



# STANDARD OPERATING PROCEDURES FOR RECEIVING INTERNATIONAL EMERGENCY RELIEF CONSIGNMENTS AND EQUIPMENT IMPORTED FOR HUMANITARIAN PURPOSES

<b>SOP Number:</b>	<b>LRA-DOC-44-2018</b>
<b>Version Number:</b>	<b>2018-001</b>

## 1. Purpose

1.1 To clearly spell out the clearing processes of relief goods/items during a national disaster and a declared emergency within Liberia. The procedures are documented in order to mitigate impediments amongst stakeholders in the clearing process of relief goods/items during an emergency.

## 2. Scope

2.1 The procedure covers the entire registration and clearing processes of INGO, NGO, UN Agencies and any other emergency response organization. It shows the various stakeholders involved with the process, as well as their roles.

## 3. Definitions

3.1 ASYCUDA	Automated System for Customs Data
3.2 BIVAC	Bureau Inspection Valuation Assessment Control
3.3 CC	Customs Commissioner
3.4 CG	Commissioner General
3.5 CRF	Clean Report of Findings
3.6 IMS	Incident Management System
3.7 INGO	International Non-governmental Organization
3.8 IPD	Import Permit Declaration
3.9 LMHRA	Liberia Medicine and Health Products Regulatory Authority
3.10 LRA	Liberia Revenue Authority
3.11 MFDP	Ministry of Finance & Development Planning
3.12 MOCI	Ministry of Commerce & Industry
3.13 MFA	Ministry of Foreign Affairs
3.14 MOH	Ministry of Health
3.15 NEWEOC	National Early Warning and Emergency Operations Center
3.16 PSI	Pre-shipment Inspection
3.17 SAD	Simplified Administrative Document
3.18 SOP	Standard Operating Procedure
3.19 TIN	Tax Identification Number

## 4. Equipment/Software

4.1 ASYCUDA

## 5. Instructions

No.	Procedure steps	Responsibility
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No.	Procedure steps	Responsibility
<b>5.1 Registration process for emergency</b>		
5.1.1	The President declares a national disaster and seeks international assistance.	President
5.1.2	Accept request to provide assistance.	INGO/NGO
5.1.3	Obtains permit from MFA through a written request seeking permission to operate and provide assistance in the immediate response to the disaster, with all documents validating their existence attached.	INGO/NGO
5.1.4	Obtains temporary accreditation from MFDP valid until the emergency is declared over. This is done when the MFA attentions the request to MFDP acknowledging that their activities are relevant to the current emergency. If not, the regular registration process is followed.	INGO/NGO
5.1.5	Upon registration the organization operates as intended until the end of the disaster.	INGO/NGO
5.1.6	If the organization intends to continue operation, the INGO/NGO follows the regular registration procedures, if not the organization leaves the country.	INGO/NGO
<b>5.2 Regular registration process</b>		
5.2.1	Writes an official letter to MFA in a form of a note verbal, stating their intent of operation.	INGO/NGO
5.2.2	Acquires Article of Incorporation for the organization.	INGO/NGO
5.2.3	Obtains sectorial clearance and accreditation from MFDP, after documents are reviewed, accreditation fees are paid and flag receipt is issued.	INGO/NGO
5.2.4	Do business registration and receive a Tax Identification Number (TIN) automatically.	INGO/NGO
<b>6.1. Tax exemption process for emergency</b>		
6.1.1	Sends all completed documents to IMS Focal Person at least 3 to 4 days prior to the arrival of cargo.	Importer
6.1.2	Submits Letter of Request signed by an authorized office representative to the office of the	Importer

