

LIBERIA REGULATIONS



- Pre-Shipment Inspection
- Prohibited Imports
- Restricted Imports



LIBERIA >> Regulation Overview

Waiver Control

- A waiver is not necessary. BSC / CTN is not required.

Pre-Shipment Inspection

Liberia requires that Pre-Shipment Inspection [PSI] - Import Permit Declaration (IPD) - is carried out for all imports into the country. This exercise is undertaken in the port of load country for the purpose of Customs clearance of the goods. PSI is mandated by the Ministry of Finance as per Contract No. 001/2004 for the provision of PSI services dated 10/09/04. Addendum to contract No. 01/2004 dated 19/09/2007 & MCI/No.008/06/2013.

PSI is managed by BIVAC International / Bureau Veritas Group.

Locally this procedure is known as the **IRF (Inspection Request Form)** or **IPD (Import Permit Declaration)**.

BIVAC

Monrovia Liaison Office
BIVAC International Liberia
Broad Street - Monrovia
Tel: +231 77 08 06 70
www.bureauveritas.com/gsit

For **Bivac's datasheet on Liberia PSI** please view the end of this document.

Minimum Value for PSI

US\$3,500 FOB. All vehicles excluding duly authorized exempt vehicles are subject to PSI, regardless of their value.

Goods Exempted from PSI

- Imports below the threshold value, with the exemption of motor vehicles (used and new), which are subject to pre-shipment inspection regardless of their value
- Reasonable amount of personal, household or removal articles as defined in regulation by the Minister of Finance
- Supplies for diplomatic missions, United Nations Organizations and NGO's
- Gold, precious stones, objects of art
- Explosives and pyrotechnic products, arms, ammunition, weapons and implement of war imported by the Liberian Armed Forces and the Liberian Police service
- Live animals, trade samples, foodstuffs from West Africa region, fresh fish caught by local Liberian canoe.

CMA CGM trained staff members are available to assist customers in all aspects of the documentary requirements of the trade to Liberia. Please contact your local agency office for advice.

Prohibited Imports

- Right Hand Drive Vehicles under Administrative Regulation PG/NO.OO2/82997 effective 01/12/11
- Shellfish (oysters and mussels) harvested in France
- Energy drinks under the name of Pussy
- 3-wheeled motorcycles
- Chicken feet and pork skin / mask covered by IPD opened after 3rd June 2015

Restricted Imports

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The information given has been given in good faith and believed to be correct at the time of writing. Please verify these facts with other relevant sources before using this as the basis of any action taken as we regret we cannot accept liability for any consequences due to inaccuracies in this information.



- Used motor vehicles more than 10 years old, whether intended for transport of passengers or goods, or for private or commercial use. A punitive tax on the importation of vehicles above 10 years old will be levied to discourage and penalize the importation of such vehicles, with the exception of the following machinery/vehicles:
 - i) Earth moving equipment
 - ii) Heavy trucks used in forestry or for the transportation of heavy equipment
 - iii) Industrial vehicles and tankers, which can be imported whatever their age.
- Certain other goods are not allowed for importation into Liberia. Detail of these goods can be obtained from the Ministry of Commerce and/or MOF- list of prohibited imports and exports.



The information given has been given in good faith and believed to be correct at the time of writing. Please verify these facts with other relevant sources before using this as the basis of any action taken as we regret we cannot accept liability for any consequences due to inaccuracies in this information.

BIVAC GENERAL INFORMATION

BIVAC - Bureau Veritas Group is the exclusive Pre-Shipment Inspection (PSI) provider for Liberia. The Pre-Shipment Inspection Services are intended to facilitate international trade and contribute to the economic development of the country.

Since its creation, BIVAC International has provided Pre-Shipment Inspection services to countries on every continent. It is a wholly-owned subsidiary of Bureau Veritas, one of the world's leading independent control and inspection groups.

Bureau Veritas is one of the most widely represented French companies in the world. This world-wide coverage is provided by more than 1,330 offices and laboratories located in 140 countries on every continent with a total workforce of more than 59,000.

4 Global Regional Centers connected world-wide with over 300 inspection centers in every part of the world.

Services provided by BIVAC / GSIT Division of Bureau Veritas Group are designed to:

- Facilitate transparency in trading activities;
- Ensure that goods meet current regulations;
- Provide Authorities with effective means of overseeing and controlling foreign trade and protect revenues.

