Import compliance file checklist

Importation: A Practical Course · Module 2 · Building your compliance file

Sabbi

One folder, physical or digital, holding every registration certificate, licence, bond document and renewal date. A lapsed registration discovered at the port, mid-clearance, is one of the most common and entirely preventable hold-ups.

Registrations and authorisations

Document	Issued by (office)	Number	Received	Renewal date	Reminder set
Business or trade register entry (Cameroon: RCCM)					☐
Tax identification number (Cameroon: NIU)					☐
Importer registration / trader card					☐
Professional importer card (Cameroon)					☐
Customs bond or guarantee, if required					☐
Product-specific permit or certificate					☐
Business bank account / import domiciliation					☐

Submission log

Keep a copy of everything you submit to any authority, with the date and the name of the office or official who received it. If a dispute arises months later about whether you filed on time, this record is your evidence.

#	Date	Authority / office	What was filed	Received by	Copy kept
1					☐
2					☐
3					☐
4					☐
5					☐
6					☐

Your country: find your business register, tax ID, importer registration and customs bond or guarantee rules, and write the answers in this file.