



T P M S
West Africa, Sierra Leone

TO: ALL SHIPPING CARRIERS

Ref: CR/FIN/AL-160315/303

16th March 2015

Dear All,

SCHEDULE OF PAYMENT

Kindly see attached scheduled of payment for both Import and Export. While we are working on the system to satisfy the currency request of you all, we have taken the liberty of giving you the fees in both US Dollars and Euros and I am quite sure the system migration will happen shortly.

Let me also inform you that after careful negotiations, we are proposing a flat commission rate of 3% across board for all shipments.

I thank you all for your full cooperation and we look forward to a very cordial working relationship.

Yours Sincerely,


Aminata Bangura
Managing Director

CC: Minister of Finance
Chairman, NCP
GM, Sierra Leone Ports Authority
Chairman, ACFA

19 Liverpool Street, Freetown

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www.acdsl.com



TPMS
West Africa, Sierra Leone

SCHEDULE OF CTN/ACD FEES/ CHARGES

Table 1: Import

Items	Royalties (USD)
Containers	\$105.00 per TEU
Roro < 5	\$108.00
Roro > 5	\$204.00
Bulk pack	\$0.84 → min \$600.00

Table 2: Export

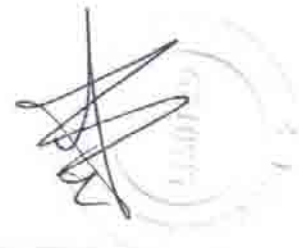
Items	Royalties (USD)
Containers	\$15.00 per TEU
Roro < 5	\$24.00
Roro > 5	\$36.00
Bulk pack (Rutile)	\$0.36
Other Minerals	\$0.18
Other	\$0.16 → min \$180.00

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SCHEDULE OF CTN/ACD FEES/ CHARGES

Table 1: Import

Items	Royalties (EURO)
Containers	€87 per TEU
Roro < 5	€90
Roro > 5	€170
Bulk pack	€0.70 → min €500.00

Table 2: Export

Items	Royalties (EURO)
Containers	€12 per TEU
Roro < 5	€20
Roro > 5	€30
Bulk pack (Rutile)	€0.30
Other Minerals	€0.15
Other	€0.13 → min €150.00

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T P M S
West Africa, Sierra Leone

TO: ALL SHIPPING CARRIERS

Ref: CR/COMP/AL-060315/303

6th March 2015

Dear All,

FINAL NOTICE OF COMPLIANCE

After full consultation with all key stakeholders including but not limited to the carriers/carrier's agent, it has been unanimously agreed and accepted as follows:

- A. All vessels **loading from Origin for** Sierra Leone shall meet all **financial compliance** as of **1st April 2015**.
- B. The effective date of **financial compliance** for all **export** shall be the **15th March 2015** for all vessels **departing** Sierra Leone as of this date.
- C. **Penalty charges** are **suspended** until further notice, to which an effective date will be conveyed to all.

Please be reminded that all vessels loading for/from Sierra Leone up to the date specified in (A) & (B) will be exempted from making any Cargo Tracking Note (CTN) payment but are expected to fully comply with all formalities.

I thank you all for your full cooperation and we look forward to a very cordial working relationship.

Yours Sincerely,

Aminata Bangura
Managing Director

19 Liverpool Street, Freetown

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CC: Minister of Finance

www.acdsl.com

Chairman, NCP
GM, Sierra Leone Ports Authority
Chairman, ACFA

2015



TPMS
West Africa, Sierra Leone

TPMS WA-SL

Experts on Advanced Cargo Declaration
for ISPS Code

PRESENTATION OF ACD FOR ISPS CODE PROCEDURE
FOR CARRIERS, SHIP -OWNERS AND CHARTERERS



ADVANCED CARGO DECLARATION ACD FOR ISPS CODE

Carriers User Manual



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1. INTRODUCTION

Carriers, Ship-owners and/or Charterers are our main partners in the implementation of the Advance Cargo Declaration (ACD) or CTN for ISPS Code. In compliance to the ISPS Code requirements, they are therefore to forward to SLPA in advance some information through an electronic form via the platform www.acdsi.com. They are to provide this information from the ports of embarkation in accordance with the Code. The objective here is the concerted compliance with standards.

