

**GUIDELINES OF IMPORTS FOR THE TRADE**



**UGANDA**  
**Uganda Pre-Export Verification of  
 Conformity (UG-PVOC)**



*This data sheet has been prepared specifically in respect of exports to Uganda and supplements our publication "Pre-Conformity Assessment Programme: Guidelines for Exporters"*

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**1. PRODUCT CONFORMITY ASSESSMENT**

MANDATED BY	Uganda National Bureau of Standards (UNBS)
THE COUNTRY IS A MEMBER OF THE WTO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
STARTING DATE	Contract Started : 09.06.2010 Contract suspended: 01.11.2010 Contract resumes : 01.06.2013 Contract renewed: 01.06.2016
APPLICABLE REGULATION(S)	Pre-Export Verification of Conformity to Standards as per UNBS Act cap 327 and the Import Clearance Inspection Regulations.
APPOINTED PVoC COMPANY(IES)	<ul style="list-style-type: none"> <li>• All the offices of SGS Société Générale de Surveillance SA.</li> <li>• Other two inspection agencies authorised by UNBS in addition to SGS</li> </ul>
SELECTION OF PVoC COMPANIES	Importer's choice for both mandatory and voluntary programmes,
SCOPE OF PVoC	<p>Verification of conformity of subjected products (as listed below in this document) to Uganda Standards or other approved standards and technical regulations except goods manufactured in Kenya, Tanzania, Burundi and Rwanda and certified by respective bureaus of standards.</p> <p>Ugandan standards take precedence where applicable. Conformance to international/regional standards like EAS, IEC, ISO, EN etc. is acceptable provided the Ugandan requirements are met.</p>
MINIMUM ORDER VALUE SUBJECT TO PVoC	USD 2000
NON COMPLIANCE	Subject to a 15% of CIF and destination inspection

<b>2. INSPECTION REQUIREMENTS</b>	
<b>INSPECTION PURPOSE</b>	<ul style="list-style-type: none"> <li>• Product identification to confirm that the goods to be shipped correspond to those declared.</li> <li>• Quantity verification</li> <li>• Verification that requirements not covered by supporting documentation (e.g. marking, labelling, packaging) are fulfilled</li> <li>• Sealing of consignment whenever applicable.</li> </ul>
<b>VERIFICATION PROCESS</b>	<p>Exporter submits to SGS the following documents</p> <ul style="list-style-type: none"> <li>• Request for Certification</li> <li>• proforma invoice, purchase order, letter of credit, packing list,</li> <li>• product specifications or data sheet,</li> <li>• test reports from accredited ISO 17025 laboratory...etc) to SGS Affiliate in the country of export.</li> </ul>
<b>ASSESSMENT METHOD</b>	<p>To obtain evidence that all the requirements in the applicable standards and technical requirements are met, goods must undergo one or a combination of the following verification activities:</p> <ul style="list-style-type: none"> <li>• Physical inspection</li> <li>• Laboratory testing</li> <li>• Factory audits</li> <li>• Documentary verification</li> </ul> <p>Three methods are proposed to the exporters to demonstrate the compliance of their products and to obtain a Certificate of Conformity:</p> <ul style="list-style-type: none"> <li>• Route A for unregistered suppliers/products with ad-hoc shipments to Uganda.</li> <li>• Route B for Registered suppliers/products with regular goods or frequent shipments to Uganda.</li> <li>• Route C for Certified Products</li> </ul> <p>After verification process is completed and results are satisfactory , exporter will have to submit the Final Invoice for the issuance of the CoC.</p>
<b>TESTING</b>	<p>Test reports should be issued by an approved laboratory such as:</p> <ul style="list-style-type: none"> <li>• ISO / IEC 17025 Accredited Laboratories</li> <li>• SGS Laboratories</li> <li>• Other PVoC Providers' laboratories</li> <li>• Manufacturer's Laboratory witnessed by SGS</li> <li>• Other laboratories approved by UNBS</li> </ul>
<b>LABELLING REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• All labeling of packaging of imports shall include English</li> <li>• All imports with a limited shelf life shall have more than seventy five per cent (75%) shelf life for food items and 50% for non-food items from the date of expected landing in Uganda</li> <li>• Packaged goods with shelf life (e.g. foodstuffs, pharmaceuticals, chemicals, cosmetics, and similar) shall indicate the batch numbers and dates of expiration and/or date of production.</li> </ul>
<b>OTHER SPECIAL REQUIREMENTS</b>	<p>Other documents: When applicable and/or relevant, the following documents may also be requested:</p>

