



Uganda Revenue Authority

DEVELOPING UGANDA TOGETHER



REQUIRED DOCUMENTS AT THE POINT OF ENTRY

F/Y: 2011/12

The Customs clearance of goods is done by lodging Import entries and other clearances which are a legal declaration to Customs under the Customs and Excise Act 2004. To expedite the process of clearing goods is conducted smoothly; certain documents required by Customs should be available on request by the customs officer.

The General documents are:-

1. A Customs Bill of Entry duly completed and signed by a Customs Agent.
2. Other documents related to the purchase and importation of the goods such as:-
 - Commercial Invoice
 - Bill of Lading (for Imports by Sea)
 - Airway Bill (for imports by air)
 - Railway consignment note (for imports by rail)
 - Freight Invoice
 - Insurance certificate (if goods were insured)
 - Proforma Invoice
 - Certificate of Origin
 - Permits (if necessary)
 - Original and translated certificates of cancellation or permanent export for motor vehicles
 - Road transit Customs Document (Commonly known as C63) prepared at seaport and entry port in Uganda.
 - URA Form 1 for Motor vehicles
 - Any other relevant documents.

Please note that on top of the General documents, there are some documents which are required for the clearance of particular goods through customs. These are:

1) Flowers, fruits, vegetables and plants:

- Phyto-sanitary certificate
- Export license from the Ministry of Agriculture
- Certificate of origin from Uganda National Chamber of Commerce and Industry.
- Movement permit Euro 1 (*For exports to Europe*)

2) Animals (pets, cats and dogs):



- Health certificate from a Government Vet certifying that the animal has been free from infectious/contagious diseases seven days prior to dispatch.
- Rabies vaccination cert. from Govt. Vet
- Valid vaccination cert. for infectious Hepatitis, Canine Distemper, Parvovirus and Leptosprosis.



3) Precious metals:

- License to deal in minerals from the commissioner geological surveys and mines.
- Export certificate from Ministry of Tourism, Trade and Industry.
- Export permit from the Dept. of Geological Survey and Mines (This specifies the quantity being exported).

4) Fish exports:

- Health certificate from Ministry of Agriculture, Animal Industry and Fisheries;
- Export certificate from ministry of Tourism, Trade and Industry;
- Certificate of origin from UNCCI;
- Movement Certificate Euro1.

5) Bees and Bee products:

- **Packaged bees, bee colonies:**
 - Export Permit and National Health Inspection Certificate from Commissioner Livestock Health and Entomology (CLHE).
- **Bee Products:**
 - Export Permit and National Health Inspection Certificate from Ministry of Agriculture, Animal Industry and Fisheries (MAAIF);

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- Laboratory analysis from UNBS or Chemiphar (U) Ltd;
- Import Permit from the importing country.

6) Game and Trophies:

Permit to export Game Trophies and Wild animals issued by Uganda Wildlife Authority (Ministry of Tourism, Trade and Industry).

7) Hides and Skins:

Export Certificate for Hides and Skins /Veterinary Health Certificate issued by Veterinary Department (Ministry of Animal Industry and Fisheries).

8) Drugs (Human and animal medicine):

License to import that particular drug from NDA

Quality clearance certificate from NDA issued after a sample of the drug has been tested and passed the quality test.

9) Second hand clothing

Fumigation certificate, to show that the goods were fumigated prior to shipment and are free from any vermin's or disease causing organisms.

10) Coffee and Cotton:

Must have the relevant export permits from the Uganda Coffee and Cotton development authorities before your coffee or cotton can be cleared by Customs for export.

NOTE:

Please note that this list is as of 17/05/2010 and it is not exhaustive and is subject to change as and when required.

DOCUMENTS AND THEIR DESCRIPTION AS REQUIRED FOR CLEARANCE OF GOODS THROUGH CUSTOMS

	DESCRIPTION OF DOCUMENT	WHEN IS THE DOCUMENT REQUIRED?
A	Documents Prepared by exporter and their agents	
	Proforma Invoice	Required for most indirect purchases like purchases done on mail, purchases through foreign agents e.t.c
	Sales Contract	Required when the seller and buyer indicate that they entered into contracts of sale and purchase
	Commercial Invoice	Required in cases of indirect purchases,
	Receipts for payment of commissions to agents	Required when a purchaser uses an agent / broker to perform any service paid for in the process of purchasing the goods
	Warehousing or storage cost receipts from country of export	Required when goods are stored in warehouses in countries of export especially after purchase on the account of the purchaser
	Cash Receipts	Required for all cash payments in respect to the goods
	Certificate of analysis	Required for all goods specifically those with chemical compounds
B	Documents prepared by the transporters, shippers and their agents	
	Road, Air, Water or Rail inland transport receipts from country of export	Required when goods have been moved from the place of delivery(Sellers warehouse, shop or store) to the port of final shipment
	Air way Bills, Bills of Ladings and Rail & Road consignment Notes	Required for all cargo depending on the means of conveyance used.
	Port of origin handling charges	Evidence of all port handling costs incurred for all services in respect to the cargo
C	Documents prepared by the banks and their agents	
	Bank draft/Cheque copy	Required in case part or total payment was made using drafts or cheques
	Application for transfer of funds	Required If the importer used telegraphic transfer (TT) to effect payment for the imported goods
	Telegraphic transfer (TT) Receipt	Required if any part or total payment of the cost of goods has been paid for using telegraphic transfer.
	Letters of credit (LC)	Required if payment was undertaken by the bank
	Cash receipts from forex bureaus	Required as evidence of forex purchases
	Cash receipts from Exporters/Suppliers	Required as evidence of receipt of money transferred to the exporter, supplier or their agent.
	Any other payment documents	Required if payment was made in any other form other than those highlighted in part C.

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D	Documents prepared by the Importers and their agents	
	The purchase order	Required in cases where an order was placed.
	Packing lists	Prepared by the importer / exporter or any other party who packs the goods.
	Copies of e-mails related to the transaction	Required when there were e-mail correspondences to any parties involved in the transaction.
E	Documents prepared by the Insurance Company	
	Insurance contract	Required if goods were insured by the importer and a contract was made
	Insurance certificate	Required to prove the conclusion of the insurance contract.
	Insurance premium receipt &/Invoice	Required to support the premium amount actually paid or payable
F	Documents prepared by Customs in export/transit countries	
	Export entries, shipping bills or any other Customs export documents	Required for every export from the country of export
	Certificates of origin	Required for every export of goods manufactured in the country of export
	Transit entries	Required for goods transiting through several countries
G	Documents issued by Regulatory Institutions	
	Permission to import Drugs from (NDA)	Required for all drug imports
	Permission to import explosive products	Required for all importation of explosive products (Ministry of Internal Affairs)
	Animal movement Permit	Required for all animal importation (Ministry of Agriculture)
	Agricultural Products e.g. Flowers, fruits & Vegetables	Required for all exports of Agricultural Products (Ministry of Agriculture)
	Fish Exports	Required for all exports of fish (Ministry of Agriculture)



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