



**Ministry of Agriculture
Crop Protection Service
Phytosanitary control**

Guidance Notes for importers

The attached form should be used by importers of Plants and Plant Produce to apply for a Plant Health Release Certificate (PHRC).

This PHRC application form must be sent to the Sierra Leone Crop Protection Service (SLCPS) at least five working days before the consignment arrives in the country. The form must be e-mailed to the Sierra Leone Crop Protection Service using the e-mail address cropprotection@maf.gov.sl

SLCPS will complete the 'Certificate No.' box and the certificate number will be referred to in subsequent correspondence including the invoice relating to the inspection of the consignment.

It is important that the first 8 sections of this form are completed on every occasion that an application is made.

Section 1: The 'Name and address of importer' and 'Name and address of agent' details are required for each consignment as is the name and contact telephone number of the person who will be responsible for providing assistance to the DAERA authorised officer in carrying out the required checks. This person will also be responsible for ensuring that the packages or container in which the imported plants or plant products have been transported are delivered to a suitable location for inspection by the DAERA authorised officer. The responsible person will also provide any reasonable assistance the authorised officer may require to conduct the checks.

Section 2: Provide the 'Name and address of exporter'

Section 3: Provide the 'Registration No.' of the Importer/Agent who should be invoiced for the inspections. For importers who need to obtain a registration number please contact the SLCPS

Section 4: Provide details of the ship or the flight number of the plane as well as the container number (if applicable). It is also important to notify SLCPS of the Expected Time of Arrival [ETA], including both the date and time of the ship or plane, to allow the checks to be scheduled.

Section 5: Indicate the appropriate point of entry into Sierra Leone.

Section 6: Include as much information under 'Consignment details' as possible to facilitate the checks by the SLCPs authorized officer. This should include the type of produce, the botanical name, the number and description of the packages for each type of product and the number of items in each package.

Section 7: Provide the Phytosanitary Certificate number.

Section 8: Provide the date of application.

Section 9: This section is for SLCPs use only. A SLCPs authorized officer will complete this section and the form will then constitute the Plant Health Release Certificate.

Upon completion the PHRC will be available at the SLCPs Portal Inspection Office at the point of entry of the imported material.

A Certificate of Conformity is required for certain fruit and vegetable produce which is subject to a 'specific marketing standard' (SMS) before it is released from the port.

If you have any further queries regarding the completion of the application form, please contact your local Plant Health Inspector, or email cropprotection@maf.gov.sl