

**Ministry of Foreign Affairs, Foreign Trade, Regional  
Integration and the Diaspora**

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Kingstown

St. Vincent

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**SAINT VINCENT AND THE GRENADINES**

**IMPORT - EXPORT GUIDE**

**1<sup>st</sup> EDITION**



# NOTES

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## INTRODUCTION

The objective of the import-export procedure guide is to provide a simplified step by step guide on the general procedures to be met by importers and exporters. Trade in St. Vincent and the Grenadines is subject to applicable laws, regulations, and preferential trade agreements.

### WHY AN IMPORT– EXPORT GUIDE?



**Access to Information**



**One-Stop Shop**



**Contact Points are Available**

## DIRECTORY

### Ministry of Health and Wellness & the Environment

1<sup>st</sup> Floor Ministerial Building  
Halifax Street  
Kingstown  
St. Vincent  
Tel: (784) 457- 2684  
Email: mohesvg@gov.vc

### Bureau of Standards

Campden Park Industrial Site  
Box 1506  
Kingstown  
St. Vincent  
Tel: (784) 457-8092  
Email: office.svgbs@mail.gov.vc; info.svgbs@gov.vc

### Plant Protection and Quarantine

Campden Park  
Kingstown- (WIBDECO) Geest Shed  
Argyle international Airport  
Tel: (784) 457-1283/456-1300  
E-mail.com: ppq@gov.vc

### Customs & Excise Department

Upper Bay Street  
St. Vincent  
Tel: 784-457-2421 / 457-2711  
Email: ced@customs.gov.vc

### Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour

Richmond Hill  
Kingstown  
St. Vincent  
Tel: (784) 456-1410  
Email: office.agriculture@mail.gov.vc

### Consumer Affairs

2nd Floor Ministerial Building  
Halifax Street  
Kingstown  
Tel:784-456-1111/ Ext. 3815  
Email: office.mps@gov.vc/  
consumeraffairs@gov.vc

### Animal Health & Production Division

Ministry of Agriculture  
Richmond Hill,  
Kingstown  
St. Vincent  
Tel: (784) 493-1749  
Email: animal  
healthsvg@hotmail.com

### Ministry of National Security

4th Floor Administrative Centre  
Kingstown  
St. Vincent  
Tel: (784) 456-111  
Email: office.natsec@mail.gov.vc

### Ministry of Finance, Economic Planning, Information Technology

2nd Floor Administrative Centre  
Kingstown  
St. Vincent  
Tel: (784) 457-1343  
Email: office.finance@mail.gov.vc

All products imported commodities for trading purposes should be fit for the purpose intended, safe for use and have the requisite quality. An importer should purchase from sources which issue warranties and/or provide certificate of conformity where possible.

An Importer should carefully select supplier (s) who could comply with the quality requirements of the specific product by assessing the potential supplier's capacity to meet the commitment concerning quality conformance.

A commodity imported should comply with the appropriate Compulsory SVG National Standard for labeling. These standards are as follows:

- |                                |   |
|--------------------------------|---|
| 1. SVGNS 1: PART 1: 2000       | Requirements for Labeling:<br>General Principles                      |
| 2. SVGNS 1: PART 2: 2000       | Requirements for Labelling:<br>Pre-packaged Goods                     |
| 3. SVGNS 1: PART 3: 2010 (Rev) | Requirements for Labelling:<br>Pre-packaged Foods                     |
| 4. SVGNS 1: PART 4: 2001       | Requirements for Labelling:<br>Domestic Electrical<br>Appliances      |
| 5. SVGNS 1: PART 5: 2002       | Requirements for the<br>Labelling of Retail Packages<br>of Cigarettes |

## Preferential Trade Agreements

### OECS

St. Vincent and the Grenadines is a member of the Organisation of Eastern Caribbean States (OECS). The Revised Treaty of Basseterre replaced the 1981 Treaty and seeks to create an economic union where barriers to trade are removed or reduced.

### CARICOM

St. Vincent and the Grenadines as a member of the Caribbean Community (CARICOM) is obligated to offer lower tariffs to goods originating in the Community.

In order to benefit from this, a CARICOM Certificate (for goods manufactured within CARICOM) obtained from an exporting country to show goods were produced in a CARICOM Member State must accompany the goods to be imported.

### European Community and United Kingdom

The Economic Partnership Agreement between the CARIFORUM States and the European Community and the United Kingdom provides for lower tariff rates. In order to benefit from such an arrangement, the importer must present a EUR.1 form that verifies that the goods originated in an EC Member State.





