

Operational guidelines for FLEGT license and export permit processes



Acknowledgments

The Forestry Commission (FC) wishes to extend our sincere gratitude to Dr. Richard Gyimah (Ag. Executive Director, TIDD) and Kwabena Akyeampong Boakye (Director, TVD) for their leadership and direction throughout this process. Special recognition also goes to Mr. Chris Beeko (Consultant to FC) for his invaluable expertise and contributions.

We further acknowledge the efforts of the following experts: whose commitment and technical input were instrumental in drafting and shaping this document:

- Dr. Frank Ankomah (Manager, Field Verification & Audit)
- Mr. Eric Abbeyquaye (Manager, Operations, TIDD)
- Mr. Hayford Eshun (Manager, Operations, TIDD)
- Mr. Mawuli Doe (Manager, Research & Statistics)
- Mr. Ophillious Lamborg (Manager, Grading & Inspection)
- Mr. Bright Owusu Sekyere (Manager, Systems & Data Reconciliation)
- Mrs. Peace Adiase (Manager, Complaints, TVD)
- Ms. Rhoda Kwarteng (Timber Legality Verification Auditor)
- Mr. Sarkodie Boateng (Timber Legality Verification Auditor)

The collective efforts of all involved have been crucial in the successful development of these guidelines.

*The digital version of this document will be updated periodically as procedures may evolve over time.

Foreword

Ghana has engaged with the European Union (EU) on forest governance since launching negotiations for a Voluntary Partnership Agreement (VPA) in 2007, under the EU's Forest Law Enforcement, Governance and Trade (FLEGT) initiative. Recognising that it aligns with national forest and wildlife policy aspirations, Ghana was the first country to complete negotiations and sign a VPA in 2009. The main attraction for Ghana was the initiative's stated purpose: to reduce illegal logging and its associated trade by strengthening sustainable forest management, improving governance, and promoting trade in legally produced timber. To fulfil this purpose, a country entering into a VPA can issue FLEGT licences for its verified legal timber products, once a comprehensive technical and institutional framework is established to ensure the country can effectively verify the legality of its timber.

Consequently, Ghana has successfully developed a robust national Timber Legality Assurance System (GhLAS) to enable the issuance of FLEGT licences. The development of the GhLAS provided the private sector and other stakeholders with opportunities to enhance transparency, accountability, and participation in decision-making as part of broader governance reforms. The FLEGT licence introduces a trade incentive by meeting legality requirements of the EU market, indicating that the consignment or timber products comply with the various legal requirements of the country.

These guidelines provide step-by-step instructions to facilitate the application and acquisition of FLEGT licences and export permits for timber and timber products destined for the EU and other markets.

This document is the first edition of the Forestry Commission's approved procedures for the issuance of FLEGT licences and export permits. I am hopeful that users of this document would find this edition very useful and provide feedback for further improvement of the guidelines.

Dr. Hugh C.A Brown

Chief Executive

Forestry Commission

Table of contents

Acknowledgments.....	1
Foreword.....	2
Acronyms	5
Background	6
1. Purpose.....	7
2. Applicable legislation for FLEGT licence and export permit.....	7
3. Scope	7
3.1 Actors in the timber export process.....	7
3.2 Wood products exported	8
3.3 Documents required for inspection and grading of consignment	8
3.4 Documents required for export permit/FLEGT licence processing.....	8
3.5 Documents required for transporting consignment	8
4. Responsibilities of key actors	9
4.1 The Forest Services Division (FSD)	9
4.2 The Timber Validation Department (TVD)	9
4.3 The Timber Industry Development Division (TIDD)	9
4.4 The Wildlife Division.....	9
4.5 The exporter/trader/miller	9
4.6 The buyer	9
4.7 The buyer’s bank	10
4.8 The competent authority	10
4.9 The Custom Officer (CO)	10
The Ghana Wood Tracking and Decision Support System (GWT-DSS).....	10
5. Guidelines for FLEGT licences and export permits.....	13
STEP 1.1 – Register the timber processing or trading company with the Office of Registrar of Companies.....	13
STEP 1.2 – Register the company with TIDD (Ref. TIDD Timber Trade Procedures and Guidelines)	13
STEP 1.3 – Register as a buyer with TIDD.....	13
STEP 2.1 – Sign a Contract of Sale with the buyer and submit to TIDD for approval (Ref. TIDD Timber Trade Procedures and Guidelines).....	14
STEP 2.2 – Approval of the Ghana Hardwood Contract.....	14
STEP 3 – Secure and transport legal timber to the processing mill	14

STEP 4.1 – Verify and validate LMCC/LTC/DoTIC and grade logs (where applicable).....	15
STEP 4.2 – Crosscut logs into bolts for milling	15
STEP 4.3 – Process timber product, package consignment and request for TIDD inspection and grading.....	15
STEP 4.4 – Inspect and grade consignment against approved contract; generate and issue Product Inspection Certificate in the GWTS-DSS	16
STEP 5 – Submit documents to TIDD for final inspection	16
STEP 6 – Apply for an Export Permit in ICUMS	16
Step 7 - Submit documents on consignment to TIDD for FLEGT licence/export permit	16
STEP 8 – Validate, approve and issue FLEGT licence or export permit.....	17
STEP 9 – Submit FLEGT licence to EU Competent Authorities.....	17
STEP 10 – Secure CITES permit (if applicable).....	17
6. What to know about the FLEGT licence	18
6.1 A paper-based licence shall:.....	18
6.2 Validity period.....	18
6.3 Suspension and cancellation of the licence	18
6.4 Lost, stolen or destroyed licence	19
6.5 Complaints mechanism for redress.....	19
Appendix 1: Certificate of Registration.....	20
Appendix 2: Ghana Hardwood Contract.....	21
Appendix 3: Log Measurement and Conveyance Certificate (LMCC).....	22
Appendix 4: Log Transfer Certificate (LTC)	23
Appendix 5: DoTIC.....	24
Appendix 6: Production sheet.....	25
Appendix 7: Export Inspection Certificate	26
Appendix 8: Export Permit for Wood Products	27
Appendix 9: FLEGT Licence	28
Annex 1	29
Annex 1A of the EU-Ghana FLEGT VPA	29

Acronyms

CITES - Convention on International Trade in Endangered Species of Wild Fauna and Flora

CO - Custom Officer

DoTIC - Domestic Timber Inspection Certificate

EU - European Union

FC - Forestry Commission

FLEGT - Forest Law Enforcement, Governance and Trade

LMCC - Log Measurement Conveyance Certificate

LOC - Letter of Commitment

LTC - Log Transfer Certificate

TIDD - Timber Industry Development Division

TLAS - Timber Legality Assurance System

TVC - Timber Validation Committee

TVD - Timber Validation Department

VPA - Voluntary Partnership Agreement

WD - Wildlife Division

Background

Illegal logging, enabled by poor forest governance and driven in part by its associated trade, is a major contributor to deforestation and forest degradation. This presents a significant challenge to sustainable forest management, threatens biodiversity and affects global climate change mitigation efforts. Ghana, like many other countries, recognises that tackling these issues is crucial for maintaining access to valuable markets such as the European Union. In this context, Ghana signed and ratified the EU-Ghana Voluntary Partnership Agreement (VPA) under the Forest Law Enforcement, Governance and Trade (FLEGT) initiative in November 2009.

The FLEGT-VPA initiative seeks to improve forest sector law enforcement, enhance forest governance, and promote trade in legally produced timber. However, the successful implementation of the FLEGT licensing regime in Ghana requires a comprehensive understanding and concerted action by all stakeholders involved in the timber trade.

It is therefore essential to have clear and practical guidelines that inform the private sector and other stakeholder groups about their roles and responsibilities in the export of timber and timber products. These guidelines will serve as a critical reference, ensuring that all actors are aware of the necessary procedures and standards to comply with regarding the FLEGT licensing application requirements. By doing so, the guidelines will not only facilitate the trade in verified timber but also contribute to the broader goals of sustainable forest management and environmental protection.

1. Purpose

To provide stepwise guidance for the application and issuance of FLEGT licences and export permits. FLEGT licences are issued for EU-bound products that are covered by Annex 1 of the VPA (see Annex 1 of these guidelines), and [export permits](#) are issued for all other products and markets.

