

PROCESSING STEPS FOR IM7 AND EX-WAREHOUSING EXPORT DECLARATIONS

Take note of these processing steps that the IM7 and EX-warehousing export declarations have to undergo.

1. IM 7 DECLARATIONS / GOODS TO BE WAREHOUSED

GATE RELEASE / RELEASE CARGO for these declarations / goods is done at the **PORT OF ENTRY**

e.g. A declaration / item / vehicle that is to be warehoused in Gaborone and enters through Tlokweng Border, the following are the processing steps it has to undergo:

- i. **SEW** - Declaration is created and submitted by clearing agent. After Submission the status will now be **Acceptance/ Submitted**.
- ii. **CMS** – the status will be **Pending Release Order i.e Release Order Pending**. This will now be processed by **Customs Officers at the Central Processing Centre (HUB) – Gaborone**
- iii. **CMS** – After processing at **HUB (Release Order Completed)**, the Status will be **Pending Gate Release / Release Cargo Pending** while at **SEW** the status will be **Proceed to Border**. The transporter will proceed with the consignment to the port of entry/border. This declaration will now be **PROCESSED BY CUSTOMS OFFICERS AT TLOKWENG BORDER (Port of Entry)**.
- iv. **CMS** – After processing by Tlokweng Border, the Status at **CMS** will be **Pending Warehouse Admission** while at **SEW** the status will be **Gate Released** which means it is now Pending Warehouse Admission by the Bonded Warehouse Operator / Owner.
- v. The transporter will proceed to the warehouse.
- vi. **SEW** – Bonded warehouse operator will now have to admit the consignment into the Warehouse. The consignment is physically being warehoused and the manual warehouse register updated.

- vii. After **Admission** into the Bonded warehouse by the Bonded Warehouse Owner / Operator, the status at both **CMS and SEW will now be CLEARED**

2. EX- WAREHOUSED DECLARATIONS/ GOODS FOR EXPORT

GATE IN PASS for these declarations / goods (and all other **export** declarations) is done at the **PORT OF EXIT**. This is the last step to be done by Customs Officers at the Port of Exit who will verify that indeed the goods are exiting BOTSWANA.

e.g. A declaration / item / vehicle that was warehoused in Gaborone and exit Botswana through Kazungula Ferry Border, the following are the processing steps it has to undergo:

- i. **SEW** - Declaration is created and submitted by clearing agent. After Submission the status will now be **Acceptance / Submitted**.
- ii. **CMS** – the status will be **Pending Release Order i.e Release Order Pending**. This will now be processed by **Customs Officers at the Central Processing Centre (HUB) – Gaborone**
- iii. **CMS** – After processing at **HUB (Release Order Completed)**, the Status will be **Pending Warehouse Release** while at **SEW** the status will be **Proceed to Border i.e goods now waiting to be released from the Bonded Warehouse**
- iv. **SEW** – Bonded warehouse operator will now have to release the goods from the Bonded Warehouse. After releasing the goods from the Bonded Warehouse the Status at SEW will be **Warehouse Release Completed**.
- v. The transporter will proceed with the consignment to the port of exit/border.
- vi. **CMS** – After release by Bonded Warehouse Operator / Owner, the Status at CMS will be **Pending Gate Pass i.e Gate In Pass Create at Inspection in CMS**. This is now **PROCESSED BY CUSTOMS OFFICERS AT KAZUNGULA FERRY BORDER (Port of Exit) at the time of export.**

- vii. After **Gate In Pass Processing** at the Port of Exit by Customs Officers, the status at both **CMS** and **SEW** will now be **CLEARED**