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# 1. INTRODUCTION

## 1.1 Purpose of the Document

This document outlines the standard import clearance and permit procedures carried out by **Kimbo Logistics** on behalf of its clients in the Republic of Seychelles. It is intended to provide clients with a clear understanding of the processes, documentation requirements, regulatory approvals, and timelines involved in importing goods into Seychelles.

The procedures described herein are designed to ensure compliance with Seychelles Customs, Biosecurity, Veterinary Services, and other relevant regulatory authorities.

## 1.2 Scope of Services

Kimbo Logistics provides professional customs clearing and logistics support services for a wide range of import shipments, including but not limited to:

- Customs clearance for air, sea, and courier shipments
- Submission of Bills of Entry (BOE)
- Import permit applications (Biosecurity, Meat, Veterinary, and other controlled goods)
- Coordination with Customs, Port Authorities, Airlines, Shipping Lines, and Regulatory Bodies
- Shipment tracking prior to arrival
- Payment coordination for duties, taxes, courier, and applicable handling fees
- Cargo release and delivery coordination

This document covers procedures relating to food products, agricultural items, controlled goods, and general cargo imports.

## 1.3 Roles and Responsibilities

### **Kimbo Logistics**

Kimbo Logistics is responsible for:

- Advising clients on applicable import requirements and permits
- Reviewing and submitting documentation provided by clients
- Lodging permit applications with the relevant authorities
- Preparing and submitting the Bill of Entry
- Liaising with Customs and other regulatory bodies during clearance
- Updating clients on clearance status and any delays

## Client

The client is responsible for:

- Providing accurate and complete documentation in a timely manner
- Ensuring goods comply with Seychelles import laws and regulations
- Covering all applicable duties, taxes, permits, inspections, courier, and handling fees
- Responding promptly to any additional information requested by authorities

**Kimbo Logistics shall not be held responsible for delays or penalties arising from incomplete documentation, regulatory decisions, inspections, or circumstances beyond its control.**

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## 2. CUSTOMS CLEARANCE PROCEDURE

### 2.1 Pre-Arrival Shipment Tracking

The shipment is tracked prior to arrival using the available shipment reference details.

#### 2.1.1 Courier Shipments (Pending Slip / Tracking Number)

Courier shipments are tracked using:

- Courier tracking numbers (e.g. DHL, FedEx, UPS)

#### 2.1.2 Air Freight Shipments (Air Waybill)

Air freight shipments are tracked using the Air Waybill number provided by the airline or freight forwarder.

#### 2.1.3 Sea Freight Shipments (Bill of Lading & Container Details)

Sea freight shipments are tracked using:

- Bill of Lading number
- Container number(s)

### 2.2 Manifest Submission Requirement

For Customs clearance, the **manifest must be lodged** by the airline or shipping line in the Customs system.

The **Bill of Entry cannot be submitted** until the manifest is available.

### 2.3 Receipt of Documents from Client

The client provides the required clearance documents, which may include:

- Commercial invoice **with freight value**
- Bill of Lading / Air Waybill
- Packing list (if applicable)

- Permits (**Import permit, Meat permit, Biosecurity permit, Ozone permit, Fumigation certificate, Phyto certificate.**), where required
- Any additional documents requested by Customs

## 2.4 Document Verification and Compliance Checks

All documents are reviewed to ensure:

- Accuracy of shipment details
- Correct valuation and quantities
- Compliance with Customs and regulatory requirements

## 2.5 Preparation and Submission of Bill of Entry (BOE)

Once the manifest is available, the Bill of Entry is prepared and submitted to Customs based on the verified documentation.

