

**GUIDELINES ON IMPORTS FOR THE TRADE**



**Uganda  
Pre-Export Verification  
of Conformity (UG-PVOC)**



***This datasheet has been prepared specifically in respect of exports to Uganda***

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**1. PRODUCT CONFORMITY ASSESSMENT**

MANDATED BY	Uganda National Bureau of Standards (UNBS)
THE COUNTRY IS A MEMBER OF THE WTO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
STARTING DATE	Contract started: 09.06.2010 Contract suspended: 01.11.2010 Contract resumes: 01.06.2013 Contract renewed: 01.06.2016 Contract renewed: 01.06.2019 Contract renewed: 01.03.2023
APPLICABLE REGULATION(S)	Pre-Export Verification of Conformity to Standards as per UNBS Act Section 43 Cap 327 and the Inspection and Clearance of Imports Regulation.
APPOINTED PVoC COMPANY(IES)	<ul style="list-style-type: none"> <li>• All the offices of SGS Société Générale de Surveillance SA.</li> <li>• The other five inspection agencies authorised by UNBS in addition to SGS</li> </ul>
SELECTION OF PVoC COMPANIES	Importer's choice
SCOPE OF PVoC	Verification of conformity of subjected products (goods covered under The Schedule of Compulsory Uganda Standards) to Uganda Standards or other UNBS-approved standards and technical regulations except goods manufactured in the EAC and certified by the respective bureaus of standards. Ugandan standards take precedence over all other standards.
MINIMUM ORDER VALUE SUBJECT TO PVoC	USD 2,000
NON-COMPLIANCE	The importer will be subjected to a penalty equivalent to 15% of CIF and a destination inspection will be carried out by UNBS.

**2. INSPECTION REQUIREMENTS**

INSPECTION PURPOSE	<ul style="list-style-type: none"> <li>• Product identification to confirm that the goods to be shipped correspond to those declared.</li> <li>• Quantity verification</li> <li>• Verification that requirements not covered by supporting documentation (e.g. marking, labeling, packaging) are fulfilled</li> <li>• Sealing of all Route A, Route D, and some of the identified products under Route B (refer to the list under sealing)</li> </ul>
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<p>VERIFICATION PROCESS</p>	<p>The exporter submits to SGS the following documents:</p> <ul style="list-style-type: none"> <li>• Request for Certification</li> <li>• Declaration of product compliance</li> <li>• Proforma invoice, purchase order, letter of credit, packing list,</li> <li>• Product specifications or datasheet,</li> <li>• Test reports issued by a lab accredited to or recognizing ISO/IEC 17025 standard</li> </ul>
<p>ASSESSMENT METHOD</p>	<p>To obtain evidence that all the requirements in the applicable standards and technical requirements are met, goods must undergo one or a combination of the following verification activities:</p> <ul style="list-style-type: none"> <li>• Physical inspection</li> <li>• Laboratory testing</li> <li>• Factory audits</li> <li>• Documentary verification</li> </ul> <p>Four methods are proposed to the exporters to demonstrate the compliance of their products and to obtain a Certificate of Conformity:</p> <ul style="list-style-type: none"> <li>• Route A for unregistered suppliers/products with ad-hoc shipments to Uganda.</li> <li>• Route B for Registered suppliers/products with regular goods or frequent shipments to Uganda.</li> <li>• Route C for Certified Products</li> <li>• Route D for consolidated/groupage cargo</li> </ul> <p>After the verification process is completed and the results are satisfactory, the exporter will have to submit the Final Invoice for the issuance of the CoC.</p>
<p>TESTING</p>	<p>Test reports should be issued by an accredited or recognised laboratory based on ISO/IEC 17025 standard and the test methods used in the testing shall be as provided in the applicable Uganda standards or relevant international standards.</p> <p><b>Validity of test reports:</b></p> <ul style="list-style-type: none"> <li>• Test reports for electrical, electronics, and ICT-related products shall not be older than 5 years from the date of issuance. However, for test reports older than 3 years, SGS technical team will undertake a further confirmatory assessment to ensure the test reports are still valid. This may involve requesting some of the below information: <ul style="list-style-type: none"> <li>- Declaration from the manufacturer stating that there has been no change in the manufacturing process, design, raw material, etc. of the product.</li> <li>- A letter or email from the laboratory confirming the test report is still valid.</li> <li>- A valid test report of the raw materials used in the manufacture of the components of the product.</li> <li>- Inhouse safety and performance test confirming that there has been no change in the product / the production process.</li> <li>- Performing an audit at the manufacturer's premises to confirm there has been no change in the manufacturing process of the product.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Test reports for food products shall not be older than 6 months from the date of issuance.</li> <li>• Test reports for all other product categories shall not be older than 1 year from the date of issuance.</li> </ul>
LABELLING REQUIREMENTS	<ul style="list-style-type: none"> <li>• All labeling of packaging of imports shall include English</li> <li>• All imports with a limited shelf life shall have more than seventy-five percent (75%) shelf life for food items and 50% for non-food items from the date of inspection.</li> <li>• Packaged goods with shelf life (e.g. foodstuffs, pharmaceuticals, chemicals, cosmetics, and similar) shall indicate the batch numbers and dates of expiration and/or date of production.</li> </ul>
OTHER SPECIAL REQUIREMENTS	<p>Other documents: When applicable and/or relevant, the following documents may also be requested:</p> <ol style="list-style-type: none"> <li>a) Quality management system certificates (e.g. ISO 9001:2015).</li> <li>b) Factory records on tests performed by the manufacturer.</li> <li>c) Product's technical datasheets.</li> <li>d) Marks of safety and conformity issued to other markets</li> </ol>

