

## Trading across Borders Questionnaire – «Survey\_City», «DB\_tab\_Survey\_Country Name Only»

[www.doingbusiness.org](http://www.doingbusiness.org)

Dear Contributor,

We would like to thank you for your participation in the *Doing Business* project. Your expertise in the area of trading across borders in «Survey\_Economy» is essential to the success of the *Doing Business* report, one of the flagship publications of the World Bank Group that benchmarks business regulations in 190 economies worldwide. The trading across borders indicators, which measure the time and cost to export and import, are among the 11 indicator sets published by the *Doing Business* report.

The report attracts much attention around the world. The latest edition, *Doing Business 2017: Equal Opportunity for All*, introduced improvements in the paying taxes and protecting minority investors indicators, and included a gender component in 3 of 11 *Doing Business* indicator sets. It received over 7,000 media citations within just a week of its publication on October 25, 2016 and the report was downloaded almost 40,000 times within that same period. A record 137 economies implemented a total of 283 reforms. Low and middle income countries carried out more than 75% of these reforms, with Sub-Saharan Africa accounting for 80 of them.

Governments worldwide read the report with interest every year, and your contribution makes it possible for the *Doing Business* project to disseminate the regulatory best practices that continue to inspire their regulatory reform efforts. Since 2010, 112 economies have implemented 166 reforms making it easier to trade across borders, including 32 reforms in 2015/16.

We are honored to be able to count on your expertise for *Doing Business 2018*. Please do the following in completing the questionnaire:

- Review the assumptions of the case study before updating last year's information in the questionnaire.
- Describe in detail any reform that has affected the process for trading across borders since June 1, 2016.
- Be sure to update your name and address if necessary, so that we can mail you a complimentary copy of the report.
- **Kindly return the questionnaire to [dftab@worldbank.org](mailto:dftab@worldbank.org)**

We thank you again for your invaluable contribution to the work of the World Bank Group.

Sincerely,

Trading across Borders team  
Tel: (202) 458-2174  
Fax: (202) 473-5758  
Email: [dftab@worldbank.org](mailto:dftab@worldbank.org)

**Primary Contributor Information:** Please check the box next to information you **do not** want us to **publish**.

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**Additional Contributor(s):** If there are more people whom you would like us to acknowledge, kindly send us an e-mail.

Name	Occupation	Email	Phone	Address
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**Referrals:** Please help us expand our list of contributors by referring us to other experts in the private or public sector (lawyers, notaries, public officials or any expert on this field) who can respond to the questionnaire.

First name	Last name	Position	Firm	Address	Phone	E-mail
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

## 1. Reform Update

Every year the *Doing Business* report records reforms and other changes affecting international trade. To ensure that all the relevant reforms in «**Survey\_Economy**» are captured, please respond to the following questions:

- 1.1 Since June 1, 2016, have there been any changes in government regulation or in practice** that have had an impact on either the **time** and/or **cost** required to **export** and/or **import**? -Click to Select-  
If yes, please describe the changes (reasons, nature, impact) in the following areas: clearance and inspections, port/border handling and document preparation.
- 1.2** Last year, *Doing Business* was informed about the following reform: «**DB\_tab\_Future\_Reform**»  
  
Has this reform been implemented since **June 2, 2016**? -Click to Select-  
If yes, has it affected the time and/or cost of any of the following areas: clearance and inspections, port/border handling and document preparation? Please describe the reform and its impacts:
- 1.3** Are you aware of any governmental initiatives, reforms or changes in the area of international trade that will affect the time and/or cost of exports/imports procedures in the aforementioned areas, **after June 1, 2017**? -Click to Select-  
If yes, please describe them:

For your convenience, last year's answers are included in this questionnaire. Please note that they represent a unified answer based on the response we received from various contributors in «**Survey\_Economy**» from June 2, 2015 to June 1, 2016 (hereafter, 2015/2016). This year we are collecting data for the period of June 2, 2016 to June 1, 2017 (hereafter, 2016/2017). Please update last year's data (keeping in mind the assumptions of the case study).

