

SEYCHELLES IMPORTATION GUIDE



2024

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Acronyms

AfCFTA – African Continental Free Trade Area

ASYCUDA – Automated System for Customs Data

ATO – African Trade Observatory

AU – African Union

BIP – Biosecurity Import Permit

BOE – Bill of Entry

CFC - Chlorofluorocarbon

CIF – Cost Insurance Freight

CITES – Convention on International Trade in Endangered Species of Wild Fauna and Flora

COMESA – Common Market for Eastern and Southern Africa

CVO – Custom Valuation and Origin

EAC – East African Community

ENT – Economic Needs Test

ESA – Eastern and Southern Africa

ESA – Eastern and Southern Africa

EU – European Union

FOB – Free on Board

FTA – Free Trade Area

GATT – General Agreement on Tariffs and Trade

HFC - Hydrofluorocarbon

HS – Harmonized System

IATA – International Air Transport Association

IE – Import/Export

IEPA – Interim Economic Partnership Agreement

IOC – Indian Ocean Commission

MFN – Most Favored Nation

PTA – Preferential Trade Area

SADC – Southern African Development Community

SEC – Seychelles Energy Commission

SLA – Seychelles Licensing Authority

SRC – Seychelles Revenue Commission

TIN – Tax Identification Number

UK – United Kingdom

VAT – Value Added Tax

WCO – World Customs Organization

WTO – World Trade Organization

Definition

Airway Bill: A document evidencing a contract of carriage between the Exporter/Importer and airline for carriage of goods. It provides evidence of a contract of carriage, proof of receipt of goods by the carrier, customs declaration and a waybill. (A waybill lists the goods being carried, shows the point of origin, destination, consignor, consignee, and transportation charges).

Bill of Lading: This is a document that serves as evidence of a contract of carriage between the carrier (the ship) and the Importer/Exporter. It includes the name of the shipper, the ship's name, a full description of the cargo, the ports of embarkation and destination, etc.

Bonded Warehouse: Any warehouse or other place licensed by the Commissioner of Customs for the deposit of dutiable and taxable goods on which import duty has not been paid and which have been entered to be warehoused.

Certificate of Origin: This is a document indicating the country of origin of goods being imported. It is usually issued by exporting countries, official authorities or by other agencies designated by the governments where the goods originate from. It is used to ensure that goods originating in certain countries get the preferential treatment that they are entitled to.

Common Market: Integration of the markets of the partner states in a regional trade agreement e.g. EAC, COMESA, into a single market in which there is free movement of capital, labour, goods and services.

Cost, Insurance and Freight (CIF): The seller pays the costs and freight necessary to bring the goods to the named port or airport of destination as well as procure marine or airfreight insurance against the buyer's risk of loss or damage to the goods during carriage. The seller contracts for insurance and pays the insurance premium. The costs

are then passed on to the buyer (see FOB).

Customs Value: The value of the goods based on its Cost, Insurance and Freight, used to determine the amount of duty and taxes that need to be paid.

Customs Duties: These are taxes levied upon goods on their entry into the country (import duties) or on their exit from the country (export duties).

Excise Duty: A non-discriminative duty imposed by the Seychelles government on locally produced or similar imported goods. Goods subject to excise duty include wines, spirits, cigarettes and motor vehicles.

Exemption from Duty: Duty is not charged on the goods specified when imported or purchased before clearance through customs.

Free On Board (FOB): The seller fulfils his obligation to deliver when the goods have passed over the ship's rail at the named port of shipment. The buyer therefore has to bear all costs and risks of loss or damage to the goods from that point.

International Air Transport Association: The International Air Transport Association (IATA) is the global trade association for the world's airlines. Its mission is to lead and serve its members, as well as to represent their interests in a way that boosts the airport transportation industry.

Manifest: Is a listing of the goods comprising the cargo (freight) carried by a means of transport. The cargo manifest describes the particulars of the goods, such as transport documents numbers, consignors, consignees, marks and numbers, number and kind of packages, descriptions and quantities of the goods.

Most Favoured Nation (MFN): A trade policy commitment on the part of one nation to

extend to another nation tariff rates as low as applies to any other "most favoured nations," and to treat imports from that nation without discrimination. Thus if a WTO member country grants another country any tariff or benefit on any product it must unconditionally extend this benefit to the like products of other countries. The principle is therefore that member countries should not discriminate among countries, and not treat a country less favourably than another in all matters connected with foreign trade in goods.

Packing List: This is a statement listing in detail, the contents of a particular package. It should show marks and number of packages, gross and net weights, measurements, and description of contents of each package.

Phytosanitary Inspection: Inspection by an agency of a national government to certify that a shipment is free from harmful pests and plant diseases. The agency responsible for phytosanitary inspections in Seychelles is the Department of Agriculture.

Prohibited Goods: Goods whose importation, exportation, or carriage coastwise is prohibited under the provisions of the country's laws.

Restricted Goods: Goods whose importation, exportation or carriage coastwise is prohibited, save in accordance with conditions regulating it, or goods whose importation, exportation or carriage coastwise is in any way regulated by or under the Restricted Goods Act or any other written law.

Preferential Tariff Treatment: This is a situation where a country gives preferential treatment to imports from some countries by imposing lower rates of duty on goods imported from these countries.

Rules of Origin: These are rules which set the criteria for determining the origin of a product. They are used to differentiate products for preferential or normal treatment.

For example, a product which is deemed to originate from a certain country may be eligible for preferential treatment while the same product from a different country is not granted the same treatment.

Value Added Tax (VAT): An indirect tax on consumption that is assessed on the increased value of goods at each discrete point in the chain of production and distribution, from the raw material stage to final consumption. The tax on processors or merchants is levied on the amount by which they increase the value of items they purchase and resell.

World Trade Organization: This is the global trade organization which succeeded the General Agreement on Tariffs and Trade (GATT). Its main objective is to help trade flow smoothly, freely, fairly and predictably.

Chapter 1: Introduction

1.1 The Purpose of the Handbook

This handbook provides basic information on international trade to assist those wishing to import goods in effectively understanding the process. Currently, information on international trade is scattered across several documents and institutions, making obtaining the information very time-consuming.

This handbook thus aims to provide convenient and efficient access to the relevant trade information, with the aim to help facilitate international trade which will hopefully enable more Seychelles based companies to effectively participate in this sector of the economy. Therefore, made simple and practical, showing step-by-step procedures on how to carry out the different transactions required to import goods into the Seychelles.

1.2 How to use the Handbook

The handbook should be used as a guide only. It is recommended that for detailed information and clarity, users contact the relevant authority or organization involved in functions, processes or transactions of interest.

The information in this handbook relates to the time of writing. Functions, systems, processes, and procedures are dynamic and prone to change from time to time to align with new policies, strategies, and practices. While the handbook will be revised periodically, the information contained may change before updates take place, and it will be necessary to confirm information with the relevant authority or organization.

1.3 How to gain additional information

Annex 1 provides a list of key organizations that can provide practical information pertinent to international trade.

The Trade Department has launched its Trade Information and Promotion Center, at its

headquarters in Maison Esplanade. The opening ceremony was held on Friday, 15th December 2023, by Minister Naadir Hassan, Minister for Finance, National Planning and Trade. The Center serves as a ‘one-stop shop’, where members of the public have access to an array of information in various mediums about all aspects of the trade, from treaties signed, policies, laws and regulations. The opening hours of the center are from 9 am to 3 pm, Mondays to Fridays, except on public holidays. No prior appointment is required to access the Center.

Chapter 2: Trade Agreements

All importers wishing to import under the preferences provided in any of the Preferential Trade Agreements to which Seychelles is a party to would need to indicate as to which agreement the preference is being requested and accompany their imports with the relevant Certificate of Origin, supplier’s declaration or invoice declaration as required under each individual Agreement.

