



FORM I

**COMPLAINT REPORTING OF NON-TARIFF BARRIERS AND OTHER BARRIERS TO TRADE.**

<b>To: SADC/COMESA/EAC National Focal Point</b> <b>Reporting Country:</b> ..... <b>Imposing Country:</b> .....	
<b>Details of person reporting</b>	<b>Information on affected product</b>
<b>Name:</b> .....	
<b>Name of Company/Institution:</b> .....	<b>Name of Product:</b> .....
<b>Address;</b> .....	<b>Tariff Code:</b> .....
<b>Telephone No:</b> .....	<b>Type of service :</b> .....
<b>Fax No:</b> .....	<b>Value affected by barrier: US \$</b> .....
<b>E-mail:</b> .....	
<b>Contact Person:</b> .....	
<b>Description of the Non-Tariff Barrier:</b>	
<b>Place of Occurrence:</b>	<b>Date of Occurrence:</b>
<b>Signed:</b> .....	
<b>Date:</b> .....	

**List of Non-Tariff Barriers and Action/s to be undertaken by an Economic Operator for reporting them**

<b>Non Tariff Barrier</b>	<b>Reporting of NTB by Economic Operator</b>
<p><b>Customs Clearance Procedures:</b></p> <p>Information on clearing procedures should be made public in all member States through the publication of easy brochures and booklets.</p> <p>When a security is demanded to ensure payment of duties and taxes, the security should be equal to the amount of duty and taxes payable. The security should be discharged as soon as the obligations demanded have been fulfilled.</p>	<p>Any procedures adopted for clearance of goods outside those contained in published documentation will constitute an NTB.</p>
<p><b>Import/Export Regulations:</b></p> <p>Information and Regulations regarding products subjected to import regulations and licensing be published. The publications should indicate the procedures and documentation required for the timely issuance of import/export permits.</p>	<p>Any requirement made outside those demanded in the publications will constitute a NTB</p>
<p><b>Sanitary and Phytosanitary Measures</b></p> <p>In the absence of agreed SPS measures, Member states should exchange SPS regulations, requirements and practices.</p>	<p>Any requirement made outside those demanded in the publications will constitute a NTB</p>
<p><b>Non-Tariff Fees:</b></p> <p>Non-Tariff fees shall be published and made available to the public. Examples of such fees include pre-shipment fees, road tolls, warehousing fees and air/marine levies.</p>	<p>Any payment of non-tariff fees demanded outside those required legally will constitute a NTB.</p>
<p><b>Technical Regulations:</b></p> <p>National Bureaux of Standards or other Government Agencies dealing with technical requirements and standards will publicise the standards and other requirements.</p> <p>Bureaux of Standards should exchange information on their standards pending the harmonization of standards in COMESA-EAC-SADC</p>	<p>Any requirement of practice demanded outside the published technical requirements and standards will constitute a NTB</p>
<p><b>Transit Fees:</b></p> <p>Schedule of Transit fees and Transit Requirements should be made available to transit carriers within and outside the member state. Member states shall refrain to demand transit deposits in foreign currencies.</p>	<p>Any requirement or fees demanded outside those published will constitute a NTB.</p> <p>Transit fees demanded in foreign currencies will constitute a NTB.</p>