3.6. Human remains
Death Certificate and Import Permit.
2.3.8. Medicines and vaccines
Including serums: Import Permit from The Ministry of Health and Social Services P/Bag 13198 Windhoek.
2.3.14. Radio-active materials
Licence to import the above subject to approval by The Ministry of Health and Social Services P/Bag 13198 Windhoek and the Council for Nuclear Safety.

2.4. Prohibitions
Too extensive to list. Shipper should contact consignee or Consulate.

2.5. Charges
2.5.1. General
Consignments with destinations other than Customs airports to be cleared at Hosea Kutako International Airport.
2.5.2. Handling
Handling and Clearance fee depending on commodity, weight and the clearing agent.
2.5.3. Clearance
Formalities accomplished by consignee or agent self.
2.5.6. Storage
Charge after 2 days of arrival, per day storage on each consignment assessed on the chargeable weight:

Per kg.	0.80
Minimum charge per consignment	50.00

After 7 days of arrival the consignment will be transferred to the Government State Warehouse.

3. Transhipment/Transit

3.1. General
Transfer of transit shipment is subject to first available flight and space available on flight.

3.2. Documentary Requirements
Flight documents required: AWB and Cargo manifest to airport of destination.

4. Export

4.1. General
Acceptance of cargo during approved airport hours. Shipper to advise himself of the office hours. Close-off times: 5 hours prior to departure on wide bodied aircraft, 2 hours prior to departure on narrow bodied aircraft, shipments to be cleared prior to acceptance.

4.2. Documentary Requirements
Customs clearance Export Permit, Bill of Entry (export) etc.
4.2.4. Unaccompanied baggage
List of contents/keys attached to AWB.

4.3. Restrictions
Importers and Exporters are advised, in there best interest to take the necessary steps to ascertain the exact position with regard to any prohibitions or restrictions from the department of Customs and Excise or the applicable Consul General relating to any commodity in which they propose to deal before they enter into any binding arrangements.

4.4. Prohibitions
See 4.3.

4.5. Charges
4.5.2. Handling
Handling fee for shipments of dangerous goods:

Per AWB entry/checklist	150.00

4.5.4. Documentation

Per cut of AWB	110.00
Air Waybill Attendances Fees (AWB ATT Fees)	150.00

Note:
Per AWB Copy processed and/or cut by Air Namibia personnel/staff.

Amendment after receipt of consignment	110.00

Carrier shall not accept after dispatch, request for any amendments.

Amendment after dispatch from terminal	200.00

4.5.6. Storage
Storage fee for the export of consignments will be charged after the free period of 1 day after acceptance of the consignment.

Charge per day, per kg.	0.80
Minimum charge	50.00

Consignments will be transferred to the Government State Warehouse after 90 days of storage.
4.5.10. Others
X-ray charges

Per kg.	0.25
Minimum charge	50.00

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