### Weights & Measures

Weights and Measures includes

1. Scales and other weighing devices used for trade
2. Other measuring devices including length measure

### ALL food products

1. Dry Food products including rice, peas, sugar, canned foods, cereals, pasta etc.
2. Juices and Drinks including fruit juices and concentrate
3. Beverages including sodas and energy drinks
4. Brewery products
5. Packaged water including natural packaged water, flavored water etc.

**Other commodities/products including Toilet Tissue and Cigarettes**



*Please note that all Customs Entries and other documents relating to the products listed above are required to be examined when inspection is carried out by the SVG*

## APPENDIX 2

This list is not exhaustive. In the case where a national standard has not been declared for a specific goods being imported, the SVGBS reserves the right to use applicable regional and/or international for such conformity.

DOMESTIC ELECTRICAL APPLIANCES			
1	Refrigerator	12	Microwave Oven
2	Electric Stove	13	Electric kettle
3	Electric Fan	14	Hot plate
4	Recorder	15	Hair dryer
5	VCR	16	Freezer
6	Washing machine	17	Oven
7	Food processor	18	Radio
8	Television	18	Blender
9	Iron	20	Music System
10	Curling iron	21	Telephone
11	AC units		

**Are you an individual, a firm, or a legal entity that bringing articles of trade from a foreign source into a domestic market ?**

**THIS SECTION IS FOR YOU**



## PRE-ARRIVAL

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<b>School Bus Operators Incentive Programme</b>	Applicant must have a designated Bus route approve by the Ministry of Education	25+ seater bus  •Bus must be right-hand drive with passenger exit/entry located on the left-hand side only. *  Vehicles must not be more than 12 years old.
<b>Heavy Equipment And Vehicles For Construction Programme</b>	A registered business in good standing with Inland Revenue Department (IRD) and the National Insurance Services (NIS)	Construction vehicles* and equipment outline in schedule C  Vehicles must not be more than 12 years old.
<b>Restaurants &amp; Bars And Bakery Programme</b>	A registered business in good standing with Inland Revenue Department (IRD) and the National Insurance Services (NIS)	As outline in Schedule C  •Kitchen and Bar equipment's  • Cookery and Processing equipment
<b>Manufacturing &amp; Agro – Processing Programme</b>	A registered business in good standing with Inland Revenue Department (IRD) and the National Insurance Services (NIS)	Raw material, plant and equipment



## APPENDIX 1

CONCESSION PROGRAMMES	ELIGIBILITY CRITERIA	ITEMS
<b>Returning Nationals Programme</b>	Returning Nationals who have resided abroad for at least 10 years and show evidence that they intend to return to SVG permanently.	<ul style="list-style-type: none"> <li>•Furnishing to outfit up to a 4-bedroom house</li> <li>• 1 vehicle not including a heavy truck or other heavy vehicle • Seating capacity must be no greater than 8 persons*</li> </ul> <p>Vehicles must not be more than 12 years old.</p>
<b>Tour Bus Operators Incentive Programme</b>	Tour operator registered and certified with the Tourism Authority (TA)	<ul style="list-style-type: none"> <li>•18-seater or 26+ seater bus</li> </ul> <p>* Vehicles must not be more than 12 years old.</p>
<b>Farmers Incentive Programme</b>	Applicant must be register farmer who has been farming on 3 acres of land for 3 consecutive years prior to the application	<ul style="list-style-type: none"> <li>•1 pickup or small truck of carrying capacity of 1.5 tons or less</li> </ul> <p>* Vehicles must not be more than 12 years old.</p>
<b>Religious Organizations Programme</b>	An incorporated religious organization with membership of at least 350 persons	<ul style="list-style-type: none"> <li>•1 vehicle in a 5-year period: 1 private car/SUV or Bus*</li> <li>• Other items as per schedule C.3 including building materials, furnishings, music &amp; video equipment including accessories</li> </ul> <p>Vehicles must not be more than 12 years old.</p>

## LICENSES/PERMITS/CERTIFICATES



### Import License

**Agency: Consumer Affairs Department**

**Regulation:** Import and Export Control Regulation 2008—SR&O No.55 of 2008

**Requirements:** The application form should be completed in triplicate at the Department of Consumer Affairs. Five (\$5.00) dollars revenue stamp (obtained from the Treasury Department) must be affixed to the application for a License. At least 48 hours is required for the processing of the license.

**The following schedules contain the list of products pertaining to the Import License.**

The importation of any goods listed in the First Schedule is restricted from any place outside the Organisation of Eastern Caribbean States and Belize. They may only be imported if a license is obtained from the Minister with responsibility for Consumer Affairs.