This formality is to be carried out 24 hours before the departure or at least 24 hours after the departure of the ship to ports in Sierra Leone. To commence the ACD procedure as a New User, it is required that the Carriers, Ship-owners and/or Charterers register on the platform www.acdsi.com by creating his/her confidential electronic account. Find below:

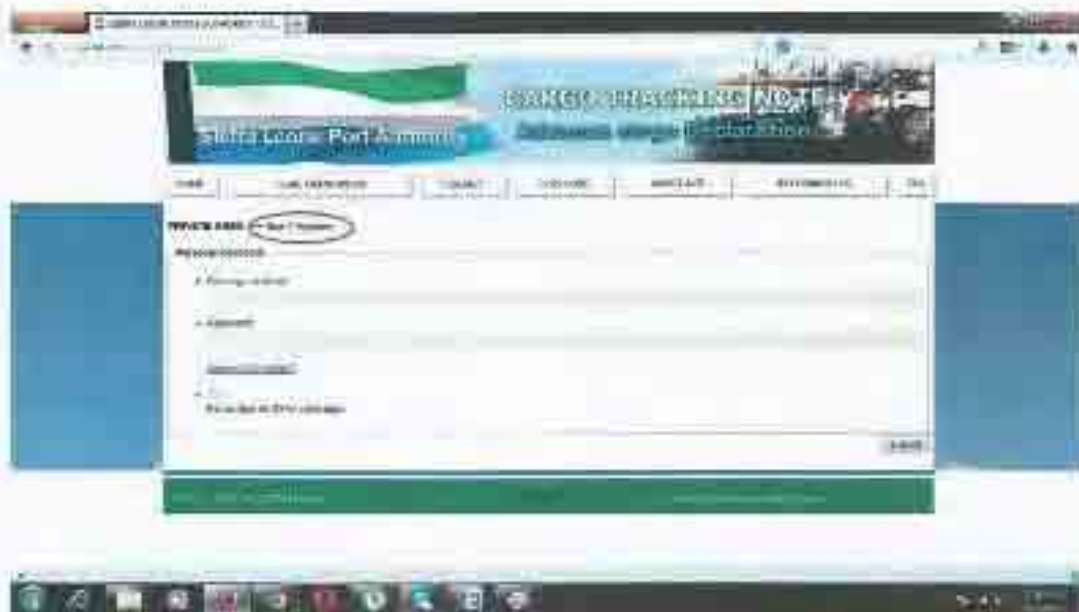
2. CREATE A NEW ACCOUNT: (<http://www.acdsi.com>)

2.1. Carrier Login



Click on the highlighted "Carrier Login" column and the below page appears.

2.2. New Register



Click on the link "**New? Register**". You will then be redirected to a registration page. On the registration page, fill out all the fields. Choose a username and use your valid e-mail address.





After filling out the registration form, click on "submit". A confirmation page as shown below comes up, notifying you that your new account has been correctly created.



2.3: Login Details

An email will be automatically sent to the email address you provided in the form filled previously, indicating your username and password which will enable your login. (Please, note that the password sent to you is case sensitive and should be used as displayed in the mail)

Go to your email and

Click on the provided link, <http://www.tpms.com/> which directs you to the page in the image below



Click on the "Carrier Login" and input the login details from your email in the fields shown below

