

Customs Clearance Checklist

Documents typically required to clear imports into Kenya

Use this checklist before your cargo ships - missing documents are the number one cause of clearance delays and storage charges.

Core documents

- ☐ Commercial invoice - correct values, currency and Incoterm
- ☐ Packing list - piece counts and weights matching the invoice
- ☐ Bill of Lading (sea) or Airway Bill (air)
- ☐ Import Declaration Form (IDF) - lodged before shipment
- ☐ Certificate of origin - where preferential duty is claimed

Product-specific (where applicable)

- ☐ KEBS certificate / PVoC for regulated goods
- ☐ KEPHIS or health certificates for plant, food and animal products
- ☐ Pharmacy & Poisons Board permits for medical goods
- ☐ Exemption letters (e.g. EAC duty remission) where claimed

Good practice

Send scans to your Brandmax coordinator before cargo arrives. We verify entries early, which is what keeps clearance to days rather than weeks.

Questions? Email info@brandmaxlogistics.com or call +254 710 960 666.