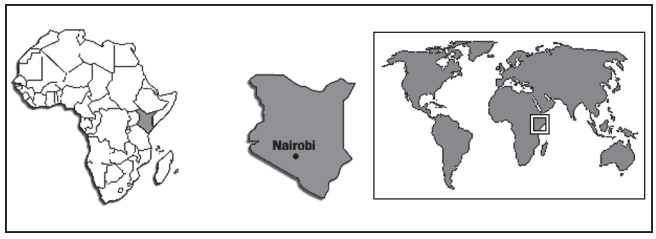
7.3. Import/Transit/Export Regulations

7.3.2. Countries Alphabetically Listed

Kenya (KE)
Amounts shown are expressed in United States Dollar (USD)



0. General Information

- IATA Area : 2
- Capital : Nairobi (NBO)
- Local Time : GMT + 3
- Daylight Saving Time : Kenya does not observe DST.
- ☎ Country Code : + 254
- Local Currency : Kenyan Shilling (KES)
- Bank Information : Some banks open on Saturdays between 09.00 and 11.00 hrs. local time.All banks Closed on Sundays.
- Public Holidays :

Date
01 Jan 2015
03 Apr 2015
06 Apr 2015
01 May 2015
01 Jun 2015
18 Jul 2015
23 Sep 2015
20 Oct 2015
12 Dec 2015
25 Dec 2015
26 Dec 2015

- **Cargo Claims Information**
  The following Protocols / Conventions have been ratified:
  1. Warsaw Convention (1929)
  2. Hague Protocol (1955)
  3. Montreal Protocol MP4 (1975)
  4. Montreal Convention MC99 (1999)

  For further details, explanation and how to apply these Protocols / Conventions see paragraph 2.1.5. (General Rules) including list of countries.
- **E-freight and e-AWB status of airports**
  For e-freight and e-AWB implementation status of airports please refer to chapter 6.4.
- **Security**
  Secure Freight status: pilot completed.
  For further details and background on Secure Freight see paragraph 2.11. (General Rules).

1. Airport Information

1.1. Customs Airports

- **Eldoret - EDL**
  Eldoret International Airport:
  Tel:. +254 53 206 3377
  +254 53 206 2300
  +254 53 206 2839
- **Kisumu - KIS**
  Kisumu Airport:
  Tel.: +254 57 202 0811
- **Mombasa - MBA**
  Moi International Airport:
  Tel.: +254 41 343 3211-9
- **Nairobi - NBO**
  Jomo Kenyatta International Airport:
  Tel. +254 20 822 111
  +254 20 822 854
  Fax: +254 20 822 131
  +254 20 822 207

  Note:
  Cargo must be cleared on first port of call.

  Customs: Kenya Revenue Authority (KRA)
  KRA Headquarters:
  Times Tower
  P.O. Box 40160-00100
  Tel.: +254 20 310 900
  +254 20 281 0000
  Fax: +254 20 316 872
  Complaints and information Centre
  Office of the Commissioner General
  Times Tower, 30th Floor
  P.O. Box 48240-00100 GPO
  Nairobi
  Tel.: +254 20 281 7700 (Hotline)
  +254 20 281 7800 (Hotline)
  +254 20 343 342
  Fax: +254 20 34 1342
  E-mail: cic@kra.go.ke
  Website: www.kra.go.ke

1.2. Airport Facilities

1.2.1. Loading/Unloading equipment

Mombasa
Forklift; highloader; conveyor belt.

Nairobi
Forklift; highloader; conveyor belt; lifting crane for heavy cargo: pre-warning of 24 hours.

1.2.2. Storage

Goods not cleared within 21 days after arrival will be transferred to Customs warehouse at Forodha House, Jomo Kenyatta International Airport.

Mombasa
At the airport.
Cold storage: Not available.
Safe for valuables: Available.
Room for radio-active material: Available.
Animal hostel: Not available
Room for dangerous goods: Available.

