



REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



P.O. Box 9041
1000 Monrovia,
10 Liberia
Website: www.moci.gov.lr

Administrative Notice
MoCI/No.002/12/2015
Date: December 1, 2015

**Ref: Updated List of Specific Products and Commodities Requiring
Import Permit Declarations (IPDs)**

1.0 GENERAL RULE

WHEREAS, Part II, Executive Branch Generally; Chapter 10, General Provisions; Section 10.5 of Title 12 Liberia Code of Laws Revised (Executive Law); grants authority to the head of each ministry or independent agency in the Executive Branch, subject to the approval of the President, the power to prescribe regulations not inconsistent with the law of the operation of the ministry or agency, the accomplishment of its lawful functions;

WHEREAS, Chapter 29, Section 29.2(a) of the Executive Law mentioned supra, grant the Minister of Commerce and Industry the power to establish trade and commodity standards;

WHEREAS, the Ministry of Commerce and Industry (MoCI) issued an Administrative Notice on June 12, 2013 (MCI/No.008/06/2013) limiting the application of Import Permit Declarations (IPDs) to products listed in the notice, and

WHEREAS, the MoCI wishes to further strengthen Liberia's trade facilitation regime.

NOW THEREFORE, issues an Administrative Notice on the following:

2.0 PURPOSE

The purpose of this Regulation is to reduce the list of products contained in the Administrative Notice (MCI/No.008/06/2013) of June 12, 2013 from seventeen (17) products to of eleven (11) products as set out below Effective, December 1, 2015. IPDs shall apply only to the products listed below with HS Codes in **TABLE 1 HARMONIZED SYSTEM (HS) CUSTOMS CODE OF RELEVANT PRODUCTS:**

- i. Fresh or frozen meat and meat products, including poultry
- ii. Fresh and frozen fish and crustaceans
- iii. Alcoholic and non-alcoholic beverages, including bottled water
- iv. Products of the milling industry and poultry, including rice, flour, eggs, and starches
- v. Prescription medicines/pharmaceuticals and biological substances
- vi. Inorganic and organic products of the chemical industry, chemical elements, acids, and chemicals (e.g. lead, potassium bromide, mercury, sodium, monosodium glutamate, formaldehyde, sulfuric acid), including ozone-depleting substances and refrigerants.
- vii. Petroleum products, including crude and refined oil and petroleum gases
- viii. Explosives, pyrotechnics, fireworks, and combustible liquid or gas preparations
- ix. Military tanks and weapons, arms and ammunition
- x. Hazardous waste
- xi. Building materials (including lime, cement, steel rods, plywood, PVC pipes, sheets of zinc, and ceramic flooring blocks).

3.0 NOTICE

The public is also put on notice that products listed above which, after testing or analysis, are found to be non-compliant with nationally adopted or internationally accepted quality standards, as well as food fortification standards for flour, and other subsequent food fortification regulations, shall be treated as prohibited imports and be subject to confiscation or destruction action by the Ministry of Commerce and Industry and the Liberia Revenue Authority. Additionally, any product imported without an English label shall be subject to seizure or destruction action by the Ministry of Commerce and Industry; and the Ministry will also institute fines against both the inspection company and the business.

4.0 REQUIREMENTS FOR THE PROCESSING OF IPD'S

As of the effective date of this Regulation all importers are to present the original *pro forma* invoices to obtain pre-shipment inspection approval and original *final invoices* for final signature in addition to items listed in **Table 2.0 CHECKLIST OF REQUIRED DOCUMENTS**

5.0 DURATION OF PERMITS

Effective 1 December 2015, all Import Permit Declarations (IPDs) for all products will be valid for six (6) months from the date of the opening of the permits and will not be extended after the six (6) months. Importers are advised to exhaust their shipment(s) within the six-month lifespan of the IPD.

6.0 ADMINISTRATIVE ACTION


The Ministry shall ensure administrative actions are taken against anyone violating the importation of the above listed products using any other means, other than the IPD process. Violators shall face actions ranging from suspension of business registration certification, imposition of appropriate fines, or closure of business, consistent with the relevant provisions of the General Business Law and the Intellectual Property Law of 2014.


7.0 CAUSE FOR REJECTION OF IPD APPLICATION

Additionally, the Ministry reserves the right to reject an IPD on the following grounds:

- The products are harmful to human, animal and plant health and the environment;
- If the application was not made through the MoCI Customer Service Center;
- If the procedures were not followed by the importers;
- If the required conditions were not met (Ref: Import Restrictions/
<http://www.moci.gov.lr/doc/MoCI.Conditional.Imports040714.v2.pdf>)
- If the values of the products are falsely declared;
- If the products have inappropriate language;
- If the importer fails to disclose the full technical descriptions of the products;
- If the number of containers or container size was altered, without notification, after the granting of pre-shipment inspection;
- If the name of the consignee was altered, without notification, after the granting of pre-shipment inspection;
- If the name of the consignee was changed without the Ministry's approval after the granting of pre-shipment inspection;
- If the quantity of products in the container or on the shipment (loose cargo, air freight, etc.) was altered without the Ministry's approval; and
- If the products are the designated trademarks of other importers.

