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TITLE: IMPORT PERMIT APPLICATION & PROCESSING DIRECTIVES/ *UMURONGO NGENDERWAHO MU GUSABA URUHUSHYA RWO GUTUMIZA IBICURUZWA MU MAHANGA*	ID: DGO/DIR/001

TITLE	**IMPORT PERMIT APPLICATION & PROCESSING DIRECTIVES/ *UMURONGO NGENDERWAHO MU GUSABA URUHUSHYA RWO GUTUMIZA IBICURUZWA MU MAHANGA***
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1. DISTRIBUTION/ *IKWIRAKWIZWA*

A printed and approved original master copy is maintained by the QUASAS. A soft copy is uploaded on the RICA website and is accessed by the general public for use and guidance. /*Kopi yemejwe y'aya mabwiriza ku murongo ngenderwaho mu gusaba uruhushya rwo gutumiza ibicuruzwa mu mahanga, ibikwa kandi igasigasirwa na QUASAS. Aya mabwiriza kandi aboneka ku rubuga rwa murandasi rwa RICA aho buri wese ashobora kuyageraho.*

2. PURPOSE/*INTEGO*

The purpose of these directives is to provide importers of products with the necessary information to enable them comply with laws and regulations governing importation of products under RICA's mandate in Rwanda. / *Intego nyamukuru y'aya mabwiriza ni uguha abatumiza ibicuruzwa mu mahanga amakuru akenewe kugira ngo bashobore kubahiriza amategeko n'amabwiriza agenga itumiza mu mahanga ry'ibicuruzwa biri mu nshingano za RICA.*

3. SCOPE/ *IMBIBI*

These directives apply to the regulated products that require import permit prior to importation, published on RICA website as shall be updated from time to time/ *Imbibi z'aya mabwiriza zigarukira ku bicuruzwa byateganijwe bisabirwa uruhushya mbere yo kubitumiza mu mahanga nk'uko byatangajwe ku rubuga rwa RICA kandi bikazajya bivugururwa buri gihe uko bibaye ngombwa.*

4. DEFINITIONS, ACRONYMS AND ABBREVIATIONS/ *ISOBANURAMAGAMBO*

For the purpose of these directives, the following terms shall be defined as follows:/ *Bijyanye n'intego yaya mabwiriza, amagambo akurikira azajya asobanurwa gutya:*

4.1. **RICA:** Rwanda Inspectorate, Competition and Consumer protection Authority / *Ikigo cy'igihugu gishinzwe ubugenzuzi, ihiganwa mu bucuruzi no kurengera umuguzi*

4.2. **RALIS:** Rwanda Agriculture and Livestock Inspection and Certification Services / *Ikigo gishinzwe ubugenzuzi bw'ibikomoka ku buhinzi no ku bworozi.*

4.3. **QUASAS:** Quality systems and Accreditation Specialist / *Umukozi ushinzwe ubuziranenge bw'imikorere muri RICA*

4.4. **Label/*ibirango*:** Means any tag, brand, mark, pictorial or other descriptive matter, written, printed, stencilled, marked, embossed or impressed on or attached to a container of any regulated product or its raw material. /*Bisobanura ibirangagicuruzwa ibyo ari byo byose, ibimenyetso, marike, amashusho cyangwa ibisobanuro byanditse, byacapwe, bishushanyijeho, byerekanwe cyangwa byometse ku gipfunyika cy'ibicuruzwa byose bireberwa ubuziranenge cyangwa ibikoresho byabikoze.*

4.5. **Importer/ *abatumiza ibicuruzwa mu mahanga*** : Means person or institutions authorized to import the regulated products/goods into the country./ *Bisobanura umuntu cyangwa ibigo byemerwe gutumiza mu mahanga ibicuruzwa bireberwa ubuziranenge.*

4.6. **Import permit/ *Uruhushya rwo gutumiza ibicuruzwa mu mahanga*:** Means a permit issued to importer by the RICA, authorizing him/her to import into Rwanda the regulated products/ goods that fall under RICA's mandate. / *Bisobanura uruhushya rutangwa na RICA rugahabwa utumiza ibicuruzwa mu mahanga, rumuha uburenganzira bwo kwinjiza mu Rwanda ibicuruzwa biri mu nshingano za RICA.*

