

# PSI DI GUIDELINE

## I. GENERAL INFORMATION

### **1) REQUEST FOR IMPORT PERMIT AND INSPECTION FORMS**

*Validity of both IPD and IRF: 6 months, no extension allowed.*

#### **a) Import Permit Declaration (IPD) / issued by the Ministry of Commerce**

The importer must open an IPD (available at MOCI) only if the shipment contains following products as per **Administrative notice MOCI/No.002/12/2015:**

1. Fresh or frozen meat and meat products, including poultry
2. Fresh and frozen fish and crustaceans
3. Bottled water and alcoholic beverages
4. Products of the milling industry, including rice, flour, and starches
5. Prescription medicines/pharmaceuticals and biological substances
6. Inorganic and organic products of the chemical industry, chemical elements, acids, and chemicals (e.g. lead, mercury, sodium, monosodium glutamate, formaldehyde, sulfuric acid), including ozone-depleting substances
7. Petroleum products, including crude and refined oil and petroleum gases
8. Explosives, pyrotechnics, fireworks, and combustible liquid or gas preparations
9. Military tanks and weapons, arms and ammunition
10. Hazardous waste (including clinical waste, municipal waste, sewage sludge, and other wastes)
11. Building materials (including lime, cement, steel rods, plywood, PVC pipes, sheets of zinc, and ceramic flooring blocks)

**For all other type of goods a request for inspection must be opened at BIVAC's office.**

#### **b) Inspection Request Form (IRF) / BIVAC**

IRF blank forms are available at:

- BIVAC's main office and RIA office

#### **c) Timeframe for processing:**

Once the file is submitted with all correct documents, the process will take a maximum of 4 hours for the file to be validated and ready for collection by the broker/importer. Any file handed to our staff after 1 pm will be available the day after in the morning. The brokers are advised not to wait at BIVAC's office but to come back after 4 hours to pick up their file.

#### **d) Rejection:**

In case of unsatisfactory/incomplete documents the IRF will be rejected accompanied with a Rejection Form detailing the reason for rejection. Documents should be resubmitted after correction is done.

## 2) EXEMPTION FROM INSPECTION SCOPE

*IPD/IRF must be granted and stamped “exempt” by the Commissioner of Customs and Excise.*

1. Air Imports below CIF USD 2,000.00
2. Shipments coming to Liberia by road.
3. Reasonable amount of personal, household or removal articles as defined in regulation by LRA;
4. Supplies for missions, United Nations Organizations and NGO’s;
5. Gold, precious stones, objects of art. Notwithstanding, at the request of the LRA, Gold, precious stones and other minerals shall be subject to inspection by BIVAC before import or export and shall attract BIVAC inspection fee or the Customs User Fee as applicable;
6. Explosives and pyrotechnic products, arms, ammunition, weapons and implement of war imported by the Arm Forces of Liberia (AFL), Liberia National Police(LNP), and National Security Agency (NSA);
7. Live animals, trade samples, foodstuffs from West Africa region, fresh fish caught by local Liberian canoes and as prescribed in regulations.

IPD/IRF are still required in case of exemptions, the documents submission process remains the same except that no BIVAC fees is required.

## II. SEA FREIGHT

The fee is 1.2% of the FOB value with a minimum fee of USD 190.00 for all other imports except:

- For Rice: USD 1.00 per Metric Ton
- For Petroleum: USD 2.00 per Metric Ton
- For Bulk Vegetable Oil: USD 2.00 per Metric Ton

### A. PRE-SHIPMENT INSPECTIONS

PSI inspections are mandatory for all goods imported by sea freight (Including LCL, loose cargo, Open top container...).

→After validation of the file, an inspection request form is automatically sent to the exporter.

### DOCUMENTS REQUIRED FOR PRE-SHIPMENT INSPECTION (PSI)

- Filled IRF or the IPD approved by the MOCI.
- Proforma invoice approved by the MOCI (stamp and signature from MOCI).
- Business registration certificate. For an individual, a copy of the TIN slip.
- Payment slip for the BIVAC’s fees.

## **B. DOCUMENTARY DESTINATION INSPECTIONS**

A certificate will be issued based on the documents provided by the importer at the opening of the IRF/IPD prior to the arrival of the shipment. The physical inspection will be performed in Liberia.

The following shipments are exempted from PSI and will undergo DDI without penalty:

- Shipments of used personal effects and household goods coming from the USA can undergo PSI or DDI (depending on the importer's choice) without penalty.
- All containers that have undergone PSI, but for which the seal affixed further to the inspection has been broken. This additional service will be charged to the importer separately.

