



GOVERNMENT AND TRADE SERVICES

GUIDELINES FOR IMPORTERS AND EXPORTERS TO MOZAMBIQUE

PRE-SHIPMENT INSPECTION PROGRAMME

June 2015

GLOSSARY OF ABBREVIATIONS COMMONLY USED

- LO** - **Liaison Office**
INTERTEK's main office in Mozambique.
- IO** - **Issuing Office**
INTERTEK's office in the exporter's country which will organize PSI of your goods and issue a certificate for their clearance through Customs by the importer.
- PSI** - **Pre-Shipment inspection.**
- RFI** - **Request for Information/Inspection**
A notification sent to the exporter by INTERTEK in respect of each individual declaration and Proforma Invoice selected for Pre-Shipment inspection.
- PAF** - **Pre-Advice Form**
This is an internal INTERTEK form
- DU** - **Single Document or Documento Único**
The document which is used for clearance of goods.
- DUC** - **Certified Single Document or Documento Único Certificado**
The certificate produced by INTERTEK for goods that have been subjected to inspection and which have passed satisfactorily through the Pre-Shipment inspection process.
- NNRF** - **Non-Negotiable Report of Findings**
The document issued by INTERTEK when goods fail to pass PSI, either because discrepancies are not corrected by the exporter or because the exporter fails to provide INTERTEK with a clean final invoice within 3 full working days of the completion of a satisfactory inspection of the goods to be shipped. This document prohibits clearance of goods in Mozambique.

GUIDELINES FOR IMPORTERS

I wish to import. What steps should I take?

To be able to import you must be registered as an importer and you must possess the following documents:

- Your Importer Identification Card
- Your Tax Payer Card – NUIT Number

There is a list, published by the Government of Mozambique - “Positive List”, which indicate which goods are compulsorily subject to Preshipment Inspection – PSI (physical inspection performed at origin, prior to the goods being shipped to Mozambique).

Please check the Positive List (Appendix A) and if the goods you wish to import are included on that list, then you must contact the Intertek office nearest to you (Maputo, Beira or Nacala) and submit your Proforma Invoice together with a Pre Advice Form – PAF giving details of your import. Alternatively you may fax or email the documents to us (see our contacts in Appendix B)

Please Note: if your proforma invoice includes goods that are subject to PSI and goods that are exempt from PSI, Intertek will have to inspect all the goods.

If the information contained in the PAF is not correct, or is incomplete, your PAF will be rejected.

What will happen if my goods arrive without having been inspected?

You will not be able to clear your goods through Customs and you will have to request INTERTEK to effect an inspection at destination. *This Destination Inspection (DI) will take place at the Customs clearance point and you will be obliged to bear the full costs of PSI. In addition, you will be subject to a fine equal to 10% of the CIF value determined for customs purposes, by INTERTEK.*

What Documents do you need from the Importer (buyer)?

You must submit to INTERTEK, physically (Maputo, Beira or Nacala) or by email (info.mozambique.gs@intertek.com), or by fax (21407884/5), the following documents:

- PAF (Pre Advice Form provided by Intertek) duly filled in
- copy of the Proforma Invoice
- copy of the NUIT card or Declaration (Tax Payer Number)
- copy of your Importer Identification Card

If documents are in order Intertek will load them into the system and transmit the information electronically to the Issuing Office (IO) responsible for arranging inspection in the country of supply.

If Importing Second Hand Vehicle(s) you need to submit the following:

- a copy of the Proforma Invoice
- fill in a PAF (Pre Advice Form obtained at Intertek)

Please note that due to vehicle registration requirements a PAF can only be utilised for 1 used vehicle. The same applies to the Proforma invoice: One invoice per vehicle

- Copy of ID (Identification Document) of the buyer
- Copy of his NUIT (card or declaration)

NOTE: *If importer is a Company (not an individual), a copy of the Importer's card (issued by the Ministry of Industry and Commerce) or a copy of the Alvara (company registration document) and a copy of the Company's NUIT card or declaration, must be provided.*

We also require the following documents:

For vehicles from the SADC region:

- Registration documents and Police Clearance Certificate

For vehicles from Japan or other countries (outside SADC):

- Registration Cancellation Certificate

After receiving the information, the IO will fax the exporter with a Request for Information (RFI) notification to enable us to arrange the inspection.

