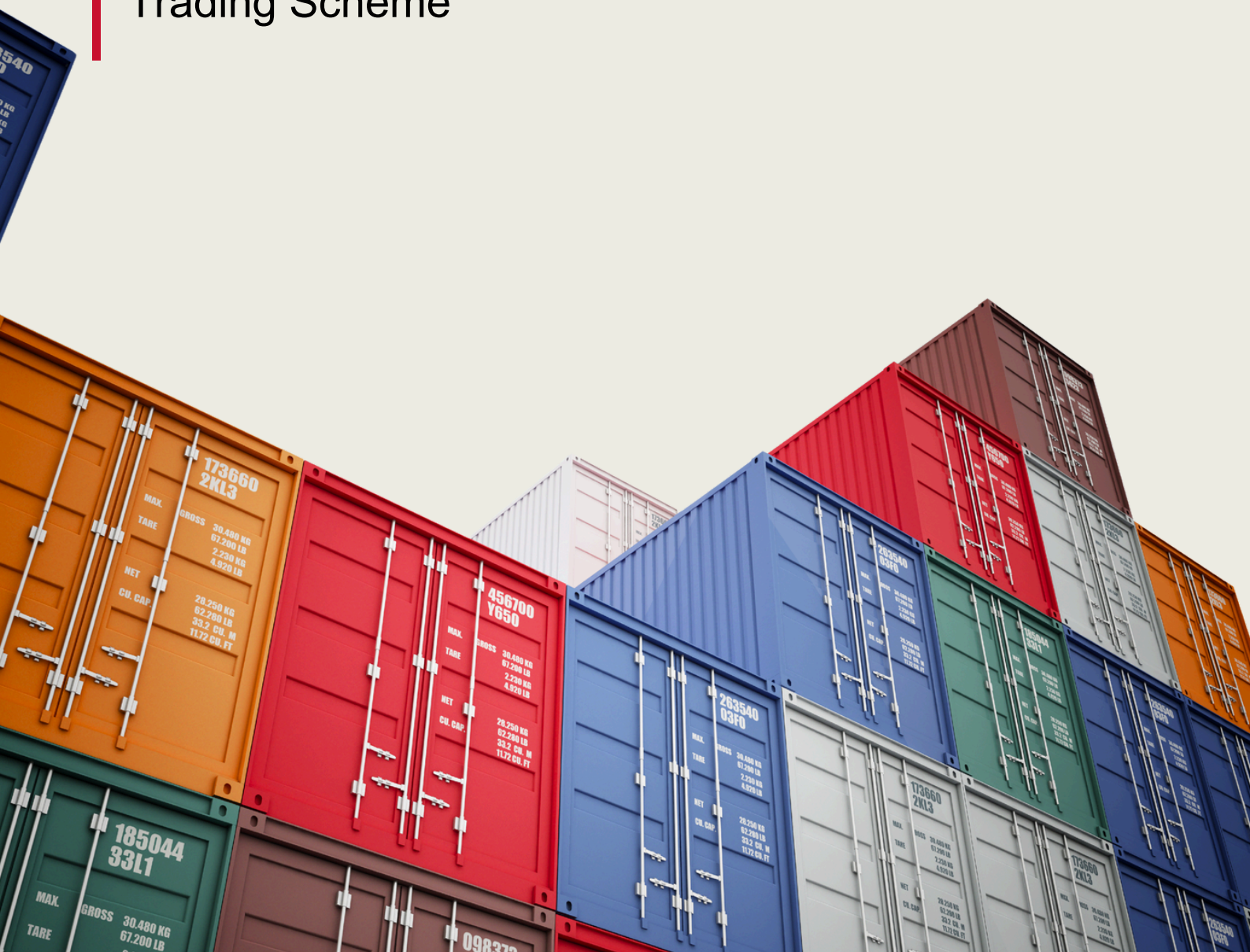


AGRICULTURAL EXPORT GUIDE

A Step-by-Step Guide to Exporting
Pigeon Peas from Malawi to the UK
using the Developing Countries
Trading Scheme



Purpose of this Guide

Malawi has significant export potential, with industries such as agriculture offering opportunities to expand into international markets. The **United Kingdom (UK)** presents an attractive destination for Malawian exporters due to its strong consumer demand, well-established import infrastructure, and favourable trade arrangements under the **Developing Countries Trading Scheme (DCTS)**.

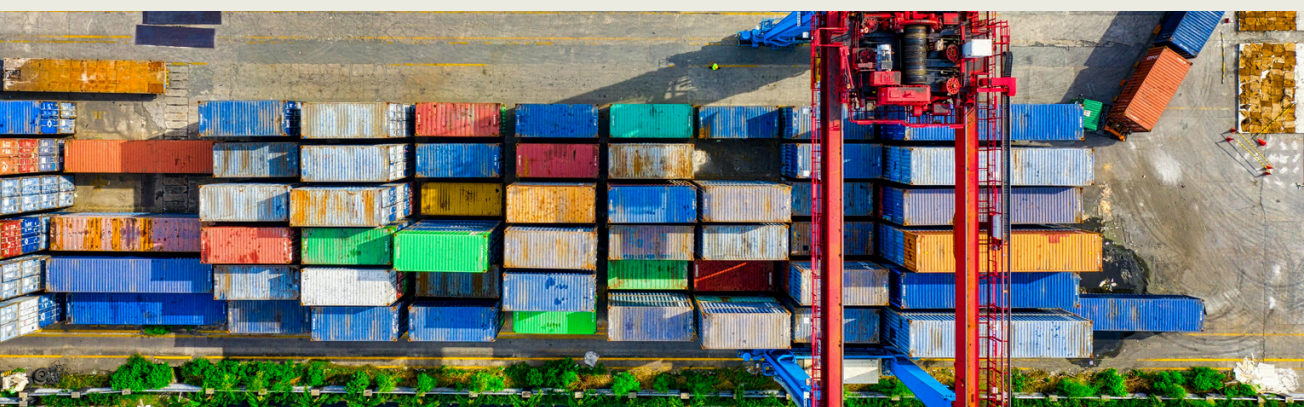
This guide is designed to provide **Malawian businesses** with a **step-by-step roadmap** for successfully exporting their products to the UK. It aims to simplify the export process by outlining the **key requirements, regulations, and procedures** that exporters need to follow. By offering practical guidance, this document will help businesses navigate trade barriers, identify potential buyers, and take advantage of available trade facilitation initiatives.