4.7. **General products/ Ibicuruzwa rusange:** All products under RICA mandate other plants & plant products, agriculture materials, animal products and agrochemicals. / *Ibicuruzwa byose biri mu nshinganzo za RICA ukuyemo ibihingwa n'ibibikomokaho, ibikoresho byo mu buhinzi, ibikomoka ku matungo, imiti n'amafumbire bikoreshwa mu buhinzi.*

5. REQUIREMENTS FOR IMPORTERS/ *IBISABWA ABATUMIZA IBICURUZWA MU MAHANGA*

5.1. Importers of all products referred to in the scope of these directives shall apply for an import permit at RICA prior to importation which shall be presented to the supplier for compliance with import conditions./*Abatumiza ibicuruzwa byose bavugwa muri aya mabwiriza bagomba gusaba muri RICA uruhushya rwo gutumiza ibicuruzwa mu mahanga mbere yo kubitumiza, rugashyikirizwa ababaranguza cyangwa abakora ibyo bicuruzwa, kugirango bubahirize ibisabwa bigaragara kuri urwo ruhushya.*

5.2. All imported commercial products within RICA mandate shall comply with specific technical requirements as stated in the relevant technical regulations. / *Ibicuruzwa byose bitumizwa mu mahanga biri mu nshingano za RICA bigomba kubahiriza ibisabwa byihariye nkuko bigaragara mu mabwiriza agenga buri gicuruzwa.*

5.3. In case of donations, importer must have a donation certificate and shall apply for import permit from RICA to ensure that products donated are in compliance with applicable regulations and not prohibited in the country of origin./ *Mu kwinjiza impano mu gihugu, abazakira bagomba kuba bafite icyemezo cy'impano kandi bagasaba kimwe n'abandi muri RICA uruhushya rwo gutumiza ibicuruzwa mu mahanga, kugirango harebwe ko ibicuruzwa byatanzwe nk'impano byubahirije amabwiriza akurikizwa cyangwa ko bitabujijwe mu gihugu bikomokamo.*

5.4. All imported products with limited shelf life shall be allowed only if the remaining time is at least 60% of its declared shelf life at the time of entry into Rwanda. / *Ibicuruzwa byose bitumizwa mu mahanga bishobora kwangirika mu gihe runaka, bizemerwa kwinjira mu Rwanda ari uko igihe bisigaje bikiri bizima ari nibura 60% y'igihe cyagenwe bizamara.*

5.5. All imported products that require labelling/marking shall adhere to the following requirements as applicable: / *Ibicuruzwa byose bitumizwa mu mahanga bisabwa byanze bikunze kugira ibirango bibiranga, bigomba kubahiriza ibi bikurikira:*

5.1.1. The information printed on labels must be legible and indelible, engraved or embossed on a primary and, where applicable, on secondary container; / *Amakuru agaragara ku birango agomba kuba asomeka kandi adasibangana, yanditse cyangwa ashushanyije ku gipfunyika cy'inyuma, ndetse n'aho biri ngombwa, agashyirwa ku gipfunyika cy'imbere.*

5.1.2. The immediate outer packaging of the products should be clearly labeled in official languages authorized in Rwanda (Kinyarwanda, English, French & Swahili); / *Amakuru yanditse ku gipfunyika cy'inyuma cy'ibicuruzwa agomba kuba yanditse neza mu ndimi zemewe mu Rwanda (Kinyarwanda, Icyongereza, Igifaransa & Igiswahiri);*

5.1.3. The trade or brand name where appropriate shall be stated; / *Izina ry'ubucuruzi cyangwa ibicuruzwa rigomba kuba rigaragara aho biri ngombwa*

5.1.4. Date of manufacture and expiry, use by or best before as applicable;/ *Italiki igicuruzwa cyakoreweho n'iyo cyizarangiriraho igomba kugaragara ku birango.*

5.1.5. Batch or Lot number, Serial number and Model number as applicable; / *Nimero ya Baci cyangwa Loti (nimero zigaragaza ibicuruzwa byakorewe hamwe), nimero iranga igicuruzwa n'iranga imiterere yacyo yihariye zigomba kugaragazwa aho biri ngombwa cyangwa bisabwa.*