The list of trade Agreements to which Seychelles is a part of are provided below and can be viewed on Seychelles’ Trade Portal at:

<http://www.seychellestradeportal.gov.sc/trade-agreements>

2.1 Multilateral Trade

2.1.1 The World Trade Organization

Seychelles acceded to the WTO in April 2015, becoming the 161st member to join the Organization. The accession concluded a process of negotiations that started in 1995, which was then put on hold and reinitiated in 2008.

WTO membership ensures that Seychelles will contribute to on-going multilateral negotiation processes to ensure that we can create more opportunities for wealth creation and prosperity while also defending the country’s approach to development.

Seychelles therefore, became party to the numerous agreements under the WTO framework in various areas such as goods, services, competition, intellectual property rights and trade

facilitation, with the aim of bringing more discipline, predictability and transparency to its trade regime. This has brought about a more consultative approach to decision-making and a conducive trade environment that promotes Seychelles' integration in the multilateral trading system.

Useful link: <https://www.wto.org/>

2.2 Regional Trade Agreements

2.2.1 Southern African Development Community (SADC)

Seychelles first became a member of the SADC in September 1997, and although it withdrew in 2004, it formally rejoined the bloc in 2008. In May 2015, Seychelles acceded to the SADC Free Trade Area (FTA) and would liberalize customs duty on 97.5% of tariff lines to SADC FTA members after a period of 12 years. The 2.5% remaining exclusion list comprises mainly revenue-sensitive products such as motor vehicles and alcoholic beverages, and other industry-sensitive products such as certain fish species, mineral waters, tea and tobacco products.

The Agreement is accessible at: https://www.comesa.int/wp-content/uploads/2019/02/comesa-treaty-revised-20092012_with-zaire_final.pdf

The SADC website is accessible at: <https://www.sadc.int/>

2.2.2 Common Market for Eastern and Southern Africa (COMESA)

Seychelles became a member of COMESA in June 1993 when it was still the Preferential Trade Area (PTA) for Eastern and Southern Africa. In November 2007, The Council of Ministers agreed to allow Seychelles to join the FTA, and the subsequent COMESA FTA came into effect on the 11 May 2009. Seychelles joined COMESA with a list of sensitive products which comprises of alcohol and tobacco, agricultural products and bottled waters. Customs duties applicable on sensitive products have reduced over the years but the duties remain applicable on some products for socioeconomic reasons.

The Agreement is accessible at: https://www.comesa.int/wp-content/uploads/2019/02/comesa-treaty-revised-20092012_with-zaire_final.pdf

The COMESA website is accessible at: <https://www.comesa.int/>

2.2.3 African Continental Free Trade Area

The African Continental Free Trade Area (AfCFTA) agreement was launched at the African Union(AU) Extraordinary Summit in Kigali, Rwanda in March 2018, where Seychelles and 43 other African countries signed the agreement establishing the AfCFTA. The agreement's main objective is to achieve a comprehensive and mutually beneficial trade agreement amongst member states of the AU, by creating a single continental market for goods and services, with free movements of business persons and investments. In particular, the agreement aims to progressively reduce and eventually eliminate customs duties on 90% of goods, resolve non-tariff barriers and provide a framework for services liberalization across the continent.

The scope of the agreement covers Trade in Goods, Trade in Services, Investment, Dispute Settlement, Intellectual Property Rights and Competition Policy. Following agreement on pertinent issues related to the Rules of Origin, Seychelles ratified the agreement in July of 2021. Ratification of the AfCFTA present Seychelles with another avenue to diversify its export market.

The Agreement is accessible at: <https://www.tralac.org/documents/resources/african-union/2162-afcfta-agreement-legally-scrubbed-version-signed-16-may-2018/file.html>

The AfCFTA website is accessible at: <https://au.int/en/african-continental-free-trade-area>

2.2.4 Indian Ocean Commission (IOC)

The Indian Ocean Commission is an intergovernmental organization that joins Comoros, Madagascar, Mauritius, Reunion and Seychelles together to encourage cooperation. It started in 1984 under the General Victoria Agreement.

As an intergovernmental organization of cooperation, the IOC promotes peace and stability, maritime security, food security, environmental conservation, fisheries, climate change adaptation, the interests of island developing states, public health and cultural expression. Seychelles currently gives preferential rates to imports of all goods originating from member

states of the IOC in the form of a 5% reduction on the customs duties, except for:

- Goods which MFN rate of duty is 5% or lower
- Goods classified in Chapter 22 (Beverages, Spirits and Vinegar)
- Goods classified in Chapter 24 (Tobacco and manufactured tobacco products)
- Goods classified in Heading 27.10 (Petroleum oils)
- Goods classified in Heading 27.11 (Petroleum gases)

The IOC website is accessible at: <https://www.commissionoceanindien.org/>

2.3 Economic Partnership Agreement

2.3.1 EU ESA iEPA

Seychelles signed the Interim Economic Partnership Agreement (iEPA) with the European Union (EU) in 2009, along with three other Eastern and Southern African (ESA) countries: Mauritius, Madagascar and Zimbabwe. The agreement was provisionally applied by the signatory states in May 2012. The Union of Comoros joined the agreement in February 2019.

It should be noted that the interim agreement focuses on market access for trade in goods, and is periodically reviewed and upgraded subject to the agreement of both parties. However, negotiations between the EU and ESA states are currently ongoing with the aim of widening and deepening the scope of the iEPA.

Furthermore, the iEPA entails that Seychelles eliminate tariffs on 97.52% of its total imports from the EU (in value terms) over a period of 10 years, an exercise which started in 2013. In return, all exports originating from Seychelles is granted duty free and quota free access to the EU market. The agreement also provides for areas of cooperation where development can be supported. These are in: Fisheries, Agriculture, Trade Promotion, Infrastructure and Private Sector Development.

The agreement is accessible at: [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:22012A0424\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:22012A0424(01))

2.3.2 UK ESA EPA

Following the exit of the UK from the European Union, a new Economic Partnership Agreement (EPA) between the United Kingdom (UK) and the ESA countries, which includes Seychelles, has been concluded. This agreement which came into application on the 1st January 2021, aims to ensure continuity of the trade relationship between the UK and the ESA countries.

The agreement is accessible at: <https://www.tralac.org/news/article/13889-esa-uk-economic-partnership-agreement-epa-continuing-the-uk-s-trade-relationship-with-the-eastern-and-southern-african-region.html>

For additional information in regards to the trade agreements that Seychelles is party to please, contact the Trade Division of the Ministry of Finance, National Planning, and Trade.

Chapter 3: Seychelles' Top 10 Import Markets

2022		2023	
COUNTRY	CIF VALUE (SCR)	COUNTRY	CIF VALUE (SCR)
Italy	7,722,319,554.3	Qatar	15,917,797,666.38
United Arab Emirates	5,560,412,314.7	Netherlands	8,349,807,860.62
Netherlands	3,476,197,538.8	United Arab Emirates	6,776,486,221.06
Cayman Islands	1,729,405,263.0	Spain	1,296,787,240.91
France	1,656,963,506.0	France	1,246,541,459.51
Zambia	1,116,850,185.8	United States	1,163,158,933.97
Spain	1,111,663,791.4	India	1,145,488,473.89
China	982,339,078.8	South Africa	1,134,698,604.93
India	961,691,881.7	China	1,105,658,080.96
Great Britain	499,526,448.0	Germany	1,007,764,802.25

Source: National Bureau of Statistics

Chapter 4: African Trade Observatory

The African Trade Observatory (ATO) is one of five operational instruments of the AfCFTA. The ATO provides reliable and up-to-date data for businesses; for instance, when searching for a

product, the platform displays information from all 54 countries, simplifying comparisons, including ease of export, various tariffs, preferential tariffs, regulations, and standards. The platform extends its reach to the business sector, providing contact details for companies and B2Bs, all retrievable within 2 seconds. Importers can access detailed market information, including trends, regulations, and opportunities across African countries. This helps in making informed decisions about which markets to target and how to penetrate them effectively.

