

30th July 2008

Myanmar Cyclone Nargis – FOC Application Process

1. The agency applying for the Free of Charge (FOC) exemption must first receive a **Letter of Recommendation** that the agency is eligible for FOC status from the Myanmar Ministry of Social Welfare.
2. Once received this should then accompany the main application which is to be presented to the Myanmar Ministry of Commerce and contains the following documents;
 - a. Attached to the application (on agency letter-headed paper) should be a **'Request for an Import Permit for Relief Supplies of Cyclone Nargis'**. This letter should contain the following statement:
*'We (agency name) are a non-governmental organisation providing emergency relief to people in accordance to the agreement with the Myanmar Ministry of Health.
We would appreciate if you would please issue an import permit to (agency name) for the emergency relief supply for Cyclone Nargis.'* ...signed by the Country Director.
 - b. Attached to the application (on agency letter-headed paper) an **'Undertaking for Donation'** letter which should have the following statement: *'We hereby undertake that the imported relief items will be donated and distributed as relief supply items to the (name of divisions where distribution will take place) Division(s)...* signed by the Country Director.
 - c. Attached to the application (on agency letter-headed paper) should be a **'Detailed Description of the Relief Supplies'** to be imported, this should include Quantity, Unit Price, Country of Origin and Mode of Transport... signed by the Country Director
 - d. Attached the **INGO Agreement**, (MOU with the agencies respective ministry within the Government of the Union of Myanmar.
 - e. Attached an **Invoice** and **Packing List** that will accompany the imported cargo.
 - f. A shipping **Bill of Lading** and **Shipment Schedule**.
 - g. Attached an intended **Distribution Plan** for the imported items.

If the application is successful, an FOC Permit will be issued within 1 or 2 days.

This process is applicable to Air and Sea movements but no confirmation on Road movements has been given.

Please note: Examples of the letters required under bullet-points (a), (b) & (c) are attached to this document below.



CARE Myanmar
Emergency Response Office
No. 77 Pyi Htaung Su Yeik Thar Street,
Corner of Taw Won Street, West Pyay
Road Ward, Dagon Township, Yangon
Tel: 95-1-221134

CARE Office
No.73, Manaw Hari Street,
East Pyay Ward,
Dagon Township, Yangon,
P.O Box 1271
Tel: 95-1-224507
95-1-225970
95-1-225929
95-1-224647
95-1-221708
Fax: 95-1-224550
e-mail caremya@mptmail.net.mm
myanmar@care.org.mm

Director General
Ministry of Commerce

Date: July 2008

Subject: Request for Import Permit for relief supplies of Cyclone Nargis

We, ----- are a non-governmental organization providing emergency relief to people according to the agreement with the Myanmar Ministry of Health.

We would appreciate if you would please issue an import permit for ----- for the emergency relief supply for Cyclone Nargis.

Country Director



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e-mail caremya@mptmail.net.mm
myanmar@care.org.mm

Director General
Ministry of Commerce

Date: July 2008.

Subject: Detail List of relief supplies for Cyclone Nargis

We, ----- are a non-governmental organization providing emergency relief to people according to the agreement with the Myanmar Ministry of Health.

We would much appreciate the issue of an import permit for the emergency relief supply for Cyclone Nargis as follows.

<u>Descriptions</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Qty</u>	<u>Total</u>
<u>Amount</u>				
Item only	(---)	(\$----)	(#)	(\$-----)

Country of Origin: -----

Mode of Transport: -----

Country Director



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Undertaking

We hereby undertake that we will distribute and donate the relief supply imported items to the (examples) Bogalay, Dedaye, Kawmu, Twantay, Kungyangon and Pyapon of Ayeyarwaddy Division.

Country Director