The Exporter must respond promptly to our RFI letter, not forgetting that 3 working days of advance warning are necessary in relation to the required date for inspection.

After arrangements have been made, the INTERTEK inspector will perform the physical inspection at the place, date and hour previously requested by the exporter. Simultaneously, at the Issuing Office, INTERTEK experts will analyse the prices and tariff codes.

We recommend that the exporter's final invoice be sent to the IO on the same day that the exporter responds to the RFI or, at the latest, two days after the physical inspection.

Assuming that the results of PSI are satisfactory, we will issue a ***Certified Single Document*** or ***DUC***.

After the DUC has been issued, it will be sent electronically to INTERTEK in Maputo, Beira or Nacala, who will then print it and make it available to you at the reception

counter, or couriered to the city where clearance is to occur.

Please note that the regulations allow three full working days, following the date of inspection of your goods, for the receipt by us from the exporter of a clean final invoice. If we do not receive this, we will be obliged to issue an NNRF. The NNRF will prevent you from clearing your goods through Customs.

What do I do after obtaining the DUC (Certified Single Document)?

On collecting the DUC, and if you agree with it, you should fill in the outstanding information on the DUC. Having done this, and after having signed the DUC, you should deliver it to the respective Customs post to clear your goods.

And if PSI goes wrong and exporter does not agree with INTERTEK?

If discrepancies and other anomalies were detected, either during the physical inspection of the goods or during the documentary review, and if these anomalies are not rectified in good time, INTERTEK will issue an NNRF.

How long will it take you to issue a DUC?

The time taken will depend largely on your cooperation and the cooperation of your Exporter (Seller). The regulations allow for the following time periods:

- Delivery of the PAF and proforma invoice by LO to IO 3 full working days
- For IO to arrange a physical inspection 3 full working days
- Certification of process by IO after receipt of a CORRECT final invoice and issuance of the DUC in Maputo 3 full working days
- Delivery of the DUC by the LO to cities other than Maputo 3 full working days

GUIDELINES FOR EXPORTERS

How does the process begin?

The process begins when the Importer (buyer) completes the PAF and submits it to the Intertek's office in Mozambique, together with a Proforma Invoice.

What happens if I ship the goods without inspection?

If goods that are subject to PSI arrive in Mozambique without inspection, then the Importer will have to submit to INTERTEK Mozambique, a request for a Destination Inspection and he will incur an additional penalty of 10% of the CIF value assessed by Intertek.

As the exporter what do I have to do?

Upon receipt of the PAF data and the proforma invoice from the Customs clearing agent / importer, and after having processed the information in both documents, the **INTERTEK Liaison Office (LO)** in Maputo, will transfer the data to the **INTERTEK Issuing Office (IO)** which will handle your file. The IO will contact you in writing, usually by fax. The letter is referred to as the **RFI** (Request For Information/Inspection) and will ask you for the information we require, in order to carry out our physical inspection of your goods and to perform customs classification and price verification. The RFI letter will detail pertinent references, including a unique RFI locator number, for example MOZ123456.

Please quote the unique RFI number in all communications with INTERTEK, so the file record can be immediately located and the swiftest possible action be taken.

If any company other than the exporter named on the PAF is to request inspection or act in any way on your behalf, their authority to do so must be confirmed by you as the named exporter. The PAF does give the option to state the details of a supplier.

What do I have to pay?

The Government of Mozambique pays all inspection fees with the exception of Used Vehicles, for which an exporter contribution of US\$265 plus VAT (or equivalent) is payable to their local Intertek Office. In the event of used vehicles arriving in Mozambique without having been inspected, the importer will have to bear the full cost of Destination Inspection as well as being subject to a fine equal to 10% of the value determined for customs purposes by Intertek.

