



REPUBLIC OF NAMIBIA



NAMIBIA CUSTOMS AND EXCISE

NA_CIFF

CLEARING AND FORWARDING INSTRUCTION FORM

NB: MUST BE COMPLETED AND SIGNED BY THE IMPORTER/EXPORTER.

1. IMPORTER/EXPORTER DETAILS:

IMPORTER\EXPORTER NAME : _____
 POSTAL ADDRESS: _____
 PHYSICAL ADDRESS: _____
 CONTACT PERSON: _____
 TEL: _____ FAX: _____
 EMAIL: _____
 VAT NUMBER : _____ : VAT IMPORT ACCOUNT NUMBER (016) : _____
 INVOICE NUMBER: _____

2. SHIPMENT DETAILS

VESSEL /VEHICLE NAME: _____ REG NO/VOY NO: _____ PORT OF LOADING: _____
 BILL OF LADING NO: _____ AIRWAY BILL NO: _____ ROAD MANIFEST _____
 DECSRIPTION OF GOODS (HS Code): _____

3. TYPE OF SHIPMENT

FCL LCL BREAK BULK CONTAINER NUMBER: _____
 Other, kindly Specify: _____

4. CUSTOMS ENTRY INSTRUCTIONS

X	Import CUSTOMS PROCUDE CODE (CPC)
X	IM4: DIRECT IMPORT FOR HOME USE
	IM5: TEMPORARY IMPORT
	IM6: RE-IMPORTATION
	IM7: WAREHOUSING
	IM8: TRANSIT
	IM9: OTHER IMPORT PROCEDURES

X	Export: CUSTOMS PROCUDE CODE (CPC)
X	EX1: DIRECT EXPORT
	EX2: TEMPORARY EXPORT
	EX3: RE-EXPORTATION

X	COUNTRY
X	NA: NAMIBIA
	BW: BOTSWANA
	LS: LESOTHO
	ZA: SOUTH AFRICA
	SZ: SWAZILAND
	OTHER:

5. FINANCIAL INTELLIGENCE

The Financial Intelligence Act (Act No 13 of 2012) requires all importers to confirm the following:

a). Source of funds of your Business: _____
 b). Source of funds for this transaction/shipment _____
 c). Party responsible for payment: _____
 d). Banking Institution name: _____
 e). Payment terms: (Advance / 30/ 60/90/180 days) _____

6. DELIVERY INSTRUCTIONS

MODE OF TRANSPORT: ROAD RAIL SEA COURIERS OWN POST OFFICE

7. Authorization given by Importer/Exporter

I, _____ ID no: _____ hereby give authority to the above clearing agency to clear my consignment on my behalf.

Signature: _____ Company stamp/Date: _____

8. ACCEPTANCE BY CLEARING AGENT

I, _____ an employee of the (Company Name): _____

Certify that I have the authority to clear the above mention consignment on behalf of my client.

Company stamp/Signature: _____