## 2. Export Case Study

*Doing Business* measures the time and cost (excluding tariffs) associated with three sets of procedures -border compliance, documentary compliance and domestic transport- within the overall process of exporting and importing a shipment of goods.

For this section, please assume that you are exporting a shipment of 15 metric tons of «**DB\_tab\_X\_Product**» (or a similar product that you have experience with) from a warehouse in «**Survey\_City**» to a warehouse in «**DB\_tab\_X\_Partner\_MBC**», «**DB\_tab\_X\_Partner**». Please consider the following assumptions:

<b>Terms of payment and cost</b>	<ul style="list-style-type: none"> <li>The exporting firm hires a freight forwarder and/or customs broker and pays for all costs related to domestic transport, clearance and mandatory inspections by customs and other agencies, port/border handling, document preparation, etc.</li> <li>Payment is done by the most widely used method, i.e. letter of credit.</li> <li>Insurance cost, tariffs, duties and all informal payments for which no receipt is issued are excluded.</li> </ul>
<b>Product and shipment</b>	<ul style="list-style-type: none"> <li>The product is new, not secondhand or used merchandise.</li> <li>The shipment weighs 15 metric tons and consists of a homogenous product, not a mix of products.</li> <li>It does not have to be containerized. The most widely used method of packing is assumed.</li> </ul>
<b>Time</b>	<ul style="list-style-type: none"> <li>Time is measured in hours and 1 day is 24 hours. If a procedure takes 7.5 hours, the data are recorded as is. If a procedure starts at 8:00 a.m., is processed overnight and is completed by 8:00 a.m. the next day, the data are recorded as 24 hours.</li> </ul>

**2.1 Do you have recent experience exporting «DB\_tab\_X\_Product»?** -Click to Select-

If yes, which specific product?

If not, please provide the product for which you have experience exporting to «**DB\_tab\_X\_Partner**»:

**2.2 Do you agree that the most widely used mode of domestic transport and national port/border for a 15 metric ton shipment** are «**DB\_tab\_X\_Mode\_DomTransport**» and «**DB\_tab\_X\_Border\_Desc**»? -Click to Select-

If not, please specify the most widely used mode of domestic transport and national port/border crossing:

## 2.3 PROCEDURES RELATED TO CUSTOMS

### 2.3.a Procedures required by customs authorities

Please fill in the table with the different procedures required by the customs authorities of «DB\_tab\_Survey\_Country Name Only» for exporting the shipment of «DB\_tab\_X\_Product» to «DB\_tab\_X\_Partner». Please, only consider procedures that occur in **more than 20%** of the cases. For time, please include the number of hours required per procedure from the moment the procedure begins until the procedure is fully completed (i.e. this might include the waiting times for inspection, etc.).

	Time (hours)	Cost (USD)	Location	Additional comments
Hire a <b>customs broker</b>			-Click to Select-	
Conduct a <b>pre-shipment inspection</b> (if applicable)			-Click to Select-	
Process the <b>export declaration</b>			-Click to Select-	
Complete <b>documents check by customs</b> (if applicable)			-Click to Select-	
Complete <b>scanning/weighing by customs</b> (if applicable)			-Click to Select-	
Complete <b>physical inspection by customs</b> (if applicable)			-Click to Select-	
Pay <b>customs administrative fees</b> (if applicable)			-Click to Select-	

Please include additional procedures below when necessary.

Procedure	Time (hours)	Cost (USD)	Location	Additional comments
			-Click to Select-	
			-Click to Select-	
			-Click to Select-	

Do any of these procedures happen at the same time? -Click to Select-  
If yes, please explain:

Is it required **by law** to hire a customs broker in order to complete export customs clearance? -Click to Select-  
If not, is it common **practice** to hire a customs broker in order to complete export customs clearance? -Click to Select-

### 2.3.b Total time and cost for procedures required by customs authorities

Keeping in mind that procedures can happen **at the same time**, what is the total time and cost (on average) for completing all procedures related to customs clearance in «DB\_tab\_Survey\_Country Name Only»? Please include the overall time and cost it takes from the time the customs broker is hired until all clearance procedures are completed. Please consider all procedures that happen in **more than 20%** of cases.