	<ul style="list-style-type: none"> <li>a) Quality management system certificates (e.g. ISO 9001).</li> <li>b) Factory records on tests performed by the manufacturer.</li> <li>c) Product's technical datasheets.</li> <li>d) Marks of safety and conformity issued to other markets</li> </ul>
<b>3. REPORTING REQUIREMENTS</b>	
DOCUMENTS REQUIRED TO ISSUE REPORT	<p>Documents required for CoC issuance.</p> <ul style="list-style-type: none"> <li>a) Completed Request for Certification (RFC)</li> <li>b) Manufacturer's/Seller's declaration of conformity</li> <li>c) Test Reports</li> <li>d) Inspection report</li> <li>e) Final Invoice</li> </ul>
TYPE OF REPORT ISSUED	<ul style="list-style-type: none"> <li>• Certificate of Conformity</li> <li>• Non-Conformity Report</li> </ul>
REPORT PURPOSE	<p>A <b>Certificate of Conformity</b> (CoC) is issued to evidence the compliance of the shipments and is a <b>Mandatory document</b> required for <b>every shipment</b>:</p> <ul style="list-style-type: none"> <li>• It Provides the Uganda National Bureau of Standards and Customs with a proof that the goods being imported are in compliance with the relevant standards and technical regulations.</li> </ul> <p>A <b>Non-Conformity</b> report (NCR) is issued if verification activities such as testing or inspection show discrepancies versus the verification criteria.</p> <p>Exporters will be informed accordingly and given sufficient time to make the necessary corrections; if those are not or cannot be made a "Non Conformity Report" will be issued.</p>

<b>4. INSPECTION FEES</b>	
<p>Fees are payable in advance by the exporter.</p> <p>Fees are net of any tax present or future that may be applicable upon receipt of the order (Request of Certification). Fees are due regardless of whether after assessment of the goods the exporter or importer does not provide the information or documents necessary for the final issuance of the CoC, or for any reason does not proceed with the shipment of the goods.</p> <p>The fees structure is detailed below;</p>	
<b>Route A</b>	
<p>Ad Valorem fee of 0.500% of the FOB Value of the goods imported</p> <p>Minimum fee per shipment: USD 235 (two hundred and thirty five US Dollars)</p> <p>Maximum fee per shipment: USD 3000</p>	
<b>Route B</b>	
<p>Ad Valorem fee of 0.45% of the FOB Value of the goods imported</p> <p>Minimum fee per shipment: USD 235 (two hundred and thirty five US Dollars)</p> <p>Maximum fee per shipment: USD 3000</p>	
<b>Route C</b>	
<p>An Ad Valorem fee of 0.25% of the FOB Value of the goods imported</p> <p>Minimum fee per shipment: USD 235 (two hundred and thirty five US Dollars)</p> <p>Maximum fee per shipment: USD 3000</p>	
<b>Product registration</b>	
<p>First 15 Products/line items USD375 (three hundred and seventy five US Dollars)</p> <p>Every additional product/line item above 15 products/line items USD20 per product/line item</p>	
<b>Coverage and conditions</b>	

The above fees cover the documentary verification and the physical inspection of goods, including the sealing of FCL container when applicable.

The above-mentioned fees cover the documentary verification and Inspection of goods

The above fees **do not include** laboratory testing, sealing of containers, registration and Licensing of Products.

Testing fees charged on a case-by-case basis.

The trade may be charged extra for re- inspection, should it prove necessary.