PROCEDURE

Please note that the process must be started by the importer in Liberia before the departure of the shipment from the Country of Origin.

After the validation of the license (IPD or RFI) the inspection will be organized in the Country of Origin.

Please note that more detailed information on the process and required documents are available at our office on Broad Street and on our Website <https://verigates.bureauveritas.com> in the Liberia section.

PRODUCTS EXEMPTED FROM INSPECTION SCOPE

1. Imports below the Threshold* value, with the exception of motor vehicles (used and new), which are subject to Pre-Shipment Inspection regardless of their value;
2. Reasonable amount of personal, household or removal articles as defined in regulation by the Minister of Finance;
3. Supplies for missions, United Nations Organizations and NGO's;
4. Gold, precious stones, objects of art;
5. Explosives and pyrotechnic products, arms, ammunition, weapons and implement of war imported by the Liberian Armed Forces and the Liberian Police service;
6. Live animals, trade samples, foodstuffs from West Africa region, fresh fish caught by local Liberian canoe.

IMPORT PERMIT DECLARATION (IPD)

This document is available at the Ministry of Commerce - Foreign Trade Division.

The importer must open an IPD only if the shipment contains a/some product(s) included in the following list.

Category of goods requiring an IPD (Import Permit Declaration) from the Ministry of Commerce. (Administrative notice MCI/No.008/06/2013):

1. Fresh or frozen meat and meat products, including poultry
2. Fresh and frozen fish and crustaceans
3. Fresh and frozen vegetables and tubers (excluding canned, preserved, or dried)
4. Fresh fruits and nuts (excluding canned, preserved, or dried)
5. Dairy produce, including milk, cream, butter, cheese, and eggs (excluding powder)
6. Bottled water and alcoholic beverages
7. Products of the milling industry, including rice, flour, and starches
8. Live animals, all types
9. Prescription medicines/pharmaceuticals and biological substances
10. Specialized medical, dental, or veterinary apparatus and equipment
11. 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
12. Fertilizers containing nitrates
13. Petroleum products, including crude and refined oil and petroleum gases
14. Explosives, pyrotechnics, fireworks, and combustible liquid or gas preparations
15. Military tanks and weapons, arms and ammunition
16. Hazardous waste (including clinical waste, municipal waste, sewage sludge, and other wastes)
17. Building materials (including lime, cement, steel rods, plywood, PVC pipes, sheets of zinc, and ceramic flooring blocks)

For all other type of goods a RFI must be opened at BIVAC's office

VALIDITY OF THE LICENSES

IPD: 6 months, extension subject to approval from MOCI.

RFI: 6 months, no extension allowed.

THRESHOLD:

An inspection is mandatory in the following cases:

- For goods imported by sea when the FOB is above USD 3,500.00
- For goods imported by air when the FOB is above USD 1,500.00
- For goods imported by road when the FOB is above USD 1,500.00

All vehicles excluding duly authorised exempt vehicles are subject to PSI, regardless of their value.

For exemptions 1, 2 and 3 an IPD or a RFI will have to be opened anyway and follow the normal process except that no BIVAC fees will be required.

For 1), the exempt stamp will have to be gotten from the Ministry of Commerce and Industry.

For 2) and 3), the exempt stamp will have to be gotten from the Ministry of Finance.

DESTINATION INSPECTION:

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

- Less than Container Load (LCL)
- Open Top containers
- Shipments coming by road freight
- Shipments of used personal effects and household goods coming from the USA
- Office containers

Break bulk (including all vehicles) and loose cargo must undergo PSI. Consolidated FCL containers for one single consignee (even if covered by several licences) from either the same supplier or from the same consolidator (different suppliers) will also have to be inspected at origin and containers will have to be sealed.

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

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

A request for inspection should be filled in at BIVAC's office in Monrovia in order to schedule the destination inspection.

FEES

- The fee is 1.2% of the FOB value with a minimum fee of USD 190.00
- 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

BIVAC will charge as well:

- USD 10.00 for replacement of lost RFI (upon presentation of a letter from the importer)
- USD 50.00 for replacement of lost CRF (upon presentation of a letter from the importer)
- USD 10.00 per amendment (upon presentation of a letter from the importer)

CLAIMS

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

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...