SCHEDULE ONE	
1	Curry powder
2	Wheat flour
3	Margarine
4	Shortening
5	Pasta products, whether or not cooked or stuffed or otherwise prepared
6	Aerated beverages
7	Malta
8	Beer
9	Stout
10	Oxygen
11	Carbon dioxide
12	Acetylene
13	Candles
14	Toilet paper
15	Solar water heaters
16	Chairs and other seats of wood and upholstered fabric
17	Other furniture of wood and upholstered fabric

## EXPORTATION OF LIVE ANIMALS

1. The exporter needs to contact the Veterinary Services in the destination (importing) country for their requirements for entry.
2. The Animal Health and Production Division (AHPD) facilitates as required, which may include:
  - Inspection of animals and verification of documentation.
  - Issuing an export health certificate in accordance with the requirements of the importing country.

## EXPORTATION OF MEAT AND MEAT PRODUCT

1. The exporter needs to contact the Veterinary Services in the destination (importing) country for their requirements for entry.
2. The Animal Health and Production Division (AHPD) facilitates as required, which may include:

-Verification of items that were imported and are leaving the country (re-exported) against the original health certificate.

- providing an attestation that the items were legally imported into the country and meet the conditions for re-export.

The importation of any goods listed in this Schedule is restricted from any place outside the Caribbean Community. They may only be imported if a license is obtained from the Consumer Affairs Department.

### SCHEDULE TWO

1	Live poultry, that is to say fowls of the species gallus domesticus, ducks, geese, turkeys and guinea fowls
2	Meat of bovine animals, sheep, goat, and swine fresh chilled or frozen
3	Meat and edible offals (except liver) that is to say fowl, ducks, geese, turkey, and guinea fowls fresh, chilled or frozen.
4	Other meat and edible offals, fresh chilled or frozen.
5	fish frozen
6	Salmon, trout and other fish except codfish, mackerel, herring, hake, saithe, haddock and pollock dried, salted or in brine
7	Milk and cream not concentrated nor containing added sugar or other sweetening matter
8	Natural honey
9	Parts of trees and other plants suitable for use as Christmas trees
10	Tomatoes
11	Onions
12	Cabbage
13	Carrots
14	Sweet pepper
15	Ochroes (Okra)
16	Pumpkin
17	Other vegetables
18	Dried vegetables, whole cut, sliced, broken or in powder, but not further prepared
19	Coconut, Brazil nuts and cashew nuts, fresh or dried whether or not shelled or peeled
20	Bananas, including plantains fresh or dried
21	Pineapples, avocados, guavas, mangoes and mango stems, fresh or dried

22	Peppers, dried, crushed or ground
23	Cinnamon
24	Cloves
25	Rice
26	Starches
27	Groundnuts, shelled or unshelled
28	Fixed vegetable oils - edible
29	Sausages and similar products of meat, meat offals or blood; food preparation bases on these products
30	Beet and cane sugar and chemically pure sucrose in solid form
31	Cheeses and corn curls
32	Bread, pastry, cakes, biscuits, ice cream cones, and other bakers wares, whether or not containing cocoa in any proportion.
33	Jams, fruit jellies, marmalade, fruit or nut puree and fruit or nut pastes, obtained by cooking whether or not containing added sugar or other sweetening matter
34	Fruit juices ( including grape must) and vegetable juices, unfermented and not containing added sugar and other sweetening matter
35	Ice cream
36	Water including mineral waters and aerated waters containing added sugar or other sweetening matter or flavored and other non-alcoholic beverages not including fruit or vegetable juice or heading No: 20.09.
37	Over proof rum
38	Paints and varnishes
39	Shampoos
40	Hair conditioners
41	Deodorant
42	Household soaps (cakes, tablets or bars)
43	Toilet soaps (cakes, tablets or bars)
44	Medicated soaps
45	Plastic tubing for the banana industry

## EXPORT OF MANUFACTURED GOODS

1. The exporter must have a taxpayer ID number (TIN)
2. The exporter must obtain relevant permits/licenses/certificates required by both exporting and importing countries.
3. Prepare a **'notice to pack for export'** form and submit with the processed entry. A notice of 3-5 days must be given if the manufacturer wishes to pack the goods on their premises.
4. An Officer will be assigned to examine and verify goods.
5. Prepare a Customs entry (Shipping Bill) with all the relevant supporting documents attached. In addition to permits, licenses or certificates, a copy of the export invoice must also be attached.
6. Submit the entry to the Customs Shipping Desk for processing. Ensure that ALL copies of the entry are fully and legibly completed and are in agreement with the invoice and other documents attached.
7. After verification of the consignment, the officer will affix the necessary seal to the container or other packing.
8. The Officer will return a signed copy of the customs Entry (shipping bill) to the exporter and file the other copy at the Customs shipping desk.

## EXPORT OF PERSONAL PRODUCTS

1. Prepare an entry referred to as a Shipping Bill.
2. Obtain relevant permits/licenses required by both exporting and importing countries.
3. Proceed to Customs and Excise Department for inspection and verification.

