MALAWI INVESTMENT AND TRADE CENTRE

NEW EXPORT REQUIREMENTS AND DOCUMENTATION FOR COMMODITIES

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STANDARD OPERATING PROCEDURES FOR IMPLEMENTING THE CONTROL OF GOODS REGULATIONS, 2020 AND OTHER EXPORT REQUIREMENTS

In pursuit of the Malawi Government policy in providing transparency and predictability in the issuance Export License, the Ministry of Trade and Industry and Malawi Investment and Trade Centre (MITC) have come up with the following Standard Operating Procedures in exporting agricultural produce:

The standard operating procedure is as laid out below:

1. **Registration with The Malawi Investment and Trade Centre (MITC) as an Exporter**

MITC registered Exporters and issues them with an Exporter's Certificate. The process is as outlined below;

- Get Application forms from MITC offices or download from there website on www.mitc.mw
- Fill the form and attach copies of business registration and tax clearance certificates
- Attach proof of processing fee payment

Note that Exporters Certificate is processed within 5-working days at a fee of $150 (Paid in Kwacha equivalent)

2. **Letter of 'No Objection' from the Ministry of Agriculture**

The Exporter writes the Ministry of Agriculture to obtain a Letter of No Objection for exports of farm produce. The following details must be attached to the letter;

- Registered Business Name
- Business Registration Number
- MRA Tax Clearance Certificate
- Type and Volumes of commodity to be exported
- Targeted country of export, off-taker
- Phytosanitary Certificate

- Applicant copy of Identification document

3. Export License from Ministry of Trade and Industry

The applicant shall submit a formal application letter addressed to the Principal Secretary requesting for an Export License. The letter is to include value of goods and country of destination. Upon submission, applicants **MUST** attach the following documents: -

- Valid Tax Clearance Certificate
- Certificate of Registration/Incorporation
- Identification Document
- Buyer/ Seller contract
- Recent Bank Statement
- Proof of Export Proceeds reconciliation from previous obtained Export License (cleared by Reserve Bank of Malawi)
- Letter of No Objection from Ministry of Agriculture and where necessary attach a permit on sanitary and phytosanitary; where need be, the Ministry will conduct verification of stock in collaboration with other Government Departments such as Ministry of Agriculture, Malawi Revenue Authority and Security institutions
- For Export License, there is an application fee of **MK5,000 only**.

Please note the following regarding to export license processing;

- Export of scrap metal requires a police clearance and endorsement letter from Scrap Metal Exporters Association in order to curb exportation of fraudulently obtained scrap metal
- Processing of Export License is done within 14 working days, should all documents be attached.
- An Export License is valid for 12 months (1 year) from the date of issue except in circumstances as specified under the law.
- List of products requiring export license is in the second schedule of the Control of Goods (Import and Export License) Regulations 2020.

4. **Customs Controlled Export Warehouse for Farm Produce**

This requires declaration of goods from Customs-Controlled Export Warehouse. Customs-Controlled Export Warehouse, is any place licensed by Malawi Revenue Authority for the deposit of goods prior to their exportation and from where export customs clearance formalities will be carried out.

An exporter has two options to choose from with regards to customs controlled export warehouse

- Register their own warehouse as a customs controlled export warehouse for agricultural produce with the Malawi Revenue Authority or
- Use a commercially registered general customs controlled warehouse on rental arrangement.

The conditions for consideration to be a warehouse operator are:

- Compliance with tax laws (tax compliance certificate),
- Financial standing of applicant (presentation of bank statements),
- Situation of the proposed warehouse
- Security arrangement of the proposed warehouse
- Export warehouse facilities available in the location

5. **Obtain CD 1 Form from the Reserve Bank of Malawi**

This requires exporter registration with the Reserve Bank of Malawi under the Export Proceeds Reconciliation Module (EPRM) to enable processing of CD 1 form. The EPRM is a web-based system which can be accessed through the following link: https://eprm.rbm.mw/EprmWeb or visit your bank for assistance on registration.

6. **Clearing of Goods for Export (Goods Exit Readiness)**

When goods are finally ready to leave for the export destination the exporter undertakes customs declaration procedures through filling in form 12 and obtaining form 127 issued by a designated Customs Controlled Export Warehouse.