

## **REQUIREMENTS FOR THE APPLICATION FOR IMPORT/EXPORT LICENSING**

### **1.0 Application Letter Addressed To The Secretary For Industry And Commerce Stating The Following:**

- Brief company profile indicating line of business
- Product description
- Tariff code
- Quantity (tonnes, litres, metres, kilograms, etc)
- Purchase price per unit
- Selling price per unit
- Total value of consignment
- Country of origin/destination
- Justification for importing/exporting (why importing and not sourcing locally)

### **2.0 Attach copies of the following documents:**

- Certificate of incorporation
- CR14 showing company directors
- Tax clearance certificate
- Copy of standard development fund levy receipt
- Proforma invoice (for imports)
- Copy of last used import license/ZIMRA marked off import license

### **3.0 Applications should be separate for different products [license fee to be paid upon approval for application]**