46	Poly vinyl chloride (PVC) pipes
47	Poly foam
48	Wooden doors including paneled doors
49	Grass mats
50	Corrugated cartons
51	Exercise books
52	Carpets, carpeting, rugs and mats or vegetable plaiting materials
53	T-shirts
54	Bed linens
55	Mattresses and mattress supports



### Import Permit (Plants and Vegetables)

**Agency:** Plant Protection and Quarantine

**Regulation:** 1900 Plant Protection Regulations

**Requirements:** A Phytosanitary Certificate from the country of export must accompany all plants or vegetables that are being imported. In St. Vincent and the Grenadines a plant/plant material import permit must also be obtained from the Plant and Quarantine Division.



## Import Permit (Animals)

**Agency: Animal Health and Production Division (AHPD)**

**Regulation:** Animal (National and International) Movement & Diseases Prevention Act No. 7 of 1994

**Requirements:** An Export Health Certificate from the country of export must accompany all animals, meat and meat products that are being imported into St. Vincent and the Grenadines.

A permit is issued by the AHPD for meat and meat products. An Application for License to Import should be submitted through Consumer Affairs. It must be completed in triplicate and submitted at the AHPD office.

The permit application for animals is available by request online.

**Link:** [www.agriculture.gov.vc](http://www.agriculture.gov.vc)



## Health Certificate

**Agency: Public Health Department**

**Regulations: Public Health Act 1977, Environmental Health Service Act 14 of 1991**

**Requirements:** Inspection of all imported food whether or not in containers.

### Human remains:

For the importation of human remains, the death certificate, the certificate proving embalming and the tourist certificate must be presented before clearance is given.

**Link:** [www.health.gov.vc](http://www.health.gov.vc)

## AT THE BORDER

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Exportation of Live Animals	47





### Export License ( Animal)

**Agency:** Animal Health and Production Division (AHPD)

**Regulation:** Animal (National and International) Movement & Diseases prevention Act No. 7 of 1994

**Requirements:** The AHPD will provide an Export/Sanitary Certificate for any country requiring a certificate to be issued by the Competent Authority/ Veterinary Services in St. Vincent and the Grenadines. The animal/commodity must undergo an inspection at the AHPD office and a fee of EC\$45.00 must be paid for the certificate.

**Link:** [www.agriculture.gov.vc/agriculture](http://www.agriculture.gov.vc/agriculture)



### Phytosanitary Certificate

**Agency:** Plant Protection and Quarantine

**Regulation:** Public Health Act 1977, Environmental Health Service Act 14 of 1991

**Requirements:** In St. Vincent and the Grenadines plant/plant material export certificate must be obtained from the Plant and Quarantine Division.

**Link:** <http://www.agriculture.gov.vc>



### Conformity Assessment

**Agency:** Bureau of Standards

**Regulations:** Standards Act No. 70 of 1992

**Requirements:** Conformity Assessment-A written assurance that a product conforms to a specific requirement contained in National Standards. Issuing certificates bearing the Bureau's mark and seal confirms the goods consistently comply with the standards for quality, safety, reliability or performance.

**Link:** [www.svgbs.gov.vc](http://www.svgbs.gov.vc)



*For more details on Conformity Assessment see Appendix 2*



## PROHIBITED AND RESTRICTED IMPORTS

The importation of a number of items are prohibited or restricted. These restrictions may be contained in:

- Import and Export Regulations of 2008
- Customs Control and Management Act Chap 422 of the Revised Laws of St. Vincent and the Grenadines.-Third Schedule Part 1– Prohibited & Restricted Imports
- Any other enactment including SR&O’s

Below are some examples of prohibited and restricted imports

PROHIBITED IMPORTS	
1	Indecent or obscure prints, books, cards, paintings, engravings, phonographs records, CD, videos or any other indecent article or matter.
2	Flick knives, switch knives and blades and other knives with flying blades
3	Pistol or other apparatus in the form of a pen or pencil capable of firing any kind of shot or cartridge containing tear gas.
4	Fireworks
5	Jet skis
6	Military style camouflage material or uniform
7	Toy guns
8	Expanded polysterene products
9	Articles of witchcraft

## LICENSES/PERMITS/CERTIFICATES



### Export License

**Agency: Consumer Affairs Department**

**Regulation:** Import and Export Control Regulation 2008—SR& O No.55 of 2008

**REQUIREMENTS:** The application form should be completed in triplicate at the Department of Consumer Affairs. Five (\$5.00) dollars revenue stamp (obtained from the Treasury Department) must be affixed to the application for a License. At least 48 hours is required for the processing of the license.