## 2.6 Payment of Duties, Taxes, and Courier / Handling Fees

- Applicable Customs duties and taxes are paid
- Courier, handling, Port, Land Marine or Terminal fees are settled as agreed with the client

## 2.7 Customs Assessment and Lane Allocation

After submission, Customs assesses the BOE and allocates it to one of the following lanes:

### 2.7.1 Green Lane

- No inspection required
- Customs Release Order is issued

### 2.7.2 Blue Lane

- No inspection required
- Customs Release Order is issued

### 2.7.3 Yellow Lane

- BOE is re-routed to Green Lane
- This process usually takes **1–2 working days**

### 2.7.4 Red Lane

- Appointment for examination is requested with Customs
- This process usually takes **2–3 working days**

## 2.8 Customs Examination (Red Lane Shipments)

For Red Lane shipments:

- Goods are physically examined by Customs
- Additional documentation or clarification may be requested

## 2.9 Issuance of Customs Release Order

Once all Customs requirements are fulfilled, a **Release Order** is issued.

## 2.10 Container and Cargo Availability (Sea Freight)

For Bill of Lading shipments, even after Customs release:

- The container may not yet be opened or available for collection
- Availability depends on port operations, and terminal schedules
- This may take **a few additional days**

### 2.10.1 FCL Containers (Full Container Load)

#### 2.10.1.1 Red Lane:

- Action: Book an appointment with **Customs** first.
- Then: Customs will **liaise with Land Marine** to put the container down on the day of the appointment.

#### 2.10.1.2 Green or Blue Lane:

- Action: No appointment with Customs is required.
- Need to **liaise directly with Land Marine** to put the container down.
- Reason: The container is already in the yard (not the shed), so Land Marine handles it.

### 2.10.2 LCL Containers (Less than Container Load)

#### 2.10.2.1 Red Lane:

- Action: **Check with Land Marine** if the container is open in the shed **before booking the Customs appointment**.
- Then proceed with Customs if everything is clear.

#### 2.10.2.2 Green Lane:

- Action: **Also check with Land Marine** if the container is open in the shed.
- Proceed accordingly based on availability.

## 2.11 Cargo Release and Delivery

Once the container or cargo is available and all port formalities are completed, the shipment is released and delivery arrangements proceed.

## 3. BIOSECURITY PERMIT PROCEDURE

### 3.1 Overview of Biosecurity Controls

Biosecurity controls are in place to regulate the importation of agricultural and food products into Seychelles in order to prevent the introduction of pests, diseases, and contaminants. Biosecurity permits are required for specific goods prior to import and are issued by the Biosecurity Unit / Department of Agriculture.

### 3.2 Fruits and Vegetables

Fruits and vegetables are subject to biosecurity controls and require prior approval. Importation is dependent on the country of origin and current biosecurity regulations. Shipments may be restricted, prohibited, or subject to inspection upon arrival.

### 3.3 Seeds and Plant Products

Seeds and plant products require a biosecurity permit prior to import. A valid phytosanitary certificate from the country of origin is mandatory. Additional conditions may be imposed depending on the type of plant material.

### 3.4 Wood and Wooden Products

Wood and wooden products are subject to biosecurity controls to prevent the introduction of pests.

#### 3.4.1 Fumigation Certificate Requirement

A fumigation certificate is mandatory for all wood and wooden products. The certificate must be issued by an approved authority in the country of origin and must clearly state the treatment carried out.

### 3.5 Required Documentation

The client must provide the following documents:

- Proforma invoice
- **Phytosanitary certificate** (for fruits, vegetables, plants, and seeds)
- **Fumigation certificate** (mandatory for wood and wooden products)
- Any additional documents requested by Biosecurity

### 3.6 Submission of Biosecurity Permit Application

We submit the biosecurity permit application to the Biosecurity Unit / Department of Agriculture on behalf of the client once all required documents are received and verified.

### 3.7 Processing Timeframes

- Applications are reviewed by the relevant authorities
- The average processing time is approximately **3 business days**, subject to complete and correct documentation.

### 3.8 Inspection on Arrival

Upon arrival in Seychelles, goods may be inspected by Biosecurity Officers at the port or airport. Approval for import remains subject to inspection results, and non-compliant goods may be detained, re-exported, or destroyed.

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## 4. MEAT IMPORT PERMIT PROCEDURE

### 4.1 Meat and Meat Products Covered

This procedure applies to all meat and meat products imported into Seychelles, including fresh, frozen, chilled, and processed meat products, which are subject to approval by Veterinary Services.