Who is This Guide For

This guide is designed for **Malawian businesses aiming to export pigeon peas to the UK**. It caters to companies at every stage of export readiness, whether you are simply curious about the export process or fully prepared to export and seeking confirmation that you have correctly completed all the essential steps.

What You Will Learn

- A straightforward, **step-by-step guide** for exporting products from Malawi to the UK.
- Information on **UK import regulations, compliance necessities, and quality standards**.
- Assistance with **customs procedures, required documentation, and logistics**.
- Valuable insights into **business matchmaking opportunities** and trade support programs.



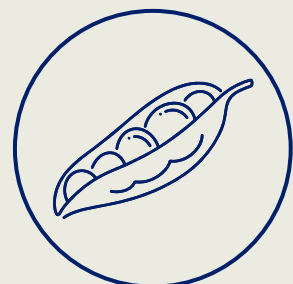
Case Study: Exporting Pigeon Peas to the UK

Grace is a small-business owner successfully trading pigeon peas in Malawi. Looking to expand, she learns about the benefits of the DCTS online and decides to start exporting to the UK.



Grace begins her UK export journey by attending a trade fair, where she connects with a UK food distributor. They agree to work together, and she arranges her first shipment of pigeon peas.

Grace carefully follows each step in the export guide, securing all the required documents and certifications—such as the Phytosanitary Certificate, Certificate of Origin, and CD1 form—to meet UK import requirements.



Grace ships the pigeon peas from Malawi to the UK with the help of a trusted customs agent who handles the export process.

Grace's pigeon peas are now on UK store shelves, giving her access to a new market of buyers and helping her grow sales and profits.



Developing Countries Trading Scheme (DCTS)

The **DCTS is the UK's unilateral trade offer** designed to make it easier for developing countries, including Malawi, to export goods to the UK with reduced tariffs and simpler rules. Launched in 2023, the DCTS replaces the UK's previous **Generalised Scheme of Preferences (GSP)** and provides **duty-free, quota-free access** for over 99% of Malawian goods.

For Malawian businesses, the DCTS presents a valuable opportunity to expand into the UK market with **lower costs and fewer trade barriers**. By ensuring that their products meet the Rules of Origin and necessary documentation requirements, exporters can take full advantage of this preferential trade scheme.

How to Claim Preference Under the DCTS

To claim duty-free and quota-free access under the DCTS when exporting to the UK, Malawian **exporters must obtain a Certificate of Origin**. This certificate confirms that the product was grown, produced, or sufficiently processed in Malawi and meets the Rules of Origin criteria. All shipping documents—including the Commercial Invoice, Packing List, and Air Waybill or Bill of Lading—must also accurately reflect the product's Malawian origin. At UK customs, the importer must submit the Certificate of Origin and declare the goods under the appropriate DCTS preference code to benefit from reduced or zero tariffs. For a more detailed guide on proving the origin of your product, turn to page 19.

More Information on the Claiming Preferences Under DCTS

Email DCTSEnquiries@fcdo.gov.uk.

Website <https://www.gov.uk/guidance/how-to-claim-preferences-under-the-developing-countries-trading-scheme-dcts>

Classifying Your Product

Before exporting from Malawi to the UK, it is **essential to correctly classify your product**. Classification determines the, required documentation, and customs procedures for your shipment.

This page will help you identify the correct Harmonised System (HS) Code for your product, understand how classification affects customs clearance, and determine whether you need a phytosanitary certificate or food safety documentation. By ensuring accurate classification, you can prevent customs delays, avoid unnecessary costs, and take full advantage of duty-free access under the UK's DCTS.



Common HS Codes for Pigeon Peas

Product Type	HS Code	Description
Raw pigeon peas (in-shell or shelled, dried but unprocessed)	0713	Dried pigeon peas, whether in-shell or shelled, not further processed. Typically used for food or further processing into flour or other products.
Processed pigeon peas (canned, cooked, or otherwise prepared)	2005	Pigeon peas that have been cooked, canned, or preserved, often in brine, sauces, or with other ingredients.
Pigeon pea flour or meal	1106	Flour, meal, or powder made from pigeon peas, used in food production or as an ingredient in processed foods.

