Governments and Institutions Services (GIS) is the name of the SGS services established to assist Governments and international institutions.

To dynamically face a changing environment, GIS has developed solutions and extensive programs protecting incomes and facilitating inter-State commerce.

1. MISSION OF SGS IN HAITI

The mission of the SGS is to analyze the risk of all transactions relating to goods to be imported in the Republic of Haiti and perform selective verifications on this basis concerning the nature and amount of the goods for customs purposes, their customs value and tariff classification.

1.1 SCOPE

What is the Verification of Imports Program operated by SGS?

SGS was commissioned by the Haitian Government to put in place a Pre-Shipment Inspection (PSI) designed to provide technical assistance to the General Customs Administration (AGD) to safeguard the interests of State and Economic operators following the Decree of October 3, 1983, published in the Monitor No. 75 of October 31, 1983.

The main objectives of the PSI are to:

- Provide technical assistance to the customs administration
- Ensure compliance with regulations,
- Check the values of goods to ensure collection of the correct duties and taxes import,
- Introduce a powerful deterrent so as to discourage fraudulent practices,
- Promote transparency and facilitate the formalities related to importing,
- Make available to the authorities a powerful tool for monitoring and management of foreign trade.

1.2 SCOPE OF THE PSI

What types of transactions does the PSI apply to?

- To all imports whose FOB is greater than or equal to USD $5,000
- For partial deliveries when the cumulative value of all items reach this amount
- For goods imported through filled containers whatever the value.
1.3 WHAT SHOULD THE IMPORTER KNOW

What, to this end, are the obligations of the Importer?

The importer or his agent must:

- Record a Declaration Prior to the Import (DPI) from SGS (by completing the form) for any transaction whose value or FOB is greater than or equal to USD $5,000.00 or any FCL container whatever its FOB value, upon confirmation of the order to the supplier and at least 5 working days before the expected shipping date,
- Submit for the issuance of DPI: his fiscal discharge, his NIF, 1 copy of the pro-forma or final invoice, purchase order, confirmation email and any document giving the details of the imported goods.
- Ensure that each purchasing contract concluded between a supplier and an importer stipulate compliance with the obligations of the exporter.
- Submit when applying for the Issue of Certificate of Verification (AV): the final invoice, transport documents (bill of lading, letter air or ground transportation) and any other documents required by SGS.
- Present the original the Certificate of Verification in addition to the documents required by the Customs Code, before getting the authorization of the AGD to clear imported goods.
- Inform the exporter of all new import procedures in Haiti: obligatory qualitative and quantitative inspection goods, detailed final bill (amount and description) and any other document requested by the SGS.

1.4 WHAT EXPORTERS SHOULD KNOW

The exporter will receive the importer's instructions on import procedures in Haiti. The exporter should be advised that the intervention of the SGS does not relieve him of his contractual obligations to the importer.

It is required for the exporter to Haiti to return the completely filled out request for information (RDI) and give SGS a notice of at least 3 (three) working days before the desired date of intervention.

The exporter will provide SGS with a copy of the pro forma invoice, the purchase order, price list of possible letter of credit, contract and / or any other document which the SGS deems necessary for the performance of its auditing services in the PSI.

The exporter shall be required to grant all access necessary for the performance by SGS of required audits and tests.

The exporter is required to make arrangements for the handling, presentation, sampling, test certificates, etc. of goods, for the intervention of the SGS. All expenses incurred for this purpose will be the responsibility of the exporter.
The exporter will be required to position the empty container for carrying out the inspection.

NB: If exporter requested an intervention of SGS without preparing the goods for the procedure or if the goods have been checked and do not match with the documents, the costs for an additional intervention by SGS will be charged to the exporter.

2. STAGES OF THE PROCEDURE

2.1 SUMMARY

1. Submission of the DPI
The importer must submit to an SGS Declaration Prior to Import (DPI) at least five working days before the scheduled boarding.

2. Registration and issuance of the DPI
SGS conducts the registration of DPI and outputs (if importer's demand is functioning correctly) it in a maximum of 1 working day with a unique identification number.

3. Transaction Analysis
The analysis of transactions enables SGS to determine the type, scope and modalities of intervention. It concerns all DPI provided by the SGS Liaison Office in Port au Prince.

4. Physical inspection
The inspection consists in checking the nature and quantity of goods for the purposes of customs valuation and customs classification.

5. Verification of the value and tariff classification
SGS will provide an opinion concerning:
(a) the customs value of goods by applying the standards of the Definition of Value in Brussels or the Agreement on Implementation of Article VII of GATT 1994, pursuant to the law or national regulations Republic of Haiti.
(b) the proper HS tariff classification of goods according to the nomenclature in force in the Republic of Haiti.

- For any transaction whose value FOB is greater than or equal to USD 5,000.00, SGS will issue a verification Result Notice to the importer.
- After each procedure, and subject to receipt of required documents, SGS will issue:
  o a Certificate of Verification if the audit results are satisfactory
  o An Anomaly Report (up to 30 days after inspection of the goods) if the obligations of the importer and / or exporter were not respected and that this failure prevented the issuance of a Certificate of Verification.
  o The Anomaly Report can be turned into Certificate of Verification if the importer and / or exporter fixed the situation.

