IMPORTERS

Beginner's Guide: For First Time **Commercial Importers**

Rina, who is a forwarder/importer of Company XYZ, wants to import Furniture from Indonesia into Brunei. How can she do that?

STEP 1

Is your company registered to **Registry of Companies and Business Names (ROCBN)**?

Yes

Proceed to Step 2

No

Register your Business Name at One Common Portal or visit Registry of Companies and Business Name Counter @ Level 1, Ministry of Finance and Economy

After registration, Proceed to STEP 2

STEP 2

Have you registered with **Royal Customs and Excise Department (RCED)**?

Yes

Proceed to Step 3

No

Register with (RCED)

After registration, Proceed to STEP 3

STEP 3

Are you familiar with **Free Trade Agreements (FTAs)** and other **Trade Related Information** such as **Certificate of Origin (COO)**, **HS Codes**, **FTA Rates**, **Rules of Origin**, **Non Tariff Measures in Brunei Darussalam**?

Yes

FTA?

COO

Self-Assessment Checklist:

- Exporting Country:_____ , FTAs?
- Are your goods eligible for preferential tariff treatment?

Yes

Visit Certificate of Origin (CO) Office at Level 1 Ministry of Finance and Economy

Submit **Certificate of Origin (CO) issued** by the **exporting country (e.g. Indonesia)** & the supporting documents:

- ✓ Invoice
- ✓ Packing Lists
- ✓ Bill of Lading / Delivery Order

Once the COO is approved by Trade Division, present the COO to RCED to claim for preferential duty

Preferential duty claimed

Completed

No

Follow the normal Import procedure

No

Go to www.bruneitrade.mofe.gov.bn Click on **Trade Information and Document** to further understand details on FTAs and Trade related Information

or

Go to **Contact us** to send your queries or e-mail us at coo.officebrunei@mofe.gov.bn / tf@mofe.gov.bn

or

Certificate of Origin

Level 1, Ministry of Finance and Economy

Monday – Thursday & Saturday
8 AM – 12 PM
2 PM – 3.30 PM