More Information on Classifying your Product

Website <https://www.gov.uk/trade-tariff>

Export Readiness Checklist

Before entering the UK market, it is crucial to assess whether your business is fully prepared for exporting. This checklist will help you evaluate your **readiness, capabilities, and compliance with export regulations**. If you find gaps in your preparation, don't worry—**turn to the referenced sections in this guide, where we will walk you through each step.**



Export Ready Checklist

Identifying Export Opportunities

- ☐ UK Business Identified To Import your Product (page 8)

Legal and Regulatory Compliance

- ☐ Business Registration (page 10)
- ☐ Customs Declarations Forms (page 12)
- ☐ Customs Agents/ Broker Authorisation Form (page 13)
- ☐ Tax Clearance Certificate (page 13)
- ☐ Selected Customs Agent (page 14)
- ☐ Currency Declaration Form CD1 (page 16)
- ☐ Certificate of Origin (page 19)
- ☐ Complying with General Marketing Requirements (page 21)
- ☐ Complying with Labelling and Packaging Requirements (page 24)

Logistics and Shipping Documents

- ☐ Bill of Lading/ Air Waybill (page 27-28)

What's Next?

Once you've completed all the necessary steps, you are set to embark on your export journey to the UK. If you haven't checked off a box yet, refer to the page indicated in the contents for a helpful guide.



1

Finding Export Opportunities

Identifying UK Importers

Exporting to the UK presents a significant growth opportunity for Malawian businesses, but success depends on identifying and connecting with the right buyers, and market entry strategies. Understanding where demand exists, how to connect with importers, and which trade channels to use will give your business a competitive advantage.

Business Matchmaking Platforms

Finding the right business partners is essential for successful exporting. Business matchmaking platforms connect Malawian exporters with UK buyers, helping to streamline trade negotiations and establish partnerships. These platforms provide databases of potential buyers, industry insights, and networking opportunities, making it easier to enter the UK market.

Business-to-business (B2B) trade platforms

- International Trade Centre (ITC) Trade Map: <https://www.trademap.org/Index.aspx>
- Alibaba: <https://www.alibaba.com>

Importer directory:

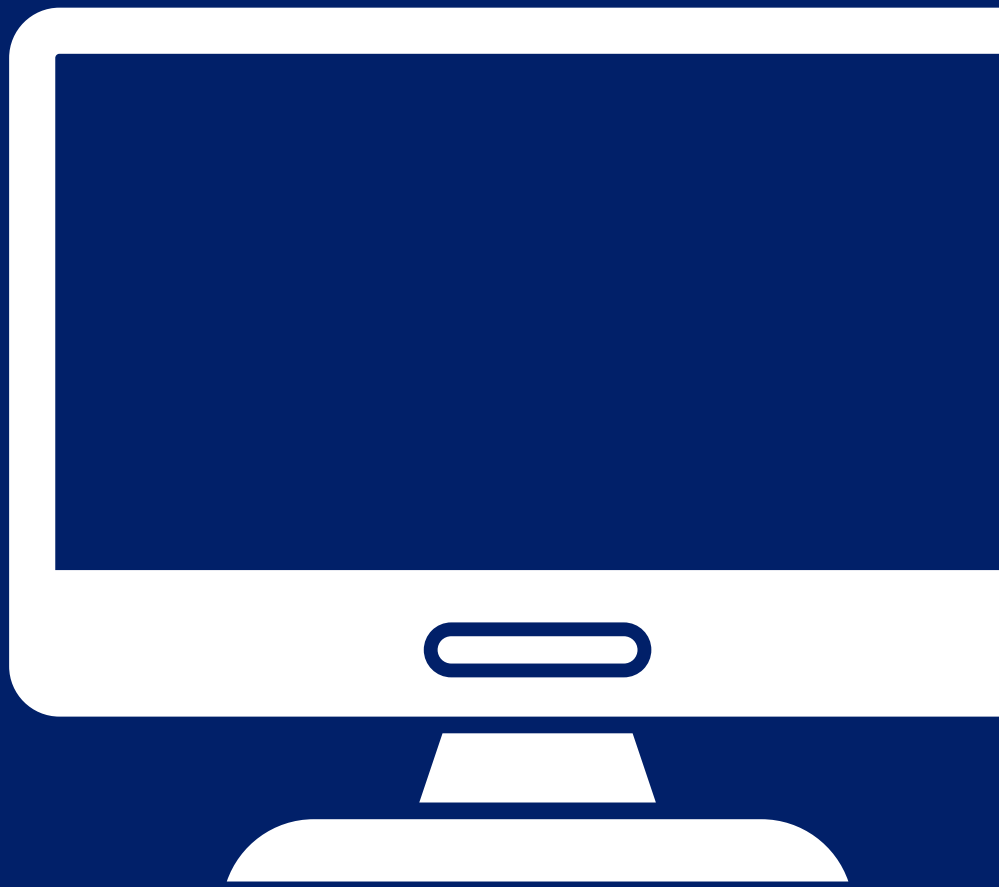
- UK Trade Information- Importers Database: <https://www.uktradeinfo.com>

Trade Fairs and Exhibitions

Trade fairs and exhibitions offer exporters a unique opportunity to **showcase their products directly to buyers**, distributors, and industry professionals. These events allow businesses to demonstrate product quality, build relationships, and gain valuable market insights. By attending relevant trade fairs, Malawian exporters can increase their visibility and access lucrative UK market opportunities. Malawian businesses can participate in fairs including:

- The International Food & Drink Event (IFE): <https://www.ife.co.uk>
- Virtual Food Fair: <https://www.vfoodfair.com>
- Food and Drink Expo Birmingham: <https://www.foodanddrinkexpo.co.uk>





2

Business Registration

Business Registration

Before embarking on your export journey, it is essential for your business to be **legally registered**. Registration allows your business to **access export incentives**, obtain trade financing, and **meet customs requirements in both Malawi and the UK**.

To export goods outside of Malawi, you must register with the **Malawi Revenue Authority** to obtain a **Tax Payer Identification Number (TPIN)**. This registration can be completed at **any Malawi Revenue Authority office**. Business registration will **expire within 3 years of registration** and then needs to be actively renewed.