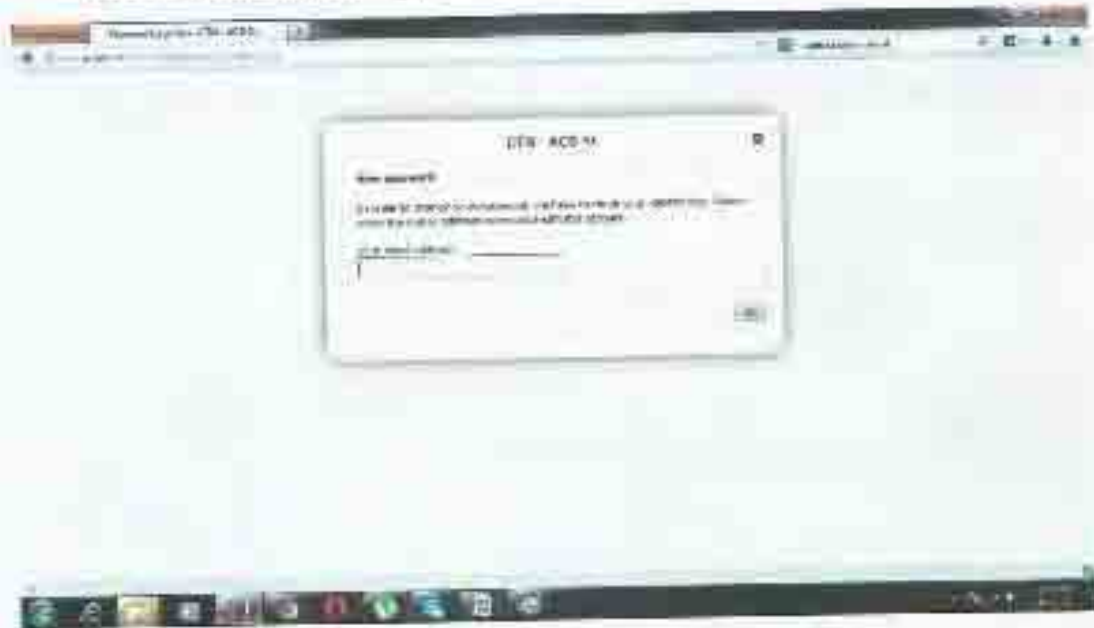


3. FORGOTTEN PASSWORD

In the case where you have deleted the first mail sent to you and forgot the given password, click on link "[password forgotten?](#)" in the login page.



Type in your username (e-mail) and click on "send password". You will automatically receive an e-mail indicating your username and a new password.





4. COMPLY WITH ACD/CTN PROCEDURE

Every Ship is meant to have a Movement Reference Number (MRN) before it can be allowed to sail into the Sierra Leone waters. To get a MRN, select the type of transaction by clicking on the drop arrow on the "Transaction" line and also select the type of ship by clicking the "Type of Ship" drop down arrow.

For Export to Sierra Leone




For Containerized Ships



Click "Continue"

Fill out the form

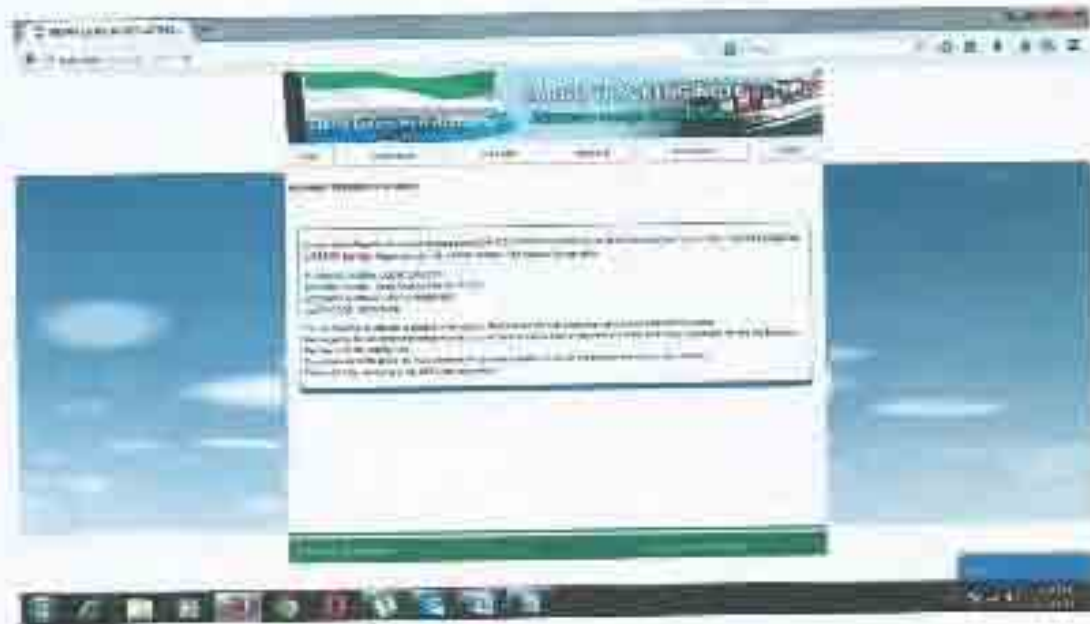


The screenshot shows a web browser window displaying the TPMS application. The main content area contains a form titled "Ship Manifest" with the following sections:

- Ship Details:** Fields for Ship Name, IMO Number, MMSI, Call Sign, and Ship Type.
- Port of Call:** Fields for Port Name, Country, and Security Level.
- Cargo:** A table with columns for Cargo Name, Quantity, and Hazardous Goods.
- Crew:** A table with columns for Name, Position, and Nationality.
- Declaration:** A section for declaring dangerous goods on the ship.

Here all fields are to be filled. You are to attach the Ship Manifest, Hazardous Product Manifest and Crew List. It is also required that you identify the Ship's Security Level at the last port of call, the last port of call's Security Level and declare if there are dangerous goods on the ship.

Click continue



The screenshot shows the same TPMS application, but the form is now in a declaration stage. The main content area contains a large text area with the following text:

I hereby declare that the information provided in this form is true and correct. I understand that providing false information is a criminal offense and may result in penalties. I understand that I am responsible for the accuracy of the information provided. I understand that I am responsible for the accuracy of the information provided. I understand that I am responsible for the accuracy of the information provided.



At this stage, you have completed the ADVANCED CARGO DECLARATION procedure for your Ship.

Following the inputted information, the system has generated the ACD fee which is to be paid before the Movement Reference Number can be issued.

The Harbour Master will request for the Movement Reference Number before the final Clearance is granted.

Before getting the ACD Clearance, you will need to show a proof of payment of the Advance Cargo Declaration fee and the Electronic Manifest from the Loading Port.

On compliance to the above, an ACD Clearance will be made available for you on this platform and sent to you via Email.

Peradventure, our ISPS Code Inspectors need more information as regards your cargo, you will be required to provide the requested additional information within 24 hours of the request. Failure to comply with the provision of the requested information within the given time frame will result to the cancellation of the procedure of which the authorities will be informed of such failure. You can still edit your input on this platform before being validated by our ISPS Code Inspectors. The editing can be done via your dashboard.

