



IMPORTER'S GUIDE

TRADE FACILITATION SERVICES (TFS)

NOVEMBER 2021



IMPORT VERIFICATION PROGRAM (IVP)

1 WHAT IS IVP?

The IVP (Import Verification Program) is a service that assists governments in their search for economic recovery and which objectives are:

- Ensure compliance with the applicable regulations
- Determine the customs value of the goods and the tariff classification
- Promote transparency and facilitation in import formalities
- Provide the authorities with a powerful tool for monitoring and managing foreign trade operations

In Cameroon, the Import Verification Program applies to all imports which FOB value is greater than or equal to 2 000 000 FCFA.

Are exempted from IVP:

- Imports of less than 2 000 000 FCFA (two million FCFA) FOB; Nevertheless, remain subject to verification of value and tariff classification
- Returning goods subject to the provisions of Article 5 of the Annex to Act 2 / 92UDEAC-556-CD-SE1 of 30 April 1992
- Shipments made within the framework of international relations from State to State
- Gifts offered by foreign governments or international organizations to the State or to foundations, charities or philanthropic organizations recognized as being of public utility
- Supplies Imported by diplomatic missions, consular posts and international organizations
- Supplies Imported by embassy and consulate staff, and staff of international organizations
- Moving-inheritance-trousseaux
- Movable effects and articles imported on the occasion of a change of residence
- effects and objects in use coming from Inheritance
- Student and marriage trousseaux
- Books, newspapers and periodicals
- Furniture and other used articles
- Precious stones
- Works of art
- Recovery metals
- Non-commercial Shipments
- Social and religious imports
- Shipments intended for national social welfare bodies recognized as being of public utility
- Products and objects intended for worship celebration
- Materials and products intended for certain privileged technical uses:

(A) Products and equipment imported by ASECNA for the fulfilment of its objectives in accordance with the procedure laid down in Article 36 of Title VI.

(B) Materials and documents of airlines to be used within an international airport for the purpose of implementing or operating international air services.

- Imports of materials and equipment required for oil & gas exploration, production and mining
- Living animals
- Postal parcels and couriers

- Commercial samples
- Imports of Public administration for their own account
- Medications
- Crude oil and white refined products

2 PROCEDURES

A. ISSUANCE OF IMPORT DECLARATIONS (ID)

1. Documents required to obtain an Import Declaration (ID)

- A codified proforma invoice
- A copy of your tax card: to obtain your 1st ID
- Registration in the Importers' file issued by MINCOMMERCE per year.
- Any other document required for any goods subject to regulations in force.

All requests for Import Declarations issued by SGS are initiated on the E-Force platform of Guichet Unique by Operators having an access code.

NB: Before starting the import procedure, please make sure that the imported merchandise is or is not subject to a mandatory standard.

If the standard applies, then the importer will have to inform himself about the procedure to obtain a Certificate of Conformity from the services of SGS Cameroon.

2. Initiation of the request for the ID on the GUCE platform

All requests for Import Declarations (ID) issued by SGS are initiated on the e-Force platform of the Single Window by Operators with an access code.

On the basis of a proforma invoice mentioning the following information (reference and date, full names and addresses of the importer and the seller, incoterm, full description of goods, quantity, unit price, total price ...), the Importer or his Representative proceeds with a data entry of the requested information on the platform and generates a file with a reference of PR.

➤ **For IDs subject to SGS verification** (FOB value greater than or equal to 2 000 000 FCFA)

Once the PR..... number is generated on the platform, the Importer or his Representative shall make a bank transfer to the account of the Ministry of Finance up to 0.95% of the FOB value representing the import verification fee.

MINFI Account data:

Bank code	counter code	Account number	RIB Key	Domiciliation
10034	00050	95152430008	75	BANQUE ATLANTIQUE CAMEROUN

Requests for IDs that have been the subject of a bank transfer can reach the SGS Receivability interface only after validation of payment by Atlantic Bank on e-Force platform.