	2015/2016	2016/2017	Please explain any change
<b>Time (hours)</b>	«DB_tab_X_Time_Customs»		
<b>Cost (USD)</b>	«DB_tab_X_Cost_Customs»		

## 2.4 PROCEDURES OTHER THAN CUSTOMS

### 2.4.a Procedures required by government agencies other than customs

Please fill in the table with the different procedures required by any government agency (i.e. Ministry of Agriculture, Ministry of Industry, Central Bank, etc.) other than customs in «DB\_tab\_Survey\_Country Name Only». Only consider procedures that occur in **more than 20%** of cases and are required **per shipment** in order to export «DB\_tab\_X\_Product» to «DB\_tab\_X\_Partner».

	Relevant agency	Time (hours)	Cost (USD)	Location	Comments
Issue an <b>export permit</b> (if applicable)				-Click to Select-	
Issue a <b>technical certificate</b>				-Click to Select-	

(if applicable)					
Issue a <b>health/phytosanitary certificate</b> (if applicable)					-Click to Select-
Issue a <b>foreign exchange authorization</b> (if applicable)					-Click to Select-
Issue a <b>certificate of origin</b> (if applicable) for trade with «DB_tab_X_Partner»					-Click to Select-

Please include additional procedures below when necessary.

Procedure	Relevant agency	Time (hours)	Cost (USD)	Location	Comments
				-Click to Select-	
				-Click to Select-	
				-Click to Select-	

Do any of these procedures happen at the same time? -Click to Select-  
If yes, please explain:

## 2.4.b Total time and cost of procedures required by government agencies other than customs

Keeping in mind that procedures can happen **at the same time**, what is the total time and cost (on average) for completing all procedures required by government agencies other than customs of «DB\_tab\_Survey\_Country Name Only» for exporting this product? Please consider all procedures that happen in **more than 20 %** of cases.

	2015/2016	2016/2017	Please explain any change
<b>Time (hours)</b>	«DB_tab_X_Time_Non_Customs»		
<b>Cost (USD)</b>	«DB_tab_X_Cost_Non_Customs»		

## 2.5 PROCEDURES RELATED TO PORT AND BORDER HANDLING

### 2.5.a Procedures at the port/border

Please fill in the table with the different procedures required by **port/border authorities** in «DB\_tab\_Survey\_Country Name Only» for exporting this product to «DB\_tab\_X\_Partner».

	Time (hours)	Cost (USD)	Location	Comments
<b>Time in advance</b> the shipment has to be delivered to the port/border (cut-off time)			-Click to Select-	
<b>Queue</b> with the truck to enter the port/border (if applicable)			-Click to Select-	
Pay border/terminal handling <b>fees</b> (if applicable)			-Click to Select-	
<b>Handle</b> shipment at the port/border (if applicable)			-Click to Select-	
<b>Store</b> shipment in a port/border warehouse (if applicable)			-Click to Select-	
Clear <b>security inspections</b> conducted by port/border authorities (if applicable)			-Click to Select-	
<b>Load</b> the shipment at the port/border (if applicable)			-Click to Select-	

Please include additional procedures below when necessary.

Procedure	Time (hours)	Cost (USD)	Location	Comments
			-Click to Select-	
			-Click to Select-	
			-Click to Select-	

Do any of these procedures happen at the same time? -Click to Select-  
If yes, please explain:

## 2.5.b Total time and cost of procedures at the port/border

Keeping in mind that procedures can happen **at the same time** and taking into account the time the shipment needs to be ready at the port/border in advance (i.e. closing time of the port), what is the total time and cost (on average) that the shipment remains at the port/border crossing in «DB\_tab\_Survey\_Country Name Only»? Please include the time from when the shipment arrives in the queue to enter the port/cross the border to when the shipment leaves the port/border. Do not include any time spent on the other side of the border with neighboring country authorities.