No.	Procedure steps	Responsibility
	Commissioner General, LRA/Commissioner of Customs for appropriate action.	
6.1.3	Attentions the Letter of Request to Duty Free Unit.	CG/CC
6.1.4	Submits all requisite documents to the Duty Free Unit, which may include: <ul style="list-style-type: none"> <li>• CRF</li> <li>• SAD</li> <li>• Bill of Lading/<b>Airway Bill</b></li> <li>• Genuine detailed invoice(s)</li> <li>• Genuine Donation Letter, where applicable.</li> </ul>	Importer
6.1.5	Duty Free Unit receives all documents, reviews and approves request if satisfactory. If not satisfactory, additional information is provided or the request is declined.	Duty Free Unit
	Fills in the Duty Free Request Form	<b>Importer</b>
6.1.6	Submits duty free application form to LRA authority for approval; depending on the risk profile of the application, this stage may vary.	Importer
6.1.7	The relevant LRA's authority signs the request approving duty free.	LRA Appropriate Authority
6.1.8	The importer/applicant receives documents within three working days after submission, provided: <ul style="list-style-type: none"> <li>• All required documents are attached and genuine</li> <li>• The application is correct</li> </ul>	Importer
6.1.9	Proceeds to the port of entry and processes documents based on clearance procedures of that port.	Importer
<b>6.2 Special permit/goods clearance before duty-free processing</b>		
6.2.1	Writes a letter to the CC requesting special permit/delivery of relief goods.	Importer
6.2.2	The CC approves granting the permit.	CC
6.2.3	Releases goods based on the permit. <ul style="list-style-type: none"> <li>• Follows the tax exemption/duty free clearance process.</li> <li>• Pre-shipment requirements are waived</li> </ul>	LRA Appropriate Authority

No.	Procedure steps	Responsibility
<b>7.1 Procedure for the importation of medicines, medical supplies and equipment in cases of emergency.</b>		
7.1.1	Ensures importation meets MOH requirements as outline in the Guidelines for donation of medicines and medical supplies to Liberia. If not satisfactory, the MOH incinerates the product.	MOH
7.1.2	If satisfactory, the MOH issues a letter addressed to LRA.	MOH
7.1.3	Upon receipt of the letter and all supporting documents, LRA clears the medicines and medical supplies or equipment.	Customs Port of Entry
<b>7.2 Procedure for the regular importation of medicines, medical supplies and equipment.</b>		
7.2.1	Sends advance information on the consignment to LRA.	Importer
7.2.2	Acquires all specific documents needed for the importation of medicines and medical equipment, which includes: <ul style="list-style-type: none"> <li>• Donation Certificate- a document transferring title of ownership from the donating entity or government.</li> <li>• Permit from LMHRA for importation ensuring medicines, medical supplies and equipment are safe, effective and fit for consumption. The permit is issued for each consignment and takes between 2 to 12 hours to obtain and is valid for 90 days.</li> </ul>	Importer
7.2.3	Presents invoice and valid business registration certificate to the MOCI.	Importer
7.2.4	Importer receives a blank IPD from MOCI.	Importer
7.2.5	Importer fills, signs, stamps and presents IPD back to MOCI for analysis.	Importer
7.2.6	After analysis, MOCI passes the IPD to BIVAC who will conduct the PSI (where applicable) and approves it if satisfactory. However, during emergencies the IPD forms are	MOCI/BIVAC

No.	Procedure steps	Responsibility
	obtained after special clearance.	
7.2.7	Importer then proceed to BIVAC to obtain an inspection number for inspection oversea.	Importer
<b>8.1 Procedures for Goods Clearance at Airports, Seaports and Land Boarder</b>		
8.2	Importer submits commercial invoice to BIVAC.	Importer
8.3	BIVAC receives invoice and issues documentary CRF. for airfreights, and PSI CRF for sea freights to importer.	BIVAC
8.4	Importer makes an electronic declaration to customs and submits Tax Exemption Certificate.	Importer
8.5	Customs conduct physical inspection based on risk management.	Customs
8.6	Releases goods to importer or broker.	Customs

## 9. Business process workflow

9.1 The business process workflow for receiving international emergency relief consignments and equipment imported for humanitarian purposes, is provided in figure 1 to 4.

## 10. Forms and Records

- Articles of Incorporation
- Sectorial Clearance
- Flag Receipt
- Certificate of Accreditation
- TIN
- SAD
- IPD
- Bill of Lading
- Invoice
- Donation Letter
- Business Registration Certificate
- Import Customs Declaration
- Packing List
- Tax Clearance Certificate
- Sanitary/Phytosanitary Certificate

## **11. Related procedures**

11.1 SOP for the NEWEOC in response to organizations and institutions involved in emergency operations.

11.2 Multi-hazard contingency plan

11.3 SOP for import and export declarations and goods clearance.

## **12. Reference**

12.1 Revised Kyoto Convention Annex J5. Definition for relief goods.

12.2 Administrative Regulation No. V 1500-01-27-17 Rule and guidelines governing the operations of customs brokers and importers relationship.

