

GHANA FREE ZONES BOARD

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Accra - Ghana
Website: www.gfzb.gov.gh

Our Ref: B.1002/8/18

Your Ref:

18-09-2012

TO ALL FREE ZONES COMPANIES

Dear Sir/ Madam,

Amitlaw Professional Development Centre (APDC) is organizing a workshop on International Logistics, Customs Clearance, Imports/Export procedures for all Free Zones Companies. The work shop will deal with the following topics:

- The role of Destination Inspection Companies (DICs)
- Classification and Valuation (HS Code etc)
- The role of the MDAs (Exemptions and Permits)
- Common Clearance Documentation (the role of the Bill of Lading)
- Required Clearance Documentation for Free Zone Companies
- Import and Export Clearance Procedures (free zone & non free zone companies)

The workshop will be held at the premises of APDC 5th Floor, Dennis House, Near GNPC (Petroleum House) Tema Comm. 1, Harbour road on the 16th of October, 2012 from 8:30 AM- 5:00 PM. Please contact the training coordinator (Mary Sackey) on 0247 814008/0302 960372

Kindly find attached the details of the workshop and registration forms.

Yours Faithfully,

MRS. PATIENCE AGBLEZE- ACORLOR

AG. DEPUTY EXECUTIVE SECRETARY

COURSE OUTLINE

- The role and operations of Destination Inspection Companies(DICs)
- Classification and Valuation (HS Code etc.)
- The role of the MDAs (Exemptions and Permits)
- Common Clearance Documentation (the role of the Bill of Lading etc. in the clearing process)
 - *The history of the Bill of Lading*
 - *Identifying Original Bills of Lading*
 - *The use of Negotiable Bills of Lading*
 - *Indemnities and Missing Bills of Lading*
- An overview of the Customs regimes, particularly, Free Zones
- The Customs Valuation Process
- The Customs Classification Process, and
- The Customs Entry Making Process.
- Required Clearance Documentation for Free-Zone Companies
- Import and Export Clearance Procedures for:
 - *Non Free-Zone Companies*
 - *Free – Zone Companies*

Post training activities

Participants will be provided evaluation forms to complete at the end of each workshop. This allow participants the opportunity to offer individual feedback on workshop content, the trainers, training styles and offer ideas for the follow-up training.

BUDGET FOR THE WORKSHOP FOR UP TO 20 PARTICIPANTS



AMITLAW PROFESSIONAL DEVELOPMENT CENTRE

REGISTRATION FORM

(PLEASE FILL FORM IN CAPITAL LETTERS)

NAME:	COMPANY:	
POSITION:	EMAIL:	TEL. /CELL:
COMPANY ADDRESS:		
HOME ADDRESS:		

Course Fee: **GH¢ 400.00**

Preferred mode of Payment:

Cash:

Cheques: (All Cheques must be issued in the name of **AMITLAW PROFESSIONAL DEVELOPMENT CENTRE**)

I Certify that the information I have provided on this registration form and in any attached material is accurate to the best of my knowledge. I understand APDC may verify information included in my registration. This registration constitutes a binding agreement between APDC and the participant; and by signing it the participant agrees to be bound by the terms and conditions governing participation in the workshop including payment of participation fees.

NAME:	SIGNATURE:	DATE:
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Full payment must be made at least 1week to the date of the training course