#### 5. GENERIC STANDARDS:

Items	Standard	Standard description
Electricals and electronics	US EAS 376-1:2005 Safety of machinery – Electrical equipment of machines – Part 1: General requirements	All electrical, electronic and programmable electronic equipment and systems to machines not portable by hand while working, including a group of machines working together in a co-ordinated manner for which there is no applicable separate compulsory Uganda standard, that have to be plugged into a power source
Foods	US 7:2002 General standard for labeling of pre-packaged foods	This Uganda Standard applies to the labelling of all pre-packaged foods to be offered as such to the consumer or for catering purposes and to certain aspects relating to the presentation thereof.
Prepackaged products	US 1028:2013, Labelling requirements for prepackaged products (2nd Edition)	This Uganda Standard specifies requirements for the labelling of prepackaged products with constant nominal content with respect to the identity of the product, the name and place of business of the manufacturer, packer, distributor, importer or retailer and the net quantity of the product. This standard does not apply to the labeling of prepackaged foods for which a separate standard applies

## 6. GROUPS OF PRODUCTS SUBJECT TO PV<sub>0</sub>C

PRODUCT CODE GROUP ACCORDING TO GOODS NOMENCLATURE FOR FOREIGN ECONOMIC ACTIVITY	GOODS DESCRIPTION
02	Meat and edible meat offal
03	Fish and crustaceans, mollusks and other aquatic invertebrates
04	Dairy produce; birds' eggs; natural honey; edible products of animal origin, not elsewhere specified or included
07	Edible vegetables and certain roots and tubers
08	Edible fruit and nuts; peel of citrus fruit or melons
09	Coffee, tea, maté and spices
10	Cereals
11	Products of the milling industry; malt; starches; inulin; wheat gluten
12	Oil seeds and oleaginous fruits; miscellaneous grains, seeds and fruit; industrial or medicinal plants; straw and fodder
14	Vegetable plaiting materials; vegetable products not elsewhere specified or included
15	Animal or vegetable fats and oils and their cleavage products; prepared edible fats; animal or vegetable waxes.
16	Preparations of meat, of fish or of crustaceans, molluscs or other aquatic invertebrates.
17	Sugars and sugar confectionery
18	Cocoa and cocoa preparations
19	Preparations of cereals, flour, starch or milk; pastrycooks' products
20	Preparations of vegetables, fruit, nuts or other parts of plants
21	Miscellaneous edible preparations
22	Beverages, spirits and vinegar
23	Residues and waste from the food industries; prepared animal fodder
24	Tobacco and manufactured tobacco substitutes
25	Salt; sulphur; earths and stone; plastering materials, lime and cement
27	Mineral fuels, mineral oils and products of their distillation; bituminous substances; mineral waxes
28	Inorganic chemicals; organic or inorganic compounds of precious metals, of rare-earth metals, of radioactive elements or of isotopes
29	Organic chemicals
31	Fertilisers
32	Tanning or dyeing extracts; tannins and their derivatives; dyes, pigments and other colouring matter; paints and varnishes; putty and other mastics; inks
33	Essential oils and resinoids; perfumery, cosmetic or toilet preparations

<b>PRODUCT CODE GROUP ACCORDING TO GOODS NOMENCLATURE FOR FOREIGN ECONOMIC ACTIVITY</b>	<b>GOODS DESCRIPTION</b>
34	Soap, organic surface-active agents, washing preparations, lubricating preparations, artificial waxes, prepared waxes, polishing or scouring preparations, candles and similar articles, modelling pastes, "dental waxes" and dental preparations with a basis of plaster
35	Albuminoidal substances; modified starches; glues; enzymes
36	Explosives; pyrotechnic products; matches; pyrophoric alloys; certain combustible preparations
38	Miscellaneous chemical products
39	Plastics and articles thereof
40	Rubber and articles thereof
41	Raw hides and skins (other than furskins) and leather
44	Wood and articles of wood; wood charcoal
48	Paper and paperboard; articles of paper pulp, of paper or of paperboard
49	Printed books, newspapers, pictures and other products of the printing industry; manuscripts, typescripts and plans
50	Silk
51	Wool, fine or coarse animal hair; horsehair yarn and woven fabric
52	Cotton
53	Other vegetable textile fibres; paper yarn and woven fabrics of paper yarn
54	Man-made filaments
55	Man-made staple fibres
56	Wadding, felt and nonwovens; special yarns; twine, cordage, ropes and cables and articles thereof
57	Carpets and other textile floor coverings
58	Special woven fabrics; tufted textile fabrics; lace; tapestries; trimmings; embroidery
59	Impregnated, coated, covered or laminated textile fabrics; textile articles of a kind suitable for industrial use
60	Knitted or crocheted fabrics
61	Articles of apparel and clothing accessories, knitted or crocheted

