



GUIDELINES OF IMPORTS FOR THE TRADE		
	HAITI Product Verification of Conformity (PVC) Program	
<i>This data sheet has been prepared specifically in respect of exports to Haiti</i>		
Date issued : 15/11/2012		Last modification : 13/12/2012

1. PRODUCT CONFORMITY ASSESSMENT	
PROGRAM NAME	Product Verification of Conformity (PVC) Program
PROGRAM MANDATED BY	Ministry of Finance
IMPLEMENTATION DATE	15/01/2013
MINIMUM ORDER VALUE SUBJECT TO PCA	All shipment of regulated products are subject to the program. There is no minimum order value for intervention
PROGRAM OBJECTIVE	To ensure the quality of the products imported into Haiti, as well as the health and safety of Haiti consumers. To facilitate verification of value by Haiti Customs.
SCOPE OF THE PROGRAM	<ul style="list-style-type: none"> • Verification of conformity of subjected products (as listed in this document) to Haitian Standards or other approved international standards and technical regulations • Provision of independent opinions on the value of the goods. • All imports of products subject to Product Verification of Conformity (PVC) must be accompanied by a Certificate of Conformity (CoC) and by a Valuation Report (VR) issued by SGS.
VERIFICATION PROCESS	<p>Product Verification of Conformity:</p> <ul style="list-style-type: none"> • Inspection Order: Importers submit to the SGS Liaison Office (LO) in Port au Prince the proforma invoice and/or the purchase order corresponding to the goods to be imported; based on such document, SGS LO will open an inspection order, which will be immediately available in the SGS office in the country of shipment • Request for Certification: Upon creation of the inspection order, seller will receive by email or fax, the "Request for Certification" (RFC) form which needs to be completed and returned to the SGS office in the country of seller together with a proforma invoice or similar document plus documents proving conformity of the product such

	<p>as test reports, quality management system certificates, marks of conformity –e.g. CE declaration-, technical data sheets, national approvals, health, phytosanitary and hygienic certificates, etc.</p> <ul style="list-style-type: none"> • Verification: The SGS Executing Office in the country of seller will liaise with the exporter to request the mandatory documents and complementary information about the goods, i.e. detailed products description, place where the goods are available for verification. The SGS Executing Office will then coordinate with the supplier/seller for the payment of the service and for carrying out the applicable interventions (physical inspection, sampling/testing). • Evaluation: Reports from the verification activities (Inspection Report, Test Report(s)) together with the mandatory supporting documents are submitted to SGS Certification Centre for review against the regulatory requirements in force (local or international standards and technical regulations). • Certification: The successful review of the various reports and other supporting documents lead to the issuance of Certificate of Conformity to evidence the compliance of the shipment. If discrepancies are identified, feedback is given to the exporter as well as guidance for implementing the necessary corrections to achieve compliance. <p>Verification of Value</p> <ul style="list-style-type: none"> • Inspection Order: please see above. • Request for Certification: please see above • Verification: SGS will contact the exporter to clarify any valuation issue and/or request any additional documentation that may be required. • Evaluation: Review by SGS of the documents submitted by the Exporter and verification of completeness; risk assessment and verification of the various elements of the transaction to establish an opinion on the value of the goods • Certification: Review of the various reports and other supporting documents leads to the issuance of Valuation Report (VR). VR issuance is subject to availability of final shipping documents (please refer to section “Documents” below).
ASSESSMENT METHOD	<p>Two methods are proposed to the exporters to demonstrate the compliance of their products and obtain a Certificate of Conformity (CoC)</p> <ul style="list-style-type: none"> • ROUTE A: applicable to any goods and any trader • ROUTE B: Recommended for frequent exporters with homogeneous products, Registration is renewable annually, subject to continuous compliance. <p>Opinion on value of goods will be based on the Brussels Definition of Value, as per the applicable Haiti</p>

	national legislation.
DOCUMENTS	<p><u>Documents required for CoC issuance.</u></p> <ul style="list-style-type: none"> • Completed Request for Certification (RFC) • Manufacturer's/Seller's declaration of conformity • Test Reports • Inspection report • Final Invoice <p>Other documents: Where applicable and/or relevant, the following documents may also be requested:</p> <ul style="list-style-type: none"> • Quality management system certificates (e.g. ISO 9001). • Factory records on tests performed by the manufacturer. <p><u>Documents required for Valuation Report issuance:</u></p> <ul style="list-style-type: none"> • Completed Request for Certification (RFC) • Valuation Declaration • Final invoice <p>Other documents: Where applicable and/or relevant, the following documents may also be requested:</p> <ul style="list-style-type: none"> • Freight invoice • Certificate of origin • Contract of sales • Other documents relevant to valuation <p>Upon completion of inspection and testing, Seller or its representative is required to upload the final shipping documents (including final commercial invoice) in the "Advance Cargo Information" website for Haiti, accessible at the following address: www.acihaiti.com</p>
CERTIFICATE OF CONFORMITY (CoC)	<p>A Certificate of Conformity (CoC) is the document issued by SGS as evidence to the compliance of the shipment to the relevant Haiti and/or International standards.</p> <p>This document is required for Customs clearance in Haiti.</p>
VALUATION REPORT (VR)	<p>A Valuation Report (VR) is the document issued by SGS to give an opinion on the value of the transaction. It is required for every shipment</p> <p>This document is required for Customs clearance in Haiti.</p>
NON CONFORMITY REPORT	<p>If the verification activities (testing or inspection,) in the Product Verification of Conformity show discrepancies versus the verification criteria, the exporter will be informed and shall be given the opportunity to take the necessary corrective actions;</p> <p>If such corrective actions are not or cannot be satisfied, a Non Conformity Report (NCR) will be issued.</p>

SPECIFIC REQUIREMENTS	Shelf life : Goods shelf life MUST at least be equal or above fifty percent (50%) remaining shelf life from the date of expected landing in Haiti.

FEES	<p>Fees for Product Verification of Conformity are payable in advance by the exporter. Fees are net of any tax that may be applicable and are payable upon receipt of the Request for Certification (RFC).</p> <p>Fees are due regardless of whether after assessment of the goods, the exporter does not provide the information or documents necessary for the final issuance of the CoC, or for any other reasons does not proceed to the shipment of the goods.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1) Fees structure is detailed in section 3. 2) No fees are charged to exporter or importer for verification of value.
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2. LIST OF REGULATED PRODUCTS

The following products are subject to the PVC program

Products HS Code or Chapter	Goods Description of HS Chapter
Chapter 02 – <i>all HS codes</i> -	Meat and edible meat offal
Chapter 03 – <i>from 0302 to 3007-</i>	Fish and crustaceans, molluscs and other aquatic invertebrates
Chapter 04 – <i>all HS codes-</i>	Dairy produce; birds' eggs; natural honey; edible products of animal origin, not elsewhere specified or included
Chapter 07 – <i>all HS codes EXCEPT 07.01.10.0000-</i>	Edible vegetables and certain roots and tubers
Chapter 08 – <i>all HS codes EXCEPT 08.02.90.1100-</i>	Edible fruit and nuts; peel of citrus fruit or melons
Chapter 09 – <i>all HS codes-</i>	Coffee, tea, maté and spices
Chapter 10 – <i>from 1006.10.90 to 1006.40-</i>	Cereals
Chapter 11 – <i>only 1101.00.10.00-</i>	Products of the milling industry; malt; starches; inulin; wheat gluten
Chapter 15 – <i>all HS codes-</i>	Animal or vegetable fats and oils and their cleavage products; prepared edible fats; animal or vegetable waxes
Chapter 16 – <i>all HS codes-</i>	Preparations of meat, of fish or of crustaceans, molluscs or other aquatic invertebrates
Chapter 17 – <i>all HS codes-</i>	Sugars and sugar confectionery
Chapter 18 – <i>all HS codes-</i>	Cocoa and cocoa preparations
Chapter 19 – <i>all HS codes-</i>	Preparations of cereals, flour, starch or milk; pastrycooks' products
Chapter 20 – <i>all HS codes-</i>	Preparations of vegetables, fruit, nuts or other parts of plants
Chapter 21 – <i>all HS codes EXCEPT 2106.01.000 to 2106.02.900</i>	Miscellaneous edible preparations
Chapter 22 – <i>all HS codes EXCEPT 2207 -</i>	Beverages, spirits and vinegar

