

PRE-SHIPMENT INSPECTION OF IMPORTS FOR *LIBERIA*

1. Pre-shipment Inspection (PSI) mandate

MANDATE AUTHORISED BY:	<i>Ministry of Finance</i>
APPLICABLE REGULATION(S):	<i>Contract No. 001/2004 for the provision of PSI services dd. 10/09/04. Addendum to contract No. 01/2004 dd. 19/09/2007.</i>
APPOINTED PSI COMPANY (IES):	<i>BUREAU VERITAS BIVAC BV</i>
SELECTION OF PSI COMPANIES:	<i>Not applicable</i>
SCOPE OF DUTIES:	<ul style="list-style-type: none"><i>Physical inspection for quality and quantity</i><i>Export market price (For Foreign exchange purposes)</i><i>Export market price (For Govt. information purposes)</i><i>Customs classification</i><i>Valuation for Customs purposes (according to the Brussels Definition of Value)</i><i>Assessment of customs duties and taxes</i><i>Sealing FCL's and identifying inspected loose cargo with appropriate stickers and tape</i><i>Post clearance reconciliation of import declarations and revenue collection with CRFs</i>
MINIMUM VALUE SUBJECT TO PSI:	<i>USD 3,500 FOB. All vehicles excluding duly authorised exempt vehicles are subject to PSI, regardless of their value.</i>
PART SHIPMENTS:	<i>Authorised.</i>
EXEMPTIONS FROM PSI:	<i>See Section 7.</i>

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

P.I.O. NAME:	<i>PIO (Preshipment Inspection Order).</i>
ISSUED BY:	<i>BIVAC Liaison Office in Monrovia upon submission by the importer of the Import Permit Declaration (IPD) set approved and signed by the Ministry of Commerce and accompanied by the seller's pro forma invoice and bank teller evidencing receipt of inspection fee payment.</i>
VALIDITY:	<i>6 months after the IPD endorsement date by the Ministry of Commerce.</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>Not applicable.</i>

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

DESTINATION INSPECTION: *Approval by the Ministry of Finance and the Bureau of customs and Excise is required*

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

Mandatory on all LCL (Less than Container Load) cargoes shipped by sea. Therefore the exporter to confirm the way the goods are shipped when filling in the Request For Inspection sent by Bureau Veritas.

3. Inspection requirements/restrictions

SEALING OF FCLCONTAINERS: *Obligatory. Consolidated containers (FCL/LCL), as long as they involve one exporter must also be sealed.*

SECOND-HAND GOODS: *Obligatory.*

PROHIBITED IMPORTS: *Not applicable.*

RESTRICTED IMPORTS: *Not applicable.*

LABELLING REQUIREMENTS: *In English for all commodities.*

OTHER SPECIAL REQUIREMENTS: *Inspection compulsory in the country of supply save LCLs to be inspected at destination.*

Goods that are shipped as free cargo must be clearly labelled with stickers and tape.

4. Price verification/Seller's invoice requirements

BUYING/CONFIRMING COMMISSIONS: *No specific requirement.*

INSURANCE: *No specific requirement.*

FINANCIAL INTEREST: *No specific requirement.*

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

5. Reporting requirements

FINAL DOCUMENTS REQUIRED BY BIVAC TO ISSUE REPORT: *Final invoice + Packing list.*
For fresh dairy products (milk and cheese), eggs and fresh meat and fish, a health certificate 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 within 5 working days after receipt of clean final documents.*
- A NNRF is issued after 10 working days to the importer in the event of unresolved quantity/quality discrepancies between the exporter and the importer or where goods present risk to health or safety.*

6. Inspection fees

Are levied based on the declared FOB value in the seller's pro forma invoice and paid directly by the importer to one of the nominated bank accounts.

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

- Imports less than USD 3,500 FOB, save not duly exempt vehicles
- Reasonable amount of personal effect and household items
- Supplies for diplomatic missions, and United Nations organizations
- Gold and precious stones,
- Explosives and pyrotechnic products,
- Arms, ammunition, weapons and implement of war imported by the Liberian Armed Forces and the Liberian Police service,
- Fresh fish caught by local Liberian canoes
- Goods imported by parcel post not exceeding USD 3,500.

8. List of prohibited goods

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

9. List of restricted goods

Not applicable.

10. Geographical inspection zones

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

The information contained herein is for the purpose of facilitating Pre-Shipment Inspection and does not relieve Exporters or Importers from their obligations in respect of compliance with the import regulations of the country of importation. Although every effort has been made to ensure the correctness of the information, as at the date of issuance of this data sheet, BIVAC International does not accept any responsibility for errors or omissions and, furthermore, the information may subsequently be subject to change as may be announced by the Authorities in the country of importation. Consequently, Exporters are advised to check with BIVAC International, prior to shipment of the goods, if there is any doubt concerning the issuance of a Clean Report of Findings.