### 4.2 Required Documentation

The client must provide the following documents:

- Proforma invoice
- **Veterinary / Health Certificate** issued by the competent authority in the exporting country
- Any additional documents required by Veterinary Services

### 4.3 Submission to Veterinary Services

We submit the meat import permit application to Veterinary Services / Department of Agriculture on behalf of the client once all required documentation has been received and verified.

### 4.4 Processing Period

- Applications are reviewed by the relevant authorities
- Processing time is approximately **3 business days**, subject to complete documentation

### 4.5 Clearance and Inspection on Arrival

The approved meat import permit must be presented to Customs for clearance. Meat and meat products may be inspected upon arrival at the port or airport, and clearance is subject to inspection results.

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## 5. OZONE PERMIT PROCEDURE

### 5.1 Products Covered Under Ozone Regulations

Certain products containing ozone-depleting substances (ODS) or refrigerant gases require an ozone permit prior to importation into Seychelles.

These may include:

- Air conditioning units
- Refrigerators and freezers
- Refrigeration equipment
- Air conditioning and refrigeration gases (e.g. R22, R134a, and similar refrigerants)
- Equipment containing refrigerant gases

### 5.2 Required Documentation

The client must provide:

- Proforma invoice
- Product description and technical specifications
- Details of refrigerant type and quantity (where applicable)
- Any additional documents requested by the relevant authority

### 5.3 Submission to Relevant Authority

Kimbo Logistics submits the ozone permit application to the relevant environmental authority on behalf of the client once all required documentation has been received and verified.

### 5.4 Processing Period

- Applications are reviewed by the competent authority
- Processing time varies depending on the type of product and completeness of documentation

### 5.5 Permit Issuance and Clearance

- The ozone permit is issued upon approval
- The approved permit must be presented to Customs at the time of clearance
- Goods may be subject to inspection upon arrival to verify compliance

## 6. IMPORT PERMITS FOR CONTROLLED GOODS

### 6.1 Glass Products

Glass products are classified as controlled goods and may require an import permit. The client must provide a proforma invoice together with a product description and specifications to determine permit requirements.

These may include:

- Tempered (toughened) glass
- Laminated safety glass
- Double-glazed glass units
- Frameless shower glass panels
- Architectural glass panels
- Curtain wall glass
- Structural façade glass
- Glass doors (including sliding glass doors)
- Glass partitions for offices or commercial buildings
- Glass balustrades
- Glass railings
- Shopfront glass panels
- Automotive windshields and vehicle safety glass
- Bullet-resistant or security glass
- Insulated glass panels

### 6.2 Vehicles and Vehicle Parts

Vehicles and vehicle parts require an import permit prior to clearance. The client must provide full vehicle details, including chassis number, engine number, year of manufacture, and other relevant specifications, along with a proforma invoice.

### 6.3 Machinery and Equipment

Certain machinery and equipment are subject to import permit requirements depending on the commodity classification. Product descriptions and technical specifications may be required to identify the applicable permit.

### 6.4 Other Controlled Imports

Other goods classified as controlled require import permits based on the commodity type. The applicable import permit is identified according to the nature of the goods and regulatory requirements.

## 6.5 Licensing Authorities

Import permit applications for controlled goods are submitted to the relevant licensing authorities, including Imports and Exports Permit Services and other applicable regulatory bodies, depending on the commodity.

## 6.6 Processing Timeframes

- Import permit applications are submitted on behalf of the client
- Processing time varies depending on the product and issuing authority
- Upon approval, the import permit is issued and must be submitted to Customs at the time of clearance

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# 7. COUNTRY-SPECIFIC FOOD IMPORT RESTRICTIONS

## 7.1 Overview of Country-Specific Restrictions

Certain food and agricultural products are subject to country-specific import restrictions imposed by Seychelles Biosecurity due to risks associated with pests, plant diseases, and food safety. These restrictions depend on the type of product and the country of origin and may change at any time.