How to Register Your Business

Step 1: Locate business registration forms from the website of the Department of Registrar General here: <https://www.registrargeneral.gov.mw/> - under “Business Registration Act. 2012 Forms”.

Step 2: Identify which of the following 3 forms to fill in

Form 1: Sole Proprietorship

Your business is run by an individual

Form 2: Partnership

Your business is a collaboration by a minimum of 2 and a maximum of twenty partners

Form 3: Corporate Body

Your business that is run under the authority of a body, for example an NGO.

Step 3: If you find the registration process challenging, consider referring to this helpful resource here:

[https://www.google.com/url?](https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://www.trade.gov.mw/index.php/downloads/category/2-business-guides%3Fdownload%3D3:business-registration-guide-for-malawi-english&ved=2ahUKEwjvtrStytCLAxXcXUEAHTrgCYwQFnoECBgQAQ&usg=AOvVaw1EKjKQzCyn8HrtlITYj6BqZ)

[sa=t&source=web&rct=j&opi=89978449&url=https://www.trade.gov.mw/index.php/downloads/category/2-business-guides%3Fdownload%3D3:business-registration-guide-for-malawi-english&ved=2ahUKEwjvtrStytCLAxXcXUEAHTrgCYwQFnoECBgQAQ&usg=AOvVaw1EKjKQzCyn8HrtlITYj6BqZ](https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://www.trade.gov.mw/index.php/downloads/category/2-business-guides%3Fdownload%3D3:business-registration-guide-for-malawi-english&ved=2ahUKEwjvtrStytCLAxXcXUEAHTrgCYwQFnoECBgQAQ&usg=AOvVaw1EKjKQzCyn8HrtlITYj6BqZ)

Step 4: Attach proof of payment of **MWK 10,000.000** and a copy of your **personal ID**. Payments can be made manually and processed through the bank which is located in the Register offices in Blantyre and Lilongwe.

Step 5: Wait for **3-10 days** for the certificate to be ready, then collect the certificate in person or have it sent through a courier service for an extra MWK 2,000.00.

Department of the Registrar Headquarters

Phone +265 1 624 355
+265 1 824 785

Website <https://www.registrargeneral.gov.mw/>

Email info@registrargeneral.gov.mw

Address Registrar General
Fatima Arcade
Haile Sellaisie Road
P.O. Box 100
Blantyre

3

Customs Forms



Customs Procedure

The following three customs forms are necessary for the exporting processes. These are **filled out by the exporter and submitted to the customs agent**. The cost of customs clearance is **\$60 per set of documents**.

Step 1: Choose a Customs Agent. Page 15 provides a helpful guide on finding a customs agent.

Step 2: Complete the following:

- ☐ Form 38: Customs Declaration Form
- ☐ Customs Agents/ Broker Authorisation Form (CABAF)
- ☐ Tax Clearance Certificate

Step 3: Submit the certificates and forms to your customs agent to process.

Customs Declaration Form

The customs declaration form is for exporters to **declare the expected foreign currency earnings from their shipments**. It ensures that all export proceeds are properly recorded and repatriated into Malawi's financial system

Step 1: Navigate to the downloads section of the Malawi Revenue Authorities website here: <https://www.mra.mw/downloads>

Step 2: Identify which form is applicable to your business:

Form 12: Minor Export Form
Exports of value of less than MKW
500,000.00

Form 38: Customs Declaration Form
Exports of value of more than MKW
500,000.00

Step 3: Complete the form and send it to your customs agent.

More Information on the Customs Procedure

Website <https://malawitradeportal.com/index.php?r=site/display&id=89>

Tax Clearance Certificate

A Tax Clearance Certificate (TCC) is an official document issued by the **Malawi Revenue Authority**, confirming that an individual's or company's tax obligations are current as of the issuance date.

Step 1: Apply for a TCC, taxpayers can utilise the **Msonkho Online Portal** here: <https://www.mra.mw>

Step 2: Submit a written request to the **Commissioner General**, either personally or through an authorised representative, detailing the purpose of the certificate.

Step 3: Applicants must ensure they are registered taxpayers, have submitted all due tax returns, and have no outstanding tax liabilities.

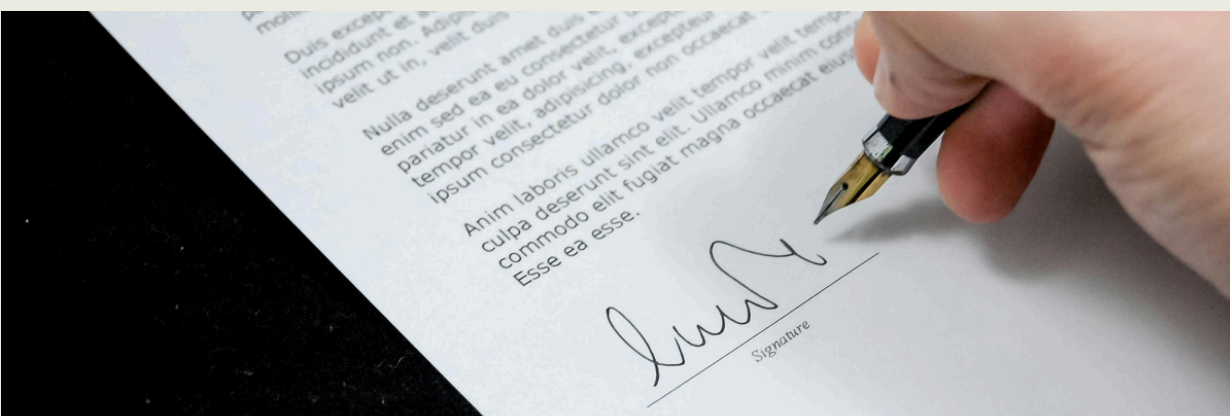
Step 4: This will take three working days to process if the business is compliant.

