	ALCOHOL-BASED HAND SANITISER CERTIFICATION SCHEME	Document No: PRC-P08-01-FH Page 1 of 2
	GUIDE – Clearance of consignments at point of entry	Version: 01 Effective: June 2020
	Compiled by: NSI CERTIFICATION	Approved by: GM Certification

This procedure is intended to provide guidance on the steps applied in the clearing of consignment of alcohol-based hand sanitisers at point entry into Namibia. The clearance of consignment shall be done by Customs and Excise officials on behalf of the Namibian Standards Institution (NSI) within the framework of the Memorandum of Understanding (MoU) entered and concluded between the two parties.

All consignments of alcohol-based hand sanitisers must be accompanied by an “Attestation of Conformity” or “Import Licence” document issued by the NSI as attestation that the hand sanitiser meet the specific requirements as manufactured in the country of origin and granting approval to export such products into Namibia. A copy of the issued Attestation of Conformity or Import Licence shall be sent to the contact person(s) at the respective border post.

Attestation of Conformity

- ❖ Attestation of Conformity shall be issued for each and every consignment valid for twenty one (21) days, issued to an importer for products originating from a country where a mutual recognition agreement exist.
- ❖ Each Attestation of Conformity shall be identified by the **Import Reference Number (CPIR No)**.

Import Licence

- ❖ The Import Licence is valid for a period of one (1) year, subjected to yearly renewal, issued to an importer for products originating from a country where no mutual recognition agreement exist.
- ❖ The importer may use the Import Licence to import and distribute hand sanitisers in Namibia.


Step 1:

At point of entry the Customs & Excise official on duty must be furnished with the following documents to facilitate the clearance of consignment:

- a) Original copy of the Attestation of Conformity or Certified copy of the Import Licence document;
- b) Product Material Safety Data Sheet; and
- c) Commercial invoice and/or packing list.

In the event, the documents referred in a) and b) above are not available:

- ❖ Consignment will be detained by Customs & Excise at the border post or inland at the cost of the importer, until approval to import such goods have been granted by the NSI.
- ❖ Failure to obtain approval within ten (10) working days, product will be deemed non-compliant with the provisions of the regulations and the consignment will be disposed of at the cost of the importer.
- ❖ Alert the NSI by contacting the following personnel:
Lorna T. Shikongo-Kuvare; GM: Certification at shikongo-kuvarel@nsi.com.na and +264811229986.
Etuukata T. Nashima; Manager: Certification at nashimae@nsi.com.na and +264 813802512.
- ❖ Inform the importer to contact the NSI Certification Body in writing at certification@nsi.com.na to apply for the approval to import alcohol-based hand sanitisers into Namibia.
- ❖ If documents referred in a) and b) are available, proceed to Step 2.

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Step 2:

In reviewing the documents referred in 1a), 1b) and 1c), confirm the following details:

- a) The name and physical address of the importer and manufacturer on the **Attestation of Conformity** or **Import Licence** must correspond with that on the commercial invoice and/or packing list;
- b) The consignment can only enter through the border post indicated on the **Attestation of Conformity**, confirm as such;
- c) Consignment rerouted must be issued with an amended Attestation of Conformity to be requested in writing at certification@nsi.com.na.
- d) The product name of the **Attestation of Conformity** or **Import Licence** must correspond with that on the Product Material Safety Data Sheet and the commercial invoice and/or packing list; and
- e) The quantity of products on the commercial invoice and/or packing list must not exceed the volumes stated on the **Attestation of Conformity**.

In the event there is no correlation of details between different documents:

- ❖ Instruct the importer to address the discrepancy by contacting the NSI Certification Body in writing at certification@nsi.com.na, and detain consignment at the cost of the importer.
- ❖ Failure to address the discrepancy within ten (10) working days, goods will be deemed non-compliant with the provisions of the regulations and the consignment will be disposed of at the cost of the importer.

If details on documents referred in 1a), 1b) and 1c) are corresponding, proceed to Step 3.

Step 3:

Verify the physical content of the consignment with details contained in documents referred in 1a), 1b) and 1c) as follows:

- a) Product name on the packaging label must correspond with that on the **Attestation of Conformity** or **Import Licence**; Product Material Safety Data and Commercial Invoice; and
- b) Actual product quantity must not exceed volumes stated on the **Attestation of Conformity**, and sales transactions invoice.

In the event there is no correlation on product details on the packaging label and the different documents indicated in Step 3(a) above, goods will be deemed non-compliant with the provisions with the regulation and the consignment will be disposed of at the cost of the importer.

If all in order, clear the consignment for distribution in Namibia, stamp the Attestation of Conformity or Import Licence document and provide the NSI Certification Body with a copy.

NOTE:

- ❖ Members of the public are permitted to import a maximum of 5L of alcohol-based hand sanitisers for own use without obtaining prior approval from the NSI Certification Body. However, the goods must be accompanied by a Certificate of Analysis attesting to the type and alcohol content.
- ❖ Importers of Ethanol for the purpose of manufacturing alcohol-based hand sanitisers in Namibia, must furnish the Customs & Excise official on duty the **Certificate of Conformity** issued by the NSI.
- ❖ NSI approval is compulsory for in-transit products.