

#	1.1 Checklist Description
1	<input type="checkbox"/> Verify if the products are for IPD or IRF (Ref: Administrative Regulation on IPD)
2	<input type="checkbox"/> Current Business Registration
3	<input type="checkbox"/> Business Registration to match the commodities on your invoice
4	<input type="checkbox"/> Original of Invoices
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 (current passport or identification card, along with the packing list)
9	<input type="checkbox"/> Final Signature for IPD (IPD has to be current – check expiration date, include the following documents: 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 Service Room directly to the Price and Marketing Division for analysis before approval is granted.
13	<input type="checkbox"/> All bulk commodities are approved by the Deputy Minister for Commerce and the Assistant Minister for Commerce.
14	<input type="checkbox"/> Certificate of Analysis for all consumables, where necessary (cold storage food, rice, used clothing, etc.)
15	<input type="checkbox"/> Brand Names for all products (Intellectual Property Rights/Trademarks)

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

- The products are harmful to human health and the environment;
- If the procedures were wrongly 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;
- If the products are the designated trademarks of other importers.