### 3. REPORTING REQUIREMENTS

DOCUMENTS REQUIRED TO ISSUE REPORT	<p>Documents required for CoC issuance.</p> <ol style="list-style-type: none"> <li>a) Completed Request for Certification (RFC)</li> <li>b) Seller's declaration of product compliance</li> <li>c) Test Reports</li> <li>d) Inspection report</li> <li>e) Final Invoice</li> </ol>
TYPE OF REPORT ISSUED	<ul style="list-style-type: none"> <li>• Certificate of Conformity</li> <li>• Non-Conformity Report</li> </ul>
REPORT PURPOSE	<p>A <b>Certificate of Conformity</b> (CoC) is issued to evidence the compliance of the shipments and is a <b>Mandatory document for every shipment</b>: It Provides the Uganda National Bureau of Standards and Customs with proof that the goods being imported comply with the relevant standards and technical regulations.</p> <p>A <b>Non-Conformity</b> report (NCR) is issued if verification activities such as testing or inspection show discrepancies versus the verification criteria.</p> <p>Exporters will be informed accordingly and given sufficient time to make the necessary corrections; if corrective action cannot be done, a "Non-Conformity Report" will be issued.</p>

#### 4. INSPECTION FEES

Fees are payable in advance by the exporter and are net of any tax present or future that may be applicable upon receipt of the order (Request of Certification).

Fees are due even if after assessment of the goods, the exporter or importer does not provide the information or documents necessary for the final issuance of the CoC, or for any reason does not proceed with the shipment of the goods.

The fees structure is detailed below:

Route	Ad Valorem fee as a percentage of the declared FOB value	Minimum fee (USD)	Maximum fee (USD)
A	0.50%	235	3,000
B	0.45%	235	3,000
C	0.25%	235	3,000
D	0.50%	235	3,000

##### Product Registration

For the first 15 Products/line items: USD 375 (three hundred and seventy-five US Dollars)

For every additional product/line item above 15 products/line items: USD 20 per product/line item

##### Coverage and conditions

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

The above fees **do not include** laboratory testing, sealing of containers, registration, and Licensing of Products hence testing, sealing of containers, registration, and licensing are to be charged additionally to the above-mentioned fees

Testing fees are charged on a case-by-case basis.

The trade may be charged extra for re-inspection, should it prove necessary.

#### 5. PRODUCTS SUBJECT TO PVOC

Goods subject to the Uganda PVoC program are those covered under 'The UNBS schedule of Compulsory Uganda Standards dated 31<sup>st</sup> December 2022'.

##### Note:

For motor spare parts, the General Compulsory Uganda standard for pre-packaged products US1028:2013 does not apply. Therefore, all motor spare parts not covered by a product-specific compulsory Uganda standard are not subject to mandatory PVoC inspection.

#### 6. GOODS EXEMPTED FROM PVoC

The following categories of goods are exempt from the PVoC requirements, however, they are **subject to Destination inspection by UNBS**

- A consignment whose Free on Board (FOB) value does not exceed USD2,000
- Energy meters and water meters; All meters must be verified by UNBS before their installation /use hence destination inspection is done.

#### 7. PROHIBITED IMPORTS

The following goods are prohibited from importation into Uganda.

- All cosmetics that contain restricted and prohibited components
- Alcohol whose packaging is less than 200ML

## 8. GOODS SUBJECT TO MANDATORY SEALING

All full container loads of 20MT or 40MT for consignments under Route A, D, and a list of products updated from time to time under the procedure of Route B shall be sealed with a seal of the PVoC Service Provider. The seal number and container Number (s) must be indicated on the CoC.

### **Number of Container Loads per Consignment**

Unless the Consignment bears one batch number, one CoC shall only cover a maximum of twenty (20) x 20MT or ten (10) x40 MT container loads.

Route B shipments below are subject to mandatory sealing.

No.	Product Description	Country of Origin
1.	Electricals including extension cables, sockets, switches, bulbs (CFL, incandescent, fluorescent), juice blenders, electric irons, shaving machines, electric cables, generators, lead-acid batteries, and primary batteries	China, India, S.Africa, and UAE
2.	Solar panels, solar kits, and solar batteries	China, India, and UAE
3.	Cosmetics	China, India, S.Africa, UAE, and West Africa
4.	Farm implements including hoes, machetes, axes	China and UAE
5.	Toilet paper	China, India, and UAE
6.	Toothpaste	China, India, and UAE
7.	Reinforcement bars	China and UAE
8.	Baby diapers	China, Egypt, and UAE
9.	Sanitary towels	China, Egypt, and UAE
10.	Cement	China and UAE

## 9. CONTACT INFORMATION

FOR ALL OTHER COUNTRIES AND IMPORTERS, PLEASE CONTACT OUR OFFICE IN UGANDA

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*The information contained herein is to facilitate pre-export inspection 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 of the date of issuance of this datasheet, SGS does not accept any responsibility for errors or omissions and 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, before shipment of the goods, if there is any doubt concerning the issuance of a Clean Report of Findings or any other Certificate. For further information or clarification, please contact the SGS TFS Administrative Office in the country of inspection of the goods.*