



Consignments

Nairobi 2006: United Nations Climate Change Conference

A) Consignment address

Side events and exhibits will take place in different venues. Consignments to the meetings should indicate clearly whether they are destined for a **side event** or an **exhibit**. If sending materials for both, label them separately using the label provided by the secretariat to distinguish intended end use.

To assist with tracking at the conference venue, the name of the sender organization, recipient on site with telephone number and/or e-mail address should be clearly visible on the consignment.

Nairobi 2006: United Nations Climate Change Conference

**United Nations Office at Nairobi (UNON)
Gigiri, UN Avenue
PO Box 67578, 00200 Nairobi, Kenya**

**Consignment focal point
Ms. Elizabeth Mutua, R-111
Tel.: +254 20 620 3394.**

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B) Courier companies and clearing agents that UNON uses.

AGS Fraser's Kenya

**UNON Complex
Upper Concourse**

Tel: +254 27 62 4347 / 60
Fax: +254 27 62 4364
Mobile: +254 (0) 721 267 598
Email: ags.frasers@unon.org
Contact: Ms. Amber Ritchie

WORLDWIDE MOVERS

**UNON Complex
Upper Concourse**

Tel.: +254 20 7624320 / 7624323
Fax: +254 20 7624348
Email: Worldwide.Movers@unon.org
Head Office & Courier, Kileleshwa
Tel.: +254 20 434-7281/-7315/-7576
Fax.: +254 20 434 3377
Email: wwmke@wwm.co.ke
Contact: Mr. Chris Prior

DHL

**UNON Complex
Lower Concourse**

Tel.: +254 20 762 2580/762 2579
Fax: +254 20 762 3335
Email: dhlun1@dhl.com
Contact: Ms. Mueni Wambua

DHL Head office

DHL Customer Service Dept. (24 h)
Tel.: +254 20 692 5100 or 53 4988
Fax: + 254 20 53 6673
Email: nbocustomer@care@dhl.com

C) Kenyan customs information

General Importation: (No Duty Free exemption in place)

- All items shipped require an inspection at origin prior to dispatch, by the Kenya Bureau of Standards or their agents abroad if such items have not been imported into Kenya previously and do not have a Certificate of Conformity. Further information can be obtained from their web site: www.kebs.org. Pre-shipment inspection in respect to value or quantity is no longer required. Customs Services are now responsible for this aspect.

- An IDF is required and is applied in advance of shipment arrival, on line through Customs Services. A Fee of 2.75% of value is due, minimum charge Kes 5000.00
- Import Duty and Import VAT is applicable, assessed on CIF landed value.
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- Exhibition Goods are normally imported under Temporary Customs Bond for items that are to be re-exported on exhibition completion. Consumables attract both Kenya Bureau of Standards regulations (pre-shipment inspection) and relevant Import duties and Import VAT.

PRO 1B or DAI Exempted Importation

- Preshipment inspection for Kenya Bureau of Standards is not required.
- An IDF is not required
- Import Duties are not applicable though VAT can be applied, dependant on exemption document utilised.
- Under PRO 1B or DAI Exemptions, returned goods or consumables will be treated the same.