12.3 Section 14243 Goods Conditionally Exempt From Duty

12.4 Section 14163 Release of Imported Goods from Customs Custody

12.5 Act of LMHRA Section 2 Stating the functions and duties of the authority and donation guidelines for Liberia.

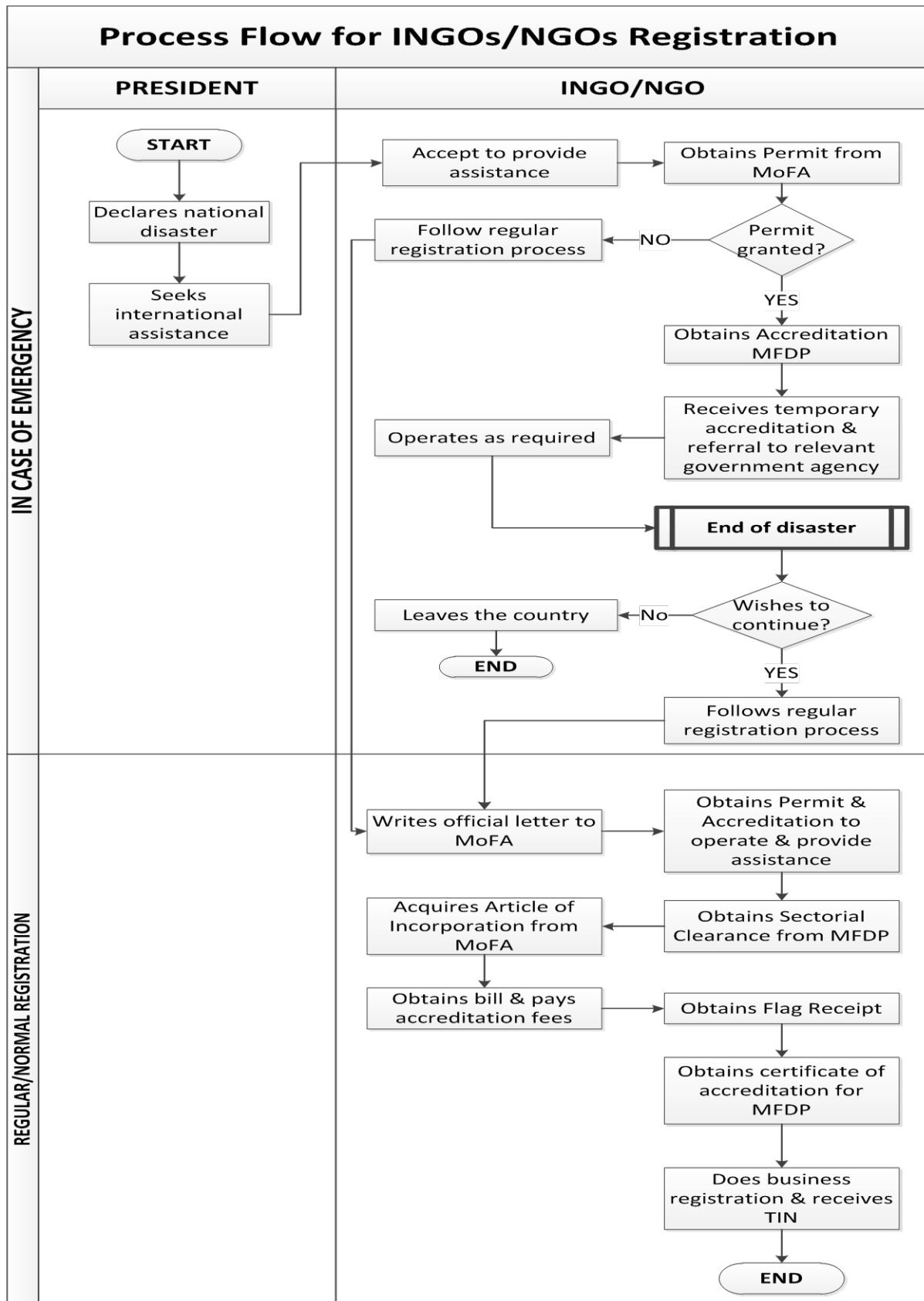
12.6 MOCI NO 002/12/15 IPD Administrative Regulation.