Nairobi
At the airport.
Cold storage: Available.
Safe for valuables: Available.
Room for radio-active materials: Available.
Animal hostel: Available.
Mortuary room: Available at City Council Mortuary, Lee Funeral Home and Chiromo (University of Nairobi), see 3.5.5.
Room for dangerous goods: Available.

1.2.3. Clearance

At the airport, by agent who must be duly licensed and registered with Kenya Revenue Authority Customs & Excise.

1.2.4. Customs hours

Monday through Friday 08.00 - 13.00 hrs. and 14.00 - 17.00 hrs. Saturdays, Sundays and public holidays closed. Clearance outside Customs hours possible for diplomatic consignments, perishables and press material.

1.2.6. (Re)-Forwarding

Possible to final destination in Kenya.

2. Import

2.1. General

2.1.1. Packing

Must be damp and weather proof. Hay and straw are prohibited. National emblems may not be used.

2.1.4. Language on Documents

English.

2.1.5. Other requirements

- Addresses in Kenya on letters, cables or transportation documents must also include the P.O. Box-number and Post Code as no house-to-house postal delivery exists in Kenya.
- Measures and weights: Metric System.
- Telephone number of consignee.

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7.3. Import/Transit/Export Regulations

7.3.2. Countries Alphabetically Listed

2.2. Documentary Requirements

2.2.1. Commercial consignments

- 3 Commercial Invoices or - preferably - 3 Customs Invoices (Combined Certificate of Value and Invoice of Goods).
  The commercial invoice must contain: exact description of goods, gross and net weight, quantity, total CIO (Cost Insurance and Other charge) and unit value, country of origin, any discounts, freight charges, insurance premium, kind of packing, means of transport.
- Certificate of Origin.
- AY-1 Certificate for goods from EU-Countries.
- Import Declaration Forms (IDF) are issued by Kenya Revenue Authority Customs and Excise Department. For details visit KRA Customs website www.kra.go.ke
- Kenya Bureau of Standards (KEBS) is responsible for quality inspection and certification of compliance for all import shipments into Kenya. For details visit KEBS website www.kebs.org

2.2.2. Sample consignments

Without commercial value: Pro Forma Invoice.
With commercial value: See 2.2.1.
For dutiable samples a security deposit must be paid for the normal import duties which will be refunded upon re-exportation within 6 months. So far required an Import Licence must be produced.

2.2.3. Gift consignments

2 Pro Forma Invoices. AWB and invoices must be marked with “Gift”.

2.2.4. Unaccompanied baggage

Detailed packing list will facilitate clearance, Customs Form (C63) must be completed by owner upon arrival and be produced together with passport.

Note:
Certificate of Value and Origin required for all merchandise except samples valued at less than USD 2.80.

2.3. Restrictions

2.3.2. Live animals

Prior Import Permit required; Health Certificate required not older than 10 days before date of despatch. Prior advice to Veterinary Dept., Nairobi, for any inspection on arrival. Import Permits for dogs and cats obtainable from Kenya Embassies and Missions.
Live Animals should be cleared 12 hours upon arrival, it is the responsibility of the carrier airline to immediately inform the consignee upon arrival of the animals and ensure proper arrangements are made for collection of the animals before acceptance of the consignment.
Dogs:
Additional Rabies Inoculation Certificate approved by W.H.O.
Cattle:
Health Certificate must state that animals are from an area free of infectious or contagious diseases, and have passed a Tuberculin Test within 20 days before shipping.
Birds and fish, live and their eggs:
Import permit is issued by Director of Veterinary Services.
All animals attract customs charges of 25% duty on Local Value or Declared Value of Carriage.

All live animals must be shipped as cargo into Kenya. These include cats and dogs which must be shipped as manifest cargo and use the freight compartment of the aircraft. Animals will not be delivered through the baggage hall.

2.3.3. Plants and plant material

Health Certificate and official Phytosanitary Certificate issued immediately prior to shipping. Prior Import Licence from KEPHIS (Ministry of Agriculture) Nairobi. Inspection on arrival.

