



SIERRA LEONE PORTS AUTHORITY

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*Rec
25/2/20
H.A.O.S*

DATE: February 2020

OUR REF: A/CS/005

YOUR REF:

Dear Sir

NOTICE ON THE PROVISION OF CARGO TRACKING NOTE SERVICE EFFECTIVE 2ND MARCH 2020

The Sierra Leone Port Authorities (The Authority) informs exporters, importers and shippers that the Cargo Tracking Note (CTN) service will now be managed by a new supplier "Logistics Solutions Services (LSS)" as of March 2nd 2020; The Bill of Lading (BL) date.

Therefore, each B/L issued on or after March 02nd related to a cargo imported into Sierra Leone or exported from Sierra Leone by sea must be covered by a valid CTN issued through the new CTN website <https://ctn-sl.sgs.com> operated by LSS.

Furthermore, the registration of CTN must be done by the exporter or its representative as per the following process:

1. Exporter or its representative must create an Account on the website of LSS as stated above. This action needs to be performed only once.
2. For each sea shipment/cargo to and from Sierra Leone, the exporter or its representative must connect to the website to create a new CTN. Eventually, the following should be noted:
 - I. A new CTN can be created in order to start the CTN process and get a **unique number** that will be attributed to each CTN by the system so you can use it on your documents.
 - II. This CTN number must appear on the B/L and the manifest issued by shipping lines.
 - III. Once you have all your shipping documents, you can return to the platform and complete your validation process where you left off.

- IV. B/L should be submitted not later than two weeks after the departure from overseas countries.
- V. For neighboring countries with a transit time less than 48 hours, B/L should be submitted at least 48 hours after departure and not later than 24 hours before arrival.

Note: No BL is requested for export.

Moreover, the following information will be required for your CTN to be validated:

- a. Trade parties (importer, exporter and their representatives if any).
 - b. Invoice(s) (incoterm, value, items, etc.).
 - c. Shipment (weight, containers, routes, freight amount, etc.).
 - d. Documents related to the cargo namely:
 - e. Commercial invoice (mandatory for imports and exports)
 - f. Draft Bill of Lading (mandatory for imports only and original to follow 48 hrs prior to arrival).
 - g. Export declaration (mandatory for imports only, issued in country of origin no later than two weeks after departure).
 - h. Freight Invoice (mandatory for imports only)
 - i. Certificate of Origin (mandatory for imports only 48 hrs before arrival)
 - j. Packing list (optional).
3. Once completed, the system will compute automatically the CTN fees to be paid (as per the fees indicated below).
 4. Once paid, exporter or its representative will be able to submit online their CTN to the technical center responsible for the review. If incomplete, additional information will be requested.
 5. Once validated, the CTN can be exported into PDF format to be presented to Sierra Leone Port Authorities and is part of the mandatory documents for clearance process.

Cargo imported or exported by sea without being covered by a valid CTN number exposes the importer/shippers to substantial fines and/or delays in customs clearance process.

Besides, we are to also note that the deadline for CTN completion and submission are:

- **For imports:**

- a. If containerized or RoRo: less than 2 weeks after departure of the vessel from country of loading and no later than 24 hours before arrival at first Sierra Leone port.
- b. If in bulk/conventional: more than 24 hours before arrival at first Sierra Leone port.

- **For exports:**

- c. At least 24 hours before loading of the cargo on the vessel.

Take further notice that the CTN fees are set as follows:

Cargo Type	Import Fee	Export Fee
Container <ul style="list-style-type: none"> • Lower or equal to 20 feet • Greater than 20 feet 	USD 105 per container USD 210 per container	USD 15 per container USD 30 per container
Bulk, Break-bulk & Conventional	USD 0.84 per ton	<ul style="list-style-type: none"> • Bauxite: USD 0.18 per ton • Rutile/Zircon/Ilmenite: USD 0.36 per ton
Vehicles <ul style="list-style-type: none"> • Lower or equal to 5 tons • Greater or equal to 5 tons 	USD 108 per vehicle USD 204 per vehicle	USD 15 per vehicle USD 30 per vehicle

Payment must be made by bank transfer on CTN Bank accounts indicated on the website before being able to submit your CTN for validation. There are 2 separate bank accounts indicated on the website.

- d. One overseas in USD to pay CTN for imports.
- e. and One Local Account in SLL to pay CTN for exports.

You are further advised that your Account can be credited in advance and the system will automatically debit from your balance the fee for each CTN submitted.

CTN website <https://ctn-sl.sgs.com> will be launched:

- f. On Tuesday Feb 25th for account registration allowing exporters and their representatives to have their account validated before going live.
- g. On Monday March 2nd CTN PLATFORM goes live and start of CTN registration by registered exporters.

If importers want to monitor in real time the registration of CTN made by their exporters, they can also register an account and ask their exporters to link their importer's account to their CTN. If the importer does not have an account, the exporter will provide the name, address and email of the importer. Please note in this case the importer will not be able to connect to CTN website to monitor their CTN.

Once connected to the CTN website, user will get access to a user's guide describing the full procedure step by step.

Please note that **Bank Account Details is available on the CTN website**

For more information, please contact "Logistics Solutions Services (LSS)"

CONTACT

Logistics Solutions & Services (LSS)

48 Waterloo Street
Freetown, Sierra Leone

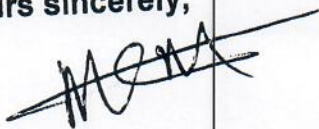
Helpdesk

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Yours sincerely,



MARTIN MAADA GEORGE, ESQ.
Company Secretary

ADDRESSED TO

The General Manager, SLSA >
The General Manager, MAERSK SL

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The General Manager, Destiny Shipping Agency
The General Manager, OBT
The General Manager, MSC
The General Manager, SLNSC
The General Manager Trans-Sahara Shipping Agency
The General Manager, AMA
The President, ACFA

cc: The General Manager, SLPA
The Deputy General Manager, SLPA
The Operations & Monitoring Manager, SLPA
The Chief Executive Officer, LSS