

REPUBLIC OF MOZAMBIQUE  
NATIONAL DISASTER MANAGEMENT INSTITUTE (INGC)

DOCUMENTS REQUIRES FOR CUSTOMS CLEARANCE OF HUMANITARIAN AID RELATED DONATIONS.

**All import documents must be sent to INGC 15 days before the estimated date of arrival of the donation in order to facilitate the INGC representatives with the normal and legal process of the subsequent authorization of the exemption of customs duties and other charges.**

**1. Import Documents:**

**Commercial invoice or value declaration that includes the following information:**

- Quantity of goods
- Quality of goods
- Value of goods per item
- Country of origin

**2. Ownership title, that may include:**

- Bill of Loading (seaway)
- Air Way Bill (airway)
- Memorandum (overland)
- Arrival notice (railway)

**3. Other relevant documents:**

- Distribution Plan detailing:
  - a) Quantities for each Province
  - b) Districts and
  - c) Locations
- **Donation certificate**
  - For material or equipment likely to be assembled, it must stipulate the province and the exact location of its potential assembly point to request the approval of the Province of the location itself.
  - In the case of medicines, food and communication equipment, it is mandatory to present the authorization by the competent authorities (MISAU, MINAG, INCS etc.)

*DISCLAIMER: The English version is a translation of the [original in Portuguese](#) for information purposes only. In case of a discrepancy, the Portuguese original will prevail.*

**The donation provider must:**

4. Complete, sign and stamp the Emergency Documents (DEs) in four copies (double-sided), the original being for Customs. All copies are to be submitted with the tax exemption request to the National Director of INGC.

The entry of planes or any other vehicle in country requires the authorization of Civil Aviation Customs. The request must include the following information:

- Number plate/registration number
  - Number of crew members
  - Passport details of each crew member
  - Border entry point
  - Only United Nations flights are exempt from airport taxes
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- a) Landing taxes are based on the plane total tonnage, above 5,7 mt the cost is established per ton, under 5,7 mt the value is defined in Decree 36/97.
  - b) Boarding taxes are applicable to all except if the crew is already registered and holds an identification card or Laissez-Passer (LP).
  - c) Tarmac parking is paid per three hours tranches; the first three hours are free, and the following ranges are five USD each tranche.
  - d) Access to the license plate will be exempted from tax in case of emergency and must be coordinated by the ADM/INGC.

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