The ATO dashboard comprises three specialized modules:

Compare - African entrepreneurs can compare markets for their products to identify promising opportunities.

Explore - Businesses can dig deeper to find detailed trade and market access information for an identified opportunity.

Monitor: African policymakers can track the state of intra-African integration over time.

The ATO dashboard is enclosed in Annex 2.

Useful link: <https://ato.africa/en>

Chapter 5: How to start a business activity involving imports

5.1 Who is allowed to import?

Subject to applicable customs laws and procedures and any other applicable law in place, both national and foreign individuals are allowed to import products into Seychelles.

5.2 Importing for commercial purposes/business activities

As it pertains to importing for commercial activities such as the sale of products through retail and wholesale services, applications for new investors are subject to the applicable Investment legislations, which currently is the Seychelles Investment Act, 2010 and its subsidiary regulations. The latest Amendment made is currently the “Seychelles Investment (Amendment) Act, 2021”. The Government maintains that certain economic activities are doable and affordable to the Seychellois investors and businesses, therefore such economic activities shall remain reserved for

them. The [Reserved Economic Activities Policy, April 2020](#) defines the economic activities that are reserved for the Seychellois investors.

Equally, the government recognizes the value of foreign participation, subject to certain conditions, when considering applications to engage in economic activities in Seychelles. Any application for investment in an economic activity that is not on the listed in the [Reserved Economic Activities Policy, April 2020](#) is guided by [S.I. 76-Seychelles Investment \(Economic Activities\) Regulations, 2022](#). This set of regulations indicate market access for foreign participation, partly or in full, in Seychelles.

Any application for investment in an economic activity not listed in the [Reserved Economic Activities Policy 2020](#) or in [S.I. 76- Seychelles Investment \(Economic Activities\) Regulations, 2022](#) shall be subject to an [Economic Needs Test \(ENT\)](#). The ENT will evaluate the economic, social and technological benefits of the economic activity and determine whether there is a gap that can be filled by allowing foreign participation.

5.3 What steps are needed to start a business?

Investors who wish to import products and engage in business activities in Seychelles must follow the steps that are listed below:

I. Register your business with the appropriate authority

Register through the Office of the Registrar General at the Registration Division located at:

Independence House, Victoria. Email: regdiv@registry.gov.sc

Phone Number: 428 09 00

II. Apply for a license

In order for your business to be operational, you are required to apply for your license or permit from the Seychelles Licensing Authority (SLA) located at:

Orion Mall, Victoria.

Email: enquiry@sla.sc

Phone Number: 4283400

III. Register at the Seychelles Revenue Commission (SRC)

Apply for a Tax Identification Number (TIN) at the SRC, located at: Maison Collet, Victoria.

Email: registry@src.gov.sc

Phone Number: [4 293 737](tel:4293737)

IV. Occupational Safety and Health Inspection

If your business consists of trading in goods such as food or chemical processing, that can put the life of the public and your employees at risk, an Occupational Safety and Health inspection needs to be carried out by the Health Department.

Chapter 6: Importing into Seychelles

Goods imported are entered into the Automated System for Customs Data (ASYCUDA) World system for either:

- Home consumption
- Warehousing
- Transshipment
- Temporary Admission

All goods are classified using the World Customs Organization (WCO) Harmonised Commodity Description and Coding System (HS), this system serves as the basis for the classification of goods, by importers, exporters, shipping companies and marine insurance companies. The HS consists of 99 chapters, each represented by a six-digit code recognized at the international level. Some countries may add further digits to these six to achieve more detailed classifications. For instance, an eight-digit code would have two additional digits that are country-specific.

In Seychelles, goods are classified under the Customs Management (Tariff and Classification of Goods) Regulations, 2022.

The following duties and taxes are applied on the customs value of the imported goods and collected at the point of entry by Customs Division on behalf of Seychelles Revenue Commission either at Seaport, Airport and the Post Office:

- **Customs Duty** - Customs Duty is a tax that is levied on goods imported into the Seychelles. The rate of duty is stated in subsidiary instruments of the "Customs Management Act 2011". The current Regulations governing rates of Customs Duty applicable in Seychelles is the "Customs Management (Tariff and Classifications of Goods) Regulations, 2022" and its amendments.
- **Value Added Tax (VAT)** - All goods imported into the Seychelles are treated as a taxable transaction under the VAT Act 2010 regardless of the status of the importer, (if the importer is VAT registered or not) or the nature of the transaction (commercial or personal importation). VAT on imported goods is applied on the value of import (customs value) which is the CIF (cost, insurance, and freight) + customs duties + excise tax).

For example:

Customs value (C.I.F) = SCR 2,000

Custom duties = SCR 600

VAT base = (R2,000 + R600) = SCR 2,600

Customs value + Customs Duties and other applicable taxes x 15% = **SCR 390**

- **Excise Tax** – The Excise Tax regime is governed by the "Excise Tax Act, 2022 and its subsequent implementing Regulations, and is imposed on excisable goods imported or locally manufactured in Seychelles, namely Cigarettes or tobacco, Alcohol, Motor Vehicles, Petroleum Products and Aerials and Aerial Reflectors, for use with satellite Dish.
 - Excisable goods removed from taxation control (bonded warehouse) by a registered manufacturer; or

- Excisable goods imported into Seychelles and produced locally.

The rates of excise tax can be charged as ‘specific’ that is on a certain amount of tax per unit of the product or as ‘ad valorem’ that is on a percentage of the taxable value of the product.

- Example of a specific excise tax charge – The excise tax charged on whiskies in Seychelles is at the rate of SCR 268.40 per liter
- Example of an ad valorem excise tax charge – The excise tax charged on lubricating oil in Seychelles is at 5% of the taxable value.

Additionally, the sugar tax imposed on Drinks as per the Excise Tax (Imposition of Sugar Tax on Drinks) Regulations, 2023 is payable on the importation of all beverages specified in the Schedule, of which the sugar content exceeds 5 grams per 100ml, shall be subject to a sugar tax of SCR 4/Litre. All importers must therefore submit a declaration containing the sugar content of the drink products upon importation for the imposition of sugar tax.

The value of imported goods is based on the purchase price adjusted to a Cost Insurance Freight (CIF) level. The purchase price is an open market price (or the fair market value), where the buyer and seller act independently without one party influencing the other.

Lastly, an Environmental Levy under the purview of the Environment Protection Act in the form of specific charge/ad-valorem is also payable on the importation of the following goods:

- Plastic and pet bottle used for the packaging of beverages,
- Cans used for the packaging of beverages,
- Glass bottle for the packaging of alcoholic beverages
- Satellite dishes
- Refrigerant Gas and Equipment Levy

Chapter 7: Import tax exemption and concessions

Certain goods imported into the Seychelles are permitted concessional treatment through exemption from customs duty, which would normally apply. These concessions are the result of either international agreements or government policies designed to promote economic activity in certain sectors or encourage investment.

7.1 Excise Tax Concession

- Excise Tax concession on the import of motor vehicle is available for registered fishermen and farmer as certified by the Ministry responsible for Fisheries and Agriculture.

7.2 Excise Tax Remission

- Remission of excise tax on motor vehicles imported by recognized religious organization.
- Remission of excise tax on motor vehicles imported by serving members of the National Assembly of Seychelles.
- Remission of excise tax for persons with Disabilities.
- Remission of excise tax on motor vehicles imported by virtue of an agreement entered into with the Government of Seychelles.
- Remission of excise tax on motor vehicles imported by any person as a temporary import.
- Remission or refund of excise tax on motor vehicles supplied by another Government or International Organization under Technical Aid or Assistance programme approved by Government.

