

GUIDELINES FOR SINGLE CUSTOMS TERRITORY (SCT) & TRANSIT CARGO CLEARANCE DURING THE COVID-19 DISRUPTION

1.1 INTRODUCTION

The COVID-19 pandemic has not only threatened human health but also the caused severe economic and market disruption of Domestic, Regional and Global Supply Chain Systems (SCS). It is therefore fundamentally important to establish a coordinated and collaborative framework to secure critical SCS in the region as a whole for the socio-economic well-being of the general public. To achieve this, we need to ensure an all governments approach as well as involvement of the private sector in the supply chains, which will ultimately minimize disruption in the movement of essential supplies such as food, pharmaceuticals and, sanitation and hygiene products, among other goods across borders.

1.2 OBJECTIVES:

This document is a guideline on movement of cargo, with a view of reducing disruption of essential supplies within the regional market.

1.3 SCOPE OF THE PROCESSES:

The scope of this guidelines includes goods cleared under Single Customs Territory (SCT), Transit Cargo and Exports.

2.0 GUIDELINES ON THE CARGO CLEARANCE PROCESS

The following will be the cargo clearance process as per respective regime

2.0.1 Single Customs Territory (SCT) Cargo

Cargo destined to the SCT will be processed in the respective Partner State System, including the cargo release process. The processing of Road Manifest (C2) will be done in the Kenya Revenue Authority (KRA) System.

2.0.2 Transit Cargo

The declaration will be submitted and processed in the KRA Cargo Clearance System. This will include issuance of the Road Manifest (T812)

2.1 IDENTIFICATION AND RAILAGE OF CONTAINERS

- 2.1.1** Manifest submitted by shipping line to KRA for approval at least 48HRS before vessel arrival
- 2.1.2** KPA generates a list for all SCT and Transit cargo and sends to the respective Revenue Authority (RA) for railage approval.
- 2.1.3** RAs approve for railage list.
- 2.1.4** KPA moves the identified containers directly from vessel to Port Reitz for railage
- 2.1.5** KR rails containers to ICD Naivasha
NB: KR to ensure provision of adequate wagons to support quick transfer of containers from Mombasa to Naivasha timely.

2.2 TAGGING OF CONTAINERS FROM MOMBASA TO ICD NAIVASHA

All identified cargo will be tagged using the Joint Monitoring Centre (JMC), which is a system used for providing real time cargo visibility for rail cargo. KPA to provide adequate tracers for all cargo movement by rail.

2.3 TRAIN MANIFEST BY KENYA RAILWAYS (KR)

KRC shall prepare a train manifest in the Cargo Tracking System (CTS) which is integrated with the customs system. The Train manifest details include the train number, date of departure, estimated time of arrival, Bill of Lading and corresponding container numbers

2.4 CARGO RECEIPT AT ICD NAIVASHA BY KRA

Upon train arrival at ICD Naivasha, the KRA/ KPA/ KR shall physically tally of the actual cargo against the train manifest. These data shall be updated in CTS shall be automatically sent to RECTS as stock in.

2.5 CARGO REMOVAL FROM ICD NAIVASHA

2.5.1 Ministry of Health COVID -19 Check

The Port Health will clear the driver for onward movement through the Port Heath Module that is used by Ministries of Health across the Region. A digital certificate will be generated and shared to the next country of entry.

2.5.2 Truck entry into ICD Naivasha

The cargo owner shall process:

- a) KPA pick-up order to facilitate payment of port charges as well as activate the truck booking process.

- b) Booking for the truck to pick the container. The truck booking system will validate that
 - i. The cargo has been cleared by customs
 - ii. Pick up order is fully processed by KPA
 - iii. The driver has been cleared by Port Health for onward movement

2.6 KPA LOADING PROCESS

- a) KPA will load cargo onto the truck as per the truck booking details
- b) KRA shall tag and arm the containers with RECTS
- c) The cargo is evacuated through the Smart Gates, where there is no human intervention. This is recorded as a gate out process.

2.7 CARGO AND DRIVER TRACKING

- a) The cargo is tagged with RECTS seal and monitored to destination as per declaration
- b) The driver data is shared with the respective health stop facilities and borders for Port Health processes.

2.8 BORDER PROCESS

- a) The border cargo clearance process will be paperless. The enforcement staff will validate the road manifest online and update the customs system with the prescribed details
- b) The driver clearance process will be paperless as the health certificate is digitized.

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