Customs Agents/ Broker Authorisation Form (CABAF)

This document enables businesses to **authorise a customs agent or broker to act on their behalf in customs-related matters**. This authorisation allows the appointed agent to handle tasks such as preparing and **submitting customs declarations, ensuring compliance with import and export regulations**, and facilitating the smooth movement of goods across borders.

Step 1: Download the form from The Malawi Revenue Authorities website here: https://www.mra.mw/assets/upload/downloads/CUSTOMS_AGENT_BROKER_AUTHORIZATION_FORM.pdf

Step 2: Complete the form and send it to your customs agent.



Finding a Customs Agent

A customs agent, also known as a customs broker, **facilitates the export process** by handling **customs clearance**, **preparing documentation**, and ensuring **compliance with trade regulations**. Using a customs agent can help **streamline the shipping process** and reduce delays.

Responsibilities of a Customs Agent

- **Customs Clearance:** Handle the submission of required documents and declarations to customs authorities to facilitate smooth clearance of goods.
- **Tariff Classification:** Ensure that goods are correctly classified under the appropriate tariff codes to determine applicable duties and taxes.
- **Regulatory Compliance:** Advise exporters on relevant trade regulations, including restrictions, duties, and required permits for specific goods.
- **Documentation Management:** Prepare and verify key export documents, such as bills of lading, certificates of origin, and phytosanitary certificates.
- **Liaison with Authorities:** Communicate with customs offices, government agencies, and trade bodies to resolve any issues or disputes.
- **Cargo Tracking:** Monitor shipments and provide exporters with real-time updates on the movement of their goods.

How to Find a Customs Agent

The Malawi Revenue Authority provides a list of registered and trusted customs agent here: https://mitc.mw/trade/index.php/freight-and-logistic-operators-2/catalog.html?reset=false&ordering=DESC&orderby=company_name&limit=25.

Customs Agent Tips

- **Verify Licensing & Experience:** Ensure the customs agent is licensed by the Malawi Revenue Authority and has experience handling UK-bound exports. Ask for proof of licensing and references from other exporters.
- **Clarify Fees & Services:** Request a detailed breakdown of costs and confirm the scope of services provided. This includes documentation preparation, customs clearance, and logistics coordination.
- **Understand Timelines & Compliance Requirements:** Work with the customs agent to ensure all necessary documents are submitted on time and in compliance with UK and Malawian regulations.

4

Currency Declaration Form



Currency Declaration Form (CD1)

CD1 Form Is an exchange control document form which must be completed for **all shipment whose value exceeds US\$5,000**. Copies are sent to the **Ministry of Industry and Trade and the Reserve Bank of Malawi**. The Reserve Bank will query the exporter at the end of the stated period at which payment was expected to be received to ascertain if such payment has actually been received. If not, then the Reserve Bank demands to know why the payment has not been received.

Processing the documentation takes **one day**, after which the form is **valid for 6 months**.

CD1 Form Guide

Step 1: Pick up the document from a **commercial bank**.

Step 2: Complete the form and submit the completed form to the bank the **next working day** along with a **copy of the Commercial Invoice**.

Step 3: The bank will verify the details before **issuing an official CD1 number** and forwarding the form to the Malawi Revenue Authority and the Reserve Bank of Malawi.

Step 4: MRA customs officials will **review the CD1** form before approving export clearance. Once cleared, the shipment can **proceed for export**.

Step 5: After the goods are exported, the importer **makes the payment to the exporter's Malawian bank**. The bank **confirms receipt of foreign exchange** and updates the Reserve Bank of Malawi. The MRA and RBM conduct a reconciliation to ensure the declared funds were received as stated in the CD1 form.

