

CUSTOMS • CHECKLIST

Clearance Checklist

Most clearance delays come from paperwork that is missing, late or inconsistent. Run through this list before you ask SHEHEN to clear your cargo.

Paperwork

- ☐ All documents are complete and legible.
- ☐ Names, addresses, quantities, descriptions and values match across every document.
- ☐ The bill of lading or airway bill is available and any release requirements are met.
- ☐ Permits or approvals for regulated goods are ready.

Authorisation and payment

- ☐ You have authorised SHEHEN to act as your clearing agent.
- ☐ Funds are ready for duties, taxes and port or shipping line charges once confirmed.
- ☐ A contact person is available to answer questions quickly.

After clearance

- ☐ Delivery order or release documents are received.
- ☐ Transport is booked to collect the cargo promptly.
- ☐ You know the cut-off after which storage or container charges may apply.