

## **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 proforma 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.