2. Applicable legislation for FLEGT licence and export permit

Regulations 39, 40, 41 and 42 of the Timber Resources Management and Legality Licensing Regulation L.I. 2254 of 2017 lay out the FLEGT licence application process, conditions for the granting of the licence, and the non-transferability policy of the licences to another person. The Wildlife Resources Management Act, 2023 [Act 1115] under section 23 requires species listed under Appendix II to also apply for a CITES permit.

3. Scope

To provide information to facilitate the application and acquisition of [FLEGT licences](#) and [export permits](#) for timber and timber products.

The Guidelines shall apply to:

3.1 Actors in the timber export process

- I. Forestry Commission (FC), (FSD, TIDD, TVD and WD)
- II. Miller
- III. Exporter/Trader
- IV. Buyer
- V. Buyer's Bank
- VI. Ghana Revenue Authority (Customs Division)
- VII. EU Competent Authority

3.2 Wood products exported

Refer to Annex 1 – Harmonised Code for products covered and not covered

3.3 Documents required for inspection and grading of consignment

- I. Ghana Hardwood Contract (valid)
- II. Specification sheet
- III. Consignment Input and Output Sheet ([Production Sheet](#))

3.4 Documents required for export permit/FLEGT licence processing

- I. Ghana Hardwood Contract (valid)
- II. Specification sheet
- III. Inspection Certificate
- IV. Letter of commitment (LOC)
- V. ICUMS Reference (Unique consignment reference)
- VI. Proof of payment of export levies/premiums/commissions

3.5 Documents required for transporting consignment

- I. Log Measurement and Conveyance Certificate ([LMCC](#))
- II. Log Transfer Certificate ([LTC](#))
- III. Domestic Timber Inspection Certificate ([DoTIC](#))
- IV. [Inspection Certificate](#)
- V. Waybill

4. Responsibilities of key actors

4.1 The Forest Services Division (FSD)

The FSD regulates forest operations and issues transport document (Log Measurement and Conveyance Certificate – LMCC) for timber from forest areas (see [Appendix 3](#) for example).

4.2 The Timber Validation Department (TVD)

The TVD is responsible for verification and validation of timber legality. Under the legality verification system, all consignments must be verified by the TVD as fully compliant with all applicable laws and regulations before a FLEGT licence is issued.

4.3 The Timber Industry Development Division (TIDD)

The TIDD is responsible for setting out criteria, developing, and supervising the implementation of appropriate timber trade practices, chain of custody, quantity and quality assurance, and the settlement of complaints and disputes arising from contract execution.

Please note that:

1. All TIDD tasks shall be guided by existing Procedures, Guidelines and Work Instructions.
2. TIDD may occasionally undertake snap checks of timber and timber products as well as documents at the roadside.

4.4 The Wildlife Division

The Wildlife Division is responsible for the issuance of CITES permits.

4.5 The exporter/trader/miller

The exporter / trader / miller is responsible for registration of the timber processing/export business, and performance of exporter's role in contracts, including securing required export documents and their processing for export of consignment.

4.6 The buyer

The buyer is responsible for negotiating and closing the contract with the exporter and performing the buyer's role as defined in the Contract of Sale.

4.7 The buyer's bank

The buyer's bank is responsible for all bank transactions related to the contract, and issuance of confidential letters on behalf of the buyer.

4.8 The competent authority

FLEGT competent authorities are the authorities in EU Member States responsible for verifying FLEGT licences, as set out in the EU FLEGT Regulation.

A list of competent authorities in each Member State can be downloaded as a PDF file from the [European Commission website](#).

In many EU Member States, a single competent authority is responsible for both the EU Timber Regulation and the FLEGT Regulation. Other Member States divide responsibilities for implementing the EUTR and the FLEGT Regulation between two Competent Authorities.

4.9 The Custom Officer (CO)

The CO is responsible for customs processes and procedures and the subsequent release of consignment for export.

The Ghana Wood Tracking and Decision Support System (GWT-DSS)

The Ghana Wood Tracking and Decision Support System (GWT-DSS) serves as a centralized digital platform designed to enhance transparency, accountability, and efficiency across the timber value chain in compliance with the Forest Law Enforcement, Governance and Trade (FLEGT) licensing requirements. The system provides near real-time tracking of timber from the point of harvest through transport, processing and export, ensuring that only legally verified timber products enter both domestic and international markets.

The Industry Portal of the GWT-DSS enables timber operators and exporters to submit, monitor, and validate documentation required for FLEGT licence applications, including timber source records, transport documentation ([LMCC](#), [LTC](#), [DoTIC](#), IC), and processing and [export permits](#).

AGC GWTS Industry Portal Bright Owusu Sekyere
Company User

Company Details

#	Code	Phone Number
Email		Postal Address
Location		

Licenses & Certifications

License Type	Code	Exp. res	Status
Logger		2/7/23	Active
Exporter		11/29/25	Active
Processor		10/3/29	Active
Buyer		11/11/29	Active
Local Vendor		12/24/29	Active

Registered Sawmills

#	Sawmill Name
1	
2	
3	
4	
5	

Timber Rights

Stock Surveys

Prefelling Inspections

TIFs

PPCs

LMCCs

R-LMCCs

LTCs

Bolting / Cross-cutting

Input Output Sheets

DOTICs

Inspection Certificates

Export Permits

FLEGT License

Corrective Actions

Complaint

Export Contracts

Screenshot of the GWT-DSS Industry Portal

Process to receive an export permit and FLEGT licence

1

Miller/Exporter registers with Registrar of Companies & TIDD to export timber products. Buyer registers only with TIDD

2

Miller/Exporter secures an approved contract of sale. TIDD enters contract into the GWTS-DSS

3

Legal timber is secured and transported for processing

4

TIDD verifies/validates documents and grades logs. Logs are processed. Consignment is inspected and graded against contract

5

Exporter submits documents for final inspection

6

Exporter applies for an export permit in ICUMS

7

Exporter submits dossier for FLEGT licence/export permit processing

8

TIDD processes and issues export permit & FLEGT licence

9

Exporter submits FLEGT licence to EU Competent Authority

10

Secure CITES permit where applicable

5. Guidelines for FLEGT licences and export permits

These are the steps to take to receive a [FLEGT licence](#) and [export permit](#).

STEP 1.1 – Register the timber processing or trading company with the Office of Registrar of Companies

Responsibility: Miller/Trader

Action required: Submit the completed registration forms to the Office of Registrar of Companies, either online or in person, and pay the applicable fees.

Required documentation (input): completed registration forms

Output: Certificate of Incorporation (with Form 3 indicating trade in timber products as an objective of the company) – manual or electronic format

Estimated timeline: 21 working days

STEP 1.2 – Register the company with TIDD (Ref. TIDD Timber Trade Procedures and Guidelines)

Responsibility: Miller/Trader

Action required / required documentation (input): Submit the following documents to TIDD, either in person or upload online, and pay the application fee.

- Certificate of Incorporation
- Tax Clearance Certificate
- Completed TIDD registration form
- Proof of payment of application fee

Output: TIDD [Certificate of Registration](#) (see [Appendix I](#) for example) – manual or electronic format

Estimated timeline: 14 days

STEP 1.3 – Register as a buyer with TIDD

Responsibility: Buyer

Action required / required documentation: Submit the following documents to TIDD, in person and/or upload online, and pay the application fee.

- TIDD Buyer's Registration Form
- Company profile
- Confidential Letter from Bankers
- Proof of payment of application fee

Output: TIDD Buyer's Registration Certificate (see Appendix II for example) – manual and/or electronic format

Estimated timeline: 7 days

STEP 2.1 – Sign a Contract of Sale with the buyer and submit to TIDD for approval (Ref. TIDD Timber Trade Procedures and Guidelines)

Responsibility: Miller/Trader

Action required: Complete the Ghana Hardwood Contract Form and submit in-person and/or electronically to TIDD through the Industry Portal

Required documentation (input): Ghana Hardwood Contract Form (see [Appendix 2](#) for example)

Output: Completed Ghana Hardwood Contract (duly signed by seller and buyer) – manual and/or electronic format

Estimated timeline: N/A

STEP 2.2 – Approval of the Ghana Hardwood Contract

Responsibility: TIDD

Action required: Review and approve the signed Ghana Hardwood Contract manually and in the GWTS-DSS