➤ **For IDs not subject to SGS verification** (Transactions covered by Circular No. 006024 / MINFI / CAB / of 30 November 2016, fixing the list of goods not subject to IVP)

No bank transfer, the request is transmitted to the SGS Receivability interface upon validation by the Importer or his Representative on e-Force platform.

Received IDs requests are verified, and their treatment gives way either to the issuance of an ID when files are complete or to additional information request (rejection) on the platform for any anomaly observed.

All regularizations of rejections or additional of information are done on the e-Guce platform.

B. ISSUANCE OF THE REPORT ADVICE NOTICE ON A DOCUMENTARY BASIS (ID SUBJECT TO VERIFICATION)

In accordance with Ministerial Instruction N° 000625/MINFI/CAB/ of 30th November 2016, the Seller is compelled to transmit the final documents to SGS Affiliate as soon as the goods have been shipped.

Transmission of final documents: (Final invoice, packing list, freight invoice, transport document according to the incoterm.....)

After obtaining the ID on the E-Force platform of Guichet Unique, the transmission of final documents **reserved exclusively to the Seller** will be made through SGS Exporters portal presenting the following link: (<https://export-cm.sgs.com/>)

➤ **Steps to follow to access the portal:**

Each time An Import Declaration (ID) is issued, the system automatically sends an email titled « **SGS URL of External Portal for Exporters** » to the email address of the seller registered at SGS; and the exporter can only access the new portal from this email address:

1. Open the email « **SGS URL of External Portal for Exporters** » (check to be done by the seller in the mails received on the date of issue of the ID, and in case of non-receipt please contact the services of SGS Cameroon).
2. Open the attachment to the email and click on the direct access link to the portal; which is underlined on the 1st page of the attached document and presented as follows:

<https://export-cm.sgs.com/communication/user/new?email=> _____

3. The user will be redirected to the login page of the exporters' portal. The identifier is the seller's email address (authorized email address). He will have to create a password and confirm it to access the portal homepage. This same password will be used for all future transactions with importers located in Cameroon.

A user guide is available in the "help" section at the top right of the home page.

Please note that this portal only opens with the following internet browsers: **Internet Explorer, Chrome or Firefox**. It only supports the following types of file: **txt, pdf, doc and xls**.

NB: In the event of a change of e-mail address and for any difficulty encountered in the use of the SGS Portal, the Seller must contact the helpdesk at the following address: cm.tradecentre@sgs.com

➤ **THE ROLE OF THE EXPORTER PORTAL**

It enables the Seller to:

- Upload all documents required for RVC issuance
- Request for new partials
- Track current transactions
- Communicate directly with SGS services

C. ISSUANCE OF THE REPORT ON VALUE AND TARIFF CLASSIFICATION (RVC)

SGS is obliged to issue, without prior request of the Operator, the RVC, 03 days after receipt and validation of the documents **received exclusively from the Seller**

The invoice and transport document are mandatory for the issuance of the Report Advice Notice (RAN). Depending on the transaction's incoterm, some sellers do not have transport documents because they have not taken charge of shipping the goods.

For these files, the Importer is required to make available on the e-Force platform, through the opening of the shipment, the corresponding transport document and Insurance Certificate for the issuance of the RVC.

The absence of transport document 15 days after SGS' notification of the Importer by email and SMS, results in the issuance of a Discrepancy report.

Upon Importer's request, This Discrepancy report is converted into a RVC, following the presentation of the missing documents.

D. GENERAL PROVISIONS

- Operators with an access code on the e-Force platform of Guichet Unique must carry out, in this environment, all operations related to obtaining, modifying and extending the validity of an ID.
- The follow-up of all the operations mentioned above is carried out on the E-Force platform through the various available status
- Documents issued on the platform (ID and RVC) no longer require an additional visa because they already have a QR security code
- SGS systematically sends by e-mail the drafts of ID and RVC issued as well as the rejections or additional information requests.

Sellers are obliged to transmit final documents through the dedicated portal and in accordance with the procedure mentioned above

NB: The above indications are only an extract of the procedures. We remain available for any further information.

