THE EXPORT PROCESS FLOW - UK/EUROPE

PRIOR TO EXPORTING

START

ALL FRESH PRODUCE (including HORTICULTURE)
- MICAF/PQ/PIU
- CERTIFICATION DOCUMENTS

PROCESSED FOODS (including DAIRY)
- BSJ INSPECTION & REGISTRATION OF FACILITY
- HACCP CERTIFICATION (from relevant authority)
- MATERIAL SAFETY DATA SHEET (to be completed by manufacturer of product)

MEAT/ SEAFOOD/ANIMAL BY-PRODUCTS
- MICAF-VSD, FISHERIES DIVISION, NEPA
- CERTIFICATION/ PERMIT DOCUMENTS

SCRAP METAL, SCRAP BATTERIES AND AGGREGATES
- NEPA & MINES AND GEOLOGY
- APPROVAL LETTER

ALL OTHER PRODUCTS (TEXTILES, CRAFT ETC.)

REGISTRATION

JAMPRO EXPORTER REGISTRATION/ RENEWAL
- Exporter Status Letter

VERIFICATION VISIT

PREPARATION OF DOCUMENTS FOR REGISTRATION

INDIVIDUALS
1. Proof of I.D
2. Photograph
3. TRN
4. Registration fee

COMPANIES
1. TRN
2. Certificate of Incorporation
3. Other documents as requested
4. Registration fee

PRIOR TO SHIPMENT

FRESH PRODUCE
1. Coffee: Industry Board/MICAF/TB
2. Coconut: Coconut Industry Board
3. Pimento: MICAF-Export Division/TB
4. Horticulture: (Phytiosanitary cert) NEPA - CITES Certificate
5. General Produce: Plant Quarantine

1. Certificate
2 & 3. License
4. PS Certificate
5. Approval Stamp
6. FDA Registration and Prior Notice (US only)

PROCESSED FOODS
1. Bureau of Standards, Jamaica
2. Jamaica Customs

1. Relevant Certificate of Approval (Inspection, Sampling and Testing)
2. EUR.1

MEAT/ SEAFOOD/ ANIMAL BY-PRODUCTS
1. MICAF/VSD
2. MICAF - Fisheries (conch/lobster only)
3. NEPA (conch, lobster, other seasonal products and endangered species)
4. Food Standard Agency (FSA) UK
5. Jamaica Customs

1. Export Health Certificate
2. Approved documents
3. Export Permit
4. Common Veterinary Entry Document (CVED)
5. EUR.1

SCRAP METAL, SCRAP BATTERIES AND AGGREGATES
1. Jamaica Constabulary Force - Criminal Records Office
2. Factories Corp. of JA. (Bond)
3. Trade Board (export license)
4. Jamaica Customs

1. Police Record
2. Bond
3. License
4. EUR.1

ALL OTHER PRODUCTS (TEXTILES, CRAFTS, ETC.)
1. Trade Board Ltd.
2. Jamaica Customs Agency

1. Certificate of Origin/EUR.1 (UK/EU Shipments)

SHIPMENT

PREPARE DOCUMENTS FOR SHIPPING AND BOOK VESSEL

1. JAMPRO SHIPMENT LETTER
2. COMMERCIAL INVOICE
3. TALLY SHEET
5. CERTIFICATE OF ORIGIN (EUR.1)
5. TRANSPORT FEES (Shipping Agent); Carrier Handling Fees
6. BILL OF LADING
7. OTHER RELEVANT CERTIFICATION

ASYCUDA (S.A.D) ENTRY Jamaica Customs

PAY ALL RELEVANT FEES (Eg. Customs, Wharf, Haulage, Terminal Handling Charges etc.)

GOODS TRANSPORTED TO PORT OF EXIT

Inspection by:
1. CET (general and random
2. (MICAF-PQ/PIU (fresh produce)
3. CANINE UNIT
4. CUSTOMS & PORT AUTHORITY
5. JCF
6. SHIPPING ASSOCIATION

FUMIGATION STAMP/ CERTIFICATION (packaging and products made of wood)

VESSEL LOADED AND LEAVES PORT (Exporter must confirm)

CUSTOMS PROCESSING (PORT OF ARRIVAL)

IMPORTER PRESENTS
- VAT EORI NUMBER (HM REVENUE & UK CUSTOMS)
- Freight Forwarder Registration and other certificates as well as CVED (for Honey)

AIR CARGO; GATWICK (used by known exporter) HEATHROW (first time or inexperienced exporter)

SEA CARGO (LCL, FCL or Single Shipment, Shipping documents processed)

CUSTOMS EXAMINATION

PAY ALL PROCESSING FEES:
- TERMINAL HANDLING CHARGES (destination)
- X-RAY FEES
-AIRLINE/SHIPPING HANDLERS
- VAT & RELEVANT DUTIES (if no EUR.1)

CLEARANCE BY FORWARDER/BROKER

DUMPED/REFUSED GOODS

NO
- TO OTHER EU DESTINATION
- book haulage Co. & pay fees
- complete TIR CARNET form
- transported via road/rail

ISSUED TO UK DISTRIBUTOR

YES
- UK CUSTOMS SIGNED DUMP CERTIFICATE

END

NB. ALL documents required by Customs are necessary to avoid demurrage and storage charges

Proforma Invoice to include contractual agreements terms of sale; names of parties; terms of payment/price; packing list

NEPA - National Environmental & Planning Agency; MICAF - Ministry of Industry Commerce Agriculture and Fisheries; PQ - Plant Quarantine;PIU - Plant Inspection Unit; BSJ - Bureau of Standards, Jamaica;VSD - Veterinary Services Division