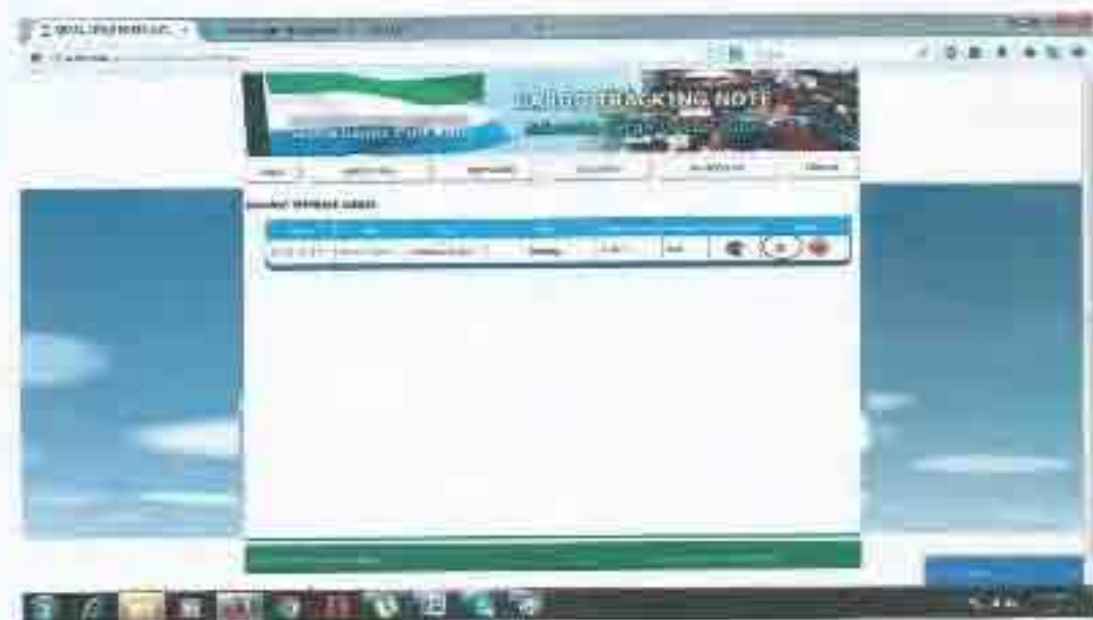
5. YOUR DASHBOARD

5.1. Edit Input

To edit your input, go to Ship's MRN and click on "LIST MOVEMENT REFERENCE NUMBER"



Click on the edit syntax highlighted. This will take you back to the beginning of the form through which you can make your changes accordingly. Follow through to the end, until it generates the confirmation page



6. Receive Movement Reference Number via e-mail

As soon as you have completely filled the form, an ISPS Code Inspector goes through the whole information and once the entire requirement is being met, a validation is made.

An email will be forwarded to your email address indicating your Ship's Movement Reference Number.

You can also get to see your Ship's MRN on this platform after validation. Go back to Ship's MRN and click on "LIST MOVEMENT REFERENCE NUMBER". At this time, the MRN column will no longer be pending. The Movement Reference Number would have been made available, due to the validation.



My Account: allows you to update your profile (company name, email, phone number, etc).

Research: Allows you to check if an MRN is accurate, search for information as regards Ship Manifests and Containers via the container code.

Logout: to close your session on the platform.



TPMS

West Africa, Sierra Leone

THE CARGO TRACKING NOTE CTN/ACD TARIFF CHARGES PER DESTINATION COUNTRY AND ORIGIN
ARE SET AS FOLLOWS

THE FINANCIAL MODALITIES FOR IMPORT HAVE BEEN DETERMINED AS FOLLOWS

SIERRA LEONE:

1. CTN/ACD document fees: € 30, - per CTN/ACD (from Europe and Africa)
€ 50, per CTN/ACD (from other origins)

2. Tariff per mode of shipment:

- i. FCL: € 85 for 20ft, - per CTN/ACD (from Europe and Africa)
€ 150 for 40ft, - per CTN/ACD (from Europe and Africa)
€ 100 for 20ft, - per CTN/ACD (from other origins)
€ 170 for 40ft, - per CTN/ACD (from other origins)
- ii. Rolling Stock: € 85 for <5T, - per CTN/ACD (from Europe and Africa)
€ 150 for >5T, - per CTN/ACD (from Europe and Africa)
€ 100 for <5T, - per CTN/ACD (from other origins)
€ 170 for >5T, - per CTN/ACD (from other origins)

*(These tariffs are applicable for every chassis number mentioned on the B/L)

- iii. Consolidation: € 0.65 w/m (with € 85, - minimum per CTN/ACD) (from all origins)
- iv. Conventional/Bulk: € 0.65w/m (with € 85, - minimum per CTN/ACD) (from all origins)
- v. Bulk complete vessel: € 0.65w/m (with € 85, - minimum per CTN/ACD) (from all origins)

3. - Handling Fee: Not Applicable



T P M S

West Africa, Sierra Leone

THE CARGO TRACKING NOTE CTN/ACD TARIFF CHARGES PER DESTINATION COUNTRY AND ORIGIN
ARE SET AS FOLLOWS

THE FINANCIAL MODALITIES FOR EXPORT HAVE BEEN DETERMINED AS FOLLOWS

SIERRA LEONE:

1. CTN/ACD document fee: € 25, - per CTN/ACD (to Europe and Africa)

€ 25, per CTN/ACD (other origins)

2. Tariff per mode of shipment:

i. FCL: € 10 for 20ft, - per CTN/ACD (to Europe and Africa)

€ 20 for 40ft, - per CTN/ACD (to Europe and Africa)

€ 15 for 20ft, - per CTN/ACD (to other origins)

