

**GUIDELINES FOR  
IMPORTERS OF  
MOZAMBIQUE**

**PRESHIPMENT INSPECTION  
PROGRAMME**

performed by

**INTERTEK INTERNATIONAL LIMITED**

on behalf of

**THE GOVERNMENT OF THE REPUBLIC OF MOZAMBIQUE**

JULY 2006

## **INTRODUCTION**

### **INTERTEK and the Importation Procedures in Mozambique**

INTERTEK has been providing preshipment inspection services to the Government of Mozambique since January 1996.

Since November 1998, the Government of Mozambique have introduced several new laws which made fundamental changes to the importation procedures.

*These Guidelines have been prepared by INTERTEK to summarise and update those changes and their impact upon importers.*

INTERTEK is at the disposal of all importers and other economic agents in order to provide whatever additional clarifications may be required.

## 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** - **Preshipment 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 preshipment inspection.*
- PAF** - **Pre-Advice Form**  
*This is an internal INTERTEK form that replaces the previous PD (Pre – declaration 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 preshipment inspection process.*
- DUs** - **Simplified Single Document or Documento Único Simplificado**  
*Document that can be completed at point of entry for customs clearance of goods with a value equal or less than 500 USD.*
- 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 two full working days of the completion of a satisfactory inspection of the goods to be shipped. This document prohibits clearance of goods in Mozambique.*
- FCL** - **Full Container Load (FCL)**  
*A container load belonging to a single exporter or supplier and destined for a single importer. It is obligatory for INTERTEK to witness the stuffing of FCLs and evidence this by placing an INTERTEK seal on the container. Details of this are stated on the DUc.*

## GUIDELINES FOR IMPORTERS

### • ***I WISH TO IMPORT. WHAT STEPS SHOULD I TAKE?***

To be able to import, you should be registered as an importer and should have the following documentation:

- your Importer Identification Card
- your Tax Payer Card

There is now a 'Positive List' from which you will be able to tell whether there is a requirement for Preshipment Shipment Inspection (PSI) or not.

If your goods do appear on the 'Positive List', then you need to go to the INTERTEK office in Maputo and fill in a PAF (Pre-Advice Form) with details of the forthcoming shipment. If you have a Proforma Invoice (PFI) with details of goods that are both subject and exempt from inspection, then the PFI must be split to reflect what is subject and what is not – the final invoice must only reflect the inspected goods.

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

### • ***IS COMPLETION OF A PAF ALWAYS COMPULSORY?***

The completion of a PAF is compulsory unless:

- you wish to import goods that do not appear on the Positive List. For any goods that do appear on the Positive list, a PAF will be necessary;
- your goods fall outside certain conditions stated on the positive list;

NOTE: If your goods arrive in Mozambique without the PAF having been submitted and approved by INTERTEK, a Destination Inspection is obligatory.

### • ***IS PRESHIPMENT INSPECTION COMPULSORY?***

The selection for PSI is now fixed according to the positive list of goods that have been predetermined by the government to be included for PSI. This list is subject to change at short notice over the course of time, but for now, if your goods / HS Codes and Chapters do not appear on this list, then you are exempt from Inspection.

- **WHAT WILL HAPPEN IF MY GOODS ARRIVE WITHOUT HAVING BEEN INSPECTED?**

If your goods were subject to PSI and they arrive in Mozambique without having undergone this inspection, or without a PAF, the importer must then request INTERTEK to effect an inspection at destination. *This Destination Inspection (DI) will take place at the Customs clearance points 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 value determined for customs purposes, by INTERTEK.*

We must also alert you to the fact that, should this occur again within the subsequent six months, the fine will be charged at 10% of the CIF value of the goods again and this time, you run the risk of having your licence to trade suspended or cancelled by the Government through the Ministry of Industry and Commerce.

- **CAN I SEE A COPY OF THE POSITIVE LIST?**

Yes. Please consult Appendix A.

- **WHAT SHOULD I DO IN ORDER TO OBTAIN EXEMPTION FROM DUTIES OR OTHER FISCAL BENEFITS?**

There is a special form that must be completed by the importer. For this purpose you should contact the DRA - Department of Customs Regimes, in the building of the National Directorate of Customs in Maputo.

***We draw your attention to the fact that duty exemption documents must be submitted together with your PAF. INTERTEK will not consider a file with exemptions unless the exemption is submitted at the beginning of the process. Therefore, anyone wishing to obtain a duty exemption should ensure that it is in place prior to opening the PAF.***

- **WHAT SHOULD I DO IF MY IMPORTATION IS SUBJECT TO PRESHIPMENT INSPECTION?**

You should contact your supplier and advise him that he must wait for INTERTEK to contact him in order to arrange for the physical inspection of the goods to be shipped to you.

- **HOW IS PRESHIPMENT INSPECTION ORGANISED?**

INTERTEK in Maputo will receive from importer(s) or Clearing Agents, all PAFs that are to be subjected to PSI. We will also receive with it a copy of the supporting proforma invoice or order confirmation sent to you by your supplier. We will analyse these documents and load them into the system.

**Should there be no reason to reject the documentation**, INTERTEK will transmit the information electronically to the Issuing Office (IO) responsible for arranging inspections in the country of supply.