This Regulation shall become effective on the 1 day of Dec A.D. 2015

Signed: 
Cyril A. Allen, II
Deputy Minister for Commerce and Trade Services

Approved: 
Axel M. Addy
Minister of Commerce and Industry

ANNEX I: TABLES

TABLE 1.0 HARMONIZED SYSTEM (HS) CUSTOMS CODE OF RELEVANT PRODUCTS

1.0 Corresponding Harmonized System (HS) Customs Codes for Products Requiring IPDs
<p>(1) Fresh or frozen meat and meat products, including poultry</p> <ul style="list-style-type: none"> • This concerns Chapter 2 of the tariff, <i>Meat and Edible Meat Offal</i> • It covers all HS codes under Headings 02.01 through 02.09
<p>(2) Fresh and frozen fish and crustaceans</p> <ul style="list-style-type: none"> • This concerns Chapter 3 of the tariff, <i>Fish and Crustaceans</i> • It covers all HS codes under Headings 03.01, 03.02, 03.03, 03.04, 03.06, 03.07, and 03.08
<p>(3) Bottled water and alcoholic beverages</p> <ul style="list-style-type: none"> • This concerns Chapter 22 of the tariff, <i>Beverages and Spirits</i> • It covers all HS codes under headings 22.01 through 22.08
<p>(4) Products of the milling and poultry industry, including rice, flour, eggs and starches</p> <ul style="list-style-type: none"> • This concerns Chapter 10 of the tariff, <i>Cereals</i> • It covers the specific HS codes noted below: <ul style="list-style-type: none"> ○ Heading 10.06, including HS codes: 1006.10.10.00, 1006.10.90.00, 1006.20.00.00, 1006.30.10.10, 1006.30.10.20, 1006.30.10.30, 1006.30.10.40, 1006.30.10.90, 1006.40.00.00 ○ Heading 04.08, 04.08.11, 04.08.19, 04.08.91, and 04.08.99 ○ Heading 11.01, including HS code: 1101.00.00.00 ○ Heading 11.02, including HS codes: 1102.20.00.00, 1102.90.10.00, 1102.90.90.00 ○ Heading 11.08, including HS codes: 1108.11.10.00, 1108.11.90.00
<p>(5) Prescription medicines/pharmaceuticals and biological substances</p> <ul style="list-style-type: none"> • This concerns Chapter 30 of the tariff, <i>Pharmaceutical Products</i> • It covers all HS codes under Headings 30.01, 30.02, 30.03, 30.04, 30.05, and 30.06
<p>(6) Inorganic and organic products of the chemical industry, chemical elements, acids, and chemicals (e.g. lead, mercury, sodium, monosodium glutamate, formaldehyde, sulfuric acid), including ozone-depleting substances and refrigerants</p> <ul style="list-style-type: none"> • This concerns Chapters 28 and 29 of the tariff, <i>Inorganic Chemicals and Organic Chemicals</i> • It covers all HS codes in Chapter 28 under Headings 28.01 through 28.53 • It covers all HS codes in Chapter 29 under Headings 29.01 through 29.42
<p>(7) Petroleum products, including crude and refined oil and petroleum gases</p> <ul style="list-style-type: none"> • This concerns Chapter 27 of the tariff, <i>Mineral Fuels and Mineral Oils</i> • It covers all HS codes under Headings 27.09 and 27.11 • In addition, it covers the specific HS codes noted below: <ul style="list-style-type: none"> ○ Heading 27.10, including HS codes: 2710.12.10.00, 2710.12.21.00, 2710.12.22.00, 2710.12.23.00, 2710.12.24.00, 2710.12.29.00, 2710.19.11.00, 2710.19.12.00, 2710.19.19.00, 2710.19.21.00, 2710.19.22.00, 2710.19.23.00, 2710.19.24.00, 2710.19.25.00, 2710.20.00.00, 2710.91.00.00, 2710.99.00.00
<p>(8) Explosives, pyrotechnics, fireworks, and combustible liquid or gas preparations</p> <ul style="list-style-type: none"> • This concerns Chapter 36 of the tariff, <i>Explosives and Pyrotechnic Products</i> • It covers all HS codes under Headings 36.01, 36.02, 36.03, 36.04, 36.05, and 36.06
<p>(9) Military tanks and weapons, arms and ammunition</p> <ul style="list-style-type: none"> • This concerns Chapters 93 and 87, <i>Arms and Ammunition and Vehicles</i> • It covers all HS codes in Chapter 93 under Headings 93.01, 93.02, 93.03, 93.04, 93.05, and 93.06, as well as one HS code in Chapter 87 under Heading 87.10: HS code 8710.00.00.00
<p>(10) Hazardous waste (including clinical waste, municipal waste, sewage sludge, and other wastes)</p> <ul style="list-style-type: none"> • This concerns Chapter 38 of the tariff, <i>Miscellaneous Chemical Products</i> • It covers all HS codes under Heading 38.25

