

THE DELIVERY ORDER PROCESS.



The purpose of this presentation is to provide an understanding of how Shipping Agents operate in Single Customs Territory with emphasis on steps which must be taken before delivery order is issued.

REGISTRATION AS A CUSTOMER

Uganda Agent:

About the Directors.

- Passport Copies
- National IDs

REGISTRATION AS A CUSTOMER

Uganda Agent:

About the company.

- Company Letterhead
- Physical Address supported by a utility bill
- Contact Address
- TIN No.
- Memorandum & Articles of Association (1st and last Pages) showing the signatories.

REGISTRATION AS A CUSTOMER

Uganda Agent:

About the authorities.

- TIN Certificate
- URA clearing license
- Certificate of incorporation
- UFFA / UCIFA certificates

Above documents must be certified.

REGISTRATION AS A CUSTOMER

Kenya Rep operating under Uganda Agent:

About the Persons.

- National ID
- Company ID
- Port Pass
- Letter of authorization to pick documents

REGISTRATION AS A CUSTOMER

Kenya Agent operating under appointment:

About the company

- Registration with authorities; KPA / KRA
- Company ID
- Port Pass
- Letter of appointment by the Uganda Agent.
- Acceptance of appointment.

It is assumed that both Ugandan and Kenyan Agents are registered with the shipping line as a customer.

It also assumes that the consignment is under Merchant Haulage.

THE OBL ENDORSEMENTS

To Order B/L

- Shipper's Endorsement
- Bank Endorsement
- Consignee Endorsement
- Uganda Agent Endorsement
- Mombasa Agent Endorsement

OR

- Email of release (If Surrendered in K'la)

THE OBL ENDORSEMENTS

Direct B/L

- Consignee Endorsement
- Uganda Agent Endorsement
- Mombasa Agent Endorsement

OR

- Email of release (if surrendered in K'la)

THE CHARGES

After presenting the OBL, agent secures shipping line charges eg THC, Cleaning, D/O Fees, Drop off, ISPS and container deposit.

Agent makes payment either K'la or Msa

THE DELIVERY ORDER

The Kenyan agent signs a guarantee form.

The physical copy of the delivery order is issued in the names of the Kenyan agent.

The soft copy is sent to KPA via EDI

Appointment Letter where there is no OBL

- Telex Release: OBLs have been surrendered at POL or Elsewhere.
- Seaway Non Negotiable: Where no OBLs were issued.
- Change of representative agent

Delivery Order when it's a TBL

- No OBL required before D/O
- No agent appointment by the consignee
- Consignee appoints shipping line agent.
- Consignee can re-appoint another agent if regime chosen is WT8