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 goods have been physically inspected.

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, who will then print it and make it available to you at the reception counter. Copies of the DUc will also be made available at our offices in Beira and Nacala.

**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 a NNRF in order to close off the transaction. The NNRF will prevent you from clearing your goods through Customs.**

- **AND IF MY GOODS ARE NOT SUBJECT TO PSI?**

You should await the arrival of your goods and complete the Supplementary Information form. You should hand this to Customs who will issue the respective DU.

- **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 information which was left blank when you completed the PAF. Having done this, and after having signed the DUc, you should deliver it to the respective Customs post to clear your goods.

If you do not agree with any information on the DUc issued by INTERTEK you should not sign it. In this case, you should complete your own Final Declaration and present this to Customs along with the INTERTEK DUc. Customs will decide on how to proceed.

- **WHAT HAPPENS IF THE PRESHIPMENT INSPECTION GOES WRONG AND THE EXPORTER DOES NOT REACH AGREEMENT 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 a NNRF.

It should be noted that whenever INTERTEK issues a NNRF, irrespective of whether this is subsequently converted into a DUc, the importer will be required to bear the full costs of the respective preshipment inspection.

***As already noted above, we should also alert you to the fact that, if the exporter does not present the final invoice to INTERTEK (without good reason), within 3 full working days of the date of completion of a satisfactory physical inspection of your goods, INTERTEK may issue a NNRF in order to close off the transaction.***

- **HOW LONG WILL IT TAKE YOU TO ISSUE A DUc?**

The time taken will depend largely on your cooperation and the cooperation of the exporter. 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 CLEAN final invoice and issuance of the DUc in Maputo 3 full working days
- Delivery of the DUc by the LO to the Provinces 3 full working days

## A 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.

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 Preshipment Inspection.

Please note that Customs officials will reserve the right to request a Destination Inspection regardless of whether the consignment has been inspected by INTERTEK or not. This happens only rarely.

## OTHER PROGRAMMES OPERATED BY INTERTEK

Intertek International Limited operates Preshipment inspection programmes for numerous other countries. These include Kenya, Bangladesh, Nigeria, Ecuador, Uzbekistan, Rwanda, Iran and Mexico. INTERTEK also manages the International Conformity Certification Programmes for Saudi Arabia and Kuwait.

For further information on these programmes, please visit our website shown bellow.  
<http://www.intertek-fts.com>

## APPENDIX A - POSITIVE LIST

CHAPTER & Tariff Code position	EXCLUSIONS FROM PRE-SHIPMENT INSPECTION
Chapter 2 PP 02.07.12; 02.07.14; 02.07.25; 02.07.27; 02.07.33; 02.07.36. – Frozen Poultry	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 and Raw Cooking Oil	Quantities up to 10 litres
Chapter 17 PP 17.01 - Sugar	None
Chapter 25 PP 25.23 - Cement	Quantities up to 100 Kgs
Chapter 28 - Chemical products	None
Chapter 29 - Chemical products	None
Chapter 30 – Medicines	Quantities considered reasonable for personal use
Chapter 34 PP 34.01 – Soaps, products and active tension preparations, etc.	None
Chapter 36 PP 36.05 – matches	None
Chapter 40 PP 40.11; 40.12 – New tyres and used tyres	Quantities up to 5 tyres
Chapter 50 PP 50.07 – material in silk or silk waste	None
Chapter 52 PP 52.08; 52.09; 52.10; 52.11; 52.12 – Cotton Materials (all)	None
Chapter 54 PP 54.07 – material made of synthetic thread (except mosquito nets- 5407.42.10) PP 54.08 –material made of artificial thread	None
Chapter 55 PP 55.12;55.13;55.14;55.15;55.16 –material made of broken synthetic fibres	None
Chapter 63 PP 63.09 – Used clothes and shoes	Quantities up to 100 Kgs
Chapter 84 PP 84.15 –air conditioning equipment and machines PP 84.18 – Fridges and Freezers	None
Chapter 85 PP 85.06 – Dry cell batteries, PP 85.07 – Batteries	None
Chapter 87 – Vehicles 87.01 – 87.05; 87.11	New vehicles which have never been registered at place of origin

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## **APPENDIX B**

### **OUR OFFICES IN MOZAMBIQUE**

#### **LIAISON OFFICE**

##### **MAPUTO**

INTERTEK INTERNATIONAL LIMITED  
EDÍFICIO INDEL - AV. DE ANGOLA No. 2696 - 1<sup>ST</sup> FLOOR  
MAPUTO

Phone: (258) 21 46 70 70  
Fax: (258) 21 46 70 51/2

General Manager : AVELAR DA SILVA  
Training and Marketing Manager : MARIA MANUEL FONTINHA  
Operations Manager : JOSÉ TIMBA

#### **REGIONAL OFFICES:**

##### **BEIRA**

KING & SONS  
AV. ARMANDO TIVANE No 1- R/C

Phone: (258) 23 328619  
Fax: (258) 23 328621  
Contact person: ISMAEL ASSANE

##### **NACALA**

KING & SONS HOUSE  
RUA DO PORTO

Phone: (258) 26 526260  
Fax: (258) 26 526416  
Contact person: DEOLINDA PINHEIRO