PRE-SHIPMENT CONFORMITY ASSESSMENT PROGRAM

1 WHAT DOES PECAE MEAN?

PECAE is the acronym of Programme d'Evaluation de la Conformité Avant Embarquement des marchandises importées en République du Cameroun. In English we can say it is the Pre-shipment Conformity Assessment Program for goods imported into the Republic of Cameroon.

By signing the decree n° 2015/1875/PM of 01 July 2015 instituting and setting the modalities of implementation of the PECAE, the Cameroonian government ensures that imported products comply with technical regulations applicable in Cameroon and with standards made mandatory.

The responsibility for the implementation of this Program has been entrusted to Société Générale de Surveillance (SGS) S.A. and another company, under the supervision of the Standards and Quality Agency (ANOR).

2 OBJECTIVES OF THE PECAE

- Prevent the importation into Cameroon of dangerous products, which do not meet quality and or safety standards, as well as counterfeit products.
- Ensure product quality, consumer health and safety, protection of the environment and national economy.
- Protect local manufacturers from unfair competition from imported products that do not meet local standards
- Avoid that the local market becomes the repository of non-conforming products

3 PROCEDURE

It is the importer's obligation to inform his supplier of the requirements of the Program and its mandatory nature. The procedure can be initiated by the Exporter in the country of origin or by the Importer in Cameroon. Upon issuance of the Import Declaration (ID), the Exporter, its agent or logistics provider officially initiates the procedure through ANOR's website (www.anorcameroun.info/pecae). After choosing the technical partner SGS, he is automatically redirected to the SGS exporter portal (<https://exporter-portal.sgs.com>) where he fills in the Request for certification and sends all the required documents. This action automatically generates a Request for certification in the SGS office of the seller's country.

Requests sent directly to SGS Cameroon or to the SGS office in the seller's country will also be processed and transferred to this portal in order to coordinate the intervention with the exporter. The following documents must be sent to SGS:

- Filled Request for Certification
- Proforma Invoice
- Quality Management System certification such as ISO 9001, if available
- Conformity documents (test reports, quality certificates, analysis reports, etc. ...)
- Final invoice (required for the issuance of the AC)

To obtain evidence that all requirements of applicable standards and technical regulations are met, products must undergo the following combination of verification processes:

- Physical Inspection
- Laboratory analysis
- Factory audit
- Document verification

At the end of the verification process

, if the results are satisfactory, the exporter sends its final invoice for the **Attestation of Conformity (AC)**. ANOR then converts the AC into a **Certificate of Conformity (CoC)** and gives it to the importer for use when clearing the goods through customs.

For air shipments, the AC will be issued on the basis of the proforma invoice.

If the results are unsatisfactory, the exporter will be informed of the non-conformity(ies) identified so that the necessary corrections can be made within the specified time frame (60 days). If the corrections are not made, a **Non-conformity Report (NCR)** will be issued. This implies that these goods will not be authorized to be shipped to Cameroon.

NB: For goods arriving in Cameroon without AC / CoC, inspection at destination is not authorized by the Regulation.

4 ASSESSMENT METHODS

Three methods are proposed to exporters to demonstrate the Conformity of their products and to obtain a Certificate of Conformity (CoC) :

- ROUTE A: It concerns manufacturers and suppliers of products that do not make regular shipments or that ship sensitive and/or high-risk products requiring a regular quality control and compliance with applicable standards. Physical inspection and laboratory tests are systematic for each shipment and product category. However, exporters may submit certificates of analysis that are not related to the items to be shipped under the conditions set out below:
 - If the manufacturer has a system or product certification based on recognized international certificates, then the certificates of analysis may cover his consignments for a period of six (6) months.
 - If the manufacturer is not certified, certificates of analysis will only cover his consignments for two (2) months.

- ROUTE B: It concerns manufacturers or suppliers with frequent shipments of homogeneous products. This procedure is lightened because only a documentary verification is carried out with at least one physical inspection every four (04) months. To be able to register their products and benefit from Method B, exporters must have made at least three (03) shipments according to Method A with products that were found to be in conformity each time.

The Statement of Registration is valid for 12 months renewable with the condition that the Product continues to be manufactured/produced under the same conditions and that no Non-Conformity Report has been issued during the previous period.