Required documentation (input): Signed Ghana Hardwood Contract

Output: Approved Ghana Hardwood Contract – manual and electronic format

Estimated timeline: 3 days

STEP 3 – Secure and transport legal timber to the processing mill

Responsibility: Miller/Trader

Action required: Transport legal timber to the processing mill with proper documentation

Required documentation (input): TIF/LMCC/LTC; waybill (see [Appendix 3](#) for example of LMCC, [Appendix 4](#) for example of LTC)

Output: LMCC/LTC/DoTIC – manual and electronic format (see [Appendix 5](#) for example of DoTIC)

Estimated timeline: 2 days

STEP 4.1 – Verify and validate LMCC/LTC/DoTIC and grade logs (where applicable)

Responsibility: TIDD

Action required: Verify and validate LMCC/LTC/DoTIC and grade logs where applicable in the GWTS-DSS

Required documentation (input): LMCC/LTC/DoTIC (see [Appendix 3](#) for example of LMCC, [Appendix 4](#) for example of LTC, [Appendix 5](#) for example of DoTIC)

Output: Graded and endorsed LMCC/LTC; Endorsed DoTIC – manual and electronic format

Estimated timeline: Within 5 days

STEP 4.2 – Crosscut logs into bolts for milling

Responsibility: Miller/Trader

Action required: Crosscut logs into bolts for milling and capture details on the bolting form in the Industry Portal

Required documentation (input): Endorsed LMCC/LTC (see [Appendix 3](#) for example of LMCC, [Appendix 4](#) for example of LTC)

Output: Bolt; Bolt Register

Estimated timeline: N/A

STEP 4.3 – Process timber product¹, package consignment and request for TIDD inspection and grading

Responsibility: Miller/Trader

Action required: Process timber, generate input and output sheet (production sheet) in the Industry Portal, package consignment and request TIDD inspection

Required documentation (input): Approved Ghana Hardwood Contract; LMCC/LTC/input and output sheet (production sheet – see [Annex 6](#) for example), DoTIC; Inspection Request Form

Output: Consignment input and output sheet (production sheet); Specification Sheet

Estimated timeline: N/A

¹ Refer to the VPA product scope in Annex 1: “Annex 1A of the EU-Ghana FLEGT VPA”

STEP 4.4 – Inspect and grade consignment against approved contract; generate and issue Product Inspection Certificate in the GWTS-DSS

Responsibility: TIDD

Action required: Inspect and grade consignment, issue inspection certificate in GWTS-DSS

Required documentation (input): Consignment input and output sheet (production sheet); approved Ghana Hardwood Contract; Specification Sheet

Output: Inspection Certificate (see [Appendix 7](#) for example); DoTIC (domestic purposes) – manual and electronic format

Estimated timeline: 1 day

STEP 5 – Submit documents to TIDD for final inspection

Responsibility: Exporter

Action required: Manually submit all required documents to TIDD for final inspection

Required documentation (input): Valid Ghana Hardwood Contract; Specification Sheet; [Inspection Certificate](#)

Output: Endorsed Inspection Certificate – manual and electronic format

Estimated timeline: 1 day

STEP 6 – Apply for an Export Permit in ICUMS

Responsibility: Exporter

Action required: Apply for export permit in the Integrated Customs Management System (ICUMS)

Required documentation (input): Approved Ghana Hardwood Contract; [Inspection Certificate](#); Specification Sheet

Output: ICUMS Reference Number (Unique Consignment Reference) – electronic format

Estimated timeline: 1 day

Step 7 - Submit documents on consignment to TIDD for FLEGT licence/export permit

Responsibility: Exporter

Action required: Submit application form and other required documents to TIDD manually and/or electronically

Required documentation (input): Valid Ghana Hardwood Contract; Specification Sheet; Inspection Certificate; ICUMS Reference Number; Proof of payment of export levies/premiums/commissions

Output: Completed export permit application form and relevant attachments

Estimated timeline: 1 day

STEP 8 – Validate, approve and issue FLEGT licence or export permit

Responsibility: TIDD

Action required: Process documents and issue FLEGT licence or export permit

Required documentation (input): Completed export permit application form and relevant attachments