An Export License must be obtained from the Consumer Affairs Department and signed by the Fisheries Department for the following exports:

1	Lobsters, live, chilled or frozen
2	Lobsters prepared or preserved
3	Conch, live, fresh, chilled or frozen
4	Plant Materials



# PRE-DEPARTURE

Licenses/Permits/Certificates

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	RESTRICTED IMPORTS	COMPETENT AUTHORITY
1	Arms and Ammunition	Commissioner of Police
2	Left hand drive vehicles	Cabinet
3	Chain saw	Forestry Department
4	Cordless Telephone	National Telecommunication & Regulatory Commission
5	Whisky, Rum, Brandy	Through a sole distributor
6	Fireworks	Police Department
7	Ozone depleting substance	Ministry of Health, Wellness and the Environment

**!**

*Approval must be obtained from the competent authority prior to the importation of a restricted item.*

## INCENTIVES



### Fiscal Incentives (Fiscal Incentives Act #5 of 1990)

Fiscal Incentives are granted to an enterprise based on the level of investment and the composition of local value added.

Under the Fiscal Incentive Act, Import Duty is waived. However, Value Added Tax (VAT) and Custom Service Charge (CSC) are payable.

There are three (3) types of Fiscal Incentives:

Group 1 - Fifteen (15) years concession

Group 2 - Ten (10) years concession

Group 3 - Five (5) years concession

The following items are **NOT** automatically exempted from Duty under the Fiscal Incentives Act unless approved by Cabinet:

Motor vehicle tyres

Motor vehicle parts

Kitchen appliances

Office furniture, equipment

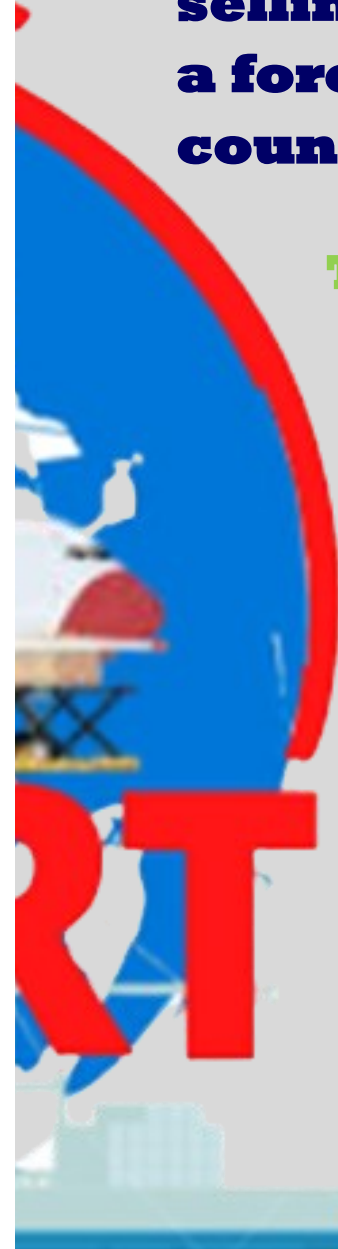
Uniforms

Stationery

**Agency:** Department of Industry

**Are you an individual, a firm, or a legal entity that selling articles of trade to a foreign source in another country ?**

**THIS SECTION IS FOR YOU**





### Hotel Incentives (Hotel Aid Act # 16 of 1988)

- This Act is designed to provide incentives for the renovation, refurbishment and expansion of existing hotels and the construction of new hotels.
- 100% waiver of Import Duty on materials and equipment for hotel construction expansion or improvement is available to National and Non-Nationals.

**Agency:** Ministry of Tourism, Civil Aviation, Sustainable Development and Culture



- *Plans must be approved by the Physical Planning Board.*
- *Applications for concessions are processed through the Ministry of Tourism.*



### Information and Communication Technology Services Investment Incentives

- Exemption from import duty
- 100% waiver on Solar panel. However, those with battery storage capability will not be allowed to connect to the grid.
- 100% waiver on Security Camera for all registered businesses in good standing with Inland Revenue Department (IRD) and the National Insurance Services (NIS). Approval is based on specifications outlined by National Telecommunications Regulatory Commission (NTRC).

## CONCESSIONS

Concessions are available on motor vehicles under the following established areas:

School Bus Operators Incentive Programme

50 % Waiver

Heavy Equipment and Vehicles for Construction (TOIP)

50 % Waiver

Restaurants & Bars and Bakery Programme

50 % Waiver

Religious Organization

75% Waiver

The Farmers Incentive Programme (FIP)

75% Waiver

The Tour Operators Incentive Programme (TOIP)

(Used Buses) 75% Waiver (New Buses) 90% Waiver

Manufacturing & Agro – Processing Programme

100 % Waiver

*For more details on Concessions see Appendix 1*

## IMPORT OF AGRICULTURAL COMMODITIES

- Seek permission from the Plant Protection and Quarantine Unit before importing.
- An import permit is issued outlining the commodities that are permitted and the conditions of import.
- A Pest Risk Assessment may be necessary before an import permit is issued. This may take up to two months to prepare.