€ 25 for 40ft, - per CTN/ACD (to other origins)

ii. Rolling Stock: € 10 for <5T, - per vehicle (to Europe and Africa)

€ 20 for >5T, - per vehicle (to Europe and Africa)

€ 15 for <5T, - per vehicle (to other origins)

€ 25 for >5T, - per CTN/ACD (to other origins)

*(These tariffs are applicable for every chassis number mentioned on the B/L)

iii. Consolidation: € 0.2 w/m (with € 10, - minimum per CTN/ACD) (to all origins)

iv. Conventional/Bulk: € 0.1w/m (with € 10, - minimum per CTN/ACD) (to all origins)

v. Bulk complete vessel: € 0.1w/m (with € 10, - minimum per CTN/ACD) (to all origins)

3. Handling Fee: Not Applicable

**TPMS**

West Africa, Sierra Leone

THE CARGO TRACKING NOTE CTN/ACD TARIFF CHARGES FOR DESTINATION COUNTRY AND ORIGIN ARE SET AS FOLLOWS:

THE FINANCIAL MODALITIES FOR IMPORT HAVE BEEN DETERMINED AS FOLLOWS:

SIERRA LEONE:

1. CTN/ACD document fee: € 30,- per CTN/ACD (from Europe and Africa)

€ 50,- per CTN/ACD (from other origins)

2. Tariff per mode of shipment:

- i. PCL: € 85 for 20ft, - per CTN/ACD (from Europe and Africa)
€ 100 for 40ft, - per CTN/ACD (from Europe and Africa)
€ 100 for 30ft, - per CTN/ACD (from other origins)
€ 110 for 40ft, - per CTN/ACD (from other origins)
- ii. Rolling Stock: € 25 for -ST, - per CTN/ACD (from Europe and Africa)
€ 150 for +L, - per CTN/ACD (from Europe and Africa)
€ 110 for +S C, - per CTN/ACD (from other origins)
€ 110 for +ST, - per CTN/ACD (from other origins)

*These tariffs are applicable for every chassis number mentioned on the S/L

- iii. Consolidation: € 100 w/o (with € 25,- minimum) per CTN/ACD (from all origins)
- iv. Conventional/Bulk: € 0.60/m (with € 25,- minimum) per CTN/ACD (from all origins)
- v. Bulk complete vessel: € 0.60/m (with € 25,- minimum) per CTN/ACD (from all origins)

3. Handling Fee: Not Applicable



TPMS
West Africa: Sierra Leone

THE CARGO TRACKING NOTE (CTN)/ACQ TARIFF CHARGES PER DESTINATION COUNTRY AND ORIGIN ARE SET AS FOLLOWS:

THE FINANCIAL MODALITIES FOR EXPORT HAVE BEEN DETERMINED AS FOLLOWS:

SIERRA LEONE:

1. CTN/ACQ document fee: € 50,- per CTN/ACQ (to Europe and Africa)

€ 25,- per CTN/ACQ (other origins)

2. Tariff per mode of shipment:

- i. RO: € 10 for 20ft, - per CTN/ACQ (to Europe and Africa)

€ 20 for 40ft, - per CTN/ACQ (to Europe and Africa)

€ 25 for 20ft, - per CTN/ACQ (outside origins)

€ 30 for 40ft, - per CTN/ACQ (outside origins)

- ii. Rolling Stock: € 10 for <€1, - per vehicle (to Europe and Africa)

€ 20 for >€1, - per vehicle (to Europe and Africa)

€ 25 for <€1, - per vehicle (to other origins)

€ 25 for >€1, - per CTN/ACQ (to other origins)

* (These tariffs are applicable for every chassis number mentioned on the B/L)

- iii. Container: € 0.2 w/m (with € 10,- minimum per CTN/ACQ) (to all origins)

- iv. Conventional/bulk: € 0.2 w/m (with € 10,- minimum per CTN/ACQ) (to all origins)

- v. Bulk xoreplate vessel: € 0.2 w/m (with € 10,- minimum per CTN/ACQ) (to all origins)

3. Handling Fee: NOT APPLICABLE