

**Army Transportation Command**

**Customer and Carrier Advisory**

**January 22, 2026**

**CA-26-01-22/0006**

**Subject:** Commercial Surface/Air Customs Guidance for Importation of Department of Defense (DoD)/US Military Cargo into Kenya

**Purpose:** To provide customs guidance to shippers, booking offices, and commercial air and ocean carriers/transportation service providers (TSPs) importing DoD/US military cargo into Kenya. This guidance applies to all DoD/US military cargo arriving at a commercial seaport or airport with a commercial air or ocean carrier. This advisory does not apply to Foreign Military Sales (FMS) cargo.

**Be Advised:** The customs approval process to import DoD/US military cargo into Kenya is very strict and can be lengthy. Import shipments of non-authorized equipment, especially vehicles, may lead to cargo sitting at the port for up to 18 months at shipper's expense without a guarantee that Kenya will allow importation of the non-authorized equipment.

There are 2 parts to the customs process in Kenya; Customs Exoneration and Customs Clearance

1. Customs Exoneration: The documentation process to waive importation duties (fees) via the host nation offices, the Ministry of Foreign Affairs and the Customs General Office. A successful process results in an approved tax exemption (TE) certificate known as the PRO 1B. To properly import cargo, a signed and approved PRO 1B Duty Free Purchase of Goods form issued from the Republic of Kenya is required.

An approved PRO 1B can take a minimum of 20 working days to obtain once the correct documentation and approved waivers (if required) are submitted to the Kenyan Ministries. This approval process is in addition to any import waiver requirements as identified below. A PRO 1B will not be issued if import waivers are not approved.

The PRO 1B is valid for 3 months. The Kenya- US Liaison Office (KUSLO)-Mombasa of the US Embassy **strongly recommends** obtaining any required import waiver approvals and the PRO 1B prior to actual movement of vehicles.

**NOTE: Only the KUSLO or an office approved by the host nation are authorized to submit paperwork for DoD/US military customs exoneration to the host nation.**

2. Customs Clearance: A physical inspection conducted by a host nation Customs Officer upon arrival at the port of entry to verify shipment contents and documentation with the approved PRO 1B.

## **Vehicle Import Information**

Importation of vehicles must meet Kenya Bureau of Standards (KEBS) KS 1515:2000 - Code of Practice for Inspection of Road Vehicles.

The code spells out 3 major criteria for importing vehicles:

1. Age Limit: Vehicles should not be more than 7 years old from the year of manufacture (year of first registration). **Waivers are required for vehicles older than 7 years and can take between 2-3 months to receive approval.**
2. Left Hand Drive: Left-hand drive (LHD) vehicles are not allowed unless they are for a special purpose (i.e. Ambulances, Fire trucks and large construction vehicles imported for projects). **Waivers are required for LHD vehicles and can take between 2-3 months to receive approval.**
3. Road Worthiness: All used vehicles imported into Kenya must be inspected at country of origin for roadworthiness, safety and other requirements and be issued with a certificate of inspection/conformity before shipping. **Waivers are required for used vehicles if a certificate of roadworthiness cannot be provided. Waiver approvals can take between 2-3 months.**

## **Documentation Information and Submission Requirements**

Shippers must provide the necessary correct shipping documentation to the commercial carrier/TSP upon cargo booking confirmation. This will allow the commercial carrier/TSP to submit for customs and any required import waiver approvals to KUSLO prior to actual movement to minimize delivery delays.

Shippers must inform the commercial carrier/TSP if any of the following documents cannot be provided: Certificate of Roadworthiness; Certificate of Origin; and/or Vehicle Title. The commercial carrier/TSP must inform the KUSLO to submit a waiver for these documents.

Any changes/corrections to the shipping documentation will require the customs and waiver process to start over. Failure to provide updated documentation to the commercial carrier/TSP will result in approval and delivery delays on account of the US Government.

Commercial carriers/TSPs are **strongly advised** to submit for customs and import waiver approvals upon receipt of shipper's documentation to minimize any delivery delays. Commercial carrier's/TSP's caused delays in submission for customs and import waiver approvals to KUSLO leading to additional or unnecessary fees/charges will not be on account of the shipper.

The KUSLO will prepare any necessary vehicle import waivers upon review and receipt of import shipping documentation from commercial carrier/TSP.

The KUSLO will reach out to the commercial carrier/TSP and shipper if any questions on the submitted documentation.

Documentation for DoD/US military cargo must show consignee information as outlined below:

Consignee

US Embassy, Nairobi

For US Military, Camp Simba Manda Bay, Kenya

Consignee Unit, POC name, email and valid phone number (no DSNs or SIPR)

Notify Party

Consignee DoDAAC

Name of Unit

Delivery Address

Consignee POC name, email and valid phone number (no DSNs or SIPR)

Harmonized Commodity Codes are required on the Commercial Invoice (CI) and Packing List (PL) IAW SDDC Customer Advisory CA-20-07/16/0066 dtd 16 July 2019.

