



TANZANIACOFFEE BOARD

DAR ES SALAAM BRANCH

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PROCEDURES REQUIRED FOR EXPORTING COFFEE USING TCB-DAR

1. To submit the Shipping Instruction (This is detailed document which shows the all necessary requirements for exporting coffee i.e. indicating Port of destination, Consignee, Notify Party, Shipping marks, number of bags and containers etc.)
2. To submit the Green Export License Or Direct Export License
3. To submit Commercial invoice of the consignment.
4. To submit the Coffee export Approval which issued in Moshi- HQ
5. To move coffee to Dar warehouse (We have the warehouse for storing coffee)
6. After having all the documents we start to do booking for the nominated vessel and other procedures for forwarding coffee to the Port of Destination.
7. Processing the container to moves to Port after done with stuffing
8. Normally Dar Port documentation deadline is One week before the berth of nominated vessel.
9. Issuing the invoice to clients, normally we paid port charges and other related charges on the behalf of the client. So the client is supposed to pay for charges after we done with process of exporting coffee.
10. After vessel sailed we process the OBL and submit to client.