As the Ebola response transitions from emergency response and “getting to zero” across to recovery, and “sustaining zero”, there has been a shift in customs clearance procedures for incoming humanitarian and medical cargo into Liberia. Since 14 April 2015, the Incident Management System (IMS) of Liberia is no longer providing customs clearance services for agency cargo for the Ebola response, and is no longer pay handling fees for agencies’ cargo. Importers are requested to customs clear their goods through use of available commercial clearing agents described in the process below. The IMS will remain active for the tax exemption procedures.

Customs Procedure

1. Apply for tax exemption

Humanitarian organizations receiving supplies by air or sea (consignees) first need to apply for tax exemption. The following documents are required for the process:

- **Airway Bill** (cargo by air) or **Bill of Lading** (cargo by sea)
- **Packing List**
- **Invoice** or **gift certificate** (Purpose: To show the value of the incoming goods)

The above documents are to be presented to the IMS Customs Focal Point, Mr Matthew Opah Sulon.

- The IMS customs focal point will check the documents for completeness and coordinate with the relevant Government agencies responsible for tax and duty exemptions.
- Copies of all duly completed documents need to be sent at least 3 to 4 days prior to the arrival of cargo (keeping the IMS focal point and imsclearing@gmail.com) in copy. The IMS focal point will advise the consignee on the tax exemption of the goods.

**Contact details**

Mr Matthew Opah Sulon, IMS Focal point

Email: matthewopahsulon@gmail.com, Tel: +231 886 30 38 70

2. Customs clearance through commercial agents

Once feedback is received that the cargo is tax exempted, consignees must use a commercial clearing agent to clear their goods. A list of the National Customs Brokers Association of Liberia certified commercial customs agents can be found in the Logistics Capacity Assessment of Liberia, at: http://dlca.logcluster.org/display/public/DLCA/4.2.8+Liberia+Additional+Service+Provision+Contact+List.

Logistics Cluster

<table>
<thead>
<tr>
<th>Logistics Cluster Coordinator</th>
<th>Bruce Walker</th>
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<tbody>
<tr>
<td>Information Management</td>
<td>Rachael Wilson</td>
<td><a href="mailto:rachael.wilson@wfp.org">rachael.wilson@wfp.org</a></td>
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www.logcluster.org/ops/ebola14