

# STANDARD OPERATING PROCEDURES FOR IMPLEMENTING THE CONTROL OF GOODS (IMPORT AND EXPORT LICENCE) REGULATIONS, 2020

In pursuit of the goal of the Malawi Government in ensuring transparency and predictability in issuance of Import and Export Licences, the Ministry of Trade and Industry has developed the following Standard Operating Procedures to guide the business community:

## 1. IMPORT PROCEDURE

- i. The applicant shall submit a formal application letter addressed to the Secretary for Trade and Industry requesting for an Import Licence.
- ii. The letter should include value of goods, country of supply and reason for seeking an import licence.
- iii. The applicant should fill in a form offered by the Ministry. Upon completion of the form, a non-refundable application fee of **MK5,000** must be paid then submitted to the relevant officers for processing.
- iv. Upon submission, applicant **must** attach the following documents:
  - Certificate of Registration/ Incorporation
  - Valid Tax Clearance Certificate
  - National Identity Document.
  - For foreign owned entities, identity document includes Business Residence Permanent/ Permanent Residence Permit and Copy of Passport

- Proforma Invoice from supplier
  - A valid Business Licence (Retail/ wholesale)
  - Copy of Bank Statement (at least for the previous 2 months)
- a. Importation of agricultural products requires a Letter of ‘No Objection’ from the Ministry of Agriculture to be attached and where necessary attach a permit for sanitary and phytosanitary obtained from the Department of Animal Health and Livestock Development, Department of Agriculture Research Services Department of Fisheries;
  - b. For importation of Salt, an invoice is required in order to ascertain iodine contents.
- v. Processing of an Import Licence is done within 14 working days, should all documents be attached.
  - vi. Once the licence has been processed, a non-refundable license fee of **MK20,000** is to be paid upon collection of the licence
  - vii. An Import Licence is valid for 12 months (1 year) from the date of issue.

**Note: List of products requiring import licence is in the first schedule of the Control of Goods (Import and Export Licence) Regulations 2020.**

## 2. EXPORT PROCEDURE

- i. The applicant shall submit a formal application letter addressed to the Secretary for Trade and Industry requesting for an Export Licence.
- ii. The letter should include value of goods and country of destination.
- iii. Upon submission, applicants **must** attach the following documents:-
  - Certificate of Registration/Incorporation
  - Identification Document
  - For foreign owned entities, identity document includes Business Residence Permanent/ Permanent Residence Permit and Copy of Passport
  - Valid Tax Clearance Certificate
  - Details of importer or Buyer/ Seller contract
  - Copy of Bank Statement (at least for the previous 2 months)
  - Proof of Export Proceeds from previous obtained Export Licence
- iv. Exportation of agricultural products requires a Letter of 'No Objection' from the Ministry of Agriculture to be attached.
  - a. Where need be, the Ministry will conduct physical verification of stock in collaboration with other line Ministries, Departments and Agencies such as the Ministry of Agriculture, Malawi Revenue Authority and respective security institutions.

- v. Export of scrap metal requires a police clearance and endorsement letter from Scrap Metal Exporters Association in order to curb exportation of fraudulently obtained scrap metal.
- vi. For Export Licence, there is **only** an application fee of **MK5,000** that should be paid.
- vii. Processing of Export Licence is done within 14 working days, should all documents be attached.
- viii. An Export Licence is valid for 12 months (1year) from the date of issue except in circumstances as specified under the law.

**Note: List of products requiring export licence is in the second schedule of the Control of Goods (Import and Export Licence) Regulations 2020.**