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.