

IMPORT LICENCE

The Banco Central de Chile, Central Bank of Chile, requires an Informe de Importación, import licence, for all imports into the country. This is more a matter of data collection than control. Licences are free and are routinely issued without difficulty. Special licences are required for a few products such as weapons and pharmaceuticals.

The importer obtains a pro-forma invoice from the Canadian supplier or its Chilean agent. The importer submits this invoice to an authorized commercial bank, which processes it through the Banco Central de Chile. This must be done before the goods leave Canada. Licences are usually issued within five days, and the shipment must be made within 120 days. The commercial bank can directly approve imports valued at US \$500 free on board (FOB) or less. If the FOB value is less than US \$3,000, the shipment can be made prior to issuance of the permit. For example, the Comisión Chilena del Cobre (COCHILCO), the Chilean Copper Commission, issues licences for copper imports.

The pro-forma invoice must contain the names of the importer and the exporter as well as a detailed description of the merchandise, including the country of origin. The terms of payment, including the cost of shipping and insurance, and any other items included in the cost, insurance and freight (CIF) price, must also be included.

COMMERCIAL INVOICE

A commercial invoice must accompany every shipment. At least four copies are required. Invoices can be in English or Spanish. The invoice must show the free on board (FOB) or free alongside ship (FAS) value as well as the cost, insurance and freight (CIF) value. Each item must be separately priced, the FOB or FAS values must match those on the import licence, and the licence number must be shown on the invoice. The invoice must also show the country of origin of the goods. This is accepted in lieu of a certificate of origin. If the goods come from more than one country, separate invoices are required.

Copies of all shipping documents should be faxed to the Chilean importer and customs broker before the shipment leaves Canada. The original documents should accompany the goods. The exporter should also advise the importer and/or broker exactly when and how the goods were shipped, including the bill of lading (B/L) number.

PACKING LIST

A packing list is customary when more than one package is shipped, although it is not a formal requirement. It is sufficient for the commercial invoice to convey this information. The list should include the number of packages and a detailed list of merchandise contained in each package. The net, gross and legal weight of each package and of the