## 7.2 Fruits Restricted from Certain Countries

The importation of certain fruits may be restricted or prohibited depending on the country of origin to prevent the introduction of pests and diseases. Examples include bananas and other high-risk fruits. Restrictions may be temporary or permanent as determined by Biosecurity.

## 7.3 Vegetables Restricted from Certain Countries

Certain vegetables are subject to import restrictions based on their country of origin due to pest and disease risks. Vegetables such as tomatoes may be restricted from specific countries. Approval depends on current Biosecurity regulations.

## 7.4 Temporary Bans Due to Pests or Diseases

Temporary bans may be imposed when there are pest or disease outbreaks in exporting countries. These bans may be applied without prior notice and may affect shipments that were previously approved.

## 7.5 Biosecurity Authority Final Decision

All food and agricultural imports are subject to final inspection and approval by the Biosecurity Authority upon arrival in Seychelles. Biosecurity officers may approve, detain, re-export, or order the destruction of goods deemed non-compliant or high-risk.

## 8. PROHIBITED GOODS – SEYCHELLES

### 8.1 Dangerous and Illegal Goods

- Illicit drugs and narcotics
- Psychotropic substances
- Radioactive materials
- Toxic and hazardous substances
- Counterfeit currency and goods

### 8.2 Weapons and Explosives

- Firearms and ammunition
- Explosives and fireworks
- Weapon replicas and imitation firearms
- Military weapons and equipment

### 8.3 Environmental and Wildlife-Protected Items

- Endangered species and products derived from them (CITES-listed items)
- Ivory and ivory products
- Coral, shells, and marine life products
- Palm plants and other protected plant species

### 8.4 Plastics and Environmentally Harmful Products

- Non-biodegradable plastic bags
- Polystyrene food containers, plates, cups, and cutlery
- Non-biodegradable plastic straws
- Balloons (latex, rubber, or plastic)

### 8.5 Other Prohibited Items

- Pornographic or indecent materials
- Waste and waste products
- Used tyres (unless specifically approved)
- Any goods prohibited under Seychelles law

## 9. RESTRICTED GOODS – PERMIT REQUIRED

### 9.1 Food and Agricultural Products

- Meat and meat products
- Fish and seafood
- Fruits and vegetables
- Seeds and plants
- Dairy products
- Animal feed

### 9.2 Animals and Animal Products

- Live animals and pets
- Poultry and poultry products
- Animal by-products
- Pet food

### 9.3 Pharmaceuticals and Chemicals

- Pharmaceutical products
- Veterinary medicines
- Controlled drugs
- Chemicals and chemical substances
- Pesticides and fertilizers

### 9.4 Alcohol and Tobacco

- Alcoholic beverages
- Tobacco products
- Cigarettes, cigars, and tobacco leaves

### 9.5 Vehicles, Machinery, and Equipment

- Motor vehicles and motorcycles
- Boats and marine vessels
- Machinery and industrial equipment
- Electrical and electronic equipment
- Glass and glass products

- Radio and communication equipment

## 9.6 Other Restricted Items

- Fireworks (special approval only)
- Drones
- Sex toys (restricted – maximum of **3 per person**, approval may apply)

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## 10. IMPORTANT NOTES FOR CLIENTS

### 10.1 Importance of Complete Documentation

Clients must provide complete and accurate documentation for all imports. Incomplete or incorrect documents may result in delays, penalties, or refusal of clearance.

### 10.2 Delays Beyond Clearing Agent Control

Delays may occur due to Customs inspections, Biosecurity or Veterinary decisions, port or airline operations, shipping line procedures, or other factors beyond the control of the clearing agent.

### 10.3 Seizure, Re-Export, or Destruction of Goods

Authorities reserve the right to seize, re-export, or destroy goods that do not comply with Seychelles import regulations or pose a risk to health, safety, or the environment.

### 10.4 Compliance with Seychelles Laws

All imports must comply with the laws and regulations of the Republic of Seychelles. Clients are responsible for ensuring that their goods meet all legal and regulatory requirements.