How do I arrange the Inspection?

As soon as you have received the RFI letter from INTERTEK you should reply requesting the inspection to INTERTEK. We ask for **a minimum advance notice of 3 full working days** for the requested inspection date, although we will always try to accommodate you when an urgent inspection is required.

Your written inspection request should detail the following:

- RFI reference number
- The MOZ reference number
- Desired date and location of the inspection
- The name of the person to be contacted at the inspection site with their telephone and fax numbers

At the time of making your inspection request, if possible please provide a copy of your final invoice.

What is Customs Classification?

All goods can be classified under a tariff code which determines the rate of duty payable for the goods upon importation. INTERTEK is required to determine the correct tariff code in accordance with the requirements of the Mozambican tariff book and all other relevant regulations published by the Customs Department in Mozambique. INTERTEK will determine the correct tariff code by review of documentation taken in consultation with the results from the physical inspection of the goods. *The Mozambican Customs tariff is based on the Harmonized System (HS).*

What is Price Verification ?

The price verification (or valuation) undertaken by INTERTEK seeks to determine whether the price being charged by the seller, as declared to us in the final invoice, corresponds within reasonable limits with export prices generally prevailing in the country of supply. INTERTEK's assessment of the value of your goods will be used as the basis on which import duties and taxes payable will be calculated.

Where freight and insurance charges are not presented to the IO by the exporter INTERTEK will assess values for these, for Customs valuation purposes only. The reference date for price verification will be the date of the order or proforma invoice.

Where our price verification indicates that your prices are significantly below the reasonable limit for the export prices prevailing in the country of supply, you will be contacted and given an opportunity to comment.

Price data and all related information supplied to INTERTEK are held in the strictest confidence.

As an exporter, what type of Certificate will I receive from INTERTEK?

No certificate is issued to the exporter.

What type of Certificate will INTERTEK issue to the Importer?

INTERTEK will issue the importer with a Documento Único Certificado or DUC (Single Certified Document).

The DUC will be issued to the importer, provided the following conditions have been met:

- An accepted Inspection Report has been issued by INTERTEK to confirm that the quality and quantity of the goods meet the specification submitted to INTERTEK;
- The exporter has submitted correct final documentation to INTERTEK;
- All import regulations have been met.

To issue the DUC, what documents do you need from me?

We need a clean final invoice, with the following information:

- Invoice number and date of issuance;
- Names of the Importer and Exporter, as per the proforma invoice and PAF;
- Detailed quantity and description of goods;
- All unit prices and extensions;
- Separate itemised charges, if applicable, up to FOB;
- The FOB (Free on Board) value of the transaction;
- Freight (if applicable);
- Insurance (if applicable);

Final invoices which show a price adjustment arising from fluctuating exchange rates cannot be accepted unless expressly allowed for, under the terms and conditions of the proforma invoice.

What happens if I fail to present a correct Final Invoice?

Presentation of a correct Final Invoice within 3 full working days of inspection is crucial. Failure to comply (without good reason), may result in the issuance of a Non Negotiable Report of Findings (NNRF).

Please note that an issuance of an NNRF for whatever reason, even if subsequently reversed, will result in a penalty being charged to the importer by Customs.

In order to avoid problems, it is advisable that good final invoices be presented to INTERTEK at the time that you submit your request for inspection.

FINAL NOTE

If the information in these Guidelines does not provide an answer to questions that arise in relation to a specific order, please contact your nearest INTERTEK Office where trained INTERTEK personnel will be happy to assist, or e-mail us at info.mozambique.gs@intertek.com .

INTERTEK is a founder member of the International Federation of Inspection Agencies (IFIA) and the Mozambican PSI programme is carried out in conformity with the IFIA code of practice.

INTERTEK also carries out its work in accordance with the WTO Agreement on Pre-Shipment Inspection.

