



Ministry of Civil Service and Administrative Reforms

23 May 2006

Ministry of Civil Service and Administrative Reforms
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From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

Duty free Certificates – Motor Cars

The Comptroller of Customs has reported that several cases have been uncovered where Heads of Ministries/Departments have signed application forms for duty-free certificates on behalf of their officers when these officers were in fact **not** eligible to a duty-free vehicle.

2. In view of the above, it has been decided that, henceforth, the procedures as set out below should be followed:-

- (i) Six original forms should be filled in by the applicants providing all relevant particulars which should be endorsed by the respective Head of Ministry/Department/Organisation;
- (ii) The Ministry/Department/Organisation should forward the six copies of application forms in favour of the eligible officers to the Customs Department, attention of the Exemption and Personal Effects Section, 2nd Floor, IKS Building, Trou Fanfaron, Port Louis; and
- (iii) The Customs Department will review/verify and approve/stamp the six copies of the duty-free certificates and retain two copies thereof. The remaining four copies will then be returned to the Head of the Ministry/Department/Organisation concerned.

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