	2015/2016	2016/2017	Please explain any change
<b>Time (hours)</b>	«DB_tab_X_Time_PortorBorder»		
<b>Cost (USD)</b>	«DB_tab_X_Cost_PortorBorder»		

## 2.6 PROCEDURES REQUIRED BY ALL GOVERNMENT AGENCIES: BORDER COMPLIANCE

Keeping in mind that procedures can happen **at the same time**, what is the average total time and cost for completing all clearance, inspections and port/border handling procedures linked to ALL government agencies of «DB\_tab\_Survey\_Country Name Only»? The answer should be the sum of 2.3.b, 2.4.b and 2.5.b, **subtracting the simultaneity** among processes (i.e. if customs clearance happens at the port, the time for border compliance takes this simultaneity into account. If other inspections take place at other locations, the time and cost for these procedures are added to the time and cost for those that take place at the border).

	2015/2016	2016/2017	Please explain any change
<b>Time (hours)</b>	«DB_tab_X_Border_Compliance_Time»		
<b>Cost (USD)</b>	«DB_tab_X_Border_Compliance_Cost»		

Based on your experience and the case study assumptions (and excluding the time for preparing export documents):

What is **the longest time** in practice for completing all procedures required by all government agencies?

What is **the shortest time** in practice for completing all procedures required by all government agencies?

If there is a difference in time, what is the main reason behind it?

## 2.7 PROCEDURES RELATED TO DOCUMENT PREPARATION

### 2.7.a Documents required to export

Please complete the table with details on the documents (physical and electronic) required by any government agency (in the national, transit and destination economy) to export «DB\_tab\_X\_Product» to «DB\_tab\_X\_Partner».

Document name	Form of submission	Relevant agency	Time to obtain & prepare (hours)	Cost (USD)	Additional comments
«DB_tab_2.7.b Documents required to export_DOCUMENT_NAME_counter_1»	-Click to Select-				
«DB_tab_2.7.b Documents required to export_DOCUMENT_NAME_counter_2»	-Click to Select-				
«DB_tab_2.7.b Documents required to export_DOCUMENT_NAME_counter_3»	-Click to Select-				
«DB_tab_2.7.b Documents required to export_DOCUMENT_NAME_counter_4»	-Click to Select-				
«DB_tab_2.7.b Documents required to export_DOCUMENT_NAME_counter_5»	-Click to Select-				
«DB_tab_2.7.b Documents required to export_DOCUMENT_NAME_counter_6»	-Click to Select-				
«DB_tab_2.7.b Documents required to export_DOCUMENT_NAME_counter_7»	-Click to Select-				
«DB_tab_2.7.b Documents required to export_DOCUMENT_NAME_counter_8»	-Click to Select-				
«DB_tab_2.7.b Documents required to export_DOCUMENT_NAME_counter_9»	-Click to Select-				

«DB_tab_2.7.b Documents required to export_DOCUMENT_NAME_counter_10»	-Click to Select-				
«DB_tab_2.7.b Documents required to export_DOCUMENT_NAME_counter_11»	-Click to Select-				
«DB_tab_2.7.b Documents required to export_DOCUMENT_NAME_counter_12»	-Click to Select-				
«DB_tab_2.7.b Documents required to export_DOCUMENT_NAME_counter_13»	-Click to Select-				
«DB_tab_2.7.b Documents required to export_DOCUMENT_NAME_counter_14»	-Click to Select-				

Please add any missing documents, if applicable. Please also include all electronic documents.

Document name	Form of submission	Relevant agency	Time to obtain & prepare (hours)	Cost (USD)	Additional comments
	-Click to Select-				
	-Click to Select-				
	-Click to Select-				

## 2.7.b Total time and cost to obtain and prepare all documents

Keeping in mind that documents can be obtained and prepared **at the same time**, what is the total time and cost (on average) for **obtaining and preparing all documents** required to export «DB\_tab\_X\_Product» to «DB\_tab\_X\_Partner»?

