

# HANDLING OF IMPORTED GOODS AT AIRPORTS

## PROCESSES & PROCEDURES



**NamRA**  
Namibia Revenue Agency

## PRESENTATION OUTLINE

1. Purpose and Objectives
2. Introduction and Background
3. Role Players and their mandates
4. Processes and Procedures
5. Taking over of goods from Menzies
6. Challenges

## PURPOSE AND OBJECTIVES

- To outline the processes and procedures of handling imported goods at the Hosea Kutako International Airport (HKIA)
- To inform about the stages and roles played by NamRA

## PURPOSE AND OBJECTIVES CONT...

- To provide information on the role and responsibilities of the Ground/Cargo handlers (Paragon Aviation Services)
- To provide information on the role and responsibilities of the Clearing Agents
- To provide an opportunity to SMEs and Clearing Agents to share concerns and provide inputs

# BACKGROUND

## General perception

- Missing parcels from NamRA (Customs) offices
- Delays in releasing goods
- Detentions & Seizures of counterfeits

## ROLE PLAYERS AND THEIR MANDATES

Institution	Role	Legal base
Ground/Cargo Handlers (Paragon Aviation Services)	<ul style="list-style-type: none"> <li>• Ground handlers receive cargo from airlines and store in the warehouse /transit shed for clearance</li> <li>• Charge handling/storage fees</li> <li>• Register manifest and airway bills on AsycudaWorld System</li> </ul>	Customs and Excise Act, 20 of 1998. Section 10 (1)
Clearing Agents	<ul style="list-style-type: none"> <li>• Clearance of goods and act on behalf of the importer (SMEs/Order with me)</li> </ul>	Customs and Excise Act, 20 of 1998. Section 73
NamRA - Customs and Excise	<ul style="list-style-type: none"> <li>• Revenue Collection</li> <li>• Enforcement</li> <li>• Trade Facilitation</li> </ul>	<ul style="list-style-type: none"> <li>• NamRA Act no, 12 of 2017, Section 3</li> <li>• Customs and Excise Act, 20 of 1998 as amended, Section 4</li> </ul>

# PROCESSES AND PROCEDURES OF HANDLING IMPORTED GOODS AT HKIA



## PROCESSES AND PROCEDURES OF HANDLING IMPORTED GOODS AT HKIA CONT

Offload Cargo from Aircraft by Ground Handler under supervision

Enter the cargo into the Ground Handler Warehouse

Generation of Airway bills for the landed Cargo

Framing and submission of Declarations by Clearing Agents to NamRA - Customs

Processing of declarations by NamRA - Customs



Checking/reviewing of submitted declarations

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graph TD; A[Checking/reviewing of submitted declarations] --> B[Payment and Release of goods]; A --> C[Physical Examinations of goods by NamRA - Customs];
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If all in order,  
clearance  
takes one (1)  
Day.

Payment and  
Release of goods

Physical  
Examinations of  
goods by NamRA -  
Customs

**Physical Examinations of goods by NamRA - Customs**

Ground Handlers avail goods to NamRA – Customs for physical examination in the presence of Clearing Agents

Clearing Agents open the cargo (goods) for NamRA – Customs to conduct inspection

NamRA – Customs detain the infringing, illicit, undeclared & undervalued goods

Transmit information to Brand Right Holders for analysis

## Physical Examinations of goods by NamRA - Customs

Brand Holders confirms and NamRA-Customs issue the seizure notice to the Importer/Agent

NamRA-Customs at HKIA transfer detained goods to Customs State Warehouse-Windhoek for custody

NamRA – Customs seek Treasury Authorization to dispose of goods

## TAKING OVER OF GOODS FROM MENZIES WAREHOUSE

- ❑ 19 August 2023, NAC announced the eviction and closure of Menzies as ground handler.
- ❑ 13 September 2023, Menzies handed over all goods in the warehouse to NamRA.
- ❑ 170 Airway bills identified, counted and 912 parcels recorded.

## TAKING OVER OF GOODS FROM MENZIES WAREHOUSE CONT...

- 6 October 2023, NamRA transferred remaining goods to the State warehouse.
- 474 parcels released.
- 438 remaining parcel.
- 151 unpaid entries.

# TRADE STATISTICS FOR SMES “ORDER WITH ME”

## For April - 31 October 2023:

Total FOB = N\$ 139, 892,257.24

Goods imported =Cell phones and accessories, Routers, Waist trainer, Handbags, Clothing, Hair, Wallets, car accessories.

VAT, ICD, ADV = N\$ 34 055,554.20

## HANDLING AND SAFETY OF GOODS

- From the time of arrival up to the time of release, goods are kept in the custody of the Ground Handlers warehouse
- If goods are to be detained for any reasons, NamRA – Customs issues a detention notice fulfilment of requirements
- If requirements are not met, the detained goods are seized, and transferred to State Warehouse
- If no claim of goods received within 90 days as provided in Section 99 of the Customs and Excise Act 20 of 1998 as amended then goods can be disposed of in terms of section 100 of the same Act read with Section 18 of the State Finance Act 31 of 1991

## CHALLENGES IN THE CLEARANCE PROCESSES

- Revenue Leakage
- Partially release of goods
- Issuance of individual detention notices
- Cargo handler storage fees
- Integrity issues on some Clearing Agents

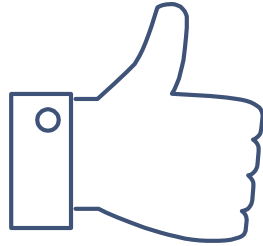


## CHALLENGES IN THE CLEARANCE PROCESS CONTI...

- Lack of framing and submission of entries to NamRA by clearing agents.
- Failure of submission of invoices by importers to clearing agents.
- Failure of importers to pay assessed entries.
- Failure of Clearing to respond to importers.
- Numerous complaints received from importers

## WAY FORWARD

- NamRA has introduced a Special Desk to expedite urgent cargo.
- Continue clearance of deconsolidated cargo.
- If the clearing agent fails to deliver, contract the services of the other agents.
- Public notice has been issued to remind clearing agents and importers to release goods at the state warehouse.



# THANKS!

**Any questions?**  
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