7.3 VAT Exemptions

- VAT exemptions on specific imported products for registered fishing businesses.
- VAT exemption on specific imported musical instruments.
- VAT exemption on imported printed books, brochures and similar printed matters.
- VAT exemption on imported medical, surgical, dental and veterinary goods, instruments and appliances.

- VAT exemption on imported goods that are specifically modified or designed for use by persons with disabilities.
- VAT exemption on goods sent by cargo or courier/parcel either by air, sea or post (unaccompanied goods) which are for personal use only, excluding alcoholic beverages and tobacco, are exempted from VAT up to a Customs Value of R3000.
- VAT exemption on passenger's baggage, provided the items are for personal or household use and not intended for sale or commercial purposes. This exemption applies to limited quantities or values of perfumes, alcoholic beverages, cigarettes or tobacco products, and other goods.
- VAT exemption of raw materials for the manufacturing of locally produced goods listed under Part III of Schedule 1.

7.4 Customs Duty Exemption

- Customs Duty exemption on 'specific goods' and rebate for registered fishermen.

7.5 VAT Exemption on goods imported to be used in the process of:

- Conservation, generation or production of renewable or environment friendly energy sources as endorsed by Seychelles Energy Commission (SEC);
- Conservation of fresh or portable water resources or reuse or recycling of waste water as endorsed by the Ministry responsible for Environment;
- Solid waste recycling or reduction or re-use as endorsed by the Ministry responsible for Environment.

An application for an Exemption shall be accompanied by a bill of entry endorsed by an authorized officer of the SEC, or an authorized officer of the Ministry responsible for Environment.

Prior to benefiting from the above incentives, business persons in the energy and climate change sector need to ensure that they are duly registered with the Seychelles Licensing Authority.

Chapter 8: Import Documentation

All goods imported into Seychelles have to pass through Customs procedures and the correct declarations have to be made to Customs. When making a declaration, the person must accept the responsibilities under the law for the accuracy of the given information, authenticity of the documents being provided and the observance of all the obligations necessary under the declared procedures.

A Bill of Entry (BOE) is lodged through the ASYCUDA World system. This is an internet-based system where clearing agents and registered companies submit their clearance documents electronically. All the supporting documents should be scanned and submitted as attachments online (in ASYCUDA) together with the bill of entry. The importer must give all details of the goods imported such as the quantity, value and precise nature of the goods. The list of registered clearing agents is attached in the document as **Annex 3**.

The following documents must also be submitted:

- Bill of Lading/Airway Bill - Document issued by carrier that provides the details of cargo with terms of delivery.
- Import Permit (if applicable) - Required for restricted goods.
- Commercial Invoices - A commercial invoice (in addition to other information), must identify the buyer and seller, and clearly indicate the (1) date and terms of sale, (2) quantity, weight and/or volume of the shipment, (3) type of packaging, (4) complete description of goods, (5) unit value and total value, and (6) insurance, shipping and other charges (as applicable).
- Packing list - A list with detailed packing information of the goods.
- Receipt - Proof of payment.
- Health Certificate (if applicable) - For agriculture or food products, certifying compliance with relevant legislation in the exporter's country.
- Phytosanitary Certificate (if applicable) - International requirement for consignment of

plants indicating that it is free from diseases /pests.

- Fumigation Certificate (if applicable) - Pest control issued to certify that the products have undergone quarantine and pre shipment fumigation.
- Insurance Certificate (if applicable)
- Ozone Form (if applicable)
- Bank transfer (if applicable)

Once the Bill of Entry is registered in the ASYCUDA World system, Customs will evaluate the Bill of Entry and provide information to Clearing Agents through the system, for example, on the status of the bill or when the Bill of Entry is ready for payment. It is the responsibility of the Clearing Agent or an authorized representative to provide the importer with the necessary information on the status of the Bill of Entry. Payment of the Bill of Entry can be made at Customs offices at the Seaport or Airport Cargo.

An import declaration is a statement, which will also be required to be submitted to SRC through Customs, providing information about the imported goods. The information provided will be used to assess the goods for duty, taxes, levy and other charges. The import declaration will also be used to determine if any of the following will apply:

- VAT exemption
- Concessions
- Free trade agreements (for preferential tariff if applicable)
- If import permits are required

Import declarations must be made by submitting the Bill of Entry electronically through the ASYCUDA World System with supporting documents.

The Bill of Entry is one of the major documents associated with import for customs clearance. It is a legal document under the Customs Management Act, 2011 that must be completed and registered to facilitate the clearance of goods at designated customs location.

It is very important to ensure that the correct type of declaration is selected in the ASYCUDA World System. Bills of Entry are required for the following types of declaration:

Types of Declaration	
EX 1	Permanent Exportation
EX 2	Temporary Export
EX 3	Re-export
IM 4	Entry for home use/Ex-warehouse
IM 5	Temporary Importation
IM 6	Re-Importation
IM 7	Entry for warehousing/Re-Warehousing
IM 8	Transshipment & Ship store procedures
SD 4	Simplified Declaration
IMP 4	Entry for home use – Preclearance/Pre lodgment

When a consignment contains both commercial and personal goods, the importer will have to submit two declarations (IM4 and SD4).

Ensure before inserting any information in ASYCUDA World that all the required documents needed to complete the declaration are available. All the mandatory documents must be scanned and attached to the declaration.

Chapter 9: Importation of ‘Urgent Consignments’

9.1 Direct Delivery (Urgent Release)

Direct Delivery is a facility that has been put in place to expedite the clearance of certain goods as per the list below;

- Perishable – food
- Perishable – medicine
- Air Craft spares
- Ship spares
- Hazardous goods
- Human remain.

- Currency or monetary instruments
- Medical equipment

Clearing Agents or authorized representatives must ensure that Bills of Entry submitted for Direct Delivery fall within the categories listed above.

It is a prerequisite to have a prepayment account when using the Direct Delivery facility. This will facilitate the automatic payment of duties and taxes after completing the process for urgent release.

In order to open a Prepayment Account with Customs Division, the applicant should liaise with the Seychelles Custom's Classifications, Valuations and Origin (CVO) Unit to complete a Pre-Payment Account form. Once the account is activated, the Clearing Agent or the authorized representative can proceed to deposit money into the account.

Chapter 10: Importation of Used Personal and Household Effects Importation

Used personal/household effects are goods, which must have been in the possession of the importer and in use for a minimum period of one year prior to resuming residence in Seychelles. These items are exempted from payment of duties and taxes. It is important that the importers meet the three requirements of **ownership**, **possession**, and **used**. For example, if they owned and possessed the goods without using them, the goods will be subject to regular taxes.

Used household effects are items that are normally required in the home in order to facilitate a comfortable living environment and exclude motor vehicles. It is therefore advisable to keep receipt of purchase of the goods, which should be produced when requested by Customs Officers. It should be noted that the Motor Vehicle Policy of the Department of Transport set the conditions for the importation of new and used motor vehicles and vehicle spare parts.

It is also important to note that there is a law that bans the importation of Chlorofluorocarbon (CFC) gases R12/ R22 and regulates other refrigerant gasses. Importers are advised to consult

the Ozone Unit of the Ministry of Agriculture, Climate Change and Environment prior to the importation of refrigerator and air– condition.

The following persons qualify for exemption on import taxes on Used Personal and Household Effect:

- Returning Resident (i.e. Citizen of Seychelles) (the goods should be in the citizen's possession and use for a continuous period of at least 12 months)
- Expatriate
- Returning Student / Graduate: (citizen, studying abroad for a continuous period of at least 12 months)
- Other Visitors / Passengers changing residence

New Household items will be liable to the applicable rate of duties and taxes. However, importers are entitled to a concession of SR 1000 per person on the value of the new household effect. This shall apply in the case of a passenger who is accepted by the Commissioner of Customs as transferring his place of residence from another country to Seychelles.

