

**TRADE FACILITATION SERVICES
GUIDELINES FOR THE TRADE**



**CENTRAL AFRICAN REPUBLIC
Pre-shipment Verification of Conformity to
Central African Republic**



This data sheet has been prepared specifically in respect of exports to Central African Republic

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1. PRODUCTS CONFORMITY ASSESSMENT

PROGRAM NAME	Verification of Conformity for Products to be Imported to Central African Republic
PROGRAM MANDATED BY	Ministry of Commerce and Industry (MCI)
IMPLEMENTATION DATE	1st March 2021*
PROGRAM OBJECTIVES	<ul style="list-style-type: none"> • To ensure the quality of products as well as the health, safety, and environmental protection of Central African consumers • Protect the public against substandard products that can endanger public health, safety, and the environment • Protect local manufacturers against unfair competition from imported products which do not comply to local standards
VERIFICATION PROCESS	<ol style="list-style-type: none"> 1. Request: Importers or exporters submits request for CoC together with initial set of supporting documents using Trade Facilitation Services Exporter Portal: https://exporter-portal.sgs.com/ 2. Verification: The SGS Executing Office in the country of supply liaises with the exporter to request the mandatory documents and complementary information about the products, i.e. detailed products description, place where the goods are available for verification as well as a copy of invoice related to shipment. The SGS Executing Office will then coordinate with supplier/exporter for carrying out applicable interventions (inspection, sampling/testing) 3. Evaluation: Reports from verification activities (inspection Report, Test Report together with the mandatory supporting documents) submitted to SGS Certification Centre for review against the regulatory requirements in force 4. Attestation: The successful review of the various reports and other supporting documents lead to 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
ROUTES	<p>There are three (3) Routes to obtaining CoC</p> <ul style="list-style-type: none"> • ROUTE A: for unregistered traders, suppliers, of manufacturers of sensitive goods • ROUTE B (Registration): for registered suppliers of manufactured goods and for frequent exporter with homogeneous products • ROUTE C (Licensing): for certified products form manufacturers and their authorized representatives

APPROVED LABORATORY	<ul style="list-style-type: none"> • Laboratory accredited according to ISO/IEC 17025 or equivalent, either owned by SGS or subcontracted by SGS • Laboratories of the supplier/producer, provided that the facility is under the certified quality management system of the company, and of which the key elements of the ISO/IEC 17025 standard are fulfilled as follow (evidences to be submitted to SGS: the list of equipment to be used with the most recent calibration information (brands, certificates, etc); environmental controls for the laboratory; the qualifications of the staff carrying out the tests (training records) • Other testing laboratories mutually approved by MCI and SGS
DOCUMENTATION	<p>Documents required for CoC issuance:</p> <ul style="list-style-type: none"> • Request for Certification (RFC); • Copy of the invoice issued to the Exporter by the SGS Affiliate; • Proforma Invoice or Final Invoice; • Packing List; • Test reports issued by an accredited laboratory if available; • Product Manual (if applicable); • Copy of distribution agreements, if available; • Any document available to best describe the product in order to facilitate the identification of the applicable standard, demonstrate product conformity and to draw the exporting profile (data sheet, safety data sheet, product specification, QMS Certification, laboratory accreditation, conformity mark, etc) <p>NB: In the absence of national and international standards can “Manufacturers Specifications” can be used if deemed proven that there are no international standards for a specific product.</p>
CERTIFICATE	<p>A Certificate of Conformity (CoC) should be issued to evidence the compliance of the shipments.</p> <ul style="list-style-type: none"> • The CoC is required for <u>every shipment</u> • It provides CMI and Customs with a proof that the goods being imported are in compliance with relevant standards and technical regulations • It is a mandatory document for goods clearance at the border
OTHERS	<p>Other documents: when 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 • Product’s technical datasheets
SGS COVERAGE	<p>SGS is mandated to provide PVoC globally – in All countries of Supply/Export</p>

2. SPECIAL REQUIREMENTS

ARE USED PRODUCTS SUBJECT TO THE PROGRAM?	Yes
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REGULATED PRODUCTS	All products imported into Central African Republic (from Chapter 02 to 99 of the Harmonized System) are regulated under the program												
REQUIREMENTS TO ELECTRIC PLUGS	<table border="1"> <tr> <td>Description</td> <td>Single phase</td> <td>AC drive</td> </tr> <tr> <td>Voltage</td> <td>220V / 230V</td> <td>380V / 410V</td> </tr> <tr> <td>Frequency</td> <td>50 Hz</td> <td>50 Hz</td> </tr> <tr> <td>Types of plugs and sockets</td> <td>C, E and F</td> <td>Number of son (without earthing): 4</td> </tr> </table>	Description	Single phase	AC drive	Voltage	220V / 230V	380V / 410V	Frequency	50 Hz	50 Hz	Types of plugs and sockets	C, E and F	Number of son (without earthing): 4
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LABELLING & SHELF LIFE REQUIREMENTS	<ul style="list-style-type: none"> • International standard regarding labelling of products and only applies to pre-packaged food • For the rest of products labelling language should be in French or at least in English • All regulated goods with limited shelf life shall have more than fifty per cent (50%) shelf life from expected landing or shipping to Central African Republic 												
FLOOR VALUE	USD 1'500 apply for all the products USD 3'000 apply for personal effects												

3. FEES

Route A

- Ad valorem fee of 0.50% of the FOB value of the goods imported
- Minimum fee per shipment: EUR 300 (three-hundred Euros)

Route B

- Ad Valorem fee of 0.45% of the FOB Value of the goods imported
- Minimum fee per shipment: EUR 300 (three-hundred Euros)

Route C

- Ad Valorem fee of 0.35% of the FOB Value of the goods imported
- Minimum fee per shipment: EUR 300 (three-hundred Euros)

Product Registration fee:

Product / Line Item(s)	Annual Registration Fee in EUR
First 15 products/line item(s)	EUR 375
Every additional product/line item above 15 product/line item(s)	EUR 20

Coverage and conditions

The above fees are exclusive of VAT and sales tax (the fees are net of tax).

All the above fees cover the documentary verification and the digital inspection of goods.

The quoted fees **do not include** the following activities which are to be quoted on case by case basis.

- Bulk shipment sampling
- Laboratory testing
- Licensing & registration
- Manufacturing audit
- Containers sealing
- Physical inspection

4. SGS CONTACT LIST: available at [SGS website](#)

SGS Centrafrique S.A

Avenue Barthélémy BOGANDA
3ème Etage Immeuble Propriété Béthel,
Derrière Building Administratif
Tél.: +236 75 95 99 22
Bangui (Central African Republic)

Phone: +236 75 95 99 22 Bangui (Central African Republic)
Mobile: + 236 75 55 24 83

Email: pca.sgscf@sgs.com

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