Please do not attach original documents to the claim form/letter.

Claims will be responded to within 2 working days.

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 Customs.

PLEASE COLLECT YOUR CERTIFICATE BEFORE THE ARRIVAL OF YOUR SHIPMENT AND CHECK THE INFORMATION ON IT. DO NOT WAIT FOR THE ARRIVAL OF THE SHIPMENT TO INFORM US OF ANY ISSUE / CLAIM. IT WILL AVOID DELAYS IN THE CUSTOMS CLEARANCE OF YOUR GOODS.

STATUS

The status of the file can be checked online by both importers and exporters on  (an account by connecting to the following webpage <https://verigates.bureauveritas.com> and follow the link “ask for an account”) or by phone +231777757467 or by email at claim.liberia@bureauveritas.com or by coming to our office on Broad Street and enquire from our Helpdesk.

AMENDMENTS

The brokers must bring an official letter (headed paper and stamp) from importer’s company/organization 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.

CREDIT NOTES

The importers have the right to ask for a credit note, in case an IPD/RFI opened, for which the shipment of the goods have been cancelled. The importer can apply for a credit note to be used in a subsequent shipment. 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.

CONTACTS

Email: claim.liberia@bureauveritas.com

Phone: +231777757467

FOR APPOINTMENTS PLEASE FILL OUT THE APPOINTMENT SLIP AVAILABLE AT THE HELPDESK COUNTER.

Please note that more detailed information on the process and required documents are available at our office on Broad Street and on our Website <https://verigates.bureauveritas.com> in the Liberia section.

BIVAC PROCESS

OPENING OF THE RFI FOR PSI:

- The Broker must present their proforma invoice to the MOCI and have it signed, stamped and approved for PSI.
- The Broker brings the approved proforma invoice to BIVAC. Upon presentation of the proforma invoice, the Broker is given a blank numbered RFI form to fill.
- The Broker must bring back to BIVAC for **PSI**:
 - The filled RFI.
 - The proforma invoice (with the original stamp and signature from MOCI).
 - The supplementary information form filled (the blank form is available at our office).
 - The business registration certificate. For an individual, a copy of the TIN slip.
 - The payment slip for the BIVAC's fees.
- The Broker must bring back to BIVAC for **DI**:
 - The filled RFI.
 - The Destination Inspection Form filled (Blank Form available at BIVAC's Office).
 - 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 (Air Waybill or Bill of Lading).
 - The business registration certificate of the importer. For an individual, a copy of the TIN slip.
 - The supplementary information form filled (the blank form is available at our office).
 - 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...).

REMARKS:

The validity date of the RFIs is maximum 6 months. If no inspection has been organized within this period, the license will be considered as expired.

ALL DOCUMENTS MUST BE CONSISTENT AND LEGIBLE

RFI/IPD PROCESS FOR PSI


- If documents unsatisfactory, the file will be rejected together with rejection form indicating the reason. The rejection form will be stamped with the date and time of rejection.
- Document checking will take a maximum of 4 hours. Any file handed to our staff after 1 pm will be available the day after in the morning. The brokers are advised to not wait at BIVAC's office but to come back after 4 hours to pick up their file.
- After validation of the file, an email will be automatically sent to the exporter in order to organize the inspection at origin.
- After the inspection, the exporter will have to provide the following documents to our Regional Center abroad as soon as possible:
 - The final invoice signed and stamped by the exporting company (except for Personal Effects).
 - The detailed final Packing List.
 - A copy of the Bill of Lading for sea freight shipments.
 - Health certificate for any food products.
 - Certificate of analysis for pharmaceutical products.
 - Certificate of analysis from exporter for wooden boards (plywood, fiberboards, hardboard...).

RFI PROCESS for DI

- The file will be kept by BIVAC for 1 day (24 hours) for thorough checking of the documents provided.
- Any rejected file will be accompanied by a rejection form indicating the reason. The rejection form will be stamped with the date and time of rejection.
- After validation of the file by our staff, the inspection will be organized at the arrival of the shipment to Liberia.
- After the inspection, the file will be checked by our experts for price and HS code control and then the certificate will be issued.