OTHER PROGRAMMES OPERATED BY INTERTEK

Intertek International Limited operates Pre-Shipment Inspection Programmes (PSI) for numerous other countries. These include Bangladesh, Ecuador, Iran, Mexico, Sierra Leone (PSI combined with Scanning and Destination Inspection) and Uzbekistan.

INTERTEK also manages the International Conformity Certification Programmes for Saudi Arabia, Kuwait, Kenya and Nigeria.

For further information on these programmes, please visit our website shown below:

<http://www.intertek.com/government>

**APPENDIX A
POSITIVE LIST**

Chapter & Tariff Code Position	Exclusions from Pre-Shipment Inspection
Chapter 2 HS Code: 02.07.12; 02.07.14; 02.07.25; 02.07.27; 02.07.33; 02.07.36. – Frozen meat and edible parts of poultry of position 01.05	None
Chapter 11 PP 11.02 - Flour	Quantities up to 20 Kgs
Chapter 15 PP 15.07; 15.08; 15.11; 15.12; 15.13; 15.15 – Cooking Oil	Quantities up to 20 litres
Chapter 25 HS Code 25.23 - Cement	Quantities up to 100 Kgs
Chapter 28 Chemical products	None
Chapter 29 Chemical products	None
Chapter 30 Pharmaceutical products under HS code: 30.01; 30.02; 30.03; 30.04; 30.05 and 30.06	Quantities for personal use
Chapter 36 HS Code 36.05 – matches	None
Chapter 40 HS Code 40.11; 40.12 – New tyres and used tyres	Quantities up to 5 tyres
Chapter 87 - Vehicles 87.01 –87.05; 87.11	New vehicles which have never been registered at place of manufacture

APPENDIX B

OUR OFFICES IN MOZAMBIQUE

LIAISON OFFICE

MAPUTO

INTERTEK INTERNATIONAL LIMITED
Rua da Namaacha, 492
Maputo

Phone: (258) 2140 78 70/3

Fax: (258) 2140 78 84/5

E-mail: info.mozambique.gs@intertek.com

General Manager : AVELAR DA SILVA
Training and Marketing Manager : MARIA MANUEL FONTINHA
Operations Manager : DELFINA MUSSANE

REGIONAL OFFICES:

BEIRA

Rua Costa Serrão nº 158

Phone/Fax: (00258) 23324017

Contact person: **JUDITE DONLIGE**

NACALA

Rua do Porto
Recinto Portuario
Nacala Porto

Phone/Fax: (00258) 26526434

Mobile: (+258) 823032291

Contact person: **SÓNIA SEMEDO**

Appendix C – Intertek External Offices (IOs)

ARGENTINA (IO)

Intertek Argentina SA
Cerrito 1136 - 3° Piso
C1010AAX
Buenos Aires
Republica Argentina

Tel: +5411 5217 9487
Fax: +5411 5217 9481
Manager: Enrique Mastroscello
info.buenosaires.gs@intertek.com

COLOMBIA (IO)

Intertek Testing Services Ltd
Carrera 47 No 91-68 La Castellana
Bogota DC
Colombia

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Manager: Andreas Aretaga Sarasty
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HONG KONG (IO)

Intertek Testing Services Hong Kong Ltd.
5B Garment Centre
576 Castle Peak Road, Kowloon
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Tel: (852) 2310 9923
Fax: (852) 2370 2284
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JAPAN (IO)

Intertek Testing Services (Japan) K.K
COI Eitai Building
2-31-1 Eitai Koto-Ku, Tokyo 135-0034
Japan

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Fax: (81) 3 5245 0471
Manager: Katsumi Murakami
Info.tokyo.gs@intertek.com

SINGAPORE (IO)

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CHINA (IO)

Intertek Testing Services Ltd., Shanghai
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Mob: + 86 139 1658 9470
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FRANCE (IO)

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India
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KENYA (IO)

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Church

Westlands, Nairobi, Kenya
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SOUTH AFRICA (IO)

Intertek Testing Services South
Africa (Pty) Ltd
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UNITED KINGDOM (Reg Office & IO)

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CHINA GUANGZHOU (IO)

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