HS codes can be found at: <https://www.foreign-trade.com/reference/hscod.htm>

## **Required Import Shipping Documentation**

The following documents are required to import cargo into Kenya.

### **A. Shipper Documents**

1. Commercial Invoice (CI) (Example provided)
  - a. Must be on official letterhead
  - b. For vehicles, the CI must include the following additional information:
    - Vehicle Make
    - Vehicle Model
    - Chassis Number (VIN)
    - Engine Number
    - Engine Capacity
    - Year of Manufacture
    - Fuel type

- Number of Axles
  - Drive type (left hand or right-hand side drive)
  - Color of Vehicle
  - Harmonized Commodity Code
2. Packing List (PL) (Example provided)
    - a. Must be on official letterhead
    - b. For vehicles, the PL must include the following additional information:
      - Chassis Number (VIN)
      - Engine Number
      - Engine Capacity
      - Year of Manufacture
      - Fuel type
      - Number of Axles
      - Drive type (left hand or right-hand side drive)
      - Color of Vehicle
      - Harmonized Commodity Code
  3. Certificate of Origin (COO) (Example Provided)
    - a. Required for ALL cargo
  4. Certificate of Roadworthiness (COR) (Used Vehicles)
    - a. If one cannot be provided, KUSLO will prepare and submit a waiver
  5. Special Purpose Vehicle Memorandum of Record (MFR) (New and Used Vehicles) (Example Provided)
    - a. Required Information:
      - Must be on shipper letterhead
      - Must state that cargo is owned by the US military
      - Must state that the cargo will not be sold or transferred to anyone else while in country
      - Must state the special purpose and/or function of the vehicle
      - Must state that cargo will be exported out of country upon expiration of the intended purpose and time
      - Must include vehicle details that match the CIPL
  6. Pictures of Vehicle
    - a. Full vehicle and data plates
  7. Request for Waiver of Customs Warehouse Rent\*
    - a. KUSLO will request from shipper if needed
    - b. Only required if cargo has arrived in Kenya and incurs charges awaiting waiver and customs exoneration approval
  8. Request for Waiver of Mombasa Port Charges\*
    - a. KUSLO will request from shipper if needed

- b. Only required if cargo has arrived in Kenya and incurs charges awaiting waiver and customs exoneration approvals

## **B. Commercial Carrier/TSP Documents**

1. Airway Bill/Commercial Bill of Lading (CBL)
  - a. For vehicles, the BL must include the following additional information:
    - Chassis Number (VIN)
    - Engine Number
    - Year of Manufacture
    - Fuel type
    - Drive type (left hand or right-hand side drive)

**NOTE FOR COMMERCIAL CARRIERS/TSPS:** A draft BL can be submitted for import customs exoneration and waiver approvals.

## **Customs/Exoneration/Waiver Process**

1. The shipper provides the commercial carrier/TSP with correct import shipping documentation upon cargo booking confirmation.
2. The commercial carrier/TSP reviews the shipper's import shipping documentation, prepares Airway Bill/CBL and submits all import shipping documentation to KUSLO.
3. KUSLO reviews import shipping documentation, prepares waiver requests and submits import shipping documentation to the Kenya Bureau of Standards (KEBS) and Kenyan Ministries for approvals.
4. KEBS/Ministries issue waiver approvals and the PRO 1B and sends to KUSLO.
5. KUSLO sends a copy of waiver approvals, PRO 1B and endorsed Airway Bill/CBL to the commercial carrier/TSP.
6. The commercial carrier/ TSP sends a copy of the approved PRO 1B and waiver approvals to the shipper, consignee and SETAF-AF G4 MOD Customs Exoneration team.
7. The commercial carrier/TSP submits approved waivers, PRO 1B and endorsed CBL to Kenya Revenue Authority (KRA) for customs clearance.
8. KRA verifies cargo against approved documentation and approves cargo release.
9. Kenya Ports Authority (KPA)/Kenya Airports Authority (KAA) physically releases cargo for movement from the port.

**NOTE:** The shipper and consignee must retain the **import** PRO 1B in their files. The **import** PRO 1B is required to **export** cargo from Kenya.

**POCs:**

**Kenya-U.S. Liaison Office – Mombasa (KUSLO)**

NairobiKusloMombasa@state.gov

**SETAF G4 Mobility Division Customs Exoneration**

usarmy.usag-italy.setaf-af.list.g4-customs-exoneration@army.mil

**Expiration:** N/A until notified otherwise by one of the POCs identified above.

**Category:** Customs/General Information