

## **Export / Import registry – Application procedure**

For initial application to open a trade register to perform a certain trade activity, and depending on the type of register, whether, (individual, a company, a cooperative society, an organization/ institution, investment or border trade), the applicant should acquire a new trade register or renew an existing register, in accordance with the new exporters / importers registration law for 2008.

The applicant should fill a form (listed below) pertaining to his category of business activity and attach the required supporting documents as detailed bellow

The registration staff member cornered will then checks and verify the documents provided by the applicant and take necessary initial action accordingly.

### **Required documents;**

#### **a. For Individuals;**

- i. Current (renewed) commercial license, valid for export /import activities.
- ii. Bank statement with current account details.

#### **b. For partnerships;**

- i. Company registration certificate from office of the attorney general.
- ii. Company trade name issued by the office of attorney general.
- iii. Current membership of the chamber of commerce.
- iv Bank statement with current account details

#### **c. For companies;**

- i. Company establishment documents (in origin) authenticated by the company registration section of the ministry of foreign trade.
- ii. Company establishment certificate in origin.
- iii. Current membership of the chamber of commerce.
- Iv Bank statement with current account details

**d. For cooperative societies /organizations /other institutions;**

- i. Company establishment certificate.
- ii. Trade name.
- iii. Current membership of the chamber of commerce
- iv. Bank statement with current account details

**e For investment registry**

- i. Final approval from the investment authority.
- ii. Trade name.
- iii. Current membership of the chamber of commerce.
- iv. Bank statement with current account details
- v. Border trade registers by the regional state concerned.

**Commodity group;**

**The export group;**

1. Meat and live animal.
2. Hide and processed leather.
3. Animal fodder (umbaz), raw material.
4. Cereals.
5. Cotton and cotton products.
6. Food products.
7. Metal products
8. Forest products.
9. Fruits and vegetables.
10. Edible oils.
11. Marine products.
12. Petroleum and petroleum products.
13. Miscellaneous.

**Import commodities (5 groups);**

**Group (1) ;( Imports)**

1. Transport facilities.
2. Spare parts & workshop equipment.
3. Lubricants (oil/grease and petroleum products).
4. Industrial equipment & machinery.

5. Agricultural equipment & machinery.
6. Fertilizers & chemical insecticides.

**Group (2) Imports**

1. Electrical equipment and components.
2. Building material.
3. Raw material.
4. Packaging material.

**Group (3) (exports):**

1. Drugs & medical equipment.
2. Perfumes and cosmetics.
3. Paper & stationery.
4. Food stuffs & cigarette /tobacco.

**Group (4) imports:**

1. Textiles & clothing.
2. House & office furniture.

**Group (5) imports/exports:**

1. Miscellaneous.

2<sup>nd</sup> **Renewals:**

In accordance with article 10(a) of the exporters / importer registration law for 2008 law, registers subject to renewal every two years, and all categories are to resubmit same documents as for the initial registry, duly renewed for the current year, along with a report from the customs as to the size of export /import operations.

**forms:**

- 1/ Form (2) Exporters / Importers registration (Individual registry)
- 2/ Form (3) Exporters / Importers registration (partnerships registry)
- 3/ Form (4) Exporters / Importers registration (company registry)
- 4/ Form (5) Exporters / Importers registration (cooperative societies/ organizations/institutions registry)
- 5/ Form (8) Notification of change of information entered in the Exporters / Importers registry)

## The Registry Charges for 2014

<b>Name of Charge</b>	<b>Amount of Charge/SDG -2014</b>
New Export	<b>500</b>
New Import	<b>1000</b>
Renewal Export Registry	<b>350</b>
Renewal of Import	<b>700</b>
Export of Raw Gum Arabic	<b>300</b>
Others	<b>100</b>