	2015/2016	2016/2017	Please explain any change
<b>Time (hours)</b>	«DB_tab_X_Documentary_Compliance_Time»		
<b>Cost (USD)</b>	«DB_tab_X_Documentary_Compliance_Cost»		

Based on your experience and the case study assumptions:

What is the **longest time** in practice for obtaining and preparing all export documents?

What is the **shortest time** in practice for obtaining and preparing all export documents?

If there is a difference in time, what is the main reason behind it?

## 2.8 DOMESTIC TRANSPORTATION

What is the total time and cost (on average) to transport the case study product from a warehouse in «Survey\_City» to the «DB\_tab\_X\_Border\_Desc» («DB\_tab\_X\_KM» km)? If the most widely used national port/border is different, please explain in the comments. Please include the time and cost associated with loading at the warehouse; traffic delays, tolls and road police checks.

	2015/2016	2016/2017	Please explain any change
<b>Time (hours)</b>	«DB_tab_X_Domestic_Transportation_Time»		
<b>Cost (USD)</b>	«DB_tab_X_Domestic_Transportation_Cost»		

Based on your experience and the case study assumptions:

What is the **longest time** in practice to transport this shipment?

What is the **shortest time** in practice to transport this shipment?

If there is a difference in time, what is the main reason behind it?

## 3. Import Case Study

For this section, please assume that you are importing a shipment of 15 metric tons of **HS 8708: auto parts** (or a similar product that you have experience with) from a warehouse in «DB\_tab\_M\_Partner\_MBC», «DB\_tab\_M\_Partner» to a warehouse in «Survey\_City». Please consider the following assumptions:

<b>Terms of Payment and cost</b>	<ul style="list-style-type: none"> <li>The importing firm hires a freight forwarder and/or customs broker and pays for all costs related to domestic transport, clearance and mandatory inspections by customs and other government agencies, port/border handling, document preparation, etc.</li> <li>Payment is done by the most widely used method, i.e. letter of credit.</li> <li>Insurance cost, tariffs, duties and all informal payments for which no receipt is issued are excluded.</li> </ul>
<b>Product and shipment</b>	<ul style="list-style-type: none"> <li>The product is new, not secondhand or used merchandise.</li> <li>The shipment weighs 15 metric tons and consists of a homogenous product, not a mix of products.</li> <li>The shipment is containerized.</li> </ul>
<b>Time</b>	<ul style="list-style-type: none"> <li>Time is measured in hours and 1 day is 24 hours. If a procedure takes 7.5 hours, the data are recorded as is. If a procedure starts at 8:00 a.m., is processed overnight and is completed by 8:00 a.m. the next day, the data are recorded as 24 hours.</li> </ul>

### 3.1 Do you have recent experience importing HS 8708: auto parts? -Click to Select-

If yes, which specific product?

If not, please provide the product for which you have experience importing from «DB\_tab\_M\_Partner»:

### 3.2 Do you agree that the most widely used domestic mode of transport and national port/border for this 15 metric ton shipment is «DB\_tab\_M\_Mode\_DomTransport» and «DB\_tab\_M\_Border\_Desc»? -Click to Select-

If not, please specify the most widely used mode of domestic transport and national port/border crossing:

## 3.3 PROCEDURES RELATED TO CUSTOMS

### 3.3.a Procedures required by customs authorities

Please fill in the table with the different procedures required by the customs authorities of «DB\_tab\_Survey\_Country Name Only» for importing the shipment of **HS 8708: auto parts** from «DB\_tab\_M\_Partner». Please, only consider procedures that occur in **more than 20%** of the cases. For time, please include the number of hours required per procedure from the moment the procedure begins until it is fully completed (i.e. the waiting times for inspection, etc.).

