

Commercial Imports Checklist

Documents needed to clear general commercial goods into Zimbabwe

Use this checklist to assemble your paperwork before your goods leave the supplier. Tick each item as you collect it and send the complete set to your clearing agent.

Mandatory documents

Done	Document / item	Notes
☐	Commercial invoice	From the supplier. Must show buyer and seller details, full goods description, quantity, unit price, currency and Incoterms.
☐	Packing list	Matches the invoice: packages, weights, dimensions and marks.
☐	Transport document	Bill of Lading (sea), Air Waybill (air) or CMR / road consignment note (road).
☐	Customs declaration (Form 21 / Bill of Entry)	Prepared and lodged by your clearing agent through ZIMRA's electronic system, from your documents.
☐	Importer registration details	Your ZIMRA BP number and company registration documents. Individuals provide ID or passport.
☐	Proof of value / payment	Proof of payment or other evidence supporting the invoice value, where requested by ZIMRA.
☐	Agent's letter of authority	Appoints your clearing agent to act on your behalf with customs.

Documents required depending on the goods or the route

Done	Document	When it applies
☐	Import permits or licences	Needed for controlled or regulated goods (for example food, medicines, chemicals, certain equipment). Ask before you order.
☐	Certificate of Conformity (CBCA)	Required for goods on the CBCA regulated list. See our CBCA explainer.
☐	Certificate of Origin	Needed to claim reduced duty under SADC or COMESA. See our SADC and COMESA guide.
☐	Insurance certificate	Marine or cargo insurance. If the insured value is not on the invoice, customs may add it to the value for duty.
☐	Supplier's technical or product information	Helps with correct tariff classification (HS code) for unusual or technical goods.

Tip: Make sure names, addresses, descriptions and values are identical across the invoice, packing list and transport document. Mismatches are one of the most common causes of queries and delays.

Need help with this consignment? Speak to your George Steward clearing agent before the goods ship. Getting the paperwork right at the start avoids delays and storage charges at the border.

General guidance only, not legal or tax advice. Requirements, permits and rates are set by ZIMRA and other regulators and change from time to time. Confirm the requirements for your specific shipment with your George Steward clearing agent before you ship. Last reviewed: October 2026.