Output: Export permit (see [Appendix 8](#) for example) or FLEGT licence (see [Appendix 9](#) for example) – manual and electronic format

Estimated timeline: 7 days

STEP 9 – Submit FLEGT licence to EU Competent Authorities

Responsibility: Exporter

Action required: Generate FLEGT licence verification code in the Industry Portal and submit with corresponding FLEGT licence to buyer (manually or electronically) for onward submission to EU Competent Authorities

Required documentation (input): FLEGT licence

Output: Submitted FLEGT licence and verification code

Estimated timeline: N/A

STEP 10 – Secure CITES permit (if applicable)

Responsibility: Exporter

Action required: Secure CITES Permit (see Annex VII for example) manually and/or electronically from the Wildlife Division and pay the fee accordingly

Required documentation (input): FLEGT licence or export permit; proof of payment

Output: CITES permit – manual and electronic format

Estimated Timeline: 3 days

6. What to know about the FLEGT licence

Four (4) copies of the FLEGT licence shall be supplied to the exporter. The exporter keeps the original copy and the remaining three are distributed to the following agencies:

- The customs authority of the source country
- The Competent Authority of the destination/receiving EU country
- The customs authority at the port of entry

6.1 A paper-based licence shall:

- Be of a standard A4 paper size;
- Have a watermark indicating the logo of the Forestry Commission embossed on the paper in addition to the seal;
- Be completed in manuscript, typescript or by computerised means.
- Be individually stamped.

6.2 Validity period

The licence is valid from the date of issue. Its validity shall not exceed 21 days for timber products exported.

A licensee/exporter may apply to the TIDD for an extension of the validity period of a FLEGT licence, on the expiration of the licence.

6.3 Suspension and cancellation of the licence

A FLEGT licence may be suspended if the TIDD is satisfied that the licensee/exporter:

- Is in breach of any terms or conditions of the FLEGT licence.
- Has contravened any provision of LI.2254 or any other relevant enactment.
- No longer meets the requirements for which the licence has been granted.

Having satisfied itself with the above reason for cancellation, TIDD will within seven (7) days serve a notice of cancellation of the licence through a written letter to the exporter and request a remedial action within 14 days from the date of the written notice from the licensee/exporter. Failure to comply with the request for remedial action within the given time frame will lead to the suspension or cancellation of the FLEGT licence.

6.4 Lost, stolen or destroyed licence

The licensee or its representative shall within fourteen (14) days of a loss, theft or destruction apply for a replacement licence based on information available to the licensee/exporter, accompanied by a police report. TIDD shall issue a replacement licence within fourteen (14) days of the receipt of the request for such a replacement. No further replacement licence will be issued where a replacement licence has been lost, stolen or destroyed. The public or the finder of a licence is obliged by law to return such a licence to the Forestry Commission.


6.5 Complaints mechanism for redress

Any person aggrieved by a decision of TIDD or TVD, as far as licensing is concerned, may within seven (7) days of being informed of the decision submit a complaint in writing to the Timber Validation Committee (TVC) for a review of the decision.

Appendix 1: Certificate of Registration

FORESTRY COMMISSION-GHANA
(TIMBER INDUSTRY DEVELOPMENT DIVISION)

No: TIDD/R/



Certificate of Registration

We Hereby Certify That

.....

Have This..... Day Of 20.....

Been Registered By Us As Overseas / Overland Exporter

Of Wood Products Subject To The Conditions Of Registration

Indicated On Form No. TIDD/E/2

This Certificate Is Valid Up To 31st Dec., 20.....

.....
Executive Director
(T.I.D.D.)

Appendix 2: Ghana Hardwood Contract

GHANA HARDWOOD CONTRACT
(Approved by Timber Industry Development Division)

Contract No:

Date:

Sold for Account of:

To:

The under mentioned wood goods at the prices and on the terms, conditions and specifications stated hereunder and at the back hereof:

SPECIES:

PRODUCT: LUMBER

QUALITY:

QUANTITY:

THICKNESS & WIDTH:

LENGTH:

PRICE:

PAYMENT: BY TELEGRAPHIC TRANSFER IN FAVOUR OF THE SELLER. LESS 1.5% TO TIDD ACCOUNT WITH GCB.