	Time (hours)	Cost (USD)	Location	Comments
Hire a <b>custom broker</b>			-Click to Select-	
Conduct a <b>pre-shipment inspection required by customs</b> (if applicable)			-Click to Select-	
Process the <b>import declaration</b>			-Click to Select-	
Complete the <b>documents check by customs</b> (if applicable)			-Click to Select-	
Complete the <b>scanning/weighing by customs</b> (if applicable)			-Click to Select-	
Complete <b>physical inspection by customs</b> (if applicable)			-Click to Select-	
Pay <b>customs administrative fees</b> (if applicable)			-Click to Select-	

Please include additional procedures when necessary.

Procedure	Time (hours)	Cost (USD)	Location	Comments
			-Click to Select-	
			-Click to Select-	
			-Click to Select-	

Do any of these procedures happen at the same time? -Click to Select- If yes, please explain:

Is it required **by law** to hire a customs broker in order to complete import customs clearance? -Click to Select-

If not, is it common **practice** to hire a customs broker in order to complete import customs clearance? -Click to Select-

### 3.3.b Total time and cost for procedures required by customs authorities



Keeping in mind that procedures can happen **at the same time**, what is the total time and cost (on average) for completing all procedures related to customs clearance in «DB\_tab\_Survey\_Country Name Only»? Please include the overall time and cost from the time the customs broker is hired until all clearance procedures are completed. Please consider all procedures that happen in **more than 20%** of cases.

	2015/2016	2016/2017	Please explain any change
<b>Time (hours)</b>	«DB_tab_M_Time_Customs»		
<b>Cost (USD)</b>	«DB_tab_M_Cost_Customs»		

### 3.4 PROCEDURES OTHER THAN CUSTOMS

#### 3.4.a Procedures required by government agencies other than customs

Please fill in the table with the different procedures required by any government agencies (i.e. Ministry of Agriculture, Ministry of Industry, Central Bank, etc.) other than customs in «DB\_tab\_Survey\_Country Name Only». Only consider procedures that occur in **more than 20%** of the cases and are required **per shipment** of **HS8708: auto parts** imported from «DB\_tab\_M\_Partner».

	Relevant agency	Time (hours)	Cost (USD)	Location	Comments
Issue an <b>import permit</b> (if applicable)				-Click to Select-	
Issue a <b>technical certificate</b> (if applicable)				-Click to Select-	
Issue a <b>standard certificate</b> (if applicable)				-Click to Select-	
Conduct a <b>pre-shipment inspection</b> (if applicable)				-Click to Select-	
Issue a <b>foreign exchange authorization</b> (if applicable)				-Click to Select-	
Issue a <b>certificate of origin</b> (if applicable) for trade with «DB_tab_M_Partner»				-Click to Select-	

Please include additional procedures when necessary.

Procedure	Relevant agency	Time (hours)	Cost (USD)	Location	Comments
				-Click to Select-	
				-Click to Select-	
				-Click to Select-	

Do any of these procedures happen at the same time? -Click to Select- If yes, please explain:

#### 3.4.b Total time and cost of procedures required by government agencies other than customs

Keeping in mind that procedures can happen **at the same time**, what is the total time and cost (on average) for completing all procedures related to clearance and inspections by government agencies other than customs of «DB\_tab\_Survey\_Country Name Only»? Please consider all procedures that happen in **more than 20%** of cases.

	2015/2016	2016/2017	Please explain any change
<b>Time (hours)</b>	«DB_tab_M_Time_Non_Customs»		
<b>Cost (USD)</b>	«DB_tab_M_Cost_Non_Customs»		

### 3.5 PROCEDURES RELATED TO PORT AND BORDER HANDLING

#### 3.5.a Procedures at the port/border

Please fill in the table with the different procedures required by **port/border authorities** in «DB\_tab\_Survey\_Country Name Only» for importing this product from «DB\_tab\_M\_Partner».