FILES WILL BE STAMPED (DATE AND TIME) AT EACH STEP OF THE PROCESS

STATUS

The status of the file can be checked online by both importers and exporters on  (an account by connecting to the following webpage <https://verigates.bureauveritas.com> and follow the link “ask for an account”) or by phone +23177757467 or by email at claim.liberia@bureauveritas.com or by coming to our office on Broad Street and enquire from our Helpdesk.

PLEASE DO NOT WAIT FOR THE ARRIVAL OF THE SHIPMENT TO INFORM US OF ANY ISSUE / CLAIM. IT WILL AVOID DELAYS IN THE CUSTOMS CLEARANCE OF YOUR GOODS.

CERTIFICATE ISSUANCE

After the inspection has been performed it is very important that your exporter provides to our office abroad the final documents as soon as possible in order to avoid any delay in the issuance of the CRF. If the final documents are not received within 10 days after the inspection, a NNRF will be issued.

CERTIFICATE COLLECTION

- All Certificates are to be collected at our Freeport Branch
- In order to get it the broker must present the original IPD/RFI
- A copy of the Certificate on normal paper will be handed to the broker with the Original Certificate. At the end of the Customs clearance process the Original Certificate will remain with Customs.
- All certificates with reassessed values will be sent to the Customs Post Audit team in order for them to be able to collect the balance of the duties and taxes owed.
- Any balance of BIVAC fees due to a reassessment will have to be settled. New files belonging to the same importer will be blocked until the balance is paid.
- For DI files in case of a reassessment of the declared values, the original CRF will only be released after payment of the additional BIVAC Fee.

NOTICE TO IMPORTERS

DESCRIPTION OF THE DOCUMENTS REQUIRED FOR PSI AND DI SCHEME

The list of the mandatory documents to be provided for PSI and DI is detailed in the BIVAC PROCESS documents available at our Helpdesk

1. Import Declaration Form (RFI/IPD):
 - The form must be fully completed
 - TIN (Tax Identification Number) is a requirement for **all**.
 - The RFI 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 DI):
 - 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 RFI/IPD and Final Invoice must have matching information (i.e. same importer & exporter name, currency and Incoterms).
5. Copy of the transport documents for DI. The Air Waybill/ Bill of Lading must be signed and stamped.
 - The Airway Bill must indicate --- AWB number, Date, Airport of Loading, Destination Airport, Gross/Net Weight and Currency
 - 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 for DI:
 - 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
 - The fee is 1.2% of the FOB value with a minimum fee of USD 190.00
 - 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

<p>A. Pharmaceutical Imports</p> <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 	<p>B. Clothes/Shoes/Bags</p> <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 5. Fumigation certificate for clothing
<p>C. Textiles</p> <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 	<p>D. Used Clothes</p> <ol style="list-style-type: none"> 1. Grade 2. Weight per bales
<p>E. Chemicals</p> <ol style="list-style-type: none"> 1. Detailed packing information 2. Certificate of Analysis Certificate of Origin 	<p>F. Beverages & Alcoholic Drinks</p> <ol style="list-style-type: none"> 1. Detailed packing information (ex: 75cl/Bottle) 2. The percentage of alcohol 3. The Brand and Type 4. Batch Number
<p>G. Electronics & Electrical</p> <ol style="list-style-type: none"> 1. Brand Name 2. Size 3. Model 4. Capacity 	<p>H. Cosmetics</p> <ol style="list-style-type: none"> 2. Brand Name 3. Manufacturer's Reference
<p>I. Food Stuff and Frozen Fish & Meat</p> <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) 	<p>J. Spare Parts</p> <ol style="list-style-type: none"> 1. Manufacturer's Part Reference 2. Year of manufacture
<p>K. Used Vehicles</p> <ol style="list-style-type: none"> 1. Original vehicles registration certificates (titles) 2. Salvage certificate 	<p>L. All products</p> <p>State of the goods (new/used/refurbished completely knocked down...)</p>

