	<b>UGANDA NATIONAL BUREAU OF STANDARDS IMPORTS INSPECTION DEPARTMENT</b>	Document No: <b>PVOC/GL/002</b>
		Effective Date:
Document Title: <b>GUIDELINE FOR REQUIREMENTS ON REQUESTS FOR PVOC EXEMPTIONS</b>		Issue No: 02      Rev. 01

## **1.0 PURPOSE**

This guideline provides detailed administrative requirements on how to request for and handle PVOC exemptions under schedule 2 of the UNBS (Inspection and Clearance of Imports) Regulations, 2018.

### **1.1 SUBMISSION OF PVOC EXEMPTION REQUESTS**


All requests shall be made in writing to the office of the Deputy Executive Director-Compliance, UNBS and are submitted to the UNBS reception at Head Office or online on email address [pvoc@unbs.go.ug](mailto:pvoc@unbs.go.ug).

## **2.0 REQUIREMENTS FOR EXEMPTION REQUESTS BY MANUFACTURERS NOT CERTIFIED BY UNBS**

### **IMPORTING RAW MATERIALS/INDUSTRIAL SPARE PARTS NOT RESALE FOR THE FIRST TIME**

- ❖ Official Letter requesting for PVOC exemption
- ❖ Evidence of manufacturing by providing a Copy of the Uganda Registration Services Bureau(URSB) Registration Certificate
- ❖ Registration by UMA/Uganda Investment Authority/USSIA
- ❖ List of products to be exempted
- ❖ Relevant Customs IM4 entry
- ❖ Factory visits are mandatory for all first time applicants (to be waived during the lockdown period)

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**3.0 REQUIREMENTS FOR EXEMPTION REQUESTS BY MANUFACTURERS NOT CERTIFIED BY UNBS IMPORTING RAW MATERIALS/INDUSTRIAL SPARE PARTS NOT RESALE FOR THE SECOND TIME**

- ❖ Official Letter requesting for PVOC exemption
- ❖ Relevant customs IM4 entry
- ❖ Evidence of application for UNBS certification for goods under the schedule of Compulsory Uganda Standards.

**4.0 REQUIREMENTS FOR EXEMPTION REQUESTS BY MANUFACTURERS NOT CERTIFIED BY UNBS IMPORTING RAW MATERIALS/INDUSTRIAL SPARE PARTS NOT RESALE APPLYING EXEMPTION FOR THE THIRD TIME/OR ARE UNDER PERMIT RENEWAL**


- ❖ Official Letter requesting for PVOC exemption
- ❖ Relevant customs IM4 entry
- ❖ Evidence of payment of certification fees

**5.0 REQUIREMENTS FOR PVOC EXEMPTION REQUESTS BY MANUFACTURING COMPANIES CERTIFIED BY UNBS**

Official Letter requesting for PVOC exemption should be accompanied with the following:

- ❖ Copy of valid permit for use of Quality Mark
- ❖ List of Items to be exempted
- ❖ Copies of IM4 customs entries (for request per shipment)
- ❖ Requests for annual exemptions need not to be accompanied with IM4 customs entries

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## **6.0 REQUIREMENTS FOR EXEMPTION REQUESTS FOR GOVERNMENT PROJECT SPECIFIC GOODS**

Official Letter requesting for PVOC exemption should be accompanied with the following:

- ❖ Evidence of the ongoing Uganda government project (MOU or Government Contract)
- ❖ Confirmation letter for the ongoing Uganda Government Project from the relevant Uganda Government Ministry/Department
- ❖ Copies of IM4 customs entries for specific requests
- ❖ List of products to be exempted
- ❖ A copy of an inbuilt or demonstrated Quality Assurance mechanism that guarantees conformity to Uganda Standards for the Government project specific commodities
- ❖ Signed letter of undertaking with UNBS
- ❖ Requests for annual exemptions need not to be accompanied with IM4 customs entries

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