Malawi Revenue Authority

Phone + 265 01 822 588

Website <https://www.mra.mw>

Email mrahq@mra.mw

Address

Head Office
Msonkho House
Private Bag 247
Blantyre

5

Certificate of Origin

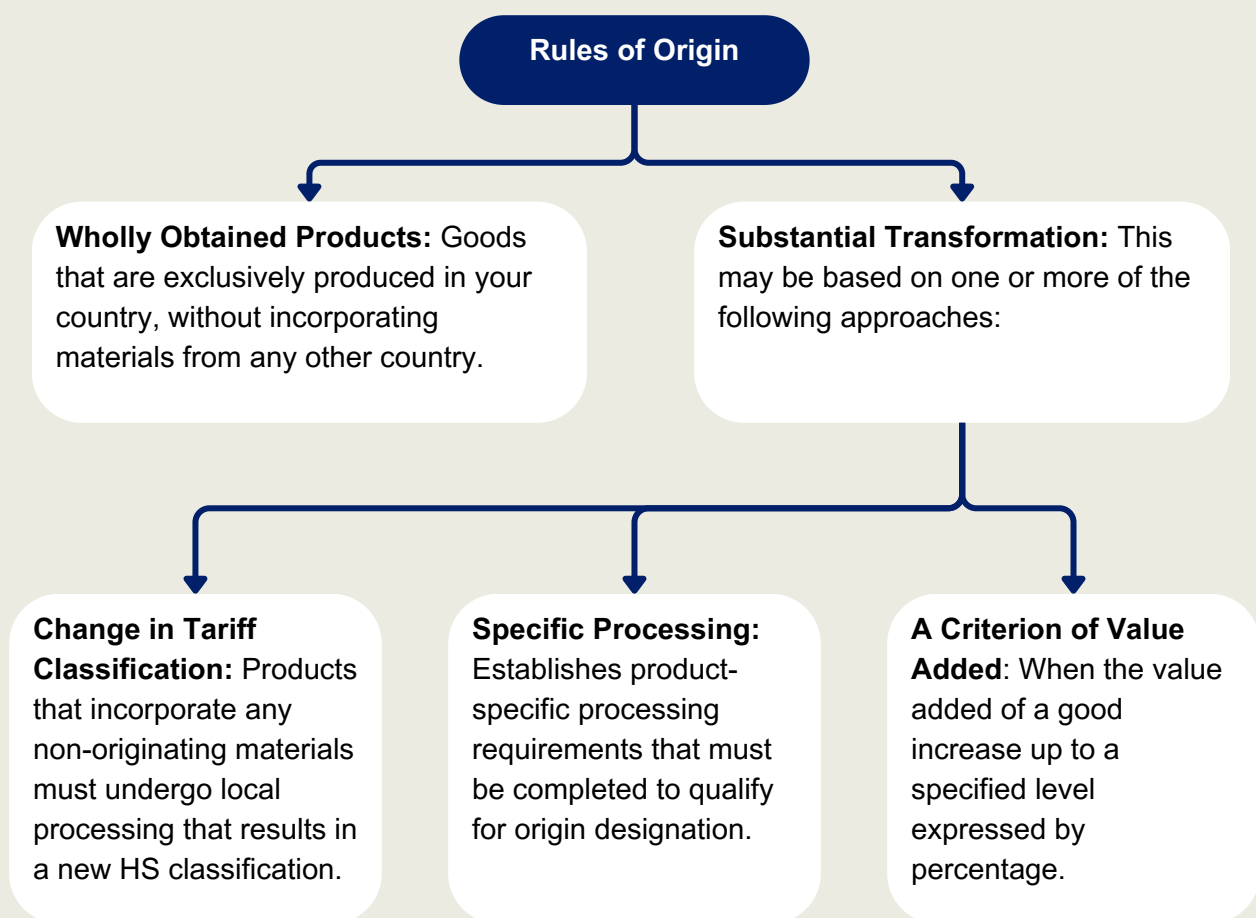


RULES OF ORIGIN REQUIREMENTS

Under the DCTS, products exported from Malawi to the UK must meet the Rules of Origin requirements to **qualify for preferential tariffs**. The goods **must be wholly obtained in Malawi**, meaning they must be **grown, harvested, and processed within the country**.

The DCTS allows for a more generous rules of origin, allowing for up to 75% non-originating content in a good.

Rules of Origin Requirements



Certificate of Origin

A Certificate of Origin is an optional document that verifies that a product was **produced, manufactured, or processed in Malawi**. This certificate is particularly important for exporters looking to access the UK market under the **Developing Countries Trading Scheme**, as it serves as proof that the goods meet the required **Rules of Origin** to qualify for **duty-free and quota-free access**.

How to Prove the Origin of your Product

There are two ways for businesses to prove that their products originate from Malawi:

- **Form 18:** A self-certified statement made on a commercial document, such as an invoice or packing list, declaring the goods' country of origin.
- **Form A:** The Form A certificate. Notably, the UK does not require this form to be stamped or signed by the exporting country's designated authority; a completed and unsigned form is sufficient.

Form 18

Step 1: Download the form from the Malawi Revenue Authorities website here:

<https://www.mra.mw/downloads>

Step 2: Complete the form

Step 3: Attach the completed form to your shipment.

Form A

Step 1: Download form A from UK Governments website here:

https://assets.publishing.service.gov.uk/media/5feda09cd3bf7f0897f246c4/Certificate_of_origin_-_FORM_A.pdf

Step 2: Complete the form. You can find more guidance on how to complete the form here:

<https://www.gov.uk/guidance/completing-generalised-scheme-of-preferences-form-a>

Step 3: Attach to the shipment, the form must be duly stamped by the Malawi Revenue Authority before leaving port of dispatch.

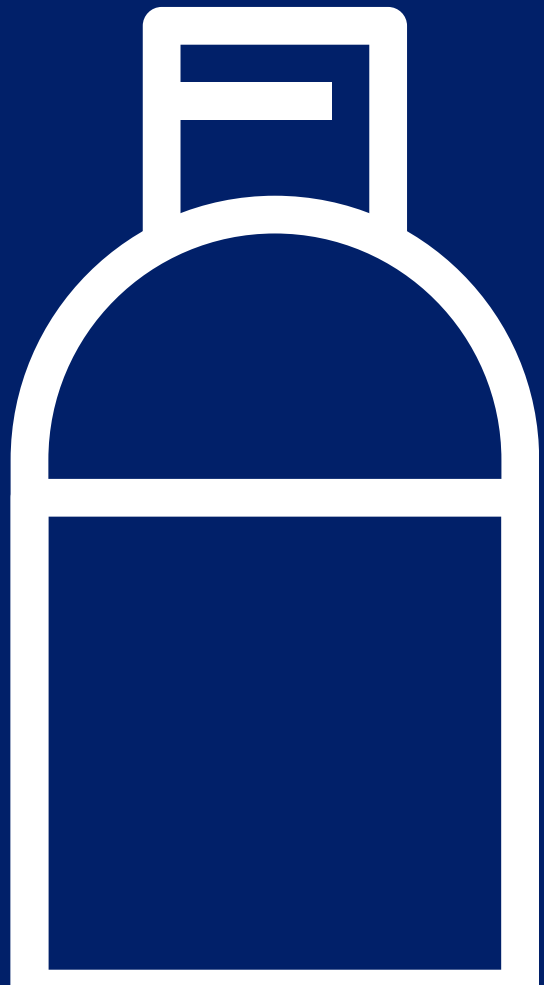
Which of these forms businesses choose is up to them, the UK customs authority will accept either. While the **origin declaration simplifies the process** by allowing self-certification, exporters may choose to use **Form A if preferred or if required by their importers**.