	Time (hours)	Cost (USD)	Location	Comments
Vessel/truck waiting <b>time outside the port/border</b> before entry (if applicable)			-Click to Select-	
Pay border/terminal handling <b>fees</b> (if applicable)			-Click to Select-	
<b>Unload</b> the shipment at the port/border (if applicable)			-Click to Select-	

Handle shipment at the port/border (if applicable)			-Click to Select-	
Store shipment in a port/border warehouse (if applicable)			-Click to Select-	
Clear <b>security inspections</b> conducted by port/border authorities (if applicable)			-Click to Select-	
Queue with the truck to exit the port/border (if applicable)			-Click to Select-	

Please include additional procedures below when necessary.

Procedure	Time (hours)	Cost (USD)	Location	Comments
			-Click to Select-	
			-Click to Select-	
			-Click to Select-	

Do any of these procedures happen at the same time? -Click to Select- If yes, please explain:

### 3.5.b Total time and cost of procedures at the port or border

Keeping in mind that procedures can **happen at the same time**, what is the total time and cost (on average) that the shipment remains at the port/border crossing in «DB\_tab\_Survey\_Country Name Only»? Please include the time from when the shipment arrives in the port/border crossing to when it leaves the port/border crossing, including the time the vessel is waiting to enter the port and/or the time in the queue to exit the port/border crossing. Do not include any time spent on the other side of the border with neighboring economy authorities.

	2015/2016	2016/2017	Please explain any change
Time (hours)	«DB_tab_M_Time_PortorBorder»		
Cost (USD)	«DB_tab_M_Cost_PortorBorder»		

### 3.6 PROCEDURES REQUIRED BY ALL GOVERNMENT AGENCIES: BORDER COMPLIANCE

Keeping in mind that procedures can happen **at the same time**, what is the total time and cost (on average) for completing all clearance, inspection and port/border handling procedures linked to ALL government agencies of «DB\_tab\_Survey\_Country Name Only»? The answer should be the sum of **3.3.b, 3.4.b and 3.5.b, subtracting the simultaneity** among processes (i.e. if customs clearance happens at the port, the time for border compliance takes the simultaneity into account. If other inspections take place at other locations, the time and cost for these procedures are added to the time and cost for those that take place at the border).

	2015/2016	2016/2017	Please explain any change
Time (hours)	«DB_tab_M_Border_Compliance_Time»		
Cost (USD)	«DB_tab_M_Border_Compliance_Cost»		

Based on your experience and the case study assumptions (and excluding the time for preparing import documents):

What is **the longest time** in practice for completing all procedures required by all government agencies?

What is **the shortest time** in practice for completing all procedures required by all government agencies?

If there is a difference in time, what is the main reason behind it?

### 3.7 PROCEDURES RELATED TO DOCUMENT PREPARATION

#### 3.7.a Documents required to import

Please complete the table with the documents (physical and electronic) required by any government agency (in the national, transit, and destination economy) to import this product from «DB\_tab\_M\_Partner».

Document name	Form of submission	Relevant agency	Time to obtain & prepare (hours)	Cost (USD)	Additional comments
«DB_tab_3.7.b Documents required to import_DocumentName_counter_1»	-Click to Select-				
«DB_tab_3.7.b Documents required to import_DocumentName_counter_2»	-Click to Select-				
«DB_tab_3.7.b Documents required to import_DocumentName_counter_3»	-Click to Select-				
«DB_tab_3.7.b Documents required to	-Click to Select-				

import_DocumentName_counter_4»					
«DB_tab_3.7.b Documents required to import_DocumentName_counter_5»	-Click to Select-				
«DB_tab_3.7.b Documents required to import_DocumentName_counter_6»	-Click to Select-				
«DB_tab_3.7.b Documents required to import_DocumentName_counter_7»	-Click to Select-				
«DB_tab_3.7.b Documents required to import_DocumentName_counter_8»	-Click to Select-				
«DB_tab_3.7.b Documents required to import_DocumentName_counter_9»	-Click to Select-				
«DB_tab_3.7.b Documents required to import_DocumentName_counter_10»	-Click to Select-				
«DB_tab_3.7.b Documents required to import_DocumentName_counter_11»	-Click to Select-				
«DB_tab_3.7.b Documents required to import_DocumentName_counter_12»	-Click to Select-				
«DB_tab_3.7.b Documents required to import_DocumentName_counter_13»	-Click to Select-				
«DB_tab_3.7.b Documents required to import_DocumentName_counter_14»	-Click to Select-				
«DB_tab_3.7.b Documents required to import_DocumentName_counter_15»	-Click to Select-				

Please add any missing documents, if applicable. Please also include all electronic documents.