Documents needed for clearance of **Used Personal/Household Effects:**

- Unaccompanied personal effect statement form
- Bill of Entry (2 copies)
- Invoice/Receipts
- Bill of Lading/Airway Bill
- Packing List/ List of goods in cargo
- Copy of passport of most recent entry into Seychelles
- Copy of passport of exit of 12 months or more from Seychelles
- Import permit (if applicable)
- Work Permit (if applicable)
- Ozone form (if applicable)
- Phytosanitary Certificate (if applicable)

- Letter from organization to certify that the student/graduate was sent for studies or in cases whereby the student/graduate went to study on their own expenses, they must provide document(s) proving their attended institution of study (if applicable).

Chapter 11: Steps for importation of wood (Timber) requirements

Wood (Timber) and Wooden Related Products is categorized as a commodity class for round wood, sawn wood, wood chips or dunnage, with or without bark. The measures below will help to reduce the risk of introduction and/or spread of quarantine/regulated pests (Plant diseases or insect pests) associated with wood or timber and wood products in use in international trade.

- All consignments must be accompanied by a valid Import Permit and Phytosanitary certificate or Treatment Certificate.
- An acceptable manufacturer's declaration stating treatment details must accompany the application to import wood (timber) and wooden related products.
- Phytosanitary Certificate state that controlled materials:
 - ✓ has been officially inspected in the country of origin (or country of dispatch)
 - ✓ complies with statutory requirements for entry into the Seychelles
 - ✓ is free from quarantine/regulated pests and diseases
 - ✓ is substantially free from other harmful organisms.
- The wood (Timber) must be free from bark/debark and shall be free from grub holes and insect pest/diseases.
- The consignment must be free of biosecurity risk materials and free of signs of living pests.
- Any packaging used with the consignment must be clean and must be free of biosecurity risk material and free of signs of living pests.
- The consignment and other supporting structure or materials must be free from soil and biosecurity risk materials and free of signs of living pests.
- Container cleanliness and/or must be free from insect pests and diseases, free from soil

and biosecurity risk materials and free of signs of living insect pests and diseases.

- All consignments must meet the requirements of the Import Permit and/or attached relevant documents or Annexes.
- Consignments that do not meet the requirements of the Import Permit will be directed for either one of the following in accordance to the national law depending on the risk level:
 - ✓ prohibition on the removal of the material from the premises
 - ✓ phytosanitary treatment (phostoxin treatment (T9569))
 - ✓ confiscation and destruction (Burning/Incinerate)
 - ✓ prohibition on the landing of the consignment
 - ✓ re-export of the consignment

All of the above legal action will be subjected at the importers cost.

Chapter 12: Steps for importation of animals, plants and animal and plant products requirements

- Submit your application with the approved lists of Animals, Plants, Animal Products or Plant Products as per quotation or invoice provided by your supplier of the exporting country to Department of Agriculture for approval of a single Biosecurity Import Permit (BIP) per consignment.
- Submit your application with the approved lists of Animals, Plants, Animal Products or Plant Products as per quotation or invoice provided by your supplier of the exporting country to Department of Agriculture for approval of a single BIP per consignment.
- Ensure that you received an official Phytosanitary Certificate or Additional Treatment Certificate from your supplier issued by the competent authority of the exporting country certifying compliances of Animals, Plants, Animal Products or Plant Products shipped to Seychelles.

- Upon arrival of the imported Animals, Plants, Animal Products or Plant Products to Seychelles at the point of entry (Seaport, Airport or Post Office) ensure that you make available both official documents (Biosecurity Import Permit and Phytosanitary Certificate) to Biosecurity Officers for verification and inspection before release.

Chapter 13: Import Permit/Licensing System

Seychelles' trade policy allows for goods to be imported from any country as long as they are not prohibited under Seychelles' law. This is currently mandated under S.I 87 of 2023 - Customs Management (Prohibited and Restricted Goods) Regulations, 2023.

The importation of restricted items require an import permit granted by the designated Approval Authorities through the Import and Export Permit Unit of the Ministry of Finance, National Planning and Trade. The Unit acts as a one-stop shop for processing these applications and is a facilitator in the process of obtaining the permit. However, the decision to grant or reject an application lies with the relevant Ministries and Departments or Government Agencies.

A valid import permit must accompany importation of goods on the restricted list, whether the goods are for personal consumption or commercial distribution. In the case of commercial distribution, a person must have a business activity permit issued by the SLA. An Open Import Permit can be granted by the Import and Export Permit Unit to allow certain businesses to import on a regular basis.

Upon importation, an importer is required to submit the following documents:

- Bill of Entry (3 copies);
- Certified true and accurate invoice from exporter (either individual or company);
- A valid import permit;
- Packing List;
- Bill of Lading or Airway Bill; and
- Sanitary or Phytosanitary Certificate (if Applicable).

- Ozone Approval (If Applicable);

A sample import permit form is enclosed in **Annex 3** of this document. In addition, a biosecurity permit is required for each consignment of plants, animals, fruits, vegetables, fish and meat in accordance with the Animal and Plant Biosecurity Act.

A Brochure of the Import/Export (IE) Permit online service ¹is enclosed as **Annex 4** of this document. The procedure for application of an import or export permit is done electronically and the process for approval is outlined below:

The Import Permit Section receives the application and verifies the necessary documents as per the criteria of the approval authority. The Unit forwards the application to the approval authority for assessment.

Business and TIN clients 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
- A valid NIN Card
- A valid email address

For individual entities, the following documents are required for the registration process.

- A valid NIN Card
- A valid email address

The approval authority conducts the assessment and provides their recommendation, either approved or rejected, and forwards the request back to the Import/Export Permit Unit. 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.

¹ <https://eservice.egov.sc/eGateway/homepage.aspx?ReturnUrl=%2feGateway>

For import/export permit applications that require more clarification or documentation, the approval authority informs the Import/Export Permit Unit, and the Processing Officer liaises with the client to obtain the necessary information. Then the request is submitted to the approval authority for further assessment and approval. This process takes one (1) to two (2) working days.

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 appeal in writing to the Minister responsible for the approval authority.

The Import/Export Permit Unit 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 Unit located at the Maison Esplanade Office. Along with the application form, the client must also submit all necessary documents. 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.

Chapter 14: Advance Rulings – Binding Tariff, Valuation & Origin Advice

Advance rulings are formal advices detailing how the SRC – Customs Division will apply certain laws to goods for importation. Advance rulings are issued to an applicant in writing and any valid ruling will be binding while it is in force.

Advance rulings are a trade facilitation tool for traders that enhance the certainty of Customs operations. Traders can obtain precise and binding information in advance of the actual transaction. This represents the safest approach for a trader, and processes are often quicker and delays reduced at the time of clearance of goods in question.

The Customs Division has three forms of binding advance rulings:

- Tariff Advice – rulings on the tariff classification of imported goods. Valid for one (1) year.

- Valuation Advice – rulings relating to the assessment of the Customs value of imported goods. Case by case validity.
- Origin Advice – rulings on whether particular imported goods qualify as originating from a specific country. Valid for three (3) years.

Advance ruling application forms are available on the website at [Seychelles Revenue Commission – Republic of Seychelles \(src.gov.sc\)](http://seychelles.revenue.commission-republic-of-seychelles.sc.gov.sc). From the homepage, click on ‘Download’ then ‘Form’. Forms can be completed electronically and emailed, send via fax or delivered in person. Applicants are requested to fully complete the forms, and where possible, provide product samples and supporting reference material.

