



Clearing Procedures for Air Freight Shipments



- Step 1** Importer submits commercial invoices to BIVAC and BIVAC issues documentary Clean Report of Findings.
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- Step 2** Importer makes an electronic declaration to Customs.
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- Step 3** Customs issues the duty and tax assessment notice.
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- Step 4** Importer pays the duty and tax bill at the bank.
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- Step 5** Customs conducts physical inspection where required on the basis of risk management
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- Step 6** Goods are released to the importer or the contracted agent/broker.

Note There is currently **no** requirement for pre-shipment inspection.



0888-572-572
0770-572-572



www.lra.gov.lr
info@lra.gov.lr



Required Supporting Documents for Air Freight Shipments

1. Airway Bill

2. Detailed Commercial Invoice/s

3. Packing List

4. Tax Clearance

This list is not exhaustive and you may be required to furnish permits or certificates for specific products,

i.e., title certificates for used motor vehicles, sanitary and phytosanitary certificates, certificate of origin for goods originating from a preferential trade area, etc.

It is mandatory that every importer has a TAX IDENTIFICATION number (TIN) which is used to make a Customs declaration.



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