

PEP H/16/8

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ZIMBABWE

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DRAFT DIRECTOR'S CIRCULAR MINUTE..... OF 2009

POLICY GUIDELINES ON SUBMISSION OF DUTY FREE CERTIFICATE

1.0 PREAMBLE

A number of schools have submitted applications for duty free certificates during the year. The rate at which schools are submitting these applications is increasing. This is an indication that more schools which previously were not aware of this facility are now informed. This development may naturally lead to possibilities of the facility being abused. It has become necessary that a policy guideline be put in place to ensure that such eventuality is avoided.

2.0 PURPOSE FOR DUTY FREE CERTIFICATE

Duty free certificates are issued to allow free entry of goods, which are meant for educational purposes in schools or for sports development by non-commercial sports associations. Such goods are not supposed to be for sale or commercial use at the final destination. In the case of the Ministry of Education Sport and Culture such goods include, in the main, approved textbooks, science laboratory equipment, sporting equipment, approved sportswear and such other materials approved as educational. In most cases this excludes equipment, materials and food, which are supposed to be approved by other sister Ministries.

3.0 DOCUMENTS REQUIRED FOR THE PERMANENT SECRETARY TO APPROVE A DUTY FREE CERTIFICATE

The following documents are required to accompany a duty free certificate application:

- Invoice
- Bill of lading or airway bill
- Container number if applicable
- List of items and clear description of goods

- Letter from donor (if applicable) indicating that the goods are a donation and name of the recipient of the donation.
- If the goods are donated to the school a letter of acceptance of the donation and the minutes of the SDC approving such acceptance
- Confirmation from quality assurance officers that they indeed had sight of the goods and are satisfied that they are for educational purposes and would benefit student/pupils
- Provincial Education director's letter of recommendation

3.0 APPROVAL BY THE PERMANENT SECRETARY

Once the application is received at head office the duty free certificate forms are prepared by the administration and finance division for submission to the Permanent Secretary with recommendation to approval. The Secretary has the final decision to approve or decline the issuance of a duty free certificate depending on the merits of each application. Under no circumstance can a school submit its application direct to head office.

4.0 CONLUSSION.

All PEDs are expected to communicate these requirements to their district offices to avoid delays in the process