



Republic of Sierra Leone
Ministry of Agriculture
Sierra Leone Plant Protection Office

PHYTOSANITARY PROCEDURES FOR IMPORT AND EXPORT PLANTS AND PLANT PRODUCTS
SUMMARY OF PROCEDURES FOR IMPORTS AND EXPORTS

1. Obtain Phytosanitary imports/export application and declaration form.
2. After filling the application form inspection is carried out on the products, labelling and sealing.
3. Fees are levied based on the tariff.
4. Pay advice is prepared for payment into any Vista, Zenith and UTB banks, through a Non-Tax NRA account.

GENERAL/DETAIL PROCEDURES FOR EXPORTS OF PHYTOSANITARY PRODUCTS

1. Individual/Organization who intends to export plants and plant products should inform in the Crop Protection Unit 3 working days ahead for inspection of products and fumigation of specific consignments.
2. Applicant should fill export declaration form stating his/her personal details and details of product (s) to be exported.
3. Applicant is charged based on Phytosanitary Revenue Tariff.
4. A pay advice prepared for payment of tariff charged and paid into the following Banks Vista Bank with Account No: 055921-01, UTB Bank with Account No. 05-210-52797-02 and Zenith Bank with Account No. 6010142288 as NRA Non-Tax Revenue in all entry point.
5. Applicant should photocopy the original pay advice before payment and leave the photocopy with the bank.
6. The applicant takes the original pay advice plus bank slip to the NRA office in all entry point for verification and issuance of NRA receipt.
7. After receiving the NRA receipt of payment, the applicant should photocopy and bring along both photocopies NRA receipt and bank slip to the Phytosanitary office for preparation and issuance of Phytosanitary certificate (Export) by the officer in charge.

Note: Any amount that is above Le 1,000 (New Note) need further verification by senior Authority from NRA to make sure the money paid is reflected into the requirement consolidated account. This will take some time and applicant need to be patients.

Inspection is done on all consignments at the entry points and for large quantities before issuance of the certificate.

In the case of Import a Phytosanitary permit is issued to the Importer

GENERAL DETAIL OF PROCEDURES FOR IMPORTS OF PHYTOSANITARY PRODUCTS

1. Applicant make a declaration by filling an application form stating his/her details (that of the organization) and the consignment
2. Same procedures for tariff change and payments into the bank and NRA applies for Imports also. That nos. 3-7 of the Export procedures
3. Upon arrival of the consignment at the border, the Crop Protection Services MoA MUST be informed for inspection of the consignment, documentary checks, sampling and testing (Where required)
4. Any breach of the above Phytosanitary procedures will result to one of the following administrative actions;
 - Detention of consignment
 - Penalty or withdrawal of permit/license
 - Destruction (when it deems to pose threats to human, animal, plant and environmental health).
 - Re export of consignment by the importer

SPECIAL PROCEDURES/REQUIREMENT FOR SPECIFIC PRODUCTS export or import

1. Wood and Wood packaging materials

Plant and plant products (including wood and wood packaging materials) may be infested by pest and therefore remains a pathway for the introduction and spread of quarantine pest into a country where they have not been before.

In this regard, it is therefore required of all importers and exporters of plants and plant products should comply with International Phytosanitary Standards by obtaining.

- i) Phytosanitary Export Certificate (ISPM No. 7)
- ii) Import permit and
- iii) Ensure their consignments are fumigated/treated and inspected as per the regulation (In compliance to International Sanitary and Phytosanitary Measures – ISPM No. 15).

2. Seeds, seedlings and planting materials

Exporters or Importers need to acquire a seed clearance from the Sierra Leone Seed Certification Agency (SLeSCA) which copy should be submitted when applying for phytosanitary permit

Additional documents that may be required:

1. Import permit from country of origin
 2. Seed health test certificate
 3. Pest Risk Analysis
3. **Export of Capsicum, Mango and Aubergine** to the EU market requires the fulfillment of EU importing Regulation for these products from Sierra Leone

Note:

- ❖ **Soil is highly prohibited for exportation or importation, for exportation only for research purpose and unless there is an approval from the receiving country. For importation into Sierra Leone it should be strictly for research purposes only**
- ❖ **Note that certain plant products are not allowed into Sierra Leone and for export into other countries. Please ensure to allow consult the NPPO offices at the various border before any exportation or importation**
- ❖ **All countries have their specific requirements for exportation from Sierra Leone, please consult the NPPO offices at the various border before any exportation or importation in order to comply with their regulation**



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AGRO CHEMICALS (PESTICIDES) IMPORT REGULATIONS AND PROCEDURES

Regulatory Processes for the Importation of Agro Chemicals (Pesticides) Includes:

- Declaration of intent to import;
- Request for pesticides import application forms
- Submission of completed application form to the Crop Protection Office and submission of the Material Safety Data sheet (MSDS)
- Evaluation of the MSDS to be imported;
- Pre-testing of the pesticides especially for new active ingredient (AI) will be required;
- Additional information and or documentation may be required
- Fees are levied based on the quantity to be imported as per the government tariff;
- Import permit is issued after payment to be bank and issuance of NRA Non-Tax receipt;
- Upon arrival of the consignment the office of the Crop Protection Services MoA must be informed for inspection of the consignment, documentation and testing (where required)
- As the NPPO we are also implementing both National and West Africa Pesticide Regulation Committee procedures for pesticide and registration and other life cycle of pesticide management (including its impastation)

Any breach of the above Phytosanitary procedures will result to one of consignment;

- Destruction
- Penalty
- withdrawal of permit
- License (or fill poses threats to Human, Animal Health and the Environment).

Note:

1. Pesticides can only be allowed for importation after going through the national and West Africa and Pesticide Registration Committee (WAPRC) registration process
2. All agro-dealers should fully comply to all pesticide standards, procedures and regulations

References for operations

- Agricultural Act (Cap185) dated 12th December, 1974
- MoA Crop Protection Services, Phytosanitary Revised Legislation November, 2009
- Phytosanitary and Pest Control Act 2010
- Phytosanitary Policy of Sierra Leone
- Draft National Plant Protection and Regulatory Services Policy.
- Draft Pesticide policy
- ECOWAS pesticide regulation
- WAPRC tools