

## Checklist for Customs Clearance

If this is your first time clearing a pharmaceutical or container shipment, please be aware of all of the items that you need to attend to BEFORE your goods are shipped. This list is in no way comprehensive as every government has their own regulations. Customs clearance is the responsibility of the in-country organization and GCHope cannot be responsible for in-country clearance.

### Here’s a general list of things that should be done:

- Register as a non-profit organization in the country the aid is to be received or work with a registered organization.
- Talk with the Minister of Finance to find out how to bring cargo into the country duty free/customs free.
- Talk with the Minister of Health to be approved to bring medical cargo into the country.
- Talk with any other Ministries that are necessary in the country you are working in.
- Talk with the local government about your project to gain their support. Ask for their suggestions with customs.
- Receive approval to import the items that you request
- Find out if there are any restrictions on the equipment, such as age of equipment, manufacturer, country of origin.
- Present the pharmaceutical list and make sure that the medications can be brought in country
- If you discover any special regulations please notify GCHope immediately – communication is key
- Any other requirements from the country in which you are receiving aid

Receive written customs clearance.

This is a **NOT an exclusive list** of items for customs clearance. It is designed to assist you as you clear your shipment through customs. Persistence is key; so make sure you stay on top of all of the requirements and you should successfully be able to receive your shipment!