SHIPMENT: PRO

FRIEGHT:


DESTINATION:

NOTE: This contract is subject to the necessary Export Permit being issued by the TIMBER INDUSTRY DEVELOPMENT DIVISION, FORESTRY COMMISSION, GHANA


.....
BUYER'S SIGNATURE

.....
SELLER'S SIGNATURE

Appendix 3: Log Measurement and Conveyance Certificate (LMCC)



LOG MEASUREMENT AND CONVEYANCE CERTIFICATE



Reference
 Date
 Contractor
 Property Mark
 Forest / District
 Locality Mark

Expires
 Driver's Name
 Vehicle Reg.No.
 Destination
 Check Point

T.I.F. NO	STOCK NO	CONT. TREE NO	LOG NO	SPECIES		DIAMETER(CM)					LENGTH (M)	VOLUME (M3)	GRADE	DEFECTS
				NAME	CODE	DB	DB 2	DB	DT 1	DT 2				
These logs have been measured by the Property Mark Holder and approval to transport them is hereby granted. Authorized FSD Officer Name Date				I HEREBY CERTIFY that the measurements of the logs enumerated above have been duly taken and certified. Property Mark Holder/Agent Name Date							These logs have been duly checked and certified for processing. Authorized TIDD Officer Name Date			

Appendix 4: Log Transfer Certificate (LTC)



FORESTRY COMMISSION
 P.O. BOX MB 434, Accra, Ghana
 Tel: +233 302 401210, 401227 Email: info.hq@fcghana.org

LOG TRANSFER CERTIFICATE


Source: _____ Driver: _____
 Destination: _____ Vehicle: _____
 TIDD Officer: _____ Reference: _____
 Issuance Date: _____ Expiry Date: _____

#	Reference	Source	Species	Log No.	Stock No.	D	Db2	Dt1	Dt2	Dmp	Length	Volume	Grade	Defects
Total											0.000			

 (Contractor Agent)

SPECIMEN

Appendix 5: DoTIC



MINISTRY OF LANDS AND NATURAL RESOURCES
TIMBER INDUSTRY DEVELOPMENT DIVISION
(GHANA FORESTRY COMMISSION)
 P.O. Box 783/515 Takoradi
 D.O.T.I.C. No.



Printed: _____

Name of Company _____

From _____

Container/Truck _____

Drying Method _____

Name of Buyer _____

Destination _____

Remarks _____

PLT/BDL NO	PRODUCT	SPECIES	DIMENSIONS			TOTAL WIDTH (mm)	PIECES	VOLUME (m3)	GRADE
			THICKNESS (mm)	WIDTH (mm)	LENGTH (m)				

I hereby certify that the measurement and grades of (plt/bdl) of enumerated above have been duly taken and computed by me, an authorized officer of Timber Industry Development Division and that this certificate is issued without erasure or alteration of any kind.

Name of Officer _____

Inspector's Office _____

Date of Inspection _____


Date of Expiry _____

Comment _____

Timber Sources _____

Approved By _____

Appendix 6: Production sheet



FORESTRY COMMISSION
 P.O. BOX MB 434, Accra, Ghana
 Tel: +233 302 401210, 401227 Email: info.hq@foghana.org

PRODUCTION SHEET

Company: _____ **Sawmill:** _____
Source: _____ **End:** _____
Shift No.: _____ **Reference:** _____

SUMMARY

PRODUCTION SUMMARY		
Production Description	Output Volume	Volume Used

SPECIES SUMMARY			
Species	Input Volume	Output Volume	Efficiency


PRODUCTION INPUT

Source	Reference	Log No	Stock No	Bolt	Species	Volume

PRODUCTION OUTPUT

Production	Species	Bundles	Width	Thickness	Quantity	Volume

Appendix 7: Export Inspection Certificate



MINISTRY OF LANDS AND NATURAL RESOURCES
TIMBER INDUSTRY DEVELOPMENT DIVISION
(GHANA FORESTRY COMMISSION)
 P.O. Box 783/515 Takoradi
EXPORT INSPECTION CERTIFICATE No.

