

NOTICE TO IMPORTERS

DESCRIPTION OF THE DOCUMENTS REQUIRED FOR PSI AND DDI SCHEME

1. Import Declaration Form (IRF/IPD):
 - The form must be fully completed
 - TIN (Tax Identification Number) is a requirement for **all**.
 - The IRF must signed and stamped by the Importer (company / organization stamp)
2. The pro forma invoice:
 - Must bear the original stamp and signature from the MOCI (no copy allowed).
 - Must bear the breakdown of value according to the incoterm (i.e. for CIF: breakdown of freight and insurance amount)
 - Must not mention personal effects as description.
 - Invoices which have been altered will be rejected.
3. The final commercial invoice (For DDI):
 - Must be dated and signed/ stamped (company stamp of exporter). Except for personal effects.
 - Must bear the original stamp from the MOCI.
 - Must bear the breakdown of value according to the incoterm (i.e. for CIF: breakdown of freight and insurance amount)
 - Must not mention “personal effects” as description.
 - Altered, fake and undervalued invoices will be rejected.
4. Both IRF/IPD and Final Invoice must have matching information (i.e. same importer & exporter name, currency and Incoterms).
5. Copy of the transport documents for DDI.
 - The Bill of Lading must indicate: BL Number, Date, Destination Port, Port of Loading, Vessel Name, Voyage Number, Gross Weight, Net Weight, Number of Packages, Container Number, Seal Number and Container Size.
6. Detailed Packing List or Product Description Form for DDI:
 - The packing list will detail the number of items per package and the weight/volume per package (Kg, Metric Ton, Litres...).
 - The number of packages must be consistent with the one indicated on the AWB / B/L.
 - The terms lot and set will not be accepted, a proper and detailed description of the items will be required.
7. Payment slip bearing correct fee:
 - The fee for Rice is USD 1.00 per Metric Ton
 - The fee for Fuel is USD 2.00 per Metric Ton
 - The fee for bulk vegetable oil is USD 2.00 per Metric Ton
 - For Sea freight: the fee is 1.2% of the FOB value with a minimum fee of USD 190.00
 - For Air freight: the fee is 1.5% of the CIF value with a minimum fee of USD 100.00
 - If a same payment slip is used to pay for more than 1 shipment, a breakdown must be attached to the slip.
8. Business Registration Certificate of the importer/ For individuals a copy of TIN slip.
9. The contact information form filled (the blank form is available at our office) bearing all required contact details. Files with wrong email addresses or wrong telephone numbers will be rejected.

ADDITIONAL REQUIREMENTS FOR SOME CATEGORIES OF ITEMS

1. Pharmaceutical Imports <ol style="list-style-type: none"> 1. Batch Number, Manufacturing & Expiry Date 2. Detailed packing information 3. Leaflet or Brochure with Information concerning content, use and category of drug 4. Certificate of Analysis 	2. Clothes/Shoes/Bags <ol style="list-style-type: none"> 1. The brand name 2. The country of origin 3. The material type in detail (e.g. 50% polyester/50%, leather or synthetic leather) 4. Size
3. Textiles <ol style="list-style-type: none"> 1. The type of material in detail: (e.g. 50% cotton 45% silk, 5% polyester), 2. Whether the material is printed or not printed and the measurement clearly defined 	4. Used Clothes <ol style="list-style-type: none"> 1. Grade 2. Weight per bales
5. Chemicals <ol style="list-style-type: none"> 1. Detailed packing information 2. Certificate of Analysis 3. Certificate of Origin 4. SMDS or SDS (material safety datasheet /product) 	6. Beverages & Alcoholic Drinks <ol style="list-style-type: none"> 1. Detailed packing information (ex: 75cl/Bottle) 2. The percentage of alcohol 3. The Brand and Type
7. Electronics & Electrical <ol style="list-style-type: none"> 1. Brand Name 2. Size 3. Model 4. Capacity 	8. Cosmetics <ol style="list-style-type: none"> 1. Brand name 2. Manufacturer's reference 3. Certificate of analysis
1. Food Stuff and Frozen Fish & Meat <ol style="list-style-type: none"> 1. Detailed packing information (125grm/Tin) 2. Manufacturing and Expiry Date 3. Certificate of Origin and Health Certificate (in English) 	2. Spare Parts <ol style="list-style-type: none"> 1. Manufacturer's Part Reference 2. Year of manufacture 3. Brand
3. Used Vehicles <ol style="list-style-type: none"> 1. Original vehicles registration certificates (titles) 2. Salvage certificate 3. Engine capacity 4. Fuel Type 5. Mileage 	4. All products <ol style="list-style-type: none"> 1. State of the goods (new/used/refurbished completely knocked down...) 2. Clear Packing details

Please note that the above information must be provided in detail to facilitate the fast issuance of the CRF.