Applicants will be notified in writing. The CVO will issue an official notice, endorsed by the Assistant Commissioner of Customs. In most cases, where completed applications are received, rulings will be issued within ten (10) working days of receipt.

Chapter 15: Main shipping lines serving the Seychelles Port

15.1 MAERSK

Location: Hunt Deltel & Co. Ltd

Head Office – 3rd Floor

The Quadrant Victoria

Mahe Seychelles

Tel No: 4380000/4380326

Maersk Go contact email: maerskgosupport@maersk.com

Import related queries: sc.import@maersk.com

Export related queries: sc.export@maersk.com

15.2 United Africa Feeder Line (UAFL)

Location: Mahe Shipping Co. LTD

Maritime House

Laurier Avenue Victoria

Mahe Seychelles

Tel No: 4380500

15.3 CMA CGM

Location: Societe Seychelloise de Navigation Ltd
PO Box 399
Kingsgate House, 2nd Floor, Room 56
Port Victoria
Tel No: 4290350
Contact email: snn@seychelles.net

Chapter 16: Trade Obstacles Alert Mechanism (TOAM)

The TOAM is an online platform and a mobile application through which companies are connected with relevant government agencies such as the SLA and SRC, allowing them to exchange information about the trade obstacles they face.

Through the institutional network, economic operators such as importers and exporters can report challenges and obstacles to the national focal point, the Trade Department of the Ministry of Finance, National Planning and Trade who will review and publish a report as well as forwarding the report to the competent authority for deeper analysis. Once the authority communicates to the Trade Department the response, the information is passed on to the economic actors within 2 weeks.

The platform can be accessed on www.tradeobstacles.org/seychelles. Registration to the TOAM platform is 100 percent free, and anyone can sign up to be alerted to ongoing obstacles and solutions for the market services.

Chapter 17: List of products that require an Import Permit and their procedures

The list below provides relevant details regarding products on the restricted list and the Authorities responsible for validating the import permit for each product. The application for an import permit is submitted to the respective Authorities through the Import and Export Permit Unit, which is based within the Trade Department of the Ministry of Finance, National Planning and Trade.

It is to be noted that open import permits are granted on the condition that the specific products are purchased from the same origin and supplier.

1. Department of Agriculture

1.1 *Live animals*

Relevant information:

- i. Import permits for live animals on the restricted list are granted on a per consignment basis.
- ii. A per consignment biosecurity permit will be required for the importation of live animals.
- iii. Each consignment must be accompanied by a valid health certificate issued by a competent authority in the exporting country.

1.2 *Meat and edible meat offal, fresh, frozen or chilled*

Relevant information:

- i. Open Import permits for meat and meat products are granted for an open period of 1 year.
- ii. A per consignment biosecurity permit will be required for the importation of meat and meat products.
- iii. Each consignment must be accompanied by a valid health certificate issued by a competent authority in the exporting country.

1.3 *Fish and crustaceans, mollusc and other aquatic invertebrates, fresh, frozen or chilled*

Relevant information:

- i. Import permits for fish and crustaceans, mollusc and other aquatic invertebrates, fresh, frozen or chilled on the restricted list are granted for an open period of 1 year.
- ii. Each consignment must be accompanied by a valid phytosanitary and health certificate issued by a competent authority in the exporting country.

1.4 *Birds' eggs and other edible products of animal origin*

Relevant information:

- i. Import permits for birds' eggs and other edible products of animal origin on the restricted list are granted for an open period of 1 year.
- ii. A per consignment biosecurity permit will be required for the importation of products of animal origin.
Each consignment must be accompanied by a valid phytosanitary certificate issued

by a competent authority in the exporting country.

1.5 Animals and animal by-products not treated

Relevant information:

- i. Import permits for animal and animal by-products not treated on the restricted list are granted for an open period of 1 year.
- ii. A per consignment biosecurity permit will be required for the importation of products of animal origin.
- iii. Each consignment must be accompanied by a valid health certificate issued by a competent authority in the exporting country.

1.6 Plant and plant products

Relevant information:

- i. Open Import permits for plant and plant products are granted for an open period of 1 year.
- ii. A per consignment biosecurity permit will be required for the importation of plants, and products of plant origin.
- iii. Each consignment must be accompanied by a valid phytosanitary certificate issued by a competent authority in the exporting country.

1.7 Edible vegetables

Relevant information:

- i. Open Import permits for edible vegetables on the restricted list are granted for an open period of 1 year.
- ii. A per consignment biosecurity permit will be required for the importation of vegetables.
- iii. Each consignment must be accompanied by a valid phytosanitary certificate issued by a competent authority in the exporting country.

1.8 Edible fruits

Relevant information:

- i. Open Import permits for edible fruits on the restricted list are granted for an open period of 1 year.
- ii. A per consignment biosecurity permit will be required for the importation of fruits.
- iii. Each consignment must be accompanied by a valid phytosanitary certificate issued by a competent authority in the exporting country.

1.9 Fresh Spices

Relevant information:

- i. Import permits for fresh spices on the restricted list are granted for an open period of 1 year.
- ii. A per consignment biosecurity permit will be required for the importation of fresh spices.
- iii. Each consignment must be accompanied by a valid phytosanitary certificate issued by a competent authority in the exporting country.

1.10 Wood treated and untreated biodegradable

Relevant information:

- i. Open Import permits for wood treated and untreated biodegradable on the restricted list are granted for an open period of 1 year.
- ii. Each consignment must be accompanied by a valid phytosanitary certificate issued by a competent authority in the exporting country.

1.11 Brooms consisting of twigs or other vegetable materials bound together, with or without handles

Relevant information:

- i. Open Import permits for brooms consisting of twigs or other vegetable materials bound together, with or without handles on the restricted list are granted for an open period of 1 year.
- ii. Each consignment must be accompanied by a valid phytosanitary certificate issued by a competent authority in the exporting country.

1.12 Fertilisers

Relevant information:

- i. Import permits for fertilisers are granted on a per consignment basis.

1.13 Organic fertilisers (growing media and compost)

Relevant information:

- i. Import permits for organic fertilisers are granted on a per consignment basis.

2. Department of Agriculture and Commissioner of Police

2.1 Fertilisers used as explosives

Relevant information:

- i. Import permits for fertilisers used as explosives on the restricted list are granted on a per consignment basis.

3. Department of Environment

3.1 *Endangered species*

Relevant information:

- i. Import permits for endangered species on the restricted list are granted on a per consignment basis.

3.2 *Non-plastic straws*

Relevant information:

- i. Import permits for non-plastic straws on the restricted list are granted on a per consignment basis.

3.3 *Plastic utensils and polystyrene boxes*

Relevant information:

- i. Import permits for non-plastic straws on the restricted list are granted on a per consignment basis.

3.4 *Plastic bags*

Relevant information:

- i. Import permits for plastic bags on the restricted list are granted on a per consignment basis.

3.5 *Biodegradable plastic and other articles of biodegradable plastic*

Relevant information:

- i. Import permits for biodegradable plastic and other articles of biodegradable plastic are granted on a per consignment basis.

4. Department of Climate Change

4.1 *Hydrofluorocarbon (HFC) gas*

Relevant information:

- i. Import permits for hydrofluorocarbon gas on the restricted list are granted on a per consignment basis.

4.2 *HFC refrigerated and HFC Dependent equipment*

Relevant information:

- i. Import permits for HFC refrigerated and HFC Dependent equipment on the restricted list are granted a per consignment basis.

5. Department of Environment and Ministry of Health

5.1 *Dangerous chemicals and precursor chemicals*

Relevant information:

- i. Import permits for dangerous chemicals and precursor chemicals on the restricted list are granted on a per consignment basis.