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

PRE-SHIPMENT INSPECTION OF IMPORTS FOR *LIBERIA*

1. Pre-shipment Inspection (PSI) mandate

- IS THE COUNTRY A MEMBER OF THE WTO?: Yes No
- MANDATE AUTHORISED BY: *Ministry of Finance and Ministry of Commerce and Industry*
- APPLICABLE REGULATION(S): *# Agreement signed in July 2012.
Administrative Notice MCI/No. 008/06/2013 listing the 17 categories of products and HS codes requiring IPDs
Memorandum dd. 19/03/2014 from Ministry of Finance
Administrative Regulation No. 16.14263-2/MOF/R/BCE/14 April 2014 concerning the importation of used motor vehicles*
- APPOINTED PSI COMPANY (IES): *BUREAU VERITAS BIVAC BV*
- SELECTION OF PSI COMPANIES: *Not applicable*
- SCOPE OF DUTIES: *Quality, Quantity*
 Export market price (for foreign exchange purposes)
 Export market price (for Government information purposes)
 Customs classification, in accordance with HS Customs Classification adjusted for ECOWAS member states
 Value for Customs purposes (According to Article VII of GATT)
 Assessment of Customs duties and taxes
 Sealing FCL's and identifying inspected loose cargo with appropriate stickers and tape
 Post clearance reconciliation of import declarations and revenue collection with CRFs
 Import eligibility
- MINIMUM VALUE SUBJECT TO PSI: **THRESHOLD FOR BIVAC INSPECTION (PSI OR DI):**
*An inspection is mandatory in the following cases:
For goods imported by sea when the FOB is above USD 3,500.00
For goods imported by air when the FOB is above USD 1,500.00
For goods imported by road when the FOB is above USD 1,500.00*
All vehicles excluding duly authorised exempt vehicles are subject to PSI, regardless of their value.
- PART SHIPMENTS: *Authorised*
- EXEMPTIONS FROM PSI: *See Section 7.*

2. Pre-Shipment Inspection Order (PIO) - The instruction for BIVAC to inspect

P.I.O. NAME:	IRF (Inspection Request Form) or IPD (Import Permit Declaration)
ISSUED BY:	<i>For any shipment coming to Liberia (even exempted or below the threshold), an IRF or an IPD must be opened.</i> <i>For products belonging to the Administrative Notice MCI / No. 008/06/2013, and IPD shall be lodged by the importer with the Ministry of Commerce and Industry.</i> <i>For eligible products and commodities which are not mentioned in the above Administrative Notice, an Inspection Request Form (IRF) shall be lodged directly with the BIVAC Liaison Office in Monrovia.</i>
VALIDITY:	<i>IPD and IRF are valid for 6 months from the submission date.</i>
AMOUNT BY WHICH PIO VALUE MAY BE EXCEEDED:	<i>All variations in the scope of supply outside normal trade tolerances require the IPD to be officially amended by the issuing Authority.</i>
CHANGES FROM SEA TO AIR:	<i>No specific requirement.</i>
DESTINATION INSPECTION:	<i># The following shipments are exempted from PSI and will undergo DI without penalty:</i> <ul style="list-style-type: none"><i>• Less than Container Load: LCL</i><i>• Open Top containers</i><i>• Office container</i><i>• Shipments coming by road freight</i><i>• Shipments of used personal effects and household goods coming from the USA</i> <p>Break bulk (including all vehicles) and loose cargo must undergo PSI. Consolidated FCL containers for one single consignee (even if covered by several licences) from either the same supplier or from the same consolidator (different suppliers) will also have to be inspected as PSI.</p> <i># The following shipments must undergo DI but will be charged a penalty by Customs:</i> <ul style="list-style-type: none"><i>• All imports that have not undergone PSI (except where the shipment is PSI exempted).</i><i>• 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.</i> <p>A Request for Inspection should be filled in at BIVAC's office in Monrovia in order to schedule the destination inspection.</p>

3. Inspection requirements/restrictions

SEALING OF FCL CONTAINERS:	<i>Obligatory.</i>
SECOND-HAND GOODS:	<i>Used motor vehicles: see section 9</i>
PROHIBITED IMPORTS:	<i>See Section 8.</i>
RESTRICTED IMPORTS:	<i>See Section 9</i>
LABELLING REQUIREMENTS:	<i>In English for all commodities</i>
OTHER SPECIAL REQUIREMENTS:	<i>No specific requirement.</i>

