

PROTOCOL FOR APPLYING FOR IMPORT PERMIT FOR MEAT AND MEAT PRODUCTS AND FOR REQUESTING CONTAINER/CONSIGNMENT INSPECTIONS

- The importer must submit an application form for an Import license specifying the type of product to be imported and the country of origin.
- The country of origin must be approved by the Veterinary Authority (issuance of tentative approval) after which the importer may proceed to import under conditions specified.
 - The application is subsequently approved (given a final stamp) after all invoices and original health certificates have been submitted and considered satisfactory. In cases where the original health certificate cannot be available for final approval, it should be presented to the inspecting officer as a prerequisite for the inspection of a consignment.
 - Importers are advised that consignments of meat and meat products should not be imported into the country prior to the approval of an application for such consignments. Responsibility and liability of such consignments imported rest with the importer.
 - **Given the dynamics of disease out breaks the Veterinary Authority reserves the right to recall at any time a final or approved application.**
Only products from approved countries will be allowed entry.
- At least one to two (1-2) working days should be allowed for the processing of applications.
- Importations from third countries can only be accommodated when permission is granted by the Veterinary and Livestock Services Division. (VLSD)
 - All products imported through a third party (country) must be accompanied by a copy of the original health certificate from the country of origin, and the original certificates from the Veterinary Authority of the exporting countries.
- To allow for an efficient trace back mechanism:
 - Container and seal numbers must be present on the invoices and health certificate of the exporting country.
 - For third party importers, the shipping marks, establishment number and certificate number presented on the third party certificate must also be reflected on the health certificate of the exporting country,

ONLY LEGIBLE COPIES WILL BE ACCEPTED FOR PROCESSING.

- All requests for inspections are to be done at the VLSD. The overtime form must be submitted to our office (union) and should reflect the application number (provided by the Ministry of Commerce) of each consignment.
 - At the time of request the application number should be given and the number of containers to be worked must also be provided. In a case where two or more containers are to be worked simultaneously the adequate number of officers will be assigned.
 - **Requests made directly to officers will not be considered as this disrupts our inspection cycle plan.**
- All requests for overtime inspection must be made by 12:00 noon of the inspection date of the consignments. For inspection of consignments before 4:30 pm request must be made by the previous day.
- Importers are to provide inspecting officers with a small stainless steel table, proper lighting and a conducive environment to ensure that the quality of inspection is not compromised.
- Importers are reminded, that products inspected **MUST** contain proper labeling information such as date of processing, slaughter, production and expiry. In cases where codes are provide please supply the inspecting officer with the interpretation of the code, if this is not presented the products will be detained.

YOUR COOPERATION WILL BE GREATLY APPRECIATED