

Shipping Manual



Water Africa & East Africa Building and Construction
Exhibition and Seminars

Kigali, Rwanda

23rd – 25th September 2020



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INTERNATIONAL SHIPPING INSTRUCTIONS

Introduction

The following instructions must be strictly followed, to ensure customs clearance, delivery of cargo to the exhibition stands and proper refund of customs deposits in a timely fashion.

Failure to comply with any instructions given, could result in late or non-delivery of goods for which Exhibition Freighting GSM Ltd. or JKK International (Africa) Ltd cannot be held responsible.

Please note that if you are using a forwarding agent from your country of origin, please ensure that they are provided with these instructions.

Contact details:

All enquiries regarding Water Africa & East Africa Building and Construction Exhibition and Seminars must be addressed to the following address:

Exhibition Freighting GSM Ltd

Global House

Unit 5 Station Court

Station Approach

Borough Green

Kent

TN15 8AD

Ctc: Daniel Stearman

+44 (0) 1732 885131

daniel@ef-gsm.com



[@efgsm](https://www.instagram.com/efgsm)



[Exhibition Freighting GSM Ltd.](https://www.linkedin.com/company/exhibition-freighting-gsm-ltd)



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Arrival deadlines

AIR – All shipments should arrive at Kigali Airport **15 working days** prior to required delivery date to stand

Goods arriving after the deadline will be subject to a late arrival surcharge on the basis of basic handling charges.

Consignee details

All AWB / Courier way bills and commercial invoices must be addressed as follows **unless otherwise advised due to nature of the event:**

CONSIGNEE

JKK International (Africa) Ltd

KN3 Road

BP 4715

Gikondo, Kigali

Rwanda

Tel: +250 78300 4076

Name of the event: WATER AFRICA AND EAST AFRICA BUILDING & CONSTRUCTION 2020

NOTIFY

XXXXXXXX

EF-GSM Ltd. cannot clear the cargo which has been consigned in any other manner

DOCUMENTATION REQUIREMENTS

a) Commercial Invoice

All commercial invoices must be originals printed on company letter head, stamped and signed (preferred in blue ink).

Scanned copies are not accepted as originals are needed by the Rwandan Customs authorities.

All invoices must include the following (Templates are available upon request) – **Invoice No. + Individual description of all items + Serial No. + HS Code + Country of Origin + Quantity + Unit value + Total value**

Invoices must show **CIF value of each individual item preferred in USD**. Separate invoices must be issued for permanent and temporary imports. Give-aways/literature must have a value for customs purposes.

Each invoice must include the following paragraphs appropriate to the goods you are sending.

“We certify that items (1- ___) are manufactured by (*Company Name*) and (*Address*)”

“We certify that the literature is printed / published by (*Company Name*) and (*Address*)”

b) Packing list

A detailed packing list must be provided including the following:

- Contents of each case
- Weight of each case
- Dimensions of each case
- Serial / Model numbers

c) Certificate of Origin

Not required

d) Freight Certificate

A freight certificate issued in original by the carrier or the forwarder is required for the customs authorities in Rwanda to assess the CIF value of goods.

Document Distribution

| Document type | No. of originals required | No. of copies required |
|--------------------|---------------------------|------------------------|
| Commercial Invoice | 1 | 3 |
| Packing list | 1 | 3 |
| AWB | 2 | 1 |

Above original documents must be consigned to:

JKK International (Africa) Ltd – Rwanda
 BP 4715
 Gikondo, Kigali
 Rwanda
 Tel: +250 78300 4076

Packing

All shipments will be subjected to customs examination. Therefore, all packing must be in cases which can be opened and resealed. Should the cases be locked, the keys should be sent along with the goods.

Case Markings

All cases must be marked with Exhibition, Exhibitor and Cargo details as follows:

EF-GSM Ltd. C/o JKK International (Africa) Ltd
 WATER AFRICA AND EAST AFRICA BUILDING & CONSTRUCTION 2020
 Name of the Exhibitor
 Stand Number
 Case Number
 Gross weight (kgs).....
 Size (cms).....

Restricted Items

All restricted items ie. weapons, ammunition, explosives, missiles, rockets etc. must be either dummy/cutaway model or inert.

All wireless, telecommunication and defence equipment are subject to approval from the respective authorities. All imported restricted items must have End User Certificate under D1/D1A forms.

It is prohibited to import alcohol into Rwanda

Temporary Importation

Temporary import in Kigali is at the discretion of Rwandan Customs. This must be agreed in advance, therefore please make sure that all documents required are forwarded to EF-GSM Ltd. at least **30 days prior to delivery date for approval** as well as to make sure whether Temporary Import of goods will be allowed at the destination.

Any shipments, which are not confirmed by customs for Temporary Import will be subjected to Permanent Import making Duties and Taxes payable.

Please note that EF-GSM Ltd / JKK International (Africa) Ltd has no control over this matter.

Customs duties

Customs duty @ 25% and VAT @ 18%, Quality Inspection Fee @ 0.2%, Infrastructure Development Fee @ 1.5% and withholding tax @ 5%, African Union Levy @ 0.2% based on CIF value assessed by the Rwandan Customs Authorities will be charged on all items, including give-aways, stand materials and exhibits. All duties and taxes charges are passed on at cost + 15%.

Insurance

All exhibits should be insured for roundtrip. EF-GSM Ltd. / JKK International (Africa) Ltd. will not be responsible for the insurance or security during the event build-up or break-down. It is suggested that exhibitors ensure to have adequate insurance cover whilst their goods are being transported to and from the event, during all handling operations and also for the exhibition period.

Courier shipments

All courier shipments must be sent to JKK International (Africa) Ltd. office in Kigali as per consignee details mentioned on consignee instructions.

All courier shipments with an approx. value of USD 100.00 are generally customs cleared on arrival by the courier companies without issues. All courier shipments over USD 100.00 will be treated as normal Air freight shipments - Air freight customs clearance procedures are applicable for which an CCIPL including the country of origin must be mentioned in the invoice.

Telecommunication equipment will have to undergo the following process:

- Documents required:
 - a) Invoice, packing list and Letter of Conformity from the Manufacturer highlighting the product, product specification, serial number etc.
 - b) Product brochure
 - c) Invoice and Packing list

- Clearance process:

Permission has to be sought from RURA (Rwanda Utility Regulatory Authority) after submitting above documents. This can be applied even before the arrival of goods and takes 5-7 working days.

Accepted Methods of Payment

Please note that EF-GSM Ltd. does not extend credit terms for services performed. Invoices raised are for immediate payment by the following options:

- a) Bank transfer – Please note our bank details below for bank transfers. Please provide a copy of the bank transfer/slip

Exhibition Freighting GSM Ltd
HSBC Bank
38 High Street, Dartford, Kent, DA1 1DG, United Kingdom
SORT CODE: 40 12 76
ACCOUNT NUMBER: 777 881 71

SWIFT CODE: HBUKGB4B
IBAN NUMBER: GB07 HBUK 4012 767 778 8171

- b) Credit card – We accept Visa, MasterCard and American Express

All payments must be made before required stand delivery date

All work carried out is subject to the terms and conditions of the British International Freight Association 2017 edition. Copy available upon request or www.ef-gsm.com/benefits



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