

**Guidelines for filling out
APPLICATION FOR DUTY-FREE CONCESSIONS
ON AGRICULTURAL INPUTS**

Today we want to demonstrate how to fill out the new Duty Free Application Form for Agricultural related products.

We recognize that they are a few areas of this form that will take a bit more time than you usually take but these additions provide us with means of analyzing the services we provide. You as the more knowledgeable person about what is being imported, can provide this information more accurately than any of our staff. We apologize for the inconvenience and look forward to your cooperation.

The forms have two pages. The first page provides information on who is making the application and the second who you ordered the items from along with a categorized list of these items.

Three forms were created to cover the number of items we see on some invoices. The second page of the form carries fields for up to 28 items. If you have more than this you should select the next form with 3 pages and an additional 50 rows for up to 78 items. The next form is a four page document with 128 rows for up to 128 items.

Applications

We have tested the form as presented with Foxit PDF Reader. This is a free download from <https://www.foxit.com/>

- We have discovered that Adobe Acrobat Reader DC is not compatible with the form as presented.
- Microsoft Edge Version 90.0.818.62, Google Chrome version 90.0.4430.212, FireFox Browser Version 88.0.1 will fill the form out correctly but the “Attach Invoice” and “Submit” buttons will not work.

Other PDF software may work but cannot be guaranteed.

For all applications that can fill the forms but not handle the Attaching of invoices and the Submit button, save the documents and attach them to an email and send to pdfforms@agriculture.gov.bb with the requisite name as described later.

Let us go through the form and identify the areas of interest and how to fill them out.

Open the form in your preferred application. We will use Foxit PDF Reader and refer to the browsers where things differ.

The first field is the **Date**. Using Foxit PDF Reader, a drop down calendar is available to select the date. In the browsers (Edge, Chrome and FireFox) this is not available. Enter the date with Year-Month-Day (yyyy-mm-dd) format.

Agribusiness/ Farmer id --- this is a number provided by the Services Unit to all entities who import agricultural related items. Include the one issued to your business here. Use only the number provided.

The following 2 fields though they have no label, are for the business name and the business address.

Authorized person : This digital form will not store a physical signature so we have added a fields for the name of the person authorized by the business to submit this information. The next two fields are used for this name and the post/role of that person.

Total Value of Items: This is a non-interactive field. When the information is entered on the second page the sum of the value of items will appear here.

Invoice Currency: Click on the relevant currency the invoice is prepared in.

The field with the red outline and the two buttons will be explained when you are ready to submit the form.

Page 2

Invoice Number: use the unique invoice identifier (invoice number) on the Invoice. If the Invoice has no unique identifier use the initials of the business and the date on the invoice. Eg Plumbing Supplies with invoice date 2021 May 10 would become PS20210510

Supplier name: Enter as appears on the invoice.

Country Shipped from: This is not critical but useful information.

Next is the list of products imported. We have identified 3 areas to help classify the product and its use and type. Each row represents on item on your invoice.

Items: Items can be listed as appear on the invoice. If the invoice itemizes a long list but effectively constitute one item eg. a greenhouse, This can be listed quite simply as the collective item. Items that function separate from the collective item should be listed by themselves. eg. fans used in the greenhouse are not part of the greenhouse but equipment in it and should be listed separately.

Package: This is the number of packages of the item as shipped. This could be boxes with multiply containers of product. We recognize that this can vary greatly from item to item and from supplier to supplier. Represent this as best you can.

Use: This is the first of three columns used to categorize the item. This is expected to group products into a series of areas that we are interested in tracking. This is a top level view. The seven areas are in Alphabetical order are:

- *Apiculture* – all items intended for bee keeping and processing
- *Aquaculture* – All items related to fish farming and plant production in relation to the fish farming
- *Horticulture* – All items related plant production not associated to fish farming or livestock.
- *Livestock* – All items related to livestock production
- *Pesticide* – all items used to control any pest on plants or animals and their environment. This does not include items administered to animals which are termed as drugs.
- *Renewable energy* – All items related to providing energy for use on the farm other than fossil fuel.
- *Veterinary*: all items used for maintaining the health of farm animals, both equipment and drugs.

Type: This seeks to identify the item based on one of the 10 groupings of product. These products may be specific to the **Use** category identified in previous column. In alphabetical order the Types are:

- *Animals* – This is related to live animals (including embryos) imported to improve the genetic quality of livestock.
- *Chemicals* – any compound used for farming and related activity not identified in other types. This can be associated to any Use category but is most often used for pesticides.
- *Drugs* – compounds administered to livestock to support health of livestock.
- *Equipment* – any device used to assist in the production or handling under any Use category.
- *Feed (concentrate)* – any concentrated feed material for livestock.

- *Fertilizers* – items used to improve the growth of plants including livestock forage.
- *Irrigation* – all related items to collect, store and distribute water to support plant production inclusive of livestock forage.
- *Planting Material* – Seeds and other planting material for horticultural and livestock forage
- *Structural* – materials related to preparing structures for any Use category
- *Supplies* – materials consumed routinely in any use category

Description: This is used to identify what the item is. This list is long and is more likely to not have a category for your product. I will give a few examples of how to use this list

- Where Use type is **Pesticide** the available pesticide categories are:
 - Acaricides – used to control mites
 - Insecticides – used to control a wide range of insect including ants and cockroaches
 - Molluscides – used to control snails and slugs
 - Nematocides - used to control soil nematodes
 - Fungicides - used to control a range of fungi esp on plants
 - Herbicides – Used to control weeds
 - Rodenticides – used to control Rats and mice
- Where Type is Fertilizer the available categories are:
 - Fertilizer – Complete(NPK) A complete fertilizer with macro nutrients Nitrogen (N), Phosphorous (P) and Potassium (K)
 - Fertilizer - Foliar – used to provide one or more nutrients to plant via the leaves.
 - Fertilizer – Micro-nutrients – often also applied to leaves but contains various micro-nutrients to improve plant health.
 - Fertilizer - Nitrogen – Fertilizer with only Nitrogen like Urea or Sulphate of Ammonia.
 - Fertilizer - Nitrogen + Phosphorous – Nitrogen and Phosphorous fertilizer
 - Fertilizer - Nitrogen + Potassium – Nitrogen and Potassium fertilizer
 - Fertilizer – Phosphorous + Potassium – Phosphorous and Potassium fertilizer
 - Fertilizer- Phosphorous – Phosphorous only fertilizer
 - Fertilizer – Potassium – Potassium only fertilizer only

NB Fertilizers are often labeled by their macro nutrients of NPK like 12.12.17 or 24.0.30. These show the Nutrients contained in them. Occasionally a micro-nutrient is appended with a “+” for example 12.12.17+2 where the “+2” is the micro nutrient magnesium.

NB -where animals are listed they refer to the importation of live animals.

Other Description items are associated with specific Use or Type categories. Examine to determine best fit. Please let the Services Unit know where you have difficulty categorizing your items.

Other Columns

No. Containers: This refers to the individual number of items. Eg packages of seeds

Size: This is the size of the item as listed on the package. Leave blank if unit is “each” as described below.

Unit – length, weight, volume units. Where an item use is not based on any of these you show list as “each”. Eg a generator or boots may have weight listed on invoice but should be listed as “each” for our purposes.

Value – the value of the item as listed on the invoice. Enter only the number. These numbers are summed for the total on page one.

Submitting documents

Two items are needed to complete the processing of these documents. The the above form and a copy of the invoice from the supplier. PDF documents has the ability to attach other documents without incorporating as one document. This is available with Foxit but not available with the browser programs.

Documents returned to the Ministry should have unique names to speedup the processing. We strongly suggest that you have a folder for all your form submissions. Both you invoice and PDF forms, as submitted, should be stored here. Should a form be returned as incomplete, you can start from here.

After completing the listing of items, return to page one.

- Check that the total value of items appear in the total field.

Click the red outlined text box at the bottom of page. This will show information about naming the invoice file and the PDF file. This information is generated using the Agribusiness/Farmer ID and the Invoice number of the supplier.

The invoice should be renamed with “INV_” + ID number + “_” + invoice number

When saving the form use the name “DF_” + ID number + “_” + invoice number

These name will appear when you click in the red outlined text field at the bottom of page one. You can copy the name from here or just type the above information to complete the name.

Attaching file using Foxit

When using Foxit or other compatible program, click on “Attach Invoice” button, navigate to invoice file and select it. If you have not renamed it yet right click the file and select *rename*. Paste the name copied or type the name as identified above. Press *enter* to complete the renaming and enter again to complete the attachment.


Submitting the file using Foxit

Click on the “Submit” button. A dialog box appears for you to save a copy of the form. Navigate to where you want to save file. Paste the name copied from the red outlined box or type as outlined above. Press *Enter* to save the file and submit it. This will result in an email being created in you default email program with the form as an attachment and the name of the form in the subject.

Click Send.

Using Browser to fill form or a browser based email

If you are using the browser to fill the form, you will need to save the form to the required folder with correct name.

In Microsoft Edge click this icon .

In FireFox and Chrome press *CTRL + S*

The dialog box for saving appears.

1. Navigate to you submissions folder.
2. Type or paste the DF_ID_Invoice# form of the name in the space for file name and press *Enter*.
3. Copy your invoice from supplier to the submissions folder. Rename it to the INV_ID_Invoice# form of name.
4. Open your email program. Create a new email
5. In the “To” field type “pdfforms@agriculture.gov.bb”
6. Attach the DF_ID_Invoice# file and the INV_ID_Invoice# to the email
7. Place the DF_ID_invoice# in the subject and click “Send”

Your form will be processed and a signed document will be returned to you identifying all the necessary information for Customs inclusive of invoice.