	UGANDA NATIONAL BUREAU OF STANDARDS IMPORTS INSPECTION	Document No: PVOC/GL/002
		Effective Date: 18/12/2018
Document Title: GUIDELINE FOR REQUIREMENTS ON REQUESTS FOR PVOC EXEMPTIONS	Issue No: 01	Rev. 00

1.0 PURPOSE

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

1.1 SUBMISSION OF PVOC EXEMPTION REQUESTS

All requests shall be made in writing to the office of the Executive Director UNBS

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
- ❖ Registration by UMA/Uganda Investment Authority/USSIA
- ❖ List of products to be exempted
- ❖ Relevant customs IM4 entry

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
- ❖ Evidence of manufacturing
- ❖ Registration by UMA/Uganda Investment Authority
- ❖ List of products to be exempted
- ❖ Relevant customs IM4 entry
- ❖ Evidence of application for certification for goods under the compulsory standards category and certification fees payment.

Prepared by:	Reviewed by:	Approved by:
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**4.0 REQUIREMENTS FOR EXEMPTION REQUESTS BY MANUFACTURERS NOT CERTIFIED BY UNBS
IMPORTING RAW MATERIALS/INDUSTRIAL SPARE PARTS NOT RESALE FOR THE THIRD TIME**

- ❖ Official Letter requesting for PVOC exemption
- ❖ Evidence of manufacturing
- ❖ Registration by UMA/Uganda Investment Authority
- ❖ List of products to be exempted
- ❖ 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 products to be exempted
- ❖ Copies of IM4 customs entries
- ❖ attach valid permit for use of the UNBS distinctive mark
- ❖ Requests for annual exemptions need not to be accompanied with IM4 customs entries

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 from the relevant Uganda Government Ministry/Department
- ❖ Copies of IM4 customs entries for specific requests
- ❖ List of products to be exempted

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- ❖ A copy of an inbuilt or demonstrated Quality Assurance System 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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