

TITA LOGISTICS

Your Freight Partner and Beyond

TL-DOC-001

Pre-Clearance Document Checklist

Use this checklist to ensure all required documentation is ready before your shipment reaches the border. Incomplete documentation is the #1 cause of delays at Beitbridge. Tick each item as you confirm it is ready and send the complete set to info@titalogistics.co.zw.

MANDATORY DOCUMENTS — ALL SHIPMENTS

■	Commercial Invoice	Must show seller, buyer, description of goods, HS code, quantity, unit price, total value, currency, and Incoterms. Must be signed and on company letterhead.
■	Packing List	Detailed list of all packages — contents, quantity, gross weight, net weight, dimensions, and total CBM. Must match the Commercial Invoice exactly.
■	Bill of Lading / Waybill (CMR)	Road consignment note or Bill of Lading. Must show shipper, consignee, border of entry, and full cargo description. Issued by the transporter.
■	ZIMRA Form 21 (Clearing Instruction)	The authorisation from the importer to Tita Logistics to act as clearing agent. Must be signed by an authorised signatory and bear company stamp.
■	Certificate of Origin	Required for goods claiming preferential tariff rates under SADC, COMESA, or bilateral agreements. Must be issued by the relevant Chamber of Commerce.
■	Import Licence / Permit	Required for controlled goods: pharmaceuticals, chemicals, agricultural products, firearms, and certain electronics. Obtain from the relevant ministry before shipment.
■	Insurance Certificate	Proof of cargo insurance. Required by ZIMRA for CIF duty calculation. Must state insured value and cover the journey to the Zimbabwe border.
■	Proof of Payment / Bank Approval	RTGS/Swift confirmation or Reserve Bank of Zimbabwe approval for foreign payments. Required to confirm the transaction is legitimate and foreign currency was properly allocated.

CONDITIONAL DOCUMENTS — SPECIFIC CARGO TYPES

■	CBCA Certificate (Inspection)	Required for used vehicles, machinery, and second-hand goods. Issued by a CBCA-accredited inspection agency before export. Without this, goods will be held at the border.
■	Phytosanitary Certificate	Required for all plant products, fresh produce, timber, and agricultural goods. Issued by the plant health authority of the country of origin.
■	Veterinary Certificate / Health Certificate	Required for live animals, meat products, dairy, and animal by-products. Must be issued by a registered veterinarian and endorsed by the relevant authority.
■	Dangerous Goods Declaration (DGD)	Required for all IMDG-classified goods including chemicals, fuels, batteries, aerosols, and compressed gases. Must comply with ADR road transport regulations.
■	Material Safety Data Sheet (MSDS)	Required for all chemical products. Must specify the chemical composition, handling requirements, and emergency procedures.
■	End User Certificate (EUC)	Required for dual-use goods, controlled technology, and defence-related items. Issued by the importing country's relevant authority.

TITA LOGISTICS PROCESSING REQUIREMENTS

■	Clearing Instruction (Form 21)	Send us a signed Form 21 before the shipment departs. This allows us to begin lodging your Bill of Entry on ASYCUDA World in advance.
■	Advance Invoice & Packing List	Send copies at least 48 hours before the vehicle reaches the border. Pre-clearance eliminates border delays entirely.
■	Valid Contact Number	Ensure the driver and your operations contact are reachable 24/7. Border clearance often requires real-time decisions.

■ BORDER RESCUE — SHIPMENT HELD?

Call immediately: +263 773 429 237 Available 24/7 — we respond within the hour.