### Basic requirements:

- Commodity must be free from pests, soil and debris.
- Consignment must have a valid Phytosanitary Certificate from the country of origin.
- Consignment is subject to inspection on arrival.
- Additional measures may be required for various commodities. These may include but not limited to fumigation, irradiation, chemical treatment and heat treatment . The import permit will specify.

## IMPORTATION OF LIVE ANIMALS

1. The importer requests the requirements for importation from the Animal Health and Production Division (AHPD) for the type of animal to be imported and the country of export.
2. The requirements are provided to the exporter and/or the Veterinary Services of the exporting country
3. An application for import is submitted to Animal Health and Production Division for an import permit.

### Information required:

- full name and address of importer
  - full name and address of exporter,
  - description of animal (species, breed, age, color, identification number)
  - number of animals
  - health records (for pets) - records must be submitted along with the application
4. An import permit is processed within at least three working days, due to disease risk analysis of exporting countries
  5. After issuance of the import permit, an appointment is made for inspection of items at least 24 hours before the arrival of the animal(s).
  6. Upon inspection of the animal(s),

### The importer must present the following documents:

- original export health certificate, valid permit and health records.
  - valid permit
  - original health certificate
  - health records
7. The animal (s) are inspected and verified that all the requirements have been met and the animal (s) are permitted to enter the country.

## Terms and conditions apply under each area:

- Applicants are expected to provide evidence of good-standing from Inland Revenue Department, Commerce and Intellectual Property Office (C.I.P.O) and National Insurance Services, as appropriate.
- All concessions granted are valid for 1 year, from the date on the letter of approval issued by the Ministry of Finance. Request for extension would be granted for legitimate reasons.
- Concessions are granted and will be valid for motor vehicles with manufactured dates less than 12 years as per Cabinet decision.
- Permission to import left hand drive vehicles must be requested from the Ministry of Finance.
- Vehicles may not be sold within the four-year period following the granting of the concession.



*Applications for concession should be addressed to the Director General of Finance and logged at the Ministry of Finance, Economic Planning & information Technology.*



## Returning Nationals

- Waiver of Import Duty and VAT on personal effects whether new or old if the person had been living abroad for ten (10) years or more and has returned to take up permanent residence in SVG.
- Seventy-five (75) percent waiver of duty, VAT and Excise Tax on one (1) vehicle per household.

**Agency :** Ministry of Finance, Economic Planning and Information Technology

## IMPORTATION OF MEAT AND MEAT PRODUCT

1. Apply to Animal Health and Production Division (AHPD) for permission to import, before order is placed, using the Import License Form from the Consumer Affairs Department.

**The following information is required:**

- country of origin of product
- full name and address of importer
- full name and address of exporter,
- description of item (s)
- quantity of item (s) (units and weight)
- estimated value of item (s).

2. An import permit is processed within at least three working days, due to disease risk analysis of exporting countries.
3. After issuance of the import permit an appointment is made for inspection of items at least 24 hours before the arrival of the item.
4. Upon inspection of item (s), the importer must present the following documents:

**For commercial shipments**

- valid license and permit
- original health certificate
- a pre-delivery or ASYCUDA entry
- invoice
- ASYCUDA waybill
- Bill of Lading.

**All products must have an inspection and plant number corresponding to the health certificate.**

**For non-commercial shipments (small amount)**

- valid license and permit
- receipt from supermarket or warehouse

**All product (s) must be in their original packaging in which it was purchased.**

5. The item (s) are inspected and verified to ensure that all the requirements have been met and the items are permitted to enter the country.

## EXEMPTIONS

9. After payment, a physical copy of the declaration with the original invoice; the first (1<sup>st</sup>) copy of the approved valuation bill of sight and the other supporting documents mentioned above is submitted to the customs Department through the Lodgment Desk.
10. The declaration and its supporting documents will then go to the relevant sections, responsible for the checking and processing of the declaration.
11. The status of the declaration can be viewed by the broker within the ASYCUDA-World application; the broker can collect the declaration through the Lodgment Desk, once the checking process is completed or if there are any errors to correct.
12. If there are errors, the broker will then correct those errors via the ASYCUDA application and make additional payment at the cashier if required; then resubmit the declaration through the Lodgment Desk for further checking.
13. Once everything on the declaration is correct, the importer or the broker can proceed to the clearance station, where the vehicle is located for release.
14. The Customs Officer at the clearance station will issue a release order document to the importer or agent. This release order is then taken to the Port Authority, along with the delivery from the vessel agent to obtain Gate Pass. Before the Port Authority issues a gate pass payment (s) for tailgates and/or storage must be paid.