(11) Building materials (including lime, cement, steel rods, plywood, PVC pipes, sheets of zinc, zinc alloys and ceramic flooring blocks)

- This concerns specific HS codes in several different areas of the tariff, as noted below
- In Chapter 25, it covers all HS codes under HS Heading 25.21, 25.22, and 25.23
- In Chapter 39, It covers the HS codes 3917.23.10.00 and 3917.23.90.00
- In Chapter 44, it covers all HS codes under HS Heading 44.12
- In Chapter 69, it covers all HS codes under HS Heading 69.04
- In Chapter 72, it covers all HS codes under HS Headings 72.13, 72.14, 72.15, 72.21, 72.22, 72.27, and 72.28
- In Chapter 79, it covers the HS codes 7901.20.00.00 and 7905.00.00.00

#	Table 2.0 CHECKLISTS OF REQUIRED DOCUMENTS
1	<input type="checkbox"/> Verify if the products are for IPD or IRF (Ref: Administrative Regulation on IPD)
2	<input type="checkbox"/> Valid Business Registration and Tax Identification Number (TIN)
3	<input type="checkbox"/> Business line of activity, the International Standard Industrial Classification (ISIC) Code, to match goods and services on the invoice
4	<input type="checkbox"/> Original Pro Forma Invoices to be presented for Pre-Shipment Inspection Approval and Original Final Invoices, Packing List, Bill of Lading, Certificate of Analysis (Quality), to be Presented for Final Signature
5	<input type="checkbox"/> Is the product a conditional import, requiring permit from another government agency/ministry? If yes, please reference MoCI Conditional Imports/Exports on www.moci.gov.lr
6	<input type="checkbox"/> NGO (Letter of Accreditation from the Ministry of Finance and Development Planning)
7	<input type="checkbox"/> Vehicles (Title document has to be included)
8	<input type="checkbox"/> Personal effects (valid passport or identification card, along with the packing list)
9	<input type="checkbox"/> Final Signature for IPD (IPD has to be valid – check expiration date, include the following documents: Original Final invoice, Bill of Lading, Clean Report of Findings (CRF))
10	<input type="checkbox"/> Non-Negotiable Report of Findings will not be processed.
11	<input type="checkbox"/> Destination Inspection (Invoice, Bill of Lading)
12	<input type="checkbox"/> All bulk commodities (rice, petroleum products, cement, flour, eggs) are forwarded from the Customer Service Center directly to the Price and Marketing Division for analysis before approval is granted.
13	<input type="checkbox"/> Certificate of Analysis for all consumables, where necessary (cold storage food, rice, used clothing, etc.)
14	<input type="checkbox"/> Clear specification of brands to be imported (Intellectual Property Rights/Trademarks)

#	Table 2.0 cont'd CHECKLISTS OF REQUIRED DOCUMENTS
1	<input type="checkbox"/> Verify if the products are for IPD or IRF (Ref: Administrative Regulation on IPD)
2	<input type="checkbox"/> Valid Business Registration and Tax Identification Number (TIN)
3	<input type="checkbox"/> Business line of activity, the International Standard Industrial Classification (ISIC) Code, to match goods and services on the invoice
4	<input type="checkbox"/> Original Pro Forma Invoices to be presented for Pre-Shipment Inspection Approval and Original Final Invoices, Packing List, Bill of Lading, Certificate of Analysis (Quality), to be Presented for Final Signature
5	<input type="checkbox"/> Is the product a conditional import, requiring permit from another government agency/ministry? If yes, please reference MoCI Conditional Imports/Exports on www.moci.gov.tr
6	<input type="checkbox"/> NGO (Letter of Accreditation from the Ministry of Finance and Development Planning)
7	<input type="checkbox"/> Vehicles (Title document has to be included)
8	<input type="checkbox"/> Personal effects (valid passport or identification card, along with the packing list)
9	<input type="checkbox"/> Final Signature for IPD (IPD has to be valid – check expiration date, include the following documents: Original Final invoice, Bill of Lading, Clean Report of Findings (CRF))
10	<input type="checkbox"/> Non-Negotiable Report of Findings will not be processed.
11	<input type="checkbox"/> Destination Inspection (Invoice, Bill of Lading)
12	<input type="checkbox"/> All bulk commodities (rice, petroleum products, cement, flour, eggs) are forwarded from the Customer Service Center directly to the Price and Marketing Division for analysis before approval is granted.
13	<input type="checkbox"/> Certificate of Analysis for all consumables, where necessary (cold storage food, rice, used clothing, etc.)
14	<input type="checkbox"/> Clear specification of brands to be imported (Intellectual Property Rights/Trademarks)