- ROUTE C: It is applicable only to manufacturers with licensed products (Product Licensing System) and whose regular compliance of shipments has been demonstrated. An audit of the manufacturing plant is required as well as tests on the different products. This method of assessment is lightened because only a documentary verification is performed with at least one physical inspection every six (06) months.

The product license shall remain valid for a period of one (01) year provided that it proves its compliance with the appropriate requirements, including the effective validity of the manufacturer's recognized System Certificate during this time, and that no Non-Conformity Report has been issued during the period.

NB: Routes B and C are not authorized for sensitive products. They are therefore systematically evaluated on route A for any cargo.

5 AUTHORISED LABORATORIES

- SGS Laboratories
- Approved third party laboratories
- Third party laboratories accredited to ISO 17025 by the country's National Accreditation Authority

Supplier's laboratory provided that the test results are detailed and according to the corresponding standard, that the laboratory holds a recognized quality certification system (such as ISO 9001...etc.) and that the equipment list (model, serial number...etc.) with the corresponding calibration records are provided to demonstrate the laboratory's capabilities for testing

6 PHYSICAL REMOTE INSPECTION

Remote inspection is an SGS initiative in this digital age. It is a new inspection methodology, fully compliant with the ISO/IEC 17020:2012 standard.

It is a revolutionary SGS tool validated by ANOR that enables inspection to be scheduled in the shortest possible time and carried out digitally.

The exporter initiates a request and schedules (date and time) a digital inspection via the inspection portal. To download the relevant application and obtain further information on the requirements, contact the SGS office in the seller's country.

7 HONORARIES

The fees are net of all taxes and are payable in advance by the exporter, i.e. at the time of Request for certification (RFC). They are due even if the exporter does not proceed with the shipment of the goods or does not provide the documents allowing the issuance of the AC.

The fees are calculated on the basis of the FOB value of the invoice submitted by the exporter or importer. See below for the detailed structure:

Assessment method	Ad valorem fee	Minimum fee per shipment (EUR)	Maximum fee per shipment (EUR)
Route A	0,45%	300	7.000
Route B	0,40%	300	7.000
Route C	0,27%	300	7.000

The above fee covers documentary and physical checks of the goods. They do not include the following activities:

- Testing: quotation on a case-by-case basis
- Analysis
- Additional sampling
- Sealing of containers
- Product Registration

- o 375 EUR for the first 15 Products / items
- o 20 EUR for each additional product/line above the first 15 products/items
- Manufacturer's license

Additional costs are generated when products or installations are not ready or available at the time the inspection is agreed upon and therefore an additional inspection visit is required.

8 LIST OF PRODUCTS SUBJECTS TO PECAE

Following **Decree N° 2021/3306/PM of 31 May 2021** amending and supplementing the provisions of Decree N° 2015/1875/PM of 1 July 2015, the pre-shipment conformity assessment procedure applies to **ALL** goods imported into Cameroon except for those listed below.

NB: Some products may be subject to an exceptional exemption from ANOR.

9 LIST OF GOODS EXEMPTED FROM PECAE

- Shipments with a FOB value below XAF 2'000'000 are exempt from the PECAE and therefore do not require a CoC. However, partial deliveries with a FOB value equal or lower than XAF 2'000'000 are subject to the PECAE PECAE if the total value of the transaction is equal to or greater than this amount
- Weapons and ammunition;
- Goods and objects referred to in the exemptions of Act No. 2/92-UDEAC-556-CD-SE-1 in particular;
- Goods returning to the customs territory;
- Consignments carried out within the framework of State-to-State international relations;
- Donations offered to Heads of State and Government;
- Donations offered to the States;
- Items benefiting from diplomatic privileges and immunities intended for diplomatic or consular missions or international organizations or the United Nations;
- Effects and movable objects imported on the occasion of a change of residence;
- Effects and objects in course of use coming from inheritance;
- Student and wedding kits ;
- Consignments intended for solidarity works of a national nature;
- Products and objects intended for the celebration of cults;
- Materials and products intended for certain privileged technical uses;
- Works of art and precious stones;
- Metals of recovery ;
- Newspapers and current periodicals.
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NB: The above indications are only an excerpt of the proceedings. We remain fully available for any further information.

