



**RWANDA REVENUE AUTHORITY
CUSTOMS DEPARTMENT**

EXEMPTION CLEARANCE FORM

A. Importer's Details

Name	
TIN	
Postal Address	
Physical address	
Phone Number	
Fax number	
Email	

B. Clearing Agent's Details

Name	
Postal Address	
Physical address	
Phone Number	
Fax number	
Email	

C. Grounds for exemption

Why are you applying for an exemption from taxes and duties? E.g. promotion of Education, scientific, technological and cultural materials. *(Refer to PART G of this form for guideline and circle the relevant category of exemption on reverse page)*

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D. Description of goods

CPC	HS Code	Description of goods	Quantity	CIF Value	Origin

(Please use this sheet if the space provided in part D is not sufficient)

E. Declaration

I (Name).....do hereby declare that the information provided on this document is true, accurate and complete.

Signature & designation of Authorized person.....Date & Stamp.....

F: For Official Use Only

Head of Legal Unit

I confirm that this application is genuine/not genuine and recommend the exemption to be approved/not approved.

NameDate.....Signature.....

Commissioner for customs & Excise

Exemption approved/not approved

Date.....Stamp.....Signature.....

G. Documents required and types of exemptions - Tick appropriate box¹

I. Primary Documents

Bill of lading or Airway Bill	Yes	No
Packing list		
Arrival note (if applicable)		
Original Invoice;		

II. Documents related to the type of exemption

1. Education, scientific, technological and cultural materials	Yes	No
Legal personality of the institution;		
A certificate issued by a specialized institution (e.g. Relevant Ministry)		
Any other relevant document that may be required(Specify)		
2. Items for charitable and philanthropic organizations	Yes	No
Original certificate of donation		
A valid certificate of incorporation from the competent authority		
A Plan of Action of the donation approved by the line Ministry		
A bank transfer if donation is in monetary terms		
3. Articles intended for handicapped persons	Yes	No
Certificate of incorporation for specialized institutions or organizations approved by the line Ministry		
A certificate of infirmity issued by a specialized institution		
4. Goods imported for examination, analysis or test purposes	Yes	No
An approval of the exemption request by the line Ministry		
A bill of quantities of the samples to be imported		
5. Temporary Importation Regime for Public Agencies	Yes	No
A letter of guarantee to cover the duty and taxes on the goods signed by the organization and the line Ministry		
The convention ratified by Republic of Rwanda – e.g. UN Agencies, Embassies, etc		
6. Temporary importation regime for private entities	Yes	No
A Cash, Bank or Insurance guarantee to cover the duty and taxes on the imported goods		
A passport copy with valid visas		
Employment contract		
7. Personal Property belonging to Physical Persons	Yes	No
Arrivals notice (if applicable)		
Bill of lading or Airway Bill proving that the vehicle or other belonging to be exempt have been shipped from the applicants' previous place of residence		
Original Invoices		
Applicant's passport		
Packing list		
Supporting documents proving persons' status abroad		
Recommendation letter from the Rwandan embassy abroad or the Diaspora's office of the Ministry of Foreign Affairs		
Original documents of the vehicle registration from the country where the applicant has been residing.		
Original documents of the vehicle proving ownership of at least 12 months		
Proof of registration of the vehicle in the applicant's names in at least twelve (12) months for Rwandans who have resided abroad for less than three years		
Documents establishing value of the vehicle		
8. Articles imported for religious ceremonies	Yes	No
An Action Plan, describing goods to be imported and their respective quantity signed by the legal representatives of the respective religious bodies and approved by the line ministry		
9. Honorary decorations or awards	Yes	No
Invitation letter from the Organizing state		
Official proof of participation in the competition		

	Legislative Reference	Article
1	Law no 21/2006 of 28/04/2006 establishing Customs System	161, 164 & 182
2	Ministerial Decree no 003/07 implementing Law no 21/2006 of 28/04/2006 establishing Customs System	137

¹ Please **tick yes or no box** if the documents relating to the category of exemption are available and attached to the Application Form and remember to **circle** the relevant category of exemption.

ANNEX (Description of goods)

CPC	HS Code	Description of goods	Quantity	CIF Value	Origin

(Please use this sheet if the space provided in part D is not sufficient)

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