## **13. Document management**

Standard owner	Commissioner of Customs
First version	SOP validated
Revision number	001

**Figure 1: Summary of the registration of organization**

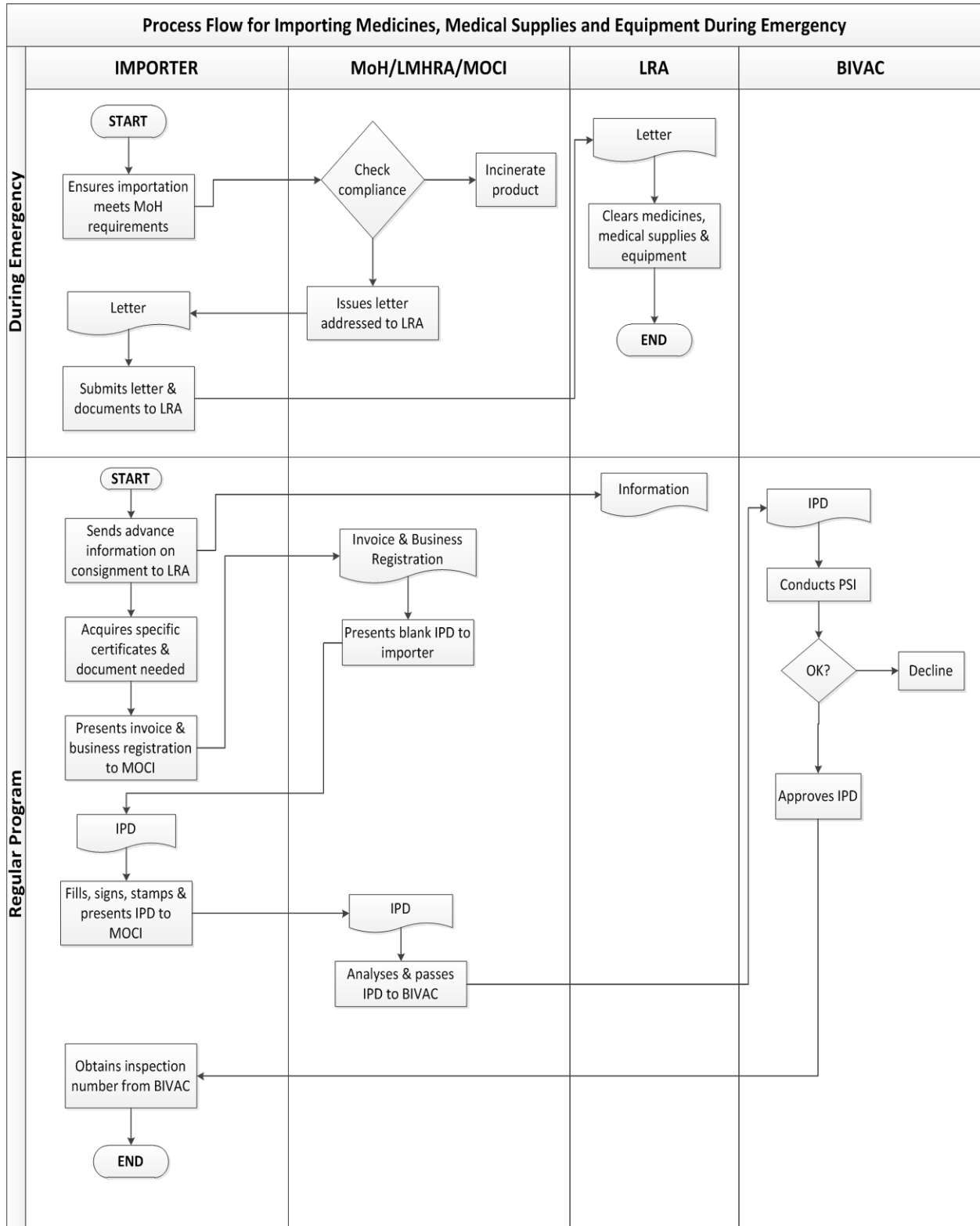




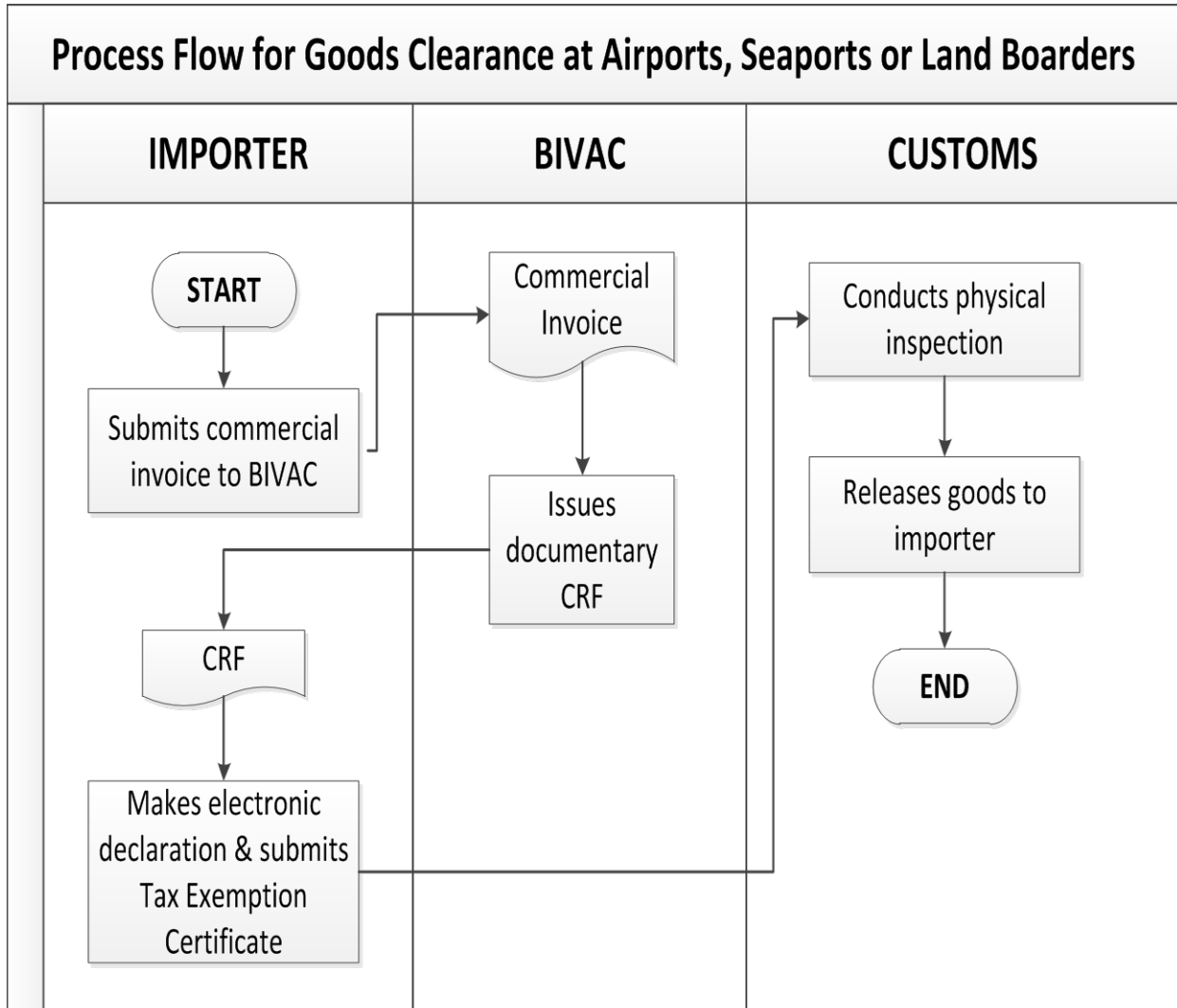
**Figure 2: Summary of tax exemption during emergencies**



**Figure 3: Summary of the importation of medicines, medical supplies and equipment**



**Figure 4: Summary of goods clearance at airports, seaports or land borders.**



#### 14. Sign-off sheet

No.	Position	Name	Signature	Date
1	Assistant Commissioner for Enterprise Design, Quality Assurance & Results Division			
2	Commissioner of Customs			
3	Deputy Commissioner General for Technical Affairs			