2.3.4. Arms, ammunition and explosives (Including rifles)

Export and Import permit/licence required for clearance.
(Import permit/licence issued by Central Firearm Bureau)

2.3.5. Narcotics and drugs

Importation for medical or scientific purpose only. Import Licence required.

2.3.6. Human remains

Death Certificate stating cause of death and Embalming Certificate.
When cremated: Additional Certificate of Cremation.

2.3.9. Animal products

Eggs of birds and fish: Import Permit issued by the Director of Veterinary Services.

2.3.14. Radio-active materials

Letter of no objection by the ministry required; 48 hours before departure of nominated flight a telex should be sent to importation authority stating reference and nominated flight.

2.3.15. Others

Brandy: Certificate that it is suitable for human consumption.

2.4. Prohibitions

Counterfeit money; indecent prints or articles; opium; cocaine; game trophies.

2.5. Charges

All charges on services rendered are subject to 16% VAT.

2.5.2. Handling

Handling Charges

a.	Per kg.	0.18
	Minimum charge	15.00
b.	Break Bulk Fee	
	Fee per HAWB	20.00
c.	Diplomatic Mail	
	Category (A)	10.00
d.	Courier Handling	
	Per kg.	0.12
	Minimum charge	10.00
e.	DGR handling	
	Per kg.	0.15
	Minimum	40.00
f.	Inter-bond Transfer	
	Per kg.	0.06
	Minimum charge	20.00
g.	Live Animals administration	
	Per kg.	0.06
	Minimum charge	20.00
h.	Additional charge delivery outside normal working hours	
	Per kg.	0.18
	Minimum charge	40.00

2.5.4. Documentation

Documentation charges for customs clearance purposes vary depending on chosen agency.

2.5.6. Storage

1. Storage Charges

a.	Normal storage charges	
	Per kg., per day	0.15
	Minimum charge	15.00
	Grace Period	48 hours
b.	Cold Storage (in addition to normal storage charges)	
	Per kg., per day	0.06
	Minimum charge	20.00
c.	Strong-room Facility	
	Per kg., per day	0.18
	Minimum charge	20.00
d.	Preparation of substitute AOA / ICD / Invoice / Receipt	40.00

2. Animal holding station charges:

Charges on animals and birds, both wild and domestic, processed through the Animal Holding Station at Nairobi Airport will be levied. Applicable charges are as follows per day:

Per dog	USD	10.00
Per cat	USD	5.00
Per sheep / goat	USD	10.00
Per horse	USD	10.00

Wildlife charges vary per animal.

Further Information on these charges can be obtained from the handling airline.

Livestock imported or exported through Nairobi Airport and retained for more than 2 hours will be accommodated at the Airport’s Animal Holding Station. For livestock requiring direct loading into or unloading from road vehicles, prior notice should be given to the Airports Authority and the arrangements will be subject to compliance with the applicable charges.
In no circumstances will livestock be accommodated or held within the Nairobi Airport Freight Shed or delivered through the baggage hall.

No charges shall be raised in respect of livestock which is in transit through Nairobi Airport provided no off-loading or transhipment is necessary.

3. Transhipment/Transit

3.2. Documentary Requirements

3.2.5. Other consignments

Live Animals: All birds on transit must have a transit permit from the Director of Veterinary Services.

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3.5. Charges
3.5.5. Transhipment