5.1.6. Storage conditions as applicable; / *Ibisabwa mu kubika neza igicuruzwa aho bisabwa.*

5.1.7. Name and physical address of manufacturer; / *Izina ry'uruganda rwakoze igicuruzwa n'aho ruherereye.*

5.1.8. Instructions for use where applicable. / *Amabwiriza ngenderwaho ku ikoreshwa ry'igicuruzwa aho bisabwa.*

5.1.9. Hazards symbols and precautionary warnings where applicable / *Ibimenyetso biburira igihe igicuruzwa gishobora guteza impanuka n'amakuru agena kwigengesera mu kubikoresha aho biri ngombwa.*

5.1.10. Country of origin; *Igihugu igicuruzwa gikomokamo.*

6. APPLICATION FOR IMPORTATION OF PRODUCTS/ *GUSABA GUTUMIZA IBICURUZWA MU MAHANGA*

6.1. APPLICATION FOR IMPORTATION OF PLANTS AND PLANT MATERIALS, AGRICULTURAL MATERIALS, ANIMAL PRODUCTS AND AGROCHEMICALS / *GUSABA GUTUMIZA MU MAHANGA IBIHINGWA, IBIKOMOKA KU BIHINGWA, IBIKORESHO BYO MU BUHINZI, IBIKOMOKA KU NYAMASWA, IMITI N'AMAFUMBIRE BIKORESHWA MU BUHINZI*

6.1.1. Requirements for RALIS portal users/ *Ibyo usaba gukoresha urubuga rwa RALIS agomba kuba yujuje:*

6.1.1.1. Trader name/ Company name/*Amazina akoresha mu bucuruzi*

6.1.1.2. Valid TIN number/ *Numero y'umusoreshwa*

6.1.1.3. Email address/ *kuba afite e-mail*

6.1.1.4. Telephone numbers of contact person/ *Numero ya telephone ashobora kubonekaho*

6.1.2. **Steps to apply for certificates and permits online (New user)/** ***Inzira inyurwamo n'uwiyandikisha bwambere:***

6.1.2.1. Surf the internet web www.eralis.minagri.gov.rw / *Jya ku rubuga www.eralis.minagri.gov.rw*

6.1.2.2. In the login choose **new user** / *Hitamo ahanditse* ***new user***

6.1.2.3. Fill in all the required information in the registration form / *Uzuza amakuru yose usabwa ku ifishi yo kwiyandikisha*

6.1.2.4. Check your email for password setting (Set password through the email used during registration/sign-up)/ *Reba muri email yawe (iyo wakoresheje mu ifishi yabanje) ufungure ubutumwa bwitwa RALIS, bugufasha kugena ijambo ry'ibanga*

6.1.2.5. Go back to eRALIS - Home/ *Subira kuri e-Ralis- Home.*

6.1.2.6. Apply for certificate or permit application for Import permit / *Saba icyemezo cyangwa uburenganzira bwo gutumiza ibintu*

6.1.2.7. Fill all required information in the application form/ *Uzuza amakuru yose asabwa mw'ifishi ubona imbere yawe*

6.1.2.8. Check regularly to see the progress of your application / *Ujye usura kenshi uru rubuga kugira ngo ukurikirane aho ibyangombwa wasabye bigeze. Rebera ahanditse "My applications"*

6.1.3. **Steps to apply for certificates and permits online (Registered users)/ Inzira inyurwamo n'abamaze kwiyandikisha**

6.1.3.1. Surf the internet web www.eralis.minagri.gov.rw / *Jya ku rubuga www.eralis.minagri.gov.rw*

6.1.3.2. Log-in/ *Uzuza mo e-mail yawe n'ijambo ry'ibanga*

6.1.3.3. Apply for certificate or permit / *Saba icyangombwa wifuza*

6.1.3.4. Check regularly to see the progress of your application. / *Ujye usura kenshi uru rubuga kugira* ngo *ukurikirane aho ibyangombwa wasabye bigeze. Reberara ahanditse "My applications"*

6.2. APPLICATION FOR IMPORTATION OF GENERAL PRODUCT/ GUSABA GUTIMIZA MU MAHANGA IBICURUZWA RUSANGE

6.2.1. Any importer intending to import general products shall check on RICA website **www.rica.gov.rw** the list of regulated products requiring a mandatory import permit, and verify if the products he/she intends to import fall under

that category. / *Uwifuza wese gutumiza mu mahanga ibicuruzwa rusange agomba kugenzura ku rubuga rwa RICA* ***www.rica.gov.rw*** *urutonde rw'ibicuruzwa byategetswe gusabirwa uruhushya rwo gutumiza mu mahanga, akareba niba ibicuruzwa ateganya gutumiza bitari kuri uru rutonde.*