Printed:

Name of Company

From

Product

Container/Truck

Exporter Contract

Name of Buyer

Destination

Product Measured

Remarks

PLT/BDL NO	SPECIES	DIMENSIONS			TOTAL WIDTH (mm)	AREA	PIECES	VOLUME (m ³)	GRADE
		THICKNESS (mm)	WIDTH (mm)	LENGTH (m)					

I hereby certify that the measurement and grades of (plt/bdl) of enumeration above have been duly taken and computed by me, an authorized officer of Timber Industry Development Division and that this certificate is issued without erasure or alteration of any kind.

Date of Expiry

Timber Sources

Name of Officer

Inspector's Office

Comment

Approved Date

Approved By

Date of Inspection

Appendix 8: Export Permit for Wood Products





TIMBER INDUSTRY DEVELOPMENT DIVISION
P.O. Box 783/ 515, - Takoradi, Ghana

EXPORT PERMIT FOR WOOD PRODUCTS



Exporter:

Buyer:

The above named Exporter is hereby authorized to ship on / export by road through

Expected to arrive on in Takoradi / Tema

The under mentioned wood goods against Contract No(s):

For which Ghana Exchange Control Form A2 No(s):

Has/have been issued against Prepayment / CAD / Letter of Credit No:

Issued by approving/negotiating Bank: Branch:

Which is / are currently valid in all respects.

Container/Vehicle No(s):

SPEC NO.	DESCRIPTION OF WOOD GOODS

.....
Exporter's Signature

For Official Use Only



Timber Export Permit No:

This permit is Valid until:

Issued Export Permit

.....
Export Permit Manager
Timber Industry Development

Appendix 9: FLEGT Licence

			
A. EUROPEAN UNION		FLEGT B.	
ORIGINAL	1	1 Issuing Authority Name: Address:	2 For Purposes of Ghana Contract Number: Destination Country and ISO Code: Port of Discharge: Port/Mill of Loading: Vessel Name: Importer Name: Permit Invoice Number: Importer Address:
	3 FLEGT Licence Number	4 Date of Expiry 	
	5 Country of Export	7 Method of Transport	
	6 ISO Code [Ghana]		
	8 Licensee (Name and Address)		
	9 Commercial description of the timber product	10 HS - Heading	
	11 Common or Scientific Name	12 Countries of Harvest	13 ISO Codes
	14 Volume (m3)	15 Net Weight (kg)	16 Number of units
17 Distinguishing Marks			
18 Signature and stamp of issuing authority Name: Place and Date:			

Aug 29, 2025, 17:23:16

Annex 1

Annex 1A of the EU-Ghana FLEGT VPA

THE HARMONISED COMMODITY CODES FOR TIMBER AND WOOD PRODUCTS COVERED UNDER THE VPA

HS CODES | DESCRIPTION |

440349 | Wood in rough, whether or not striped of bark or sapwood or roughly squared (Teak in the rough). |

440610 440690 | Railway Sleepers and cross-ties of wood. |

440710 440725 440726 440727 440728 440729 440799 | Wood sawn or chipped lengthwise, sliced or peeled, whether or not planed, sanded or finger-jointed. |

440810 440831 440839 440890 | Veneer sheets and sheets of plywood (whether or not sliced). |

440921 440929 | Wood (including strips and friezes for parquet flooring, not assembled) continuously shaped (tongued, grooved, rebated, chamfered, v-jointed, beaded, moulded, rounded or the like) along any of its edges, ends or faces, whether or not planed, sanded or end-jointed. |

441210 441231 441232 441239 441294 441299 | Plywood, veneered panels and similar laminated wood. |

441810 441820 441850 441860 441871 441872 441879 441900 | Builders' joinery and carpentry of wood, including cellular wood, panels, assembled flooring panels, shingles and shakes. |

442010 | Wood marquetry and inlaid wood; caskets and cases for jewellery or cutlery and similar articles of wood; statuettes and other ornaments of wood; wooden articles of furniture not falling within chapter 94. |

940151 940159 | Seats other than those of heading 94.02. |

ANNEX IB

THE HARMONISED COMMODITY CODES FOR TIMBER NOT PERMITTED FOR EXPORT

HS CODES | DESCRIPTION |

440349 | Wood in rough, whether or not striped of bark or sapwood or roughly squared (all logs with the exception of teak are not permitted for export). |

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:22010A0319%2801%29>