



Introduction

In March 2004, the Government of Sierra Leone appointed Intertek to inspect all imports to the Republic of Sierra Leone exceeding USD 2000 FOB unless officially exempt from the programme.

Over the intervening years the programme has operated a combination of pre-shipment inspection (PSI) and destination inspection (DI) with a gradual move to the latter. With effect from 1st July 2009 the programme will operate on a DI basis only, thus PSI will not longer be required. However, Intertek is still required to undertake an assessment of price, customs classification and import duties payable.

As such, importers are required to complete an application form for all imports. Upon receipt of the application from the importer, Intertek will contact the exporter to obtain the documents necessary to carry out the assessments referred to above.

Frequently Asked Questions

Are any goods exempt from inspection?

Yes, these are shown overleaf.

What do I have to do?

The Intertek office nearest to the country of supply will send you a Request for Information (RFI) letter. You should reply promptly to this letter providing the following information:

- Your 'SLE' Reference No.
- Pricing/Valuation Information as requested
- Full details of the goods to be shipped
- Any relevant Test Certificates or Certificates of Analysis

What is Customs Classification?

Intertek are required to determine the correct customs tariff code in accordance with the Sierra Leone Customs Tariff book to establish the rate of duty payable upon importation.

What is Customs Valuation?

The customs valuation or price verification undertaken by Intertek seeks to determine whether the price being charged by the Seller, as declared to us in the proforma invoice, corresponds within reasonable limits with export prices generally prevailing in the country of supply.

Where the Exporter does not present freight and insurance charges to the IO, Intertek will assess values for customs valuation purposes only.

The reference date for customs valuation/ price verification will be the date of the order or proforma invoice.

Where our customs valuation/ 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. Our assessment of the export market price will only be amended if you can provide us with written information enabling us to change our opinion.

Price data and all related information supplied to Intertek is held in the strictest confidence.

What documents do you require from me?

A clean final invoice, with the following information:

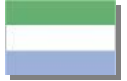
- Invoice number and date of issuance
- Names of the Importer and Exporter, as per the proforma invoice (and Letter of Credit, if applicable).
- Detailed quantity and description of goods;
- All unit prices and extensions;
- Total price and applicable incoterms (e.g. FOB, CFR etc.)
- The gross and net weights of the consignment.
- Any shipping marks
- Container and shippers seal number(s) for cargo exported by LCL/FCL (*ie Groupage Cargo*). This information is very important as it needs to be stipulated on the IDR.

Note: 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.

It is in your best interest and the interests of your Importer that you submit your final documents at the earliest possible opportunity.

What happens if I fail to present final documents?

Failure to do so may result in the issuance of a Non-Negotiable Report of Findings (NNRF) and delay in Customs Clearance upon arrival.



Guidelines for Exporters

23-07-09

Prohibited Imports

- Not applicable

Restricted Imports

- Not applicable

Timescales for Inspection

Arrangement of inspection from receipt of Exporters response to the RFI letter	Within 5 working days
Issuance of Certified Invoice following completion of inspection and receipt of correct final documentation from the Exporter	Within 2 working days
Availability of IDR from completion of inspection and receipt of correct final documentation from the Exporter	Within 3 working days

Goods Exempt from Inspection

- Arms and ammunition: parts and accessories imported by Government and intended for military or paramilitary use (Tariff Chapter Heading 93)
- Explosives and pyrotechnical products;
- Live animals, fruit, vegetables, eggs and fresh, chilled or frozen fish and meat (Tariff Chapter Headings 1, 2, 3, 04.07, 7 and 8);
- Goods with a FOB value not exceeding US\$2000 or equivalent (two thousand United States Dollars or equivalent)
- Precious metals, precious and semi-precious stones (Tariff Chapter Headings 71.01, 71.02, 71.03, 71.04, 71.05, 71.06, 71.07, 71.08, 71.09, 71.10, 71.11 and 71.12);
- Newspapers and periodicals (Tariff Chapter Heading 49.02);
- Works of art, collectors' pieces and antiques (Tariff Chapter Heading 97);
- Goods by courier and parcel post;
- Personal and household effects;
- UN, diplomatic and consular goods imported specifically for their own use;
- Electricity
- Goods belonging to Non Governmental Organizations;
- Radioactive and nuclear substances;

Inspection Fees

The Importer pays the inspection fees.

Final Notes for Exporters

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.

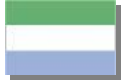
Intertek is a founder member of the International Federation of Inspection Agencies (IFIA) and the Intertek programme for Sierra Leone is carried out in conformity with the IFIA code of practice.

Intertek also carries out its work in accordance with the WTO agreement on Preshipment Inspection.

Despite every effort being made by Intertek to facilitate the progress of all orders which require an inspection, an Exporter may occasionally experience a problem. Intertek has an Internal Appeals Procedure as required by Article 2.21 of the Agreement on Preshipment Inspection of the Uruguay round of WTO/ GATT.

Exporters/Importers wishing to communicate with Intertek by electronic mail should take note of the following important message: *Email is subject to the possibility of delays and of transmission failure. Systems designed to inform senders of transmission failure are themselves subject to the possibility of delay and may fail altogether. It follows that you should not assume that email transmissions have been received in good order unless you are advised by Intertek that this is the case.*

All work is performed in accordance with Intertek's Terms and Conditions, a copy of which is available from your nearest office or at our website www.intertek.com/government.



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Contracts handled by Intertek

Intertek operates inspection programmes for numerous countries. These include:

- Bangladesh Pre-shipment Inspection Programme
- Iran Pre-shipment Inspection Programme, Bulk Commodity Programme, Valuation Programme, Verification of Conformity
- Kenya Pre-Export Verification of Conformity to Standards Programme (PVoC)
- Kuwait International Conformity Certification Program (ICCP)
- Mexico Pre-shipment Inspection Programme, Certificate of Origin Programme, Price Valuation Programme
- Mozambique Pre-shipment Inspection Programme
- Nigeria Conformity Assessment Programme (SONCAP)
- Saudi Arabia International Conformity Certification Program (ICCP)
- Sierra Leone Inspection Programme