

IMPORT/EXPORT COMPLIANCE CHECKLIST

REPUBLIC OF ZAMBIA

Business Name: _____

Business Registration No.: _____

Contact Person: _____

Contact Email/Phone: _____

Physical Address: _____

Taxpayer Identification Number (TPIN): _____

WHEREAS, the business named above intends to engage in import and/or export activities within or across the territorial boundaries of the Republic of Zambia;

NOW THEREFORE, this checklist is designed to assist the business in complying with applicable Zambian legal and regulatory requirements governing international trade.

1. REGISTRATION & LICENSING

☐ Company is registered with PACRA under the Companies Act No. 10 of 2017

☐ TPIN is active with the Zambia Revenue Authority (ZRA)

☐ Customs Clearing Agent registered (if applicable)

☐ Valid Import/Export Licence issued by: _____

☐ Zambian Bureau of Standards (ZABS) compliance certification obtained

☐ Sector-specific regulatory body approval (if applicable)

- e.g., Zambia Medicines Regulatory Authority (ZAMRA), Ministry of Agriculture

2. DOCUMENTATION & PERMITS

- ☐ Commercial Invoice
- ☐ Packing List
- ☐ Customs Declaration (CE 20 Form)
- ☐ Bill of Lading/Airway Bill
- ☐ Import Permit (if applicable): _____
- ☐ Export Permit (if applicable): _____
- ☐ Certificate of Origin
- ☐ Insurance Certificate
- ☐ Phytosanitary/Health Certificate (where required)
- ☐ Dangerous Goods Declaration (where applicable)

3. DUTIES, TAXES & PAYMENTS

- ☐ All customs duties assessed and calculated
- ☐ VAT status confirmed
- ☐ Applicable rebates or exemptions applied
- ☐ Proof of payment to ZRA attached
- ☐ Currency declaration (where relevant)

4. TRANSPORTATION & LOGISTICS

- ☐ Registered transporter assigned
- ☐ Border clearance agent confirmed
- ☐ Storage/warehouse arrangements documented
- ☐ Goods are properly labelled and packed as per customs standards

5. LEGAL & REGULATORY COMPLIANCE

- ☐ Trade complies with Zambia's obligations under regional/international agreements (e.g., COMESA, SADC, WTO)
- ☐ Anti-smuggling regulations complied with (Penal Code, Cap. 87)
- ☐ Export Control Act (if applicable) adhered to
- ☐ Labour used in supply chain compliant with Employment Code Act No. 3 of 2019

6. RISK MANAGEMENT

- ☐ Internal compliance officer assigned: _____
- ☐ Internal training conducted on import/export compliance
- ☐ Recordkeeping system in place for 5-year document retention
- ☐ Intellectual Property (IP) rights registered (where relevant)

7. CONFIDENTIALITY

The business affirms that any documentation submitted or exchanged shall be treated in confidence and not disclosed to third parties unless required by law or regulation.

8. DECLARATION

I, the undersigned, confirm that the information provided above is complete and accurate to the best of my knowledge and that the business will comply with all applicable Zambian laws governing international trade.

Name: _____

Title: _____

Date: _____

Stamp: _____