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.**