



GUIDELINES OF IMPORTS FOR THE TRADE		
	HAITI Advance Cargo Information (ACI)	
<i>This data sheet has been prepared specifically in respect of exports to Haiti</i>		
Date issued : 15/11/2012	Last modification : 30/11/2012	

1. ADVANCE CARGO INFORMATION	
PROGRAM NAME	Advance Cargo Information (ACI)
PROGRAM MANDATED BY	Ministry of Finance
IMPLEMENTATION DATE	Implementation date: 15/01/2013 – date of Inspection Order (DPI) creation NB: All active DPI opened prior 15/01/2013 will have a validity grace period of 30 days, until February, 15th 2013 . As from that date, DPI's will have to be replaced by new ones and consignments subject to the new Haitian Imports regulations
PROGRAM OBJECTIVE	As per WCO SAFE Framework of Standards, the objective of ACI is to provide electronic cargo information from exporter side before arrival of the goods in Haiti for security purpose and to aid processing and clearance. Information has to be provided through the website : www.acihaiti.com
ACCOUNT REGISTRATION PROCESS	<ul style="list-style-type: none"> ● Account Registration: <ul style="list-style-type: none"> ● Exporter or its representative accesses to the website www.acihaiti.com and creates an account. After having completed the electronic registration form (name address, phone, email, username, password...) and uploaded the required document, he can submit his account to validation. ● Importer or its representative is also encouraged to register an account to be able to monitor on-line the ACI forms corresponding to the goods they import. ● Account Validation: <ul style="list-style-type: none"> ● Once account has been submitted to validation, the ACI Technical Center will check the request and update the account status to "Valid" if request is complete and correct (or update in status "Invalid" if something is missing or "Waiting for document" if the uploaded document is not correct) ● Requestor is notified by email each time the status of its account is updated.

<p>ACI FORM REGISTRATION PROCESS</p>	<ul style="list-style-type: none"> ● ACI Form Registration: <ul style="list-style-type: none"> ● Once its account has been validated, Exporter or its representative is able to connect to ACI website (www.acihaiti.com) in order to register its ACI Form ● Information requested in ACI form is divided into 5 steps : <ul style="list-style-type: none"> ✓ Step 1 : ACI <ul style="list-style-type: none"> - All trade parties involved in transaction (exporter, importers and their representatives) - DPI Number (Demande Préalable d'Importation) assigned by SGS when importer has opened the DPI (Demande Préalable d'Importation) <i>Note : a valid DPI number is mandatory to pursue the ACI form registration process</i> ✓ Step 2 : Invoices <ul style="list-style-type: none"> - All invoices corresponding to goods available in the Cargo - Electronic copy of commercial invoice must be uploaded ✓ Step 3 : Shipment <ul style="list-style-type: none"> - Detailed information about shipment (method : air, see or road, carrier name, weight, volume, loading place, container numbers...) - Electronic copy of the transport document must be uploaded (Bill of Lading, AirWay Bill or Truck Waybill depending on shipment method) ✓ Step 4 : Charges <ul style="list-style-type: none"> - Freight charges ✓ Step 5 : Summary/Validation <ul style="list-style-type: none"> - Summary of information registered in previous steps - Once all information requested in ACI form have been completed, Exporter or its representative can submit the ACI form to validation ● ACI Form Validation: <ul style="list-style-type: none"> ● Once ACI form has been submitted to validation, the ACI Technical Center will check the request and update the ACI form status to "Acceptable" if form is complete and correct (or update in status "Non Acceptable" if something is missing or "Waiting for document" if the uploaded documents are not correct) ● All involved parties declared in step 1 are notified by email each time the status of the ACI form is updated. ● Once validated, a PDF copy is sent by mail to all involved parties (PDF copy can also be printed through the website)
<p>DOCUMENTS</p>	<p>Documents required for Account Validation.</p> <ul style="list-style-type: none"> ● For companies : extract from the Trade Register certifying the company's registration ● For individuals : passport copy <p>Documents required for ACI form Validation.</p> <ul style="list-style-type: none"> ● Commercial Invoice ● Transport Document (Bill of Lading, AirWay Bill or Truck Waybill depending on shipment method) ● <u>Optional document</u> : Export Declaration and Freight Invoice <p>Documents should be provided as soon as possible to avoid delay in processing.</p>

TIME LIMITS	<p>The ACI form duly completed must be submitted by the following deadlines:</p> <ul style="list-style-type: none"> • Maritime traffic <ul style="list-style-type: none"> ✓ <u>Containerised cargo</u> : Maximum 48 hours after the departure of the vessel from the port of origin and at least 24 hours before arrival in the first Haitian port ✓ <u>Bulk/break bulk/conventional cargo</u> : at least 24 hours before arrival in the first Haitian port • Air traffic <ul style="list-style-type: none"> ✓ <u>Short haul flights (< 4 hours)</u>: at least by the time of the actual take off of the aircraft ✓ <u>Long haul flights (> 4 hours)</u>: at least 4 hours prior to arrival at the first Haitian airport • Road traffic <ul style="list-style-type: none"> ✓ At least 3 hours prior to arrival at the Haitian border
ACCEPTABLE ACI FORM	<p>ACI form is updated in status “Acceptable” by ACI Technical Center when the ACI form is considered as complete and correct.</p> <p>This document is required for Customs clearance.</p>
FEES	<p>Registration of ACI form is free of charge</p>

2. LISTING OF GOODS SUBJECTIVE TO ACI PROGRAM

Registration of ACI form is mandatory for all cargos (whatever the type or value of goods) arriving on Haitian territory whatever the final destination or the customs regime.

All cargos with a Bill of Lading, Airway Bill or Truck Waybill issued on or after the 15th of January 2013 must be covered by an acceptable ACI Form.

3. ACI CONTACT

ACI – Technical Center

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Haiti

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The information contained herein is for the purpose of facilitating ACI form registration and does not relieve exporters or importers from their obligation in respect of compliance with the import regulations of the country of importation. Although every effort has been made to ensure the correctness of the information, as at the date of issuance of this data sheet, SGS does not accept any responsibility for errors or omissions and, furthermore, the information may subsequently be subject to change as may be announced by the Authorities in the country of importation. Consequently, exporters and importers are advised to check with SGS, prior to shipment of the goods, if there is any doubt concerning the issuance of a Clean Report of Findings or any other Certificate. For further information, or clarification, please contact the ACI Technical Center..