Document name	Form of submission	Relevant agency	Time to obtain & prepare (hours)	Cost (USD)	Additional comments
	-Click to Select-				
	-Click to Select-				
	-Click to Select-				

### 3.7.b Total time and cost to obtain and prepare all documents

Keeping in mind that documents can be obtained and prepared **at the same time**, what is the total time and cost (on average) for **obtaining and preparing all documents** throughout the entire importing process?

	2015/2016	2016/2017	Please explain any change
<b>Time (hours)</b>	«DB_tab_M_Documentary_Compliance_Time»		
<b>Cost (USD)</b>	«DB_tab_M_Documentary_Compliance_Cost»		

Based on your experience and the same case study assumptions:

What is **the longest time** in practice for obtaining and preparing all import documents?

What is **the shortest time** in practice for obtaining and preparing all import documents?

If there is a difference in time, what is the main reason behind it?

### 3.8 DOMESTIC TRANSPORTATION

What is the **total time and cost (on average) to transport** the case study product from «DB\_tab\_M\_Border\_Desc» to a warehouse in «Survey\_City» («DB\_tab\_M\_KM» km)? If the most widely used national port/border is different, please explain in the comments. Please include the time and cost associated with unloading at the warehouse; traffic delays, tolls and road police checks.

	2015/2016	2016/2017	Please explain any change
<b>Time (hours)</b>	«DB_tab_M_Domestic_Transportation_Time»		
<b>Cost (USD)</b>	«DB_tab_M_Domestic_Transportation_Cost»		

Based on your experience and the case study assumptions:

What is **the longest time** in practice to transport this shipment?

What is **the shortest time** in practice to transport this shipment?

If there is a difference in time, what is the main reason behind it?

## 4. Research on Good Practices

**4.1** A physical **one-stop shop** is a **physical location** which allows traders to submit all relevant documentation at once in one place. Please select the status of the one-stop shop in the economy.

Status	Valid for:	Name of the one-stop shop	Agencies involved
-Click to Select-	-Click to Select-		

**4.2** An **Electronic Data Interchange (EDI)** is a system which allows for the transfer of data **electronically** between entities (i.e. customs and traders, or customs and port authorities). An economy may have different EDI systems for different interactions. Please select the status of the EDI system in the economy.

Status	Valid for:	Name of the EDI system	Agencies involved
-Click to Select-	-Click to Select-		

**4.3** A **Single Window (SW)** is a system which integrates **electronically all relevant entities** involved in foreign trade. An economy can only have one national SW. Please select the SW status in the economy.

	Status	Valid for:	Name of the SW	Agencies involved
<b>National</b> single window	-Click to Select-	-Click to Select-		
<b>Regional</b> single window	-Click to Select-	-Click to Select-		

**4.4** For economies where any component of the one-stop shop, EDI system or SW is in progress/completed, which of the following **actors** are integrated? Please select all that apply:

	One-stop shop	EDI	Single Window
Exporters	-Click to Select-	-Click to Select-	-Click to Select-
Importers	-Click to Select-	-Click to Select-	-Click to Select-
Freight forwarders/ customs brokers	-Click to Select-	-Click to Select-	-Click to Select-
Carriers (shipping/rail lines, trucking)	-Click to Select-	-Click to Select-	-Click to Select-
National customs	-Click to Select-	-Click to Select-	-Click to Select-
National ports	-Click to Select-	-Click to Select-	-Click to Select-
National land borders	-Click to Select-	-Click to Select-	-Click to