Before the vehicle can exit the gate, it must be insured (insurance company of choice) and licensed by the Inland Revenue department. **Vehicles must bear a D license (for licensed vehicle dealers) plate or otherwise be insured and licensed before being driven from the Port.**



### Agriculture

- 100% waiver of Import Duty and VAT on animals for breeding, eggs for hatching, bee hives and bee-keeping accessories.
- 100% waiver on tools and implements for agricultural purposes.
- 100% waiver on fencing wire which is used exclusively for agricultural purposes.
- 100% waiver on tractor tyres, irrigations and Green house materials
- 100% waiver on medicine and remedies for treatment of plants and animals.
- 75% waiver of Import Duty, Exercise Duty and VAT on one small truck or pick up of 1.5 Tons or less for farm.



### Fisheries

- 100% waiver of Import Duty, VAT on fishing equipment such as hooks, nets, lines, wires, lures, etcetera.
- Marine engines of 75 horsepower or less, 115 HP marine engines to be used in the fishing industry.



## AT THE BORDER

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## The supporting documents for customs declaration include:

- **An original invoice from the suppliers indicating:**
  - the condition of sale
  - the supplier's name
  - the buyer's name
  - the price paid or payable
  - the terms of delivery e.g., **C.I.F, F.O.B, or C&F**
  - Full description of the vehicle (type, model, engine number or VIN number, colour, engine size, and weight).
- **Valuation approved Bill of Sight containing vehicle specification.**
- **Contract of sale if applicable**
- **The shipper's or carrier's bill of lading**
- **Insurance Certificate, if applicable**
- **Export / Cancellation Certificate**

6. After the declaration is prepared, the broker will then perform a function inside the ASYCUDA application called 'validate and assess', to ascertain the duties and taxes payable on the vehicle.
7. Payment must then be made at a Customs Cashier; or by the broker at the point of assessment (if the importer has a prepayment account with the Customs Department). To make payment at the cashier a copy of the assessment notice is needed (a printout is obtained from the broker), along with the payment.
8. While at the cashier a second copy of the customs declaration is stamped with a duty paid – for licensing purposes at the Inland Revenue Department.



## IMPORTATION OF VEHICLES

Arrangements for shipping a vehicle are made by the owner. Have your shipper or carrier notify you of the vehicle's arrival date so that you can clear it early and not incur additional Port or Customs charges. You will also need to employ a licensed Customs Broker to handle the preparation of the Customs Declaration.

### The following steps will then take place:

1. Importer contacts and engages a customs broker.
2. The customs broker prepares a bill of sight with the vehicle specification.
3. The customs broker then submits the bill of sight to the Valuation Unit for verification.
4. The Valuation Unit verifies the particulars on the bill of sight; adds observation (s) if any; then signs and affixes the valuation stamp on to the form, as a form of approval for other dependent processes.
5. The customs broker will then prepare the Customs declaration within the ASYCUDA-World application, using the bill of sight, commercial invoice and other supporting documents.



*There are no prohibitions on vehicle importation from any country. However, a vehicle must not be more than 12 years old.*

## DUTY PAYMENT

The main legislation regulating the import procedure is the Custom (Control and Management) Act No. 14 of 1999. All imports must be accompanied by the relevant Import Declaration. The Declaration and imported Cargo must be processed through Customs within five (5) working days after arrival or necessary port rental charges will apply.

### Prior to Duty Payment

- Post-entry modifications are not encouraged and are likely to attract penalties as set out in the Customs Act and Regulations.
- An Importer/Exporter or Broker may request in writing, modification to a declaration before payment.
- If approved, such a modification will be done by the proper officer and a new assessment notice generated.
- Importer/Exporter or Broker will use new assessment notice to make payment.

## After Duty Payment

1. An Importer/Exporter or Broker may request in writing, modification to a declaration after payment.
2. If approved, a proper officer will re-route the declaration to the **QUERY** lane.
3. The Importer/Exporter will amend his/her declaration and inform the officer when completed.
4. The proper officer will retrieve declaration from query lane, verify the changes made and if satisfied, validate the modification.
5. If modification results in “Loss of Revenue” the difference in duty must be paid before goods can be released.



**Where modification results in a refund, declaration must be forwarded to the post clearance unit to process refund**

## Cancellation

1. An Importer/Exporter or Broker may request in writing, to cancel a declaration before payment.
2. If approved, the proper officer will cancel the declaration.