The following shipments must undergo DDI but will be charged a penalty by Customs:

- All imports that have not undergone PSI (except where the shipment is PSI exempted).

## **DOCUMENTS REQUIRED FOR DOCUMENTARY DESTINATION INSPECTION**

### **(DDI):**

- The filled IRF or the IPD approved by the MOCI for DDI.
- The final invoice signed and stamped by the exporting company (except for Personal Effects).  
It must bear the original stamp and signature from the MOCI.
- The detailed Packing List.
- A copy of the transport document (Bill of Lading).
- The business registration certificate of the importer. For an individual, a copy of the TIN slip.
- The payment slip for the BIVAC's fees.
- Health certificate for any food products.
- Certificate of analysis for pharmaceutical products.
- Certificate of analysis from exporter for wooden boards (plywood, fiberboards, hardboard...).

### **Certificate Issuance/ Collection:**

Within 2 days after receipt of all required documents. If the final documents are not received within 10 days after the inspection, a NNRF will be issued.

## **III. AIRFREIGHT**

BIVAC inspection is mandatory for goods imported by air when the CIF (Cost + Insurance + Freight) is above USD 2,000.00.

A certificate will be issued based on the documents provided by the importer at the opening of the IRF prior to the arrival of the shipment. The physical inspection will be performed in Liberia.

The fee is 1.5% of the CIF value (Cost + Insurance + Freight)

### **DOCUMENTS REQUIRED FOR DOCUMENTARY DESTINATION INSPECTION (DDI)**

- Filled IRF. (no IPD at the airport)
- Proforma invoice signed and stamped by the exporting company (except for Personal Effects) approved by the MOCI.
- Detailed Packing List.
- Business registration certificate of the importer. For an individual, a copy of the TIN slip.
- Payment slip for the BIVAC's fees.
- Health certificate for any food products.
- Certificate of analysis for pharmaceutical products.
- Certificate of analysis from exporter for wooden boards (plywood, fiberboards, hardboard...).



**ALL DOCUMENTS SUBMITTED TO BIVAC MUST BE CONSISTENT AND LEGIBLE**

### **CERTIFICATE ISSUANCE/COLLECTION**

2 working days after the submission of the required documents to our office.

- Certificates can be collected at BIVAC Main Office, Freeport Branch and RIA office upon presentation of the original IPD/RFI.



**PLEASE COLLECT YOUR CERTIFICATE BEFORE THE ARRIVAL OF YOUR SHIPMENT AND VERIFY THE INFORMATION ON IT.**

## **IV. CLAIMS, STATUS, AMENDMENTS, CREDIT NOTES**

### **A. CLAIMS**

In case the importer disagrees with the valuation or classification or any detail on the CRF he has the right to appeal. He is then required to submit a claim letter to the Helpdesk or by email to [claim.liberia@bureauveritas.com](mailto:claim.liberia@bureauveritas.com) or by filling a claim form (available at the Helpdesk).

Claims will be responded to within 2 working days.

Each claim must be accompanied by **supporting documentation** as evidence.

#### Examples:

- Freight Petition: Freight receipt from the shipper
- HS code: Catalogue/Data Sheet/Picture or Product Manual
- FOB: Sales contract/Export price list from the exporter, etc...

In case of the Importer is not satisfied with the final decision from BIVAC, a last appeal can be done by sending a formal appeal letter to LRA Head Office.

### **B. STATUS**

- File status can be checked online on  (Create an account on <https://verigates.bureauveritas.com> and follow the link "ask for an account").
- Phone +231777757467
- Email at [bivac\\_helpdesk@bureauveritas.com](mailto:bivac_helpdesk@bureauveritas.com).
- At our office Helpdesk

### C. AMENDMENTS/ REPLACEMENTS AND CREDIT NOTES

The brokers must bring an official letter (on importer's headed paper and stamped) explaining in details the amendment they are requesting. **No Original Document must be attached to the amendment letter, only copies.** Amendment and replacement will be done in 1 working day.

#### Administrative fees:

- USD 10.00 for replacement of lost IRF
- USD 50.00 for replacement of lost CRF/NNRF
- USD 10.00 per amendment

The importers can ask for a credit note (to be used in subsequent shipment), in case of cancellation of IPD/IRF. There will not be any cash refund. A Credit Note is valid for one year and must be requested before the end of the validity of the Licence.