



NATIONAL FISHERIES AUTHORITY

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REVISED STANDARD EXPORT PROCEDURES

Foreword

This notice serves to inform all licensed exporters that the revised export procedure supersedes the old advice dated 25th June 2001. These changes are made to ensure that all exporters are consistent in submitting accurate and timely export documentation to the Authority. And all proceeds declared are brought back into country.

A Licensed exporting company must buy a book of 50 pages of Certificate of Fitness for the Export of Fish and Fishery Products. Each page has two coloured copies attached to the original with serial numbers printed on. These serial numbers can be seen on the bottom right-hand corner and these are for office use only.

General Procedures

1.0 Exporter submits Certificate of Fitness to Export Fish and Fishery Products and relevant documents to Audit and Certification Unit (ACU) or for Provinces, to the Provincial Fishery Officer (PFO). The certified officers check to ensure that all required documents are received with accurate information and correctly filled. These include;

- (a) Export Approval Number
 - (b) Typed Company Commercial Invoice.
- The Company Commercial Invoice must contain the following;

Name and address of the exporter in full on company letterhead along with current contact details such as telephone and fax numbers or e-mail address (if any). Must be stamped with company seal.

The VAT registration number

The IPA company registration number

Export Date

Name of Export Ship/Carrier

Recent valid Invoice date

Company Commercial Invoice Number

Buyers or Importers address in full. Must include name and address, telephone and fax number and e-mail address. Contact Person.

State presentation of product (eg. Fresh/frozen gilled, gutted head-on/headless etc).

Trading names and specie of the product.
Quantity in kilogram or tonnage of each product
Price per unit. Currency must be stated clearly (US dollar is preferable).
Total Value. (Currency must be stated clearly)
Total quantity in kilogram or tonnage.

- © Price quoted is within minimum International market price range
- (d) Completed Bank of Papua New Guinea Form (This form is to be completed at the time a shipment is made).

2.0 Having met the requirements, documents are stamped, signed and issued with a certification number, which the exporter takes away to Customs for clearance.

In the case of Provinces, the Provincial Fishery Officer signs the Certificate of Fitness for the Export of Fish and Fishery Product, which is pre-stamped by ACU, then fax the signed form together with the invoice to Audit and Certification Unit for allocation of certification number. The PFO enters the certification number and initials the stamp before releasing the document to the exporter.

3.0 Within 10 clear working days, the exporter is required to furnish to the Authority (Audit and Certification Unit) the following documents;

- (a) Copy of Airway Bill (if sent by air).
- (b) Copy of Bill of Lading (if exported by sea).
- (c) Copy of Bank Remittance advice.
- (d) Final commercial invoice

These documents can be faxed or sent by mail within the given time frame.

Special Arrangement due to Nature of Product Such as Chilled Fish (Sashimi)

1.0 The exporter submits a set of Certificate of Fitness to Export Fish and Fishery Product with Company Commercial Pro-forma Invoice for a number of exports in a set period.

2.0 The forms are stamped and signed and each consignment is allocated with a certification number. The exporter uses the stamped forms for Customs clearance whenever the need arises. When all the signed forms have been used, the exporter submits a fresh set of documents for stamping.

In the case of exporters in the Provinces, a maximum of 10 certification numbers are given at a time. The Provincial Fishery Officer certifies the consignments as required and when the certification numbers are all used, the company submits request to ACU for fresh numbers.

In the event that a consignment cannot be fully shipped due to space restriction, the exporter must immediately inform NFA, Audit and Certification Unit, of the situation giving details of the shipped quantity, the off-loaded quantities and the next available flight to ship it out. Ensure that the two shipments are recorded as one consignment under the given certification number.

3.0 After the exporter has received all sales details from the agent/importer/buyer, the exporter fills out a **Commercial Invoice, copy of completed Bank of Papua New Guinea Form for every shipment**, attach a copy of **bank remittance advice** from the commercial bank and **Airway bill** for each shipment and return to the competent Authority for stamping and reconciling. A copy of the invoice and the bank remittance advice is sent to Bank of Papua New Guinea as a bank requirement.

Export Procedures for Companies Exporting Frozen Tuna in Bulk

For convenience and economy purposes, these companies need to export at the nearest designated port depending on where the fishing fleet is operating. For these companies the following procedures shall apply.

- 1.0 The company must appoint an agent in each designated port where their proposed exports would take place. Each agent must be supplied with a book of the NFA “Certificate of Fitness for the Export of Fish and Fishery Products” by the company.
- 2.0 At the time of export, the company supplies all details of the export to the agent at the designated port where the export would take place. The agent prepares all documents and lodges them to the Provincial Fishery Officer. This includes the Bank of Papua New Guinea form.
- 3.0 After ensuring that all documents are in order, the Fishery Officer signs the Certificate of Fitness for the Export of Fish and Fishery Products and fax the Certificate, Invoice and Bank of Papua New Guinea form to ACU for approval.
- 4.0 ACU allocates a Certification Number for the shipment. In cases where more than one catcher boat are off-loading into the same export ship, a separate invoice, Certificate of Fitness for the Export of Fish and Fishery Products and Bank of Papua New Guinea form must be lodged for each catcher so that Certification Numbers can be issued individually.
- 5.0 After all transactions have been completed, the company must lodge a copy of the final invoice, a copy of the Bill of Lading and a copy of the bank remittance advice to ACU for reconciliation purposes.

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For Companies that have difficulties in drawing up their own commercial invoice, a sample invoice is attached, which can be used as a guide to draw up your own to suite your need as well as the competent Authority (see attachment).

Exporters are reminded of the importance of the export returns, especially the corrected quantities and the bank remittance. Every export application will be considered based on the performance of the company in complying with this requirement

The Certificate of Fitness for the Export of Fish and Fishery Products is on sale for K25.00 for the 50-page book. All payments can be made to the following bank account;

Account Name: **National Fisheries Authority**
Account No: **11367036**
Bank: **ANZ Bank PNG Ltd**
Branch: **Port Moresby**

After all payments are done, fax a copy of deposit slip, to have your book(s) mailed to you.

Should you require any clarification, please don't hesitate to contact the Audit and Certification Unit on telephone **309 0444** or facsimile **3202061**

Enclosed:

SAMPLE COMPANY COMMERCIAL INVOICE

1. Company Name and Logo with full contact address, telephone no. Facsimile no.
E-mail, Contact Person

2. COMMERCIAL INVOICE

3. VAT Registration No.

4. IPA Registration No.

5. Invoice No:

6. **Consignor/Buyer/Importer**
Mailing address, telephone no.
Fax no. e-mail address
City, Country

7. **Shipping Details**
Airway bill No./Bill of lading No.
Destination:
Shipment/Export Date:
Vessel/Carrier Name:

8.

Product Description	Presentation	Net Weight in Kg/tonnes	Unit Price (Currency)	Total Value in (currency)
Lobster tail	Frozen tail	200 kg	US\$30.00	US\$6,000.00
Yellow Fin	Chilled, Gilled & gutted head on	1000 kg	YEN 500	YEN 500,000.00
Sandfish	Beche-de-mer	20 kg	AU\$40.00	AU\$800.00
TOTAL		1220 kg		

9. **Stamped with company seal and signed by**
Name in full:
Signature of Managing Director/Manager/Owner:

Date: