

SADC AND COMESA TRADE PROTOCOL REGISTRATION REQUIREMENTS

The following are the requirements for registration as an exporter to SADC and COMESA Member States.

COMESA Member States:

Comoros; Djibouti; Burundi; Democratic Republic of the Congo; Eritrea; Ethiopia; Kenya; Somalia; Egypt; Libya; Madagascar; Malawi; Mauritius; Rwanda; Seychelles; Swaziland; Sudan; Tunisia; Uganda; Zambia; Zimbabwe

SADC Member States:

Angola; Botswana; Comoros; Democratic Republic of Congo; Swaziland; Eswatini; Madagascar; Malawi; Mauritius; Mozambique; Namibia; Seychelles; South Africa; United Republic of Tanzania; Zambia; Zimbabwe

Who is eligible for registration?

- Zimbabwean Registered Companies involved in manufacturing.
- Zimbabwean Registered Companies involved in merchandising, distribution and brokers.

Manufacturers and Producers

To enable the ZIMRA officers to verify the eligibility of the products, the exporter is required to submit the following in duplicate.

- A formal application letter (on company letterhead/logo) to be registered under the agreement.
- A certified copy of the certificate of incorporation.
- Certified copy of CR14
- Certified copy of CR6
- A valid tax clearance certificate.
- List of contact persons together with their cell numbers, e-mail and physical addresses.
- A list of products intended for export (tariff headings mandatory).

- List of raw materials used and where they are sourced from (tariff headings mandatory) and supporting documents or invoices for materials sourced locally and Bill of Entries for materials imported
- A detailed step by step description of the manufacturing process for each product.
- A sketch plan of your factory showing machinery layout.
- A certified copy of title deeds or lease agreements for the premises together with any copies of utility bills incurred in the last 3 months.
- A factual cost analysis of the products you intend exporting.

The cost analysis must be based on actual production cost for a period of not less than 3 months. The following is the recommended format for presenting the cost analysis information:-

Recommended format for presenting the cost analysis

	January \$	February \$	March \$
Local Raw Material	XXXXXXXX	XXXXXXXX	XXXXXXXX
Imported Raw Material	XXXXXXXX	XXXXXXXX	XXXXXXXX
Direct Labour	XXXXXXXX	XXXXXXXX	XXXXXXXX
Rent	XXXXXXXX	XXXXXXXX	XXXXXXXX
Electricity	XXXXXXXX	XXXXXXXX	XXXXXXXX
Depreciation	XXXXXXXX	XXXXXXXX	XXXXXXXX
TOTAL	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX

Your attention is drawn to checking the correctness of the cost analysis for the local content as envisaged by the Trade Protocol.

A formula for the local content is:

Cost of any local material + Direct manufacturing Cost

Ex-factory Cost of Finished Product

The onus is upon the manufacturer to prove the attainment of the required minimum local content.

Ensure that the local content is calculated as per the above formula

Commodity brokers, Merchants and Distributors

- A formal application letter to be registered under the agreement.
- A certified copy of the certificate of incorporation.
- A valid tax clearance certificate.
- List of contact persons.
- A list of products intended for export.
- A letter from the manufacturer of products intended for export authorizing the distributor/merchant/broker to export their products.
- Manufacturer's registration letter to export the particular products for which registration is required.