



## **REQUIREMENTS FOR AN APPLICATION FOR IMPORT/EXPORT LICENSE**

1. An Application letter addressed to the Secretary for Industry and Commerce stating the following:
  - Product Description
  - Quantity of Product
  - Country of origin/ Destination country of product
  - Intended use (reason for importing or exporting the product)
  - Purchase price per unit of the product
  - Total value of the consignment
  - Selling price of the product
  
2. Attach copies of the following documents:
  - CR14
  - Tax clearance
  - Certificate of incorporation
  - Receipt for Standard Development Fund Levy
  - For imports – Proforma Invoice from the source

**NB: The applications should be separate for different products.**