1. Transhipment between IATA member airlines, or between airlines with an interline agreement on a through AWB ..... free
2. Preparation Customs Entry: depends on chosen agency.
3. AWB Fee (for transhipment involving the issue of an IATA AWB) 10.00
4. Re-marking and/or relabelling: depends on chosen agency.
5. Human Remains:
   Human remains administration fee, per consignment: 15% of mortuary levy.
   All Human Remains with connection of more than 6 (six) hours will be taken to mortuary.
   The following Mortuary facilities are recommended (with prior arrangement):
   1. Contact Person Paul Van Brussel
      Lee Funeral Home
      Tel.: +254 (20) 2723699
      Mobile: +254 722 514584
      E-mail: LFSINT@africaonline.co.ke
   2. Chiromo (University of Nairobi) Funeral Home
      Chiromo Campus P.O. Box 30197, Nairobi, 00100
      Tel.: +254 (20) 4442368
      +254 (20) 4442121
      +254 (20) 4449005
   3. Contact Person Joseph Waweru
      Lee Funeral Home
      Tel.: +254 (20) 2723699
      Mobile: +254 722 514584
      E-mail: LFSINT@africaonline.co.ke
   4. Contact Person Gertrude Wanjira
      Umash Funeral Services
      Tel.: +254 (20) 6752984
      Mobile: +254 722 524615
      E-mail: info@umash.co.ke
      Website: www.umash.co.ke
   5. Contact Person Margaret Gichini
      Lona Funeral Services
      MP Shah Hospital
      Tel.: +254 (20) 2726111/2
      Mobile: +254 722 679901
      +254 722 761107
   6. Contact Person Jane Ngoiri
      Goward Funeral Services
      Mater Hospital
      Mobile: +254 722 936812
      +254 720 719610
      +254 717 820065
   7. Contact Person Dr. Michael Amolo
      Aga Khan Hospital Kisumu
      Tel.: +254 57 2021441
      +254 57 2022244
      +254 57 2020005
      Fax: +254 57 2024412
      Mobile: +254 722 530803
      E-mail: Michael.amolo@akhskenya.org
      Website: www.akhskenya.org
   8. Contact Person Dr. Albert Gachau
      Kenyatta University Funeral Home
      Tel.: +254 20 3599054
      Fax: +254 20 811571
      Mobile: +254 715 269202
      +254 736 928380
      E-mail: Gachau.albert@ku.ac.ke
      Website: www.ku.ac.ke

   Mortuary storage and transport charges to mortuary return ..... KES 30,000.00

4. Export

4.1. General

Acceptance 24 hours: close out 6 hours before departure, except for perishables, valuables and other special cargo, 3 hours before departure.

4.5. Charges
4.5.2. Handling
Handling Charges

a.	Per kg.	0.06
	Minimum charge	15.00
b.	Diplomatic Mail Category (A)	10.00
c.	Courier Handling	
	Per kg.	0.10
	Minimum charge	10.00
d.	Additional charge DGR acceptance	
	Per kg.	0.15
	Minimum	25.00
e.	Customs bond fee	
	Per consignment	15.00
f.	X-ray security screening	
	Per kg.	0.06
	Minimum charge	20.00
g.	Inter-bond Transfer	
	Per kg.	0.06
	Minimum charge	20.00
h.	Live Animals. Administration	
	Per kg.	0.06
	Minimum charge	20.00

4.5.4. Documentation

a.	AWB documentation	25.00
b.	AWB amendment / cancellation	15.00

4.5.6. Storage

a.	Normal storage charges (chargeable to Accepting Carrier)	
	Per kg., per day	0.18
	Minimum charge	15.00
	Grace Period	7 days
b.	Cold Storage (in addition to normal storage charges)	
	Per kg., per day	0.06
	Minimum charge	20.00
	Grace period	8 hours
c.	Strong-room Facility	
	Per kg., per day	0.18
	Minimum Charge	20.00
d.	Pre-acceptance storage	
	Per kg., per day	0.18
	Minimum charge	15.00
e.	Storage of transit cargo	
	Per kg., per day or part thereof	0.18
f.	Storage of BUP per ULD	
	Per day or part thereof	40.00
g.	Storage of transit BUP per ULD	
	Per day or part thereof	50.00

4.5.10. Others
Service charges for export cargo

a.	Towing of shipper BUP per ULD, per kg.	0.01
	Minimum charge	20.00
b.	Hire of pallet dollies per hour or part thereof	50.00
c.	Forklift charges per hour or part thereof:	
	Upto 5T	100.00
	Over 5T	200.00
d.	Hire of tractor per hour or part thereof	100.00
e.	Hire of pallet transporter per hour or part thereof	100.00

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