6. Ministry of Finance, National Planning and Trade

6.1 *Frozen ice lollies containing alcohol*

Relevant information:

- i. Import permits for frozen ice lollies containing alcohol on the restricted list are granted on a per consignment basis.

6.2 *Alcoholic beverages*

Relevant information:

- i. Open Import permits are given with a condition that it is from the same supplier, same country of origin and the same brand as per the approval open permit.

6.3 *Tobacco*

Relevant information:

- i. Open Import permits are given with a condition that it is from the same supplier, same country of origin and the same brand as per the approval open permit.

6.4 *Mineral fuels, mineral oils and products of their distillations, bituminous substances; mineral waxes*

Relevant information:

- i. Import permits for mineral fuels, mineral oils and products of their distillations, bituminous substances; mineral waxes on the restricted list are granted on a per consignment basis.

7. Ministry of Finance, National Planning and Trade and the Department of Transport

7.1 *Second hand vehicles*

Relevant information:

- i. Import permits for second hand vehicles on the restricted list are granted on a per consignment basis.

7.2 Left hand drive vehicles

Relevant information:

- i. Import permits for second hand vehicles on the restricted list are granted on a per consignment basis.

7.3 Reciprocating piston engine of kind used for the propulsion of vehicles of Chapter 87

Relevant information:

- i. Import permits for reciprocating piston engine of kind used for the propulsion of vehicles of Chapter 87 on the restricted list are granted on a per consignment basis.

7.4 Compression-ignition internal combustion piston engines (diesel or semi-diesel engines)

Relevant information:

- i. Import permits for compression-ignition internal combustion piston engines (diesel or semi-diesel engines) on the restricted list are granted on a per consignment basis.

7.5 Vehicles and Chassis/Bodies/spare parts

Relevant information:

- i. Import permits for vehicle and chassis/bodies/spare parts on the restricted list are granted on a per consignment basis.

8. Ministry responsible for Health

8.1 Pharmaceutical and Veterinary products

Relevant information:

- i. Import permits for pharmaceutical and veterinary products are granted on a per consignment basis.

8.2 Articles of cellulose fibre cement or the like

Relevant information:

- i. Import permits for articles of cellulose fibre cement or the like on the restricted list are granted on a per consignment basis.

8.3 Disinfectants (hand sanitisers)

Relevant information:

- i. Import permits for disinfectants (hand sanitisers) on the restricted list are granted on a per consignment basis.

8.4 *Electronic cigarettes*

Relevant information:

- i. Import permits for electronic cigarettes on the restricted list are granted on a per consignment basis.

9. Seychelles Communications Regulatory Authority

9.1 *Radio and communication equipment*

Relevant information:

- i. Import permits for radio and communication equipment on the restricted list are granted on a per consignment basis.

10. Seychelles Energy Commission

10.1 *PVC insulated wires and Cables for fixed wiring*

Relevant information:

- i. Import permits for PVC insulated wires and cables for fixed wiring on the restricted list are granted on a per consignment basis.

10.2 *PVC insulated flexible cord for use with appliances and equipment intended for domestic, office and similar environments*

Relevant information:

- i. Import permits for PVC insulated flexible cord for use with appliances, equipment intended for domestic, office, and similar environments on the restricted list are granted on a per consignment basis.

11 Seychelles Bureau of Standards

11.1 *Glass and glazed glass products for architectural use in buildings*

Relevant information:

- i. Import permits for glass and glazed glass products for architectural use in buildings on the restricted list are granted on a per consignment basis.

12 Seychelles Planning Authority

12.1 *Prefabricated building*

Relevant information:

- i. Import permits for prefabricated building on the restricted list are granted on a per consignment basis.

13 Seychelles Civil Aviation Authority

13.1 Aircrafts

Relevant information:

- i. Import permits for aircrafts on the restricted list are granted on a per consignment basis.

14 Seychelles Maritime Safety Authority

14.1 Ships and vessels

Relevant information:

- i. Import permits for ships and vessels on the restricted list are granted on a per consignment basis.

15 Ministry responsible for Home Affairs & Department of Police

15.1 Pyrotechnic products and blasting explosives

Relevant information:

- i. Import permits for pyrotechnic products and blasting explosives on the restricted list are granted on a per consignment basis.

15.2 Armoured fighting vehicles

Relevant information:

- i. Import permits for armoured fighting vehicles on the restricted list are granted on a per consignment basis.

15.3 Warships

Relevant information:

- i. Import permits for warships on the restricted list are granted on a per consignment basis.

15.4 Arms and ammunitions

Relevant information:

- i. Import permits for arms and ammunitions on the restricted list are granted on a per consignment basis.

15.5 Military uniform

Relevant information:

- i. Import permits for military uniform on the restricted list are granted on a per consignment basis.

15.6 Imitation/replica of firearms, ammunitions and guns

Relevant information:

- i. Import permits for imitation/replica of firearms, ammunitions and guns on the restricted list are granted on a per consignment basis.

15.7 Radioactive substances

Relevant information:

- i. Import permits for Radioactive substance on the restricted list are granted on a per consignment basis.

16 Customs Division

16.1 Still containers

Relevant information:

- i. Import permits for still containers on the restricted list are granted on a per consignment basis.

