**1.3 Customs Information**

COUNTRY NAME Customs Information

Duties and Tax Exemption

For contact information regarding government custom authorities, please follow the link below:

**INSERT LINK to the government contact list. Create the contact list by completing the 'Annex 2.1: Government Contact List' template. Once saved in the appropriate annex section, copy and paste the link here. If the contact list already exists, update it with the contact details required and paste the link directly into this section.**

**Ensure the file has the correct Customs Authority Focal Point information. Ensure individual focal points for each entry point are identified where possible.**

**Emergency Response:**

[Note: This section contains information which is related and applicable to ‘crisis’ times. These instruments can be applied when an emergency is officially declared by the Government.  When this occurs, there is usually a streamlined process to import goods duty and tax free.]

In the following table, state which of the following agreements and conventions apply to the country and if there are any other existing ones

|  |  |
| --- | --- |
| **Agreements / Conventions Description** | **Ratified by Country?**  **(Yes / No)** |
| **WCO (World Customs Organization) member** | **Yes or No, if Yes insert date in format DD MMM YY** |
| **Annex J-5 Revised Kyoto Convention** | **Yes or No, if Yes insert date in format DD MMM YY** |
| **OCHA Model Agreement** | **Yes or No, if Yes insert date in format DD MMM YY** |
| **Tampere Convention (on the Provision of Telecommunication Resources for Disaster Mitigation and Relief Operations)** | **Yes or No, if Yes insert date in format DD MMM YY** |
| **Regional Agreements (on emergency/disaster response, but also customs unions, regional integration)** | **Yes or No, if Yes insert date in format DD MMM YY** |

**Exemption Regular Regime (Non-Emergency Response):**

*[Note: This section should contain information on the usual duties & taxes exemption regime during non-emergency times, when there is no declared state of emergency and no streamlines process (e.g. regular importations/development/etc.).]*

**REPLACE THIS TEXT WITH a 3 - 5 paragraph summary of the national legislation: general policy on humanitarian aid (for example, Customs Code articles/decrees/regulations exempting aid from import duties and taxes, what organizations are allowed to be operational in the country, if certain types of goods are not duty & tax free, a customs department organizational chart, etc.).**

**In the following table, give information on the necessary requirements in order for organizations to qualify for a duties and taxes exemption on imports (e.g. do they need to be officially registered - with which department and how is this done, necessary permits/licences, etc.).  Include information for both UN agencies and NGOs.**

|  |
| --- |
| **Organizational Requirements to obtain Duty Free Status** |
| **United Nations Agencies** |
|  |
| **Non Governmental Organizations** |
|  |

**Exemption Certificate Application Procedure:**

**In the following table, please provide the practical information that is necessary in order to obtain a duties and taxes exemption certificate or similar document.  Include a process description (including contacts, departments, paperwork, etc.), making the distinction per counterpart/programme.  Also include the contact details of agents and authorities (where to apply for certificates/authorization) as well as time benchmarks.**

|  |
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| **Duties and Taxes Exemption Application Procedure** |
| **Generalities (include a list of necessary documentation)** |
|  |
| **Process to be followed (step by step or flowchart)** |
|  |

**Exemption Certificate Document Requirements**

**The following matrix should include information as to what documents are necessary in order to obtain a duties and taxes exemption certificate. In each of the boxes in the matrix, please include the following information for the commodities list at the top:**

* **Whether or not the documents listed on the left are required (Y/N)**
* **Whether or not an original, proforma or a copy is necessary**
* **The number of copies of the document that is necessary Any differences between UN and NGO requirements**

**If there are any additional comments, they can be included at the bottom of the table.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Duties and Taxes Exemption Certificate Document Requirements (by commodity)** | | | | | | |
|  | **Food** | **NFI (Shelter, WASH, Education)** | **Medicines** | **Vehicle & Spare Parts** | **Staff & Office Supplies** | **Telecoms Equipment** |
| **Invoice** | ***[example:***  ***Yes, Original,***  ***1 copy,***  ***applies to UN and not NGOs]*** |  |  |  |  |  |
| **AWB/BL/Other Transport Documents** |  |  |  |  |  |  |
| **Donation/Non-Commercial Certificates** |  |  |  |  |  |  |
| **Packing Lists** |  |  |  |  |  |  |
| **Other Documents** |  |  |  |  |  |  |
| **Additional Notes** | | | | | | |
| **INSERT ANY ADDITIONAL NOTES AS REUIRED** | | | | | | |

Customs Clearance

**General Information**

|  |  |
| --- | --- |
| **Customs Information** | |
| **Document Requirements** | ***[Example: INSTRUCTION OF TEMPORARY IMPORT MUST BE INDICATED IN THE INVOICE, THE RECEIVER MUST DEPOSIT A GUARANTEE BEFORE THE CUSTOMS]*** |
| **Embargoes** | ***[Example: NONE]*** |
| **Prohibited Items** | ***[Example: SPECIFIC DRUGS, PROTECTED SPECIES, IMITATION AND COUNTERFEIT MATERIAL, WINE AND SPIRITS]*** |
| **General Restrictions** | ***[Example: GMO COMMODITIES ARE NOT ALLOWED INTO THE COUNTRY]*** |

**Customs Clearance Document Requirements**

**The following matrix should include information as to what documents are necessary for the customs clearance of consignments. In each of the boxes in the matrix please include the following information for the commodities list at the top:**

* **Whether or not the documents listed on the left are required (Y/N)**
* **Whether or not an original, proforma or a copy is necessary**
* **The number of copies of the document that is necessary**
* **Any differences between UN and NGO requirements**

**If there are any additional comments, they can be included at the bottom of the table.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Customs Clearance Document Requirements (by commodity)** | | | | | | |
|  | **Food** | **NFI (Shelter, WASH, Education)** | **Medicines** | **Vehicles & Spare Parts** | **Staff & Office Supplies** | **Telecoms Equipment** |
| **D&T Exemption Certificate** | ***[example: Yes, Original, 1 copy, applies to both UN and NGO]*** |  |  |  |  |  |
| **Invoice** |  |  |  |  |  |  |
| **AWB/BL/Other Transport Documents** |  |  |  |  |  |  |
| **Donation/Non-Commercial Certificates** |  |  |  |  |  |  |
| **Packing Lists** |  |  |  |  |  |  |
| **Phytosanitary Certificate** |  |  |  |  |  |  |
| **Other Documents** |  |  |  |  |  |  |
| **Additional Notes** | | | | | | |
| **INSERT ANY ADDITIONAL NOTES HERE** | | | | | | |

**Transit Regime**

**REPLACE THIS TEXT with 2 - 4 paragraphs of information on the usual practices (customs procedure chosen – e.g. import/export or bonded transit) for humanitarian aid commodities which are destined for anther country.  Give an explanation and the details on the transit regime, escort requirements (if it is required, cost, etc.), transport bond, bonded warehouses situation, etc.**