More Information on Rules of Origin Requirements

Website <https://www.gov.uk/guidance/check-your-goods-meet-the-rules-of-origin>

6

Marketing and Labelling Standards Requirements



General Marketing Standards

When exporting from Malawi to the UK exporters must adhere to the UK's General Marketing Standards, which ensure that **products meet specific quality, presentation, and labelling requirements** before entering the UK market.

Which Pigeon Peas Require Marketing Compliance

Require Compliance with General Marketing Standards

- Raw pigeon peas (HS 1202)

Do NOT Require Compliance with General Marketing Standards

- Processed pigeon peas (HS 2005)
- Pigeon pea flour or meal (HS 1106)

If the Product Fails to Meet Standards

Rejection at the UK Border

- If the product fails a customs or food safety inspection, it may be denied entry into the UK.
- UK authorities such as the Department for Environment, Food & Rural Affairs (DEFRA) and the Animal and Plant Health Agency (APHA) may classify the shipment as non-compliant.

Fines and Penalties

- If your product does not meet food safety and labelling requirements, your business may be subject to financial penalties or additional testing costs.
- Failing to meet import documentation requirements, such as missing a Phytosanitary Certificate, may also result in penalties.

If Your Shipment is Rejected

Contact UK customs authorities: Find out why your shipment is rejected and whether you can appeal the decision.

Work with your freight forwarder: they can advise on re-exporting the goods or resubmitting the product with correct documentation.



General Marketing Standards Requirements

Minimum Quality Requirement

Subjected to the tolerances allowed the products shall be:

- Intact
- Sound: products are not affected by rotting or deterioration
- Clean: Practically free of any visible foreign matter
- Practically free from pests
- Free from damage caused by pests affecting the flesh
- free of abnormal external moisture
- Free of any foreign smell and/or taste

The condition of the products must be such as to enable them:

- To withstand transporting and handling
- To arrive in a satisfactory condition at the place of destination

Minimum Maturity Requirements

The products must be sufficiently developed, but not over-developed, and fruit must display satisfactory ripeness and must not be overripe. The development and state of maturity of the products must be such as to enable them to continue their ripening process and to reach a satisfactory degree of ripeness

Tolerance

A tolerance of 10% by number or weight of product not satisfying the minimum quality requirements shall be permitted in each lot. Within this tolerance not more than 2% in total may consist of produce affected by decay.

Marking

Each package must bear the following particulars, in letters grouped on the same side, legibly and indelibly marked, and visible from the outside.

Identification

Name and physical address of the packer and/or the dispatcher (for example: street/city/region/postal code and, if different from the country of origin, the country).

This mention may be replaced:

- For all packages with the exception of pre-packages, by the officially issued or accepted code mark representing the packer and/or the dispatcher, indicated in close connection with the reference "Packer and/or Dispatcher" (or equivalent abbreviations). The code mark shall be preceded by the ISO 3166 (alpha) country/area code of the recognising country, if not the country of origin;
 - For pre-packages only, by the name and the address of a seller established within the Union indicated in close connection with the mention "Packed for:" or an equivalent mention. In this case, the labelling shall also include a code representing the packer and/or the dispatcher. The seller shall give all information deemed necessary by the inspection body as to the meaning of this code.
-

Origin

Full name of the country of origin. For products originating in a Member State this shall be in the language of the country of origin or any other language understandable by the consumers of the country of destination. For other products, this shall be in any language understandable by the consumers of the country of destination.

More Information on Marketing Standards

Website <https://www.gov.uk/guidance/comply-with-marketing-standards-for-fresh-fruit-and-vegetables>

Labelling and Packaging Standards

Clear and accurate labelling is essential when exporting food products like pigeon peas to the UK. Labels must help consumers make informed choices, meet UK food safety regulations, and ensure traceability throughout the supply chain. To successfully enter the UK market, Malawian exporters must ensure that their product labels include all required information in English, comply with relevant food labelling laws, and avoid misleading claims.

Labelling Requirements

If your product is pre-packaged it must include the following on the label:

- Name of the food (e.g. Dried Pigeon Peas)
- List of Ingredients
- Allergen Declaration
- Net Quantity (e.g. 500g)
- Country of Origin (e.g. Grown in Malawi)
- Best Before or Use by Date
- Name or Address of your Business
- Batch or Lot Number of the Produce

Packaging Requirements

The packaging of your product must:

- Be strong, secure and appropriate for the nature of the goods.
- Use Vacuum sealing, foil linings or moisture barriers for dried foods where needed
- Be food grade and safe
- Not release harmful substances or alter the foods taste, smell or quality.
- The labels must be firmly attached, clearly visible and not easily removed.

More Information on UK Labelling and Packaging Standards

Labelling <https://www.gov.uk/guidance/food-labelling-giving-food-information-to-consumers>

Packaging <https://assets.publishing.service.gov.uk/media/5a74dbbae5274a59fa71580d/BIS-15-460-packaging-essential-requirements-regulations-gov-guidance-notes.pdf>

7

Logistics and Shipping Documents



Freight Forwarders and Shipping Agents

A **freight forwarder** is a **logistics specialist** that **helps exporters transport goods internationally** by arranging **shipping**, handling **customs clearance**, and **managing documentation**. They act as an intermediary between exporters, shipping lines, airlines, trucking companies, and customs authorities to ensure that cargo moves smoothly from Malawi to its final destination in the UK.