<b>PRODUCT CODE GROUP ACCORDING TO GOODS NOMENCLATURE FOR FOREIGN ECONOMIC ACTIVITY</b>	<b>GOODS DESCRIPTION</b>
62	Articles of apparel and clothing accessories, not knitted or crocheted
63	Other made up textile articles; sets; worn clothing and worn textile articles; rags
64	Footwear, gaiters and the like; parts of such articles
65	Headgear and parts thereof
66	Umbrellas, sun umbrellas, walking-sticks, seat-sticks, whips, riding-crops and parts thereof
67	Prepared feathers and down and articles made of feathers or of down; artificial flowers; articles of human hair
68	Articles of stone, plaster, cement, asbestos, mica or similar materials
69	Ceramic products
72	Iron and steel
73	Articles of iron or steel
76	Aluminium and articles thereof
79	Zinc and articles thereof
82	Tools, implements, cutlery, spoons and forks, of base metal; parts thereof of base metal
83	Miscellaneous articles of base metal
84	Nuclear reactors, boilers, machinery and mechanical appliances; parts thereof
85	Electrical machinery and equipment and parts thereof; sound recorders and reproducers, television image and sound recorders and reproducers, and parts and accessories of such articles
87	Vehicles other than railway or tramway rolling-stock, and parts and accessories thereof
90	Optical, photographic, cinematographic, measuring, checking, precision, medical or surgical instruments and apparatus; parts and accessories thereof
91	Clocks and watches and parts thereof
92	Musical instruments; parts and accessories of such articles
94	Furniture; bedding, mattresses, mattress supports, cushions and similar stuffed furnishings; lamps and lighting fittings, not elsewhere specified or included; illuminated signs, illuminated name-plates and the like; prefabricated buildings
95	Toys, games and sports requisites; parts and accessories thereof

<b>PRODUCT CODE GROUP ACCORDING TO GOODS NOMENCLATURE FOR FOREIGN ECONOMIC ACTIVITY</b>	<b>GOODS DESCRIPTION</b>
<p>96</p>	<p>Miscellaneous manufactured articles</p>

## 7. LISTING OF GOODS EXEMPTED FROM PVoC

- Prohibited Goods according to the East African Customs Management Act 2006 and the East African Standards Quality Assurance and Testing Act (SQMT) 2006 and any other Laws of the Community.
- Government project specific goods
- Raw Materials which are brought in for the manufacturing process and not for sale.
- Diplomatic cargo
- Personal Effects
- Goods that are not covered by compulsory standards.
- Certified goods including those from the EAC Partner States.
- Industrial machinery and spare parts not for re-sale
- Classified Military and Police hardware and equipment

While the above categories of goods are exempt from PVoC, one requires a letter of exemption from UNBS at point of clearance. This is obtained by putting in a formal request to UNBS seeking exemption from PVoC of the goods under the above mentioned categories.

For government project specific goods, the applicant should always ensure that they have a letter from the project awarding government organ confirming that there exists a quality assurance mechanism within the project that ensures that the products procured therein meet the requirements of the relevant standards.

## 8. PROHIBITED IMPORTS

- All goods the importation of which is for the time being is prohibited under this Act or by any written law for the time being in force in the partner state.
- Fishing nets of all kinds
- False money and counterfeit currency notes and coins and any money not being of the established standard in weight and fineness.
- Pornographic material in all kinds of media, indecent or obscene paintings, books, cards, lithographs or other engravings and any other indecent or obscene articles.
- Matches in the manufacture of which white phosphorous has been employed.
- Any article made without proper authority with the Armorial Ensigns or Court of Arms of a partner state or having such Ensigns or Arms so closely resembling them as to be calculated to deceive.
- Distilled beverages containing essential oils or chemical products, which are injurious to health, including thijone, star arise, benzoic aldehyde, saclicyclic esters, hyssop and absinthe. Provided that nothing in this paragraph contained shall



apply to "Anise and Anisette" liquors containing not more than 0.1 per centum of oil of anise and distillates from either *pimpinella anisum* or the star anise *allicium verum*.

