

## **Haiti Additional Information for Customs Clearance**

Once all documentation is ready, the customs broker will post the declaration in the on-line system SYDONIA. A copy of the declaration will be then printed and attached to the rest of the documentation and forwarded to the line Ministry (MoFA for International Organizations and Ministry of Plan for NGOs) to get the approval for the franchise request (Customs Duty exemption). The MoFA or the Ministry of Plan, depending on the case, will analyze the franchise request and after having approved it they will forward it to the Ministry of Finance, the Direction of Fiscal Inspection; the Franchises Service will analyse the franchise request and if approved will forward to the General Customs Administration, still at the Ministry of Finance. The General Customs Administration will give then instructions to the Customs Inspectors at the point of entry (border, airport, port) to release the shipment in franchise, customs duty exempted. The organization is then able to collect the incoming cargo. A final inspection will be done by the Customs officials at this stage in order to verify the content of the cargo and the paperwork. As proof of Customs Clearance, a “*Formulaire 58*”, will be given to the organization for all useful means such re-export. In brief:

- 1) Collect all necessary documentation (see list);
- 2) Prepare a franchise request letter to be sent to the line Ministry for the request for customs exemption;
- 3) Contact a registered customs broker for the submission of the customs declaration and the follow up with the different Ministry;
- 4) The franchise letter has to be received by the Line Ministry, MoFA for International Organizations and Ministry of Plan for NGOs;
- 5) The line Ministry has to approve and forward the letter to the Ministry of Finance;
- 6) The Directorate of Fiscal Inspection of the Ministry of Finance will analyze and eventually approve the franchise request and give instructions to the Customs General Administration to release the shipment free of customs fees;
- 7) The Customs General Administration will give instruction to the Customs Office at the entry point to release the cargo in franchise;
- 8) The requesting organization can then collect the shipment at the entry point after Customs Officials conformity inspections.