

Instructions on the Completion of the Origin Application Form

The following instructions provide specific guidance on the completion of the Application for Advance Ruling (Origin). Please read them carefully before completing your application. If there is not enough room on the form to provide a full response, please attach an additional page or additional pages.

Box 1. Applicant

For the purpose of an advance ruling, an applicant means a person who has applied to the Customs Division for an advance ruling.

Box 2. Importer, exporter, producer, and agent

Name, address, telephone, and e-mail address of the importer, exporter, producer, and the agent, if applicable and known, should be provided.

Box 3. Legal framework (preferential/non-preferential)

Applicant should state whether the advance ruling required is for preferential or non-preferential purposes. If an advance ruling is required for preferential origin purposes, applicant should indicate which regime applies.

Box 4. Detailed and Complete Description of Goods

A description of the goods in question should be sufficiently detailed to enable the goods to be identified (and classified in the Ghana Tariff and Statistical Nomenclature) (TSN). Also, detailed information about the composition of the goods and the methods used to determine their composition should be provided.

Box 5. Tariff Classification of Goods

The TSN for the goods concerned should be provided.

Box 6. Description of Materials used in manufacture

A detailed description of the goods should be provided. Using the columns and headings provided, applicant should list all the materials/components/parts used in manufacture, together with their country of origin, tariff heading and subheading, and value.

Box 7. Rule considered to be satisfied

The preferential or non-preferential origin rule which is considered to be appropriate to the product concerned should be explained. In addition, applicant should explain how that rule has been met in the country of manufacture/origin by providing a complete and detailed description of all stages of any manufacturing process.

Box 8. Country of Origin envisaged by applicant

The applicant is invited to express a view as to the country of origin envisaged. The country of export (where different) can also be provided.

Box 9. Port of: Arrival, loading/departure

List the port of arrival and the port of loading/departure.

Box 10. Enclosures being submitted to assist with determining the origin of the goods

Any samples, photographs, catalogues or other documents available relative to the composition of the goods or their constituent materials which may illustrate the working or manufacturing process which those materials have undergone should be attached as annexes, if necessary.

Box 11. Confidential information

Any information which applicant wishes to be treated as confidential including the trademark and model number of the goods should be indicated.

Box 12. Have you previously applied for an advance ruling for identical or similar goods?

An indication as to whether the applicant has previously applied for advance ruling for identical or similar goods should be given here. Details with regard to that application should also be included.

Box 13. Are you aware of the existence of an advance ruling for identical or similar goods?

Any knowledge on the part of the applicant of the existence of earlier advance ruling in respect of goods of the same kind should be indicated, quoting references.

Box 14. Are the goods subject to origin verification process or any instance of review or appeal before any governmental agency, appellate tribunal or court?

The applicant should inform the competent authority responsible for the issuance of advance rulings, if the goods are subject to origin verification or any instance of review or appeal before any governmental agency, appellate tribunal or court.