6.2.2. If the products to be imported require a mandatory import permit, the importer shall download the import permit application form on RICA website and fill it. / *Iyo ibicuruzwa bigomba gutumizwa mu mahanga biri ku rutonde rwavuzwe haruguru, utumiza ibicuruzwa agomba gukura ku rubuga rwa RICA urupapuro rwabugenewe rwo gusaba gutumiza ibicuruzwa mu mahanga, akurwuzuza.*

6.2.3. After filling the application, the applicant shall scan and submit the filled application to this e-mail: importsapplication@rica.gov.rw / *Nyuma yo kuzuza urupapuro rusaba, usaba agomba gusikana urwo rupapuro ubundi akarwohereza kuri e-mail:* importsapplication@rica.gov.rw *akoresheje iya kure.*

6.2.4. The applicant shall pay non-refundable import permit application fees as stipulated in the Fees and Charges Regulations in force. / *Usaba agomba kwishyura amafaranga adasubizwa yagenewe gusaba uru ruhushya nk'uko agaragara mu mabwiriza agenga ubwishyu servisi za RICA.*

6.2.5. Upon receiving the application as specified above, RICA will scrutinize to verify whether the requirements have been fulfilled. / *Nyuma yo kwakira ubusabe, RICA ikora ubucukumbuzi bugamije kureba niba ibisabwa byarubahirijwe n'usaba.*

6.2.6. If the applicant meets the regulatory requirements, RICA will issue an import permit with conditions to comply with upon importation. /*Iyo usaba yubahirije ibisabwa mu gihe cyo gusaba, RICA imuha uruhushya rwo gutumiza ibicuruzwa mu mahanga, ruriho ibyo agoma kubahiriza mu gihe cyo gutumiza ibicuruzwa mu mahanga.*

6.2.7. An application will be rejected if it does not meet any of the importation requirements, and in such a case the applicant shall be notified on the reason for rejection. /*Iyo usaba atubahirije ibisabwa mu gihe cyo gusaba, ntahabwa uruhushya rwo gutumiza ibicuruzwa mu mahanga. Iyo byagenze gutyo, usaba amenyeshwa impamvu atemerewe uruhushya.*

6.2.8. All applications will be processed within thirty (30) calendar days which may exceed depending on the level of risk assessment required. / *Ubusabe bugenzurwa mu gihe cy'iminsi mirongo itatu (30) ya kalendari, ariko ishobora kwiyongera bitewe n'ubucukumbuzi bukenewe ku bicuruzwa bisabirwa uruhushya.*

6.2.9. In case of need to exceed the 30 days, the applicant shall be notified of the likely delays within the 30 days. / *Iyo bibabye ngombwa ko iminsi 30 irenga, usaba amenyeshwa ko ubusabe bwe bushobora gutinga muri iyo minsi 30.*

7. ADMINISTRATIVE SANCTIONS/ *IBIHANO BYO MU RWEGO RW'AMATEGEKO*

Any moral or legal person who contravenes with these directives shall be punished according to the relevant legal provisions. / *Utubahirije ibyo aya mabwiriza ateganya ahanwa hakurikijwe amategeko yabugenewe.*

8. COMPLAINTS AND APPEALS / KUJURIRA NO KUTISHIMIRA SERIVISI

Any person who may be dissatisfied with the service or decisions of the Regulatory Authority may appeal to the latter using RICA Complaints and Appeals handling Procedure published on RICA website. /*Utishishimiye servisi cyangwa icyemezo cy'urwego rubifitiye ububasha ashobora kujurira cg agasaba urwo rwego abicishije mu nyandiko nk'uko biteganywa n'ibwiriza ngengamikorere rya RICA rigenga uko ubujurire no kutishimira serivisi bikemurwa. Iryo bwiriza riboneka ku rubaga rwa RICA.*

Disclaimer/ *Irenganshingano*: RICA shall not be liable for any losses and/or delays caused by the misleading information as a result of intentional or unintentional errors that occurred during the application. *RICA ntabwo izirengera igihombo cyangwa ubukererwe bwatewe n'amakuru atariyo yatanzwe n'usaba mu gihe cyo gusaba uruhushya rwo gutumiza ibicuruzwa mu mahanga.*