## CLEARING OF COMMERCIAL CONSIGNMENTS

### Customs Declaration Processing (ASYCUDA World Processing)

For the clearance of commercial consignment, a customs declaration must be completed by an authorised agent using the Automated System for Customs Data (ASYCUDA). This must be submitted to the Customs and Excise Department in the prescribed manner. It is used to assess the correct duties and taxes payable. The declaration must have the supporting document attached. **Supporting documents include:**

- o Invoices and/or Bills of Sight (In English)
- o Bill of Lading (For goods arriving via sea)
- o Air Way Bill (For goods arriving via air)
- o ASYCUDA Waybill
- o Insurance Certificate (Where applicable)
- o Import Permits (Where applicable)
- o Certificate of Origin (Where applicable)
- o Licenses (Where applicable)
- o Work sheet (Where applicable)
- o Concession/Exemption Form (Where applicable)



## Air Cargo Operations

1. Collect the documentation (e.g. Bill of Sight, ASYCUDA waybill, delivery note etcetera) from the requisite agent.
2. Ensure that documentation is correct before leaving the agent's office.
3. Submit documents to the Argyle International Airport (AIA) staff (Ground Handlers).
4. AIA Ground Handlers will locate the goods and present the goods to Customs in the examination area
5. Proceed to the waiting area until called by the Customs Officer into the examination area.
6. Upon receiving a call from the Examination Officer, proceed to be screened by AIA Security before entering the examination area.
7. Proceed to the examination area where a Customs Officer will perform examination of the goods. The importer or agent must open the package and remove the items to facilitate the examination process. The findings of the examination will be recorded on the bill of sight. N B. Bills and invoices should be presented where possible to facilitate the valuation process.
8. Have Bill of Sight authorised by an Assistant Supervisor or an Officer of higher rank.
9. Submit documentation to the Customs Cashier who will assess the duties and taxes payable based on the value of the goods.
10. Make the requisite payment to the Customs Cashier and collect your receipt and copies of the other documentation.
11. Proceed to the warehouse and present the Customs Release Order to the Customs Guard, before exit.
12. AIA Ground Handlers must also approve the exit of the goods.

## Procedure for Duty Rebate and Drawback for Goods Short-Shipped or Re-Exported

The following steps should be taken by anyone applying for duty rebate or drawback on goods:

1. Ensure that the case recorded in the Inspection Act (number)of the declaration by the proper officer.
2. Prepare and submit a signed claim addressed to the Comptroller of Customs and indicate the reason (s) for the duty rebate or drawback, the amount refundable, the amount paid, the applicable rate of duty and the amount which should be paid where appropriate.
3. Obtain a Landing and Delivery Certificate where appropriate for goods short-shipped or damaged and submit it with your claim.
4. Copies of the following documents should be attached to the claim:
  - The declaration registration (C) number on which duty was paid.
  - In case of a re-export the registration number of the export declaration and proof of shipment.
  - The invoice, bill of lading, and certificate of origin where appropriate.
5. Before submitting the claim, ensure that the following are correct:
  - The quantities on which the claim is based
  - The commodity, description and classification on which the claim is based
  - The value for refund
  - The amount refundable

### Persons applying for duty rebate or drawback should note the following:

- No repayment of the amount of the abatement shall be made unless the claim is made within twelve months of the date of payment of duty.
- No drawback may be claimed in respect of goods which were imported into Saint Vincent and the Grenadines more than twelve months before the date of the claim for drawback.
- No drawback may be claimed in respect of any goods of a value of less than two hundred and seventy dollars, such value being that at which the goods were originally imported.
- No drawback may be claimed in respect of any goods not in the packages in which they were originally imported into Saint Vincent and the Grenadines, with the exception of imported goods which are re-exported within six months of their importation by their importer to the same country and to the same person or firm from which they were imported.
- Once approved by Customs, the importer will obtain a credit note which will be used to obtain payment from the Treasury Department.

## CLEARING OF BARRELS AND PERSONAL PACKAGES



### Sea Port Operations

- Collect and sign documentation from local shipping agency (e.g., Bill of Sight, ASYCUDA waybill, delivery note etcetera)
- Present National Identification Card to the Port Authority (Kingstown/Campden Park) to collect a Port ID (required for entering the Port compound).
- Proceed to Port to have barrel/package located and brought to the examination area.
- Present documents to the Customs Officer to have item (s) examined and valued.
- Have Bill of Sight authorised by an Assistant Supervisor or an Officer of higher rank.
- Proceed to the Customs Cashier for assessment of duties payable and make payment.
- Proceed to the Port Authority's window/officer to pay port charges and tailgate and collect gate pass.
- Give copy of gate pass and other release documents to driver to enter Port Authority's compound.
- Present gate pass to Port Clerk in the delivery area to facilitate release of the goods from the Port compound.
- Present gate pass and customs release order to the port and customs check points for verification before exit.