How to Find Freight Forwarders and Shipping Agents

MITC provide a helpful resource which include a list of trusted freight forwards and shipping agents here: https://mitc.mw/trade/index.php/freight-and-logistic-operators-2/catalog.html?reset=false&ordering=DESC&orderby=company_name&limit=25

Role of Freight Forwarders and Shipping Agents

- **Arranges international shipping:** Books cargo space with airlines, shipping lines, and trucking companies.
- **Handles export and import documentation:** Manages Air Waybills, Bills of Lading, customs declarations, and certificates.
- **Coordinates customs clearance:** Works with customs brokers to ensure smooth entry and exit of goods.
- **Provides warehousing and consolidation:** Offers storage and combines shipments to reduce costs.
- **Advises on Incoterms and trade regulations:** Ensures compliance with UK and Malawian shipping laws.
- **Arranges cargo insurance:** Arranges insurance for the exporters products. This protects shipments from damage, theft, or loss.
- **Tracks and monitors shipments:** Provides real-time status updates to exporters and importers.

Shipping Acronyms

- **Free on Board (FOB)** - indicates when liability and ownership of goods is transferred from a seller to a buyer.
- **Cost, Insurance and Freight (CIF)** - indicates the charges paid by a seller to cover the costs, insurance, and freight of a buyer's order while the cargo is in transit.
- **Delivered at Place (DAP)** - a deal in which a seller agrees to pay all costs and suffer any potential losses of moving goods sold to a specific location.

Bill of Lading

A Bill of Lading is an essential document in **shipping your product** from Malawi to the UK by sea freight. It is **issued by the shipping line or freight forwarder**, the document serves as:

- A receipt confirming that the shipping company has received the goods.
- A contract of carriage between the exporter and the shipping line.
- A title document that can be used to transfer ownership of the goods.

For exporters, the Bill of Lading ensures that their shipment is **correctly documented, legally protected**, and can be **tracked throughout the shipping process**. Without this document, goods may be delayed at customs, and payments from buyers could be affected.

How to Obtain a Bill of Lading

Step 1: Choose a freight forwarder or shipping line.

Step 2: Prepare shipping documents:

- **Commercial Invoice:** Includes details about your shipment, including the destination, product type, weight, and volume.
- **Packing List:** Specifies weight, dimensions, and packaging details of the shipment.
- **Certificate of Origin:** Confirms that the product qualifies for duty-free access under the DCTS. For more information on how to obtain a certificate of origin, turn to page 19.

Step 3: Arrange customs clearance. The MRA must clear the shipment for export.

Step 4: Request the Bill of Lading from the shipping line. After the cargo is loaded, they will issue a draft bill of lading, the exporter must review the draft and confirm that all the details are accurate including:

- **Exporter details:** Business name and contact information.
- **Consignee details:** The buyer/importer in the UK.
- **Notify party:** A contact person for updates on the shipment's arrival.
- **Shipment details:** Product description, weight, dimensions, and packaging.
- **Port of loading & port of discharge:** The departure and arrival ports.
- **Shipping instructions:** Any special handling requirements or Incoterms.

Step 5: You will be issued the final Bill of Lading, which you should send to your importer



Air Waybill

An Air Waybill (AWB) is an essential document for exporting by air from Malawi to the UK. Unlike a Bill of Lading, which is used for sea freight, an AWB is a **non-negotiable document**, meaning it does not transfer ownership of goods but serves as:

- A contract of carriage
- A receipt of goods
- A tracking tool.

For exporters, the AWB ensures that shipments are correctly documented, **legally protected, and traceable** throughout the air cargo process. Without this document, cargo clearance may be delayed, and buyers may face difficulties receiving goods.

How to get the Air WayBill

Step 1: Choose a Freight Forwarder or Airline Cargo Service

Step 2: Prepare shipping documents

Before the AWB can be issued, ensure you have the following documents:

- **Commercial Invoice:** Includes details about your shipment, including the destination, product type, weight, and volume.
- **Packing List:** Specifies weight, dimensions, and packaging details of the shipment.
- **Certificate of Origin:** Confirms that the product qualifies for duty-free access under the DCTS. For more information on how to obtain a certificate of origin, turn to page 19.

Step 3: Arrange Customs Clearance. The MRA must clear the shipment for export. Ensure all required customs duties, taxes, and compliance checks are completed before the cargo is accepted by the airline. If necessary, your freight forwarder or shipping agent can assist with this process.

Step 4: Request the AWB from the Airline or Freight Forwarder

After the cargo is accepted for shipment, the airline or freight forwarder will issue a draft AWB.

The exporter must review the draft and confirm that all details are accurate, including:

- **Exporter details:** Business name and contact information.
- **Consignee details:** The buyer/importer in the UK.
- **Notify party:** A contact person for updates on the shipment's arrival.
- **Shipment details:** Product description, weight, dimensions, and packaging.
- **Departure & Destination Airports:** The departure and arrival airports.
- **Freight Charges:** Whether prepaid by the exporter or collected by the importer.
- **Shipping Instructions:** Any special handling requirements or Incoterms such as FOB, CIF, or DAP.

The AWB must be stamped by Malawi Customs before it is accepted by the airline.

Step 5: You will be issued the final AWB, which you should send to your importer.

Support Contacts

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