Chapter 25 – only <i>HS codes 2501.01.100 to 2501.001900; from 2523.210000 to 2523.900000</i>	Salt; sulphur; earths and stone; plastering materials, lime and cement
Chapter 28	Inorganic chemicals; organic or inorganic compounds of precious metals, of rare-earth metals, of radioactive elements or of isotopes
Chapter 30	Pharmaceutical products
Chapter 33	Essential oils and resinoids, perfumery, cosmetic or toilet preparations

Chapter 38	Miscellaneous chemical products
Chapter 39 - <i>only HS codes 3917,3923,3924 and 3925</i>	Plastics and articles thereof
Chapter 40 – <i>from 40.11 to 4014</i>	Rubber and articles thereof
Chapter 48 – <i>only HS codes 4818.10 to 4818.90; from 4820.10 to 4820.10;from 4820.20 to 4820.40</i>	Paper and paperboard; articles of paper pulp, of paper or of paperboard
Chapter 72 – <i>only HS codes 7213 and 7214</i>	Iron and steel
Chapter 73 – <i>only HS codes 7308.900000 and 7311.009000</i>	Articles of iron or steel
Chapter 76 – <i>only HS code 7606</i>	Aluminium and articles thereof
Chapter 84 – <i>only HS code 8414,8415,8418,8419,8424 and 8428</i>	Nuclear reactors, boilers, machinery and mechanical appliances; parts thereof
Chapter 85 – <i>only HS codes 8501,8502,8504,8506,8507,8508,8509,8511,8513,8515,8516,8517.11 to8517.62,8525,8536,8537,8539,8544,8545</i>	Electrical machinery and equipment and parts thereof; sound recorders and reproducers, television image and sound recorders and reproducers, and parts and accessories of such articles
Chapter 90 – <i>only HS codes 9018,9020,9021,9022,9025,9026,9028,9030 and 9032</i>	Optical, photographic, cinematographic, measuring, checking, precision, medical or surgical instruments and apparatus; parts and accessories thereof

3. FEES STRUCTURE

Route A

- Ad Valorem fee of 0.40% of the FOB Value of the goods imported
- Minimum fee per shipment USD 400 (four hundred US Dollars)
- Maximum fee per shipment USD 8'000 (eight thousand US Dollars)

Route B

- Ad Valorem fee of 0.40% of the FOB Value of the goods imported
- Minimum fee per shipment USD 400 (four hundred US Dollars)
- Maximum fee per shipment USD 8'000 (eight thousand US Dollars)

Coverage and Conditions

The above fees cover the documentary verification and the physical inspection of goods.

The above fees **do not include** the following activities:

- Testing: to be quoted on a case by case basis
- Containers sealing
- Manufacture Licensing
- Additional fees where goods or facilities are not ready or available at the time the supplier has advised and therefore an additional inspection visit is required

The SGS fees shall be calculated on the basis on the value of the invoice presented by the exporter or the importer.

4. LIST OF GOODS EXEMPTED

1. Personal effects and domestic objects (including used vehicles) are exempted of the PVC program provided that the import is done directly by the person.
2. Donations, goods imported by Diplomatic, consular missions, United Nations organisms for their own usage
3. Scholar and material destined to educative institutions

Important: All goods remain subject to documentary verification by SGS in Haiti. A “Déclaration Préalable d’Importation” (DPI) must be registered at the SGS Liaison Office in Haiti and will be required in all cases for Customs clearance in Haiti.

PLEASE CHECK SGS CONTACT LIST AVAILABLE IN OUR WEBSITE. IMPORTERS MAY CONTACT OUR LIAISON OFFICE

SGS Haiti Liaison Office

47, rue Pacot
Port-au-Prince
Haiti

Tel: (509) 2245-0289 / 2244-1166

Fax: (509) 2244-1165

The information contained herein is for the purpose of facilitating verification of conformity and does not relieve exporters or importers from their obligation in respect of compliance with the import regulations of the country of importation. Although every effort has been made to ensure the correctness of the information, as at the date of issuance of this data sheet, SGS does not accept any responsibility for errors or omissions and, furthermore, the information may subsequently be subject to change as may be announced by the Authorities in the country of importation. Consequently, exporters and importers are advised to check with SGS, prior to shipment of the goods, if there is any doubt concerning the issuance of a Certificate. For further information, or clarification, please contact the SGS GIS Administrative Office in the country of inspection of the goods.