- Narcotic drugs under international control.
- Hazardous wastes and their disposal as provided for under the base conventions.
- All soaps and cosmetic products containing mercury.
- Used tyres for light commercial vehicles and passenger cars.
- Cold-twisted reinforcement steel bars (7214.20, 7215.90 or 7228.60)
- Galvanized plain and corrugated steel sheets and coils (7210.30, 7210.41, 7210.49, 7212.20 or 7212.30)
- Pre-painted metal coated steel sheets and coils (7210.70 or 7212.40)
- The following Agricultural and Industrial chemicals:
  - a. Agricultural Chemicals.
    - 2,4-T, Aldrin, Captafol, Chlordane, DDT, Dieldrin, 1,2-Dibromoethane, Fluoroacetamide, HCH, Heptachlor, Monocrotophos (certain formulations), Methamidophos, Phosphamidon, Methyl-parathion
  - b. Industrial Chemicals
    - Crocidolite, Polychlorinated biphenyls (PCB), Polychlorinated Biphenyls (PCB), Tris (2,3-dibromopropyl) phosphate, Methylbromide (to be phased out in accordance with the Montreal Protocol by 2007)
- Counterfeit goods of all kinds.

## 9. RESTRICTED IMPORTS

- All goods the importation of which is for the time being regulated under this act by any written law for the time being in force of the partner state.
- Postal franking machines except and in accordance with the terms of a written permit granted by a competent authority of the partner state.
- Traps capable of killing or capturing any game animal except and in accordance with the terms of a written permit granted by the partner state.
- Unwrought precious metal or precious stones.
- Arms and ammunitions specified under chapter 93 of the Customs Nomenclature.
- Ossein and bones treated with acid.
- Other bones and horns- cores, unworked defatted, simply prepared (but not cut to shape) degelatinized, powder and waste of these products.
- Ivory, elephant unworked or simply prepared but not cut to shape.
- Teeth, hippopotamus unworked or simply prepared but not cut to shape.
- Horns, rhinoceros, unworked or simply prepared but not cut to shape.
- Other ivory unworked or simply prepared but not cut to shape.
- Ivory powder and waste.
- Tortoise shell, whalebone and whalebone hair, horns, antlers, hooves, Nails, claws, and beaks unworked or simply prepared but not cut to shape powder and waste of these products.
- Coral and similar materials unworked or simply prepared but not otherwise worked shells of molasses, crustaceans or echinoderms and cattle-bone, unworked or simply prepared but not cut to shape powder and waste thereof.
- Natural sponges of animal origin.
- Spent (irradiated) fuel elements (cartridges) of nuclear reactors.
- Worked ivory and articles of ivory.
- Bone, tortoise, shell, horn, antlers, coral, mother of pearl and other animal carves.
- Ozone depleting substances under the Montreal Protocol (1987) and the Vienna Convention (1985).
- Genetically modified products.
- Non-indigenous species of fish or egg of progeny.
- Endangered species of World Flora and Fauna and their products in accordance with CITES March 1973 and amendments thereof.
- Commercial casings (second hand tyres).
- All psychotropic drugs under international control.
- Historical artifacts.
- Goods specified under chapter 36 of the Customs Nomenclature (for example percussion caps, detonators, signaling flares).
- Parts of guns and ammunition, of base metals (Section XV of the Harmonised Commodity Description and Coding System), or similar goods of plastic under chapter 39 or Customs Nomenclature.
- Armoured fighting vehicles under heading No 8710 of the Customs Nomenclature.
- Used refrigerators, freezers, computers and television sets.
- Telescope sights or other optical devices suitable for use with arms unless mounted on firearms or presented with the firearms on which they are designed to be mounted under Chapter 90 of the Customs Nomenclature.
- Bows, arrows, fencing foils or toys under chapter 95 of the Customs Nomenclature. Collector's pieces or antiques of guns and ammunition under heading No 9705 **Finance Act, 2006.**

## 10. CONTACT INFORMATION

**FOR ALL OTHER COUNTRIES AND FOR IMPORTERS, PLEASE CONTACT OUR OFFICE IN UGANDA**

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