6. Customs declaration of goods
The admissibility of any customs declaration submitted under the PSI, is subject to the submission by the declarant of:
- Documents required by the Customs Code
- A DPI and the original of the Certificate of Verification for transactions of greater than or equal to FOB USD 5,000.00 or full container whatever their value
• A DPI for transactions with an FOB value of between 3,000.00 and 5,000.00 USD (for cases where there is an intervention by the SGS, the original of the Certificate of Verification will be required).

2.2 SPECIAL PROCEDURES

A. Imports from Panama and Miami River
1. Imports from Panama and Miami River whose value exceeds or equals USD 5,000.00 or complete whatever their value container will be subject to a DPI which could be opened at the SGS Liaison Office in Port -at-Prince, Panama, Miami or via Email.
2. For DPI applications submitted without HS codes of the products, SGS will predefine and enter their related codes in the creation of DPs. A receipt is obligatory while submitting the request for a DPI application. However, SGS may reject the request in case of incomplete documentation or information in which case it shall notify in writing to the applicant within one business day or less.
3. When opening the DPI, the importer or his representative or the consolidator may also request the inspection of the goods that can be programmed provided that DPI application is acceptable.
4. For DPI applications accepted in Panama and Miami office with complete and legible records until noon local time (final invoice, packing list), the inspection will take place the next business day or at the latest within 2 business days. The importer or his representative or the consolidator must provide all documents related to the transaction at the SGS office in Panama City or Miami. These DPs can only cover a single shipment total.
5. The office of SGS in Panama and / or Miami will forward all documents received to the SGS Liaison Office in Haiti.
6. The DPI will be issued to the importer's agent or consolidator during the inspection of the goods. However, it will be delivered to Haiti in the case of goods not requiring any inspection.
7. The SGS inspector upon receipt of the DPI number automatically generated by the SGS system will inspect the goods at the indicated time after accepting the DPI application request.

B. Documents required for the opening of the DPI goods from Panama and Miami River:
• The customer whose name appears on the fiscal discharge will act as importer and the DPI will subsequently be opened in his name.
• In Haiti, the importer shall submit to the SGS liaison office with a proforma invoice to open its DPI.
• In Panama and Miami, he is presented with the final invoice for the opening of the DPI, provided he has already purchased the goods.
• The consolidator will also be regarded as the exporter of the commodity.

C. Issuance of A.V.
• There is no distinction for AV merchandise imports from Panama or Miami River. They will be issued following the normal procedure in progress at SGS.
• It is understood that AV will be issued for the entire transaction for consolidated shipments.
• The timely receipt of final documents (invoices and B / L) by SGS prevents the emission of
anomaly reports and the use of modifications and amendments whose management is becoming increasingly difficult.

2.3 CASE OF THE PRODUCTS IMPORTED IN BULK:
Imports of bulk products (such as rice, wheat flour, sugar etc.) are subject to the same requirements as regards the issue of DPI and price controls. However, inspection of these imported products in bulk to be held by SGS at destination.

2.4 EXEMPTIONS
Are exempt from the PSI:
• Precious stones and precious metals,
• Art pieces,
• Ammunition and weapons other than for hunting and / or sport,
• Explosives and pyrotechnic articles
• Live animals
• Salvaged Metals,
• Current newspapers and periodicals,
• Personal effects and used household items including a used vehicle,
• Parcels,
• Commercial samples,
• Supplies to the Diplomatic and Consular Missions,
• Supplies to organizations depending on the United Nations, imported for their own needs,
• The equipment, machines and machinery for international subcontracting companies working exclusively for export and exempt from payment of fees for visa consular invoice provided by the Decree of 19 September 1958 amended by that of 08 November 1982
• Oil and its derivatives,
• Donations by foreign governments or international organizations, foundations, charities and philanthropic organizations recognized as public utilities.

ABBREVIATIONS USED
FCL = Full container (Full Container Load)
FOB = Free On Board (Free on Board)
IAE = Pre-Shipment Inspection
= IFIA International Federation of Inspection Agencies (IFIA)
L / C = Letter of Credit
LCL groupage container = (Less than Container Load)
ETA = Air Waybill (AWB)
WTO = World Trade Organization
PSI = Import Verification Program
RDI = Information Request (Request for Detailed Information)
= SGS SGS Group (Société Générale de Surveillance) / its affiliates and agents
GIS = Governments and Institutions Services
VTD declared transaction value =
AED = Agreement on Customs Valuation WTO
AGD = General Customs Administration
WHY SGS

SGS is the world leader in inspection, verification, testing and certification, which is one of the principal innovators. SGS is the world reference office today for the highest standards of expertise, quality and integrity. SGS employs more than 80,000 people and operates a network of over 1,650 offices and laboratories around the world. SGS is the undisputed leader of import inspection programs, in number, duration and volume.

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