10 CONTACT FOR INFORMATION

The list of SGS contacts is available on our website at www.sgs.com/pca

CONTROL OF IDENTIFICATION OF VEHICLES IMPORTED INTO CAMEROON (CIVIC)

1 WHAT DOES CIVIC MEAN?

The CIVIC (**C**ontrol of **I**dentification of **V**ehicles **I**mported into **C**ameroon) which is originally the CIVIO (Control of Identification of Used Vehicles), is a service that was started, following the will of the government of the Republic of Cameroon, to optimize its revenues from imported used vehicles. If with the CIVIO, the service only concerned used vehicles, the transfer to the CIVIC will integrate in this service, part of the activity of new vehicles and machinery imported into Cameroon.

The objectives are as follows:

- Categorize the vehicle fleet entering Cameroon.
- Determine the customs value of used vehicles and their tariff classifications.
- S
- Substitute for the inspections formerly carried out at the departure of new vehicles and machinery, with today's arrival identifications.

Provide the authorities with a decision tool concerning the importation of used vehicles through the statistics provided.

2 PROCEDURES

A. IMPORTATION OF USED VEHICLES

1. Request for evaluation CIVIC

The requests for evaluation are initiated on the E-Force platform of the Guichet Unique by Operators with an access code. The following documents are required:

- A copy of the original Bill of Lading or a Waybill/Passavant
- A copy of the Importer's Taxpayer Card
- A copy of the Expertise Report in case the vehicle has suffered physical damage
- A copy of the vehicle's original registration document or a certificate of conformity issued by an automotive expert

On the basis of these documents, the Importer or its Representative enters the information requested on the platform and generates a file reference PR.....

Once the number of PR.... generated on the platform, the Importer or its Representative proceeds to the payment of CIVIC fees corresponding to 25'000 FCFA per vehicle.

This payment will be made either electronically with Orange Money using the E-Force platform or in cash at a counter of the Bank CA SCB Cameroon. For the electronic payment, the link to use is:

<https://epayment.guichetunique.org/PayOnlineGuce/Pgconnexion.jsf>

The payment in cash at a counter of the Bank CA SCB Cameroon will be made under the following account

N° 10002 00030 11414013150-28

The CIVIC assessment requests that have been paid and the payments validated by the GUCE, will arrive on the Receivability interface of SGS. These requests will be verified, and incomplete ones will be returned (rejected) on the E-Force platform for further information. The regularization of this additional information is also done through the same platform.

The compliant files will be processed, and a CIVIC identification form will be issued within 24 hours.

2. CIVIC Identification forms

Two types of identification cards are likely to be issued:

- The provisional identification card:

This form is issued following a pre-evaluation which is only done on a documentary basis and before the physical identification of the vehicle.

- The identification form:

It is issued following an evaluation that takes into account the physical identification of the vehicle and the pre-evaluation on a documentary basis.

All contestations or requests will also be initiated from the E-Force platform, and the processing that will be done will be communicated through the same channel.

Documents issued on the E-Force platform (Provisional Identification Form and Identification Form) do not require an additional visa as they already have a QR security code.

B. IMPORTATION OF NEW VEHICLES AND MACHINERY

In the process of importing new vehicles and machinery, the CIVIC service intervenes only at the stage of identification (inspection) on arrival.

The procedure for importing these new vehicles and machinery is essentially in accordance with the PVI (Program for Import Verification). Importers will therefore have to comply with all the necessary formalities to obtain an ID (Import Declaration) and a RVC (Customs Value and Classification Report) from SGS.

NB: the above indications are only an extract of the procedures. We remain at your entire disposal for any further information.

For more information, please contact:

DOUALA

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B.P : 12140 DOUALA

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233.43.36.25

Fax : 233.43.37.25

Email : sgs.cameroun@sgs.com

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WHEN YOU NEED TO BE SURE