4. Price verification/Seller's invoice requirements

BUYING/CONFIRMING COMMISSIONS: *No specific requirement.*

INSURANCE: *No specific requirement.*

FINANCIAL INTEREST: *No specific requirement.*

OTHER SPECIFIC REQUIREMENTS: *Detection of under-invoicing, over invoicing and fraud*

FINAL INVOICE TO SHOW: *FOB + insurance + freight*

5. Reporting requirements

FINAL DOCUMENTS REQUIRED BY BIVAC TO ISSUE REPORT: *Final invoice + Packing list + Bill of Lading.
For fresh dairy products (milk and cheese), eggs and fresh meat and fish, a health certificate indicating manufacturing and expiry dates is required.
For pharmaceuticals, a certificate of analysis is required.*

TYPE OF REPORT ISSUED: *Clean Report of Findings / Non Negotiable Report of Findings*

REPORT PURPOSE:

- *A label secured by a hologram is stuck on the exporter's final invoice for payment purposes (L/C) or for his own use upon request. In case of L/C, final documents must include a copy of the original Bill of Lading.*
- *A Clean Report of Findings is one of the mandatory documents needed by the importer to clear his goods from customs. It is issued after inspection is completed and all required/necessary documentation is received.*
- *A NNRF is issued after ten days from inspection date if the final documents have not been received or in case of unsolved quantity/quality discrepancies between the exporter, the importer or where the goods present risk to health or safety.*

6. Inspection fees

Fees, in respect of PSI, DI and at the request of the Government, shall be received from Importers, at the time of registering a shipment (Opening of an IPD or an IRF).

Payment shall be due and effected whether or not the goods subject to inspection have been shipped.

Nevertheless, BIVAC may invoice the Seller in the event of supplementary inspection visits (in vain or unsatisfactory results). The costs incurred by the Seller in presenting the goods for inspection, such as unpacking, handling, testing, sampling, repacking... are for the account of the Seller.

7. List of goods exempted from PSI

The following goods shall be exempted from Pre-Shipment Inspection, but not be exempt from any electronic x-ray activity or inspection by Customs upon arrival:

- 1. Imports below the threshold value, with the exemption of motor vehicles (used and new), which are subject to pre-shipment inspection regardless of their value;*
 - 2. Reasonable amount of personal, household or removal articles as defined in regulation by the Minister of Finance;*
 - 3. Supplies for diplomatic missions, United Nations Organizations and NGO's;*
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7. List of goods exempted from PSI (Cont'ed)

4. Gold, precious stones, objects of art;
5. Explosives and pyrotechnic products, arms, ammunition, weapons and implement of war imported by the Liberian Armed Forces and the Liberian Police service;
6. Live animals, trade samples, foodstuffs from West Africa region, fresh fish caught by local Liberian canoe.

In any case, an IRF or an IPD must be opened at BIVAC LIBERIA or with the Ministry of Commerce and Industry. If under the threshold, the Ministry of Commerce and Industry will have to confirm the acceptance of the exemption on the IPD or IRF. For any other type of exemption, the IRF or IPD will have to be stamped by the Ministry of Finance.

8. List of prohibited goods

As may be advised from time to time and those under United Nations embargo.

- *Right Hand Drive vehicles (Letter MF/2-3.JFK-DMR/vod/07-1739/2012 dd. 24/07/2012)*
- *Shellfish (oysters and mussels) harvested in France (Letter MCI/ABC/DMCI/51/RL"12 dd. 27/07/2012)*
- *Energy drinks under the name of Pussy (Letter MCI/AMC/STM/2013/018)*
- *3-wheeled motorcycles either assembled or disassembled (CKD)*
- *Chicken feet and pork skin / mask covered by IPD opened after 3rd June 2015.*

9. List of restricted goods

- *Used motor vehicles more than 10 years old, whether intended for transport of passengers or goods, or for private or commercial use. A punitive tax on the importation of vehicles above 10 years old will be levied to discourage and penalize the importation of such vehicles, with the exception of the following machinery/vehicles: i) Earth moving equipment; ii) Heavy trucks used in forestry or for the transportation of heavy equipment; iii) industrial vehicles and tankers, which can be imported whatever their age.*

10. Geographical inspection zones

There are no geographical limits to the contract with the Ministry of Finance and Commerce.

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