Annex 1: Contact information

Trade Department General Enquiry

Tel: 43821 35

Email: enquirywto@finance.gov.sc

Customs General Enquiry

Tel: 4293737

Email: customs@src.gov.sc

Seychelles Registrar

Independence House

1st Floor

Email: regdiv@registry.gov.sc

Tel: 4280900

Import and Export Permit Unit

Trade Department

Ministry of Finance, National Planning and Trade

Maison Esplanade

Victoria

Tel: 43821 43/ 61/ 62

Department of Health

Ministry of Health

Mt. Fleuri

Tel: 4388000

Department of Environment

Botanical Garden, Mont Fleuri

Tel: 4670500

Department of Foreign Affairs

Maison Queau de Quinssy, Mont Fleuri

Tel: 4323205

Commissioner of Police

Policy Headquarters, Victoria

Tel: 4288000

Department of Information and Communications Technology

Caravelle House, Victoria

Tel: 4286609

Seychelles Civil Aviation Authority

Seychelles International Airport,

Point Larue

Tel: 4384000

Seychelles Maritime Safety Authority

Trinity House, Victoria

Tel: 4224866

Department of Agriculture

Espace Building

Ile Du Port

Tel: 4324000

Department of Land Transport

1st Floor, Quadrant Building

Victoria

Tel: 4672400

Seychelles Chamber of Commerce and Industry

H.I.S House, Providence Industrial Estate, Mahe

P.O Box 1399

Tel: 4323812

Fax: 4321422

Email: admin@scci.sc

Website: www.seychelles.net

Seychelles Revenue Commission

3rd floor, Maison Collet

Victoria, Mahe

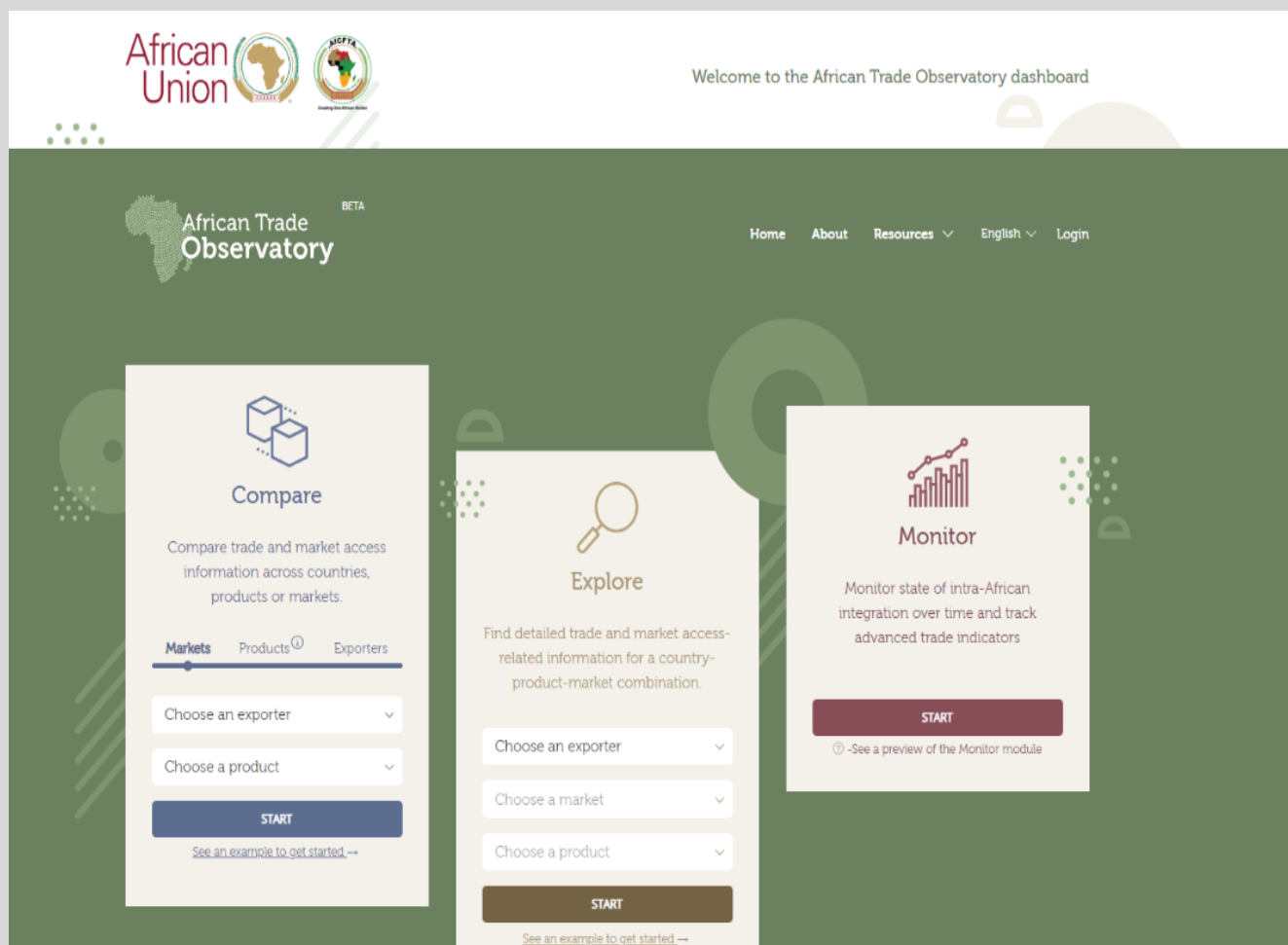
Tel – 4293737

Email: advisory.center@src.gov.sc
Website – www.src.gov.sc

Seychelles Energy Commission (SEC)
Room 307 – 308, Block B, Unity House
Victoria, Mahé
Tel - 4610 818
Email - info@sec.sc
Website - www.sec.sc

Ministry of Agriculture, Climate Change and Environment
Botanical Garden
Mont Fleuri
Tel - 4670 500
Email - info@enc.gov.sc
Website - www.meecc.gov.sc

Annex 2: African Trade Observatory



Annex 3: Import permit sample form

 Republic of Seychelles Form A/P (R)		Application for IMPORT PERMIT				Page _____ of _____	Permit No. _____
Importer Particulars 1. Name _____ 2. Address _____ BRN No. _____ 3. Licence No. _____ 4. Phone _____ 5. NLN / Passport No. _____ 6. Fax _____ 7. Contact Name _____ E-mail _____ 8. Freight type ☐ Air ☐ Sea		9. Expected Month of Arrival _____ Supplier's particulars 10. Name _____ 11. Address _____ Fax No. _____ Phone _____ Country from which goods consigned _____ Signature of Applicant _____		Agent Contact Name _____ Contact Phone _____ Contact E-mail _____			
L	Description of Goods	HS Code	Total Quantity	No. of units per package	Total Value (Seychelles Rupees)	State whether FOB, C&F, CIP	Country of Origin
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

Annex 4: IE Permit Online Service

WHAT IS IE PERMIT?

The **IE Permit** is an online service where Individuals and Organizations can lodge an import or an export permit application.

HOW TO LOGIN TO THE IE PERMIT SERVICE?

The **IE Permit** online service can be accessed via the **E-Service Gateway**

<https://eservice.eqgov.sc/eGateway/homepage.aspx> after registration for a valid e-ID.

On the homepage, click the **'Login as an Organisation'** tab. Enter your login credentials (e-ID, password and access code) and click **'Sign In'**.

Your organization account homepage is displayed. Select **'IE Permit'** under the **'Available E-Services'** section.

Available E-Services	
Click on the E-Service link to subscribe.	
E-Service	Provider
IE Permit	Ministry of Finance, Trade and Investment

The **IE Permit** welcome page is displayed.

HOW TO LODGE AN IMPORT PERMIT?

IMPORT PERMITS

On the **IE Permit** getting started page click the **'Lodged an Import Application'** link. The **Import Permit** homepage is displayed. Click **'New Import Permit'** to lodge a new import permit application.

Click to view the import permit application details
Click to view the Search Import Permits on the left hand side

New Import Permit

HOW TO ADD PERMIT LINES?

- Click on the **'Permit Lines'** link and fill in the permit line details.
- Click **'Save'** to save the permit lines.

HOW TO ADD SUPPORTING DOCUMENTS?

- Click the **'Supporting Documents'** link and upload all supporting documents required to lodge the import permit application.

- Click **'Save'** to save the supporting documents.

HOW TO SUBMIT THE NEW IMPORT PERMIT APPLICATION

To submit the application to the Import and Export Permit Unit:

- Change the application status to **'Committed'**
- Click **'Save Application'**

To save your changes without submitting the application to the Import and Export Permit Unit:

- Change the application status to **'Submitted'**
- Click **'Save Application'**

HOW TO SEARCH FOR EXISTING IMPORT PERMIT APPLICATIONS?

On the left menu on the **Import Permit** homepage you can search for your import permit applications using the search facility.

A search can be performed using different search criteria.

HOW TO SELECT EXISTING IMPORT PERMIT APPLICATIONS?

Application No.	Application Date	Applicant Name	Status
AI/P2012-0092	16/08/2012	GL PLUMBING	Received
AI/P2012-0093	17/08/2012	GL PLUMBING	Received
AI/A	20/08/2012	GL PLUMBING	Submitted

The grid on the **Import Permit** homepage lists all existing import permit applications belonging to your organization.

Click on the **'Select'** link to view the permit details including the permit lines and supporting documents.

HOW TO DOWNLOAD AN IMPORT PERMIT APPLICATION?

To download an import permit application click on the **'Download'** link on the grid on the **Import Permit** homepage. The permit application can then be viewed or saved for future reference.

Download Import Permit				
Application No.	Application Date	Application Status	Valid From	Valid To
AI/P2012-0092	16/08/2012	Approved	16/08/2012	16/08/2012
Download Import Permit and Related Documents				
Document Name	Description	Document Type	Download	
AI/P2012-0092	Import/Export Permit for Permit No. AI/P2012-0092	Import/Export Permit	Download	

Annex 5: Registered Clearing Agents contact list

Contact Name	Business Name	Email	Address	Tel No
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Pascal Desnousse	Sealandair Clearing and Forwarding	sealandair.clearing@gmail.com	BODCO Complex. New Port	4226200 / 4225976
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