

Import/Export Permit Procedures

The Trade Department's Import/Export Permit Section, under the Ministry of Finance, National Planning, and Trade, provides a one-stop-shop for processing import and export permits for goods that are restricted under the Customs Management (Prohibited & Restricted Goods) Regulations, 2023, and Customs Management (Export Permit) Regulations 2014.

The application for an import or export permit is done electronically, and it goes through the following process for approval:

1.
 - (a) The Import Permit Section receives the application and verifies the necessary documents as per the criteria of the approval authority. The Section then forwards the application to the approval authority for assessment.
 - (b) Business and Taxpayer Identification Number (TIN) entities who wish to access the e-service must first register with the Import Permit Office and have a valid e-ID. The following documents are required for the registration process:
 - **Company TIN Certificate**
 - **Company Business Registration Certificate**
 - **A valid NIN Card**
 - **A valid email address**
 - (c) For an individual, the following documents are required for the registration process.
 - **A valid NIN Card**
 - **A valid email address**
2.
 - (a) The approval authority conducts the assessment and provides their recommendation, either approved or rejected, and forwards the request back to the Import/Export Permit Section. If approval has been granted, the import/export permit is issued, or the Section provides a letter of refusal for rejected applications. **The entire process takes an average of two (2) working days.**
 - (b) For import/export permit applications that require more clarification or documentation, the approval authority informs the Import/Export Permit Section, and the Processing Officer liaises with the client to obtain the necessary information. The request is, then submitted to the approval authority for further assessment and approval. **This process takes one (1) to two (2) working days.**

(d) It is important to note that if a person or customs agent wishes to appeal a decision given by an approval authority, they must submit a request for the appeal in writing to the Minister responsible for the approval authority.

The Import/Export Permit Section assists customers who visit the Office in person and have any queries related to import or export permits. To apply for a permit, the client must complete an application form available at the Import/Export Permit Section located at the 2nd Floor, Maison Esplanade Building, Rue de Possession. Along with the application form, the client must also submit all necessary documents as detailed above. The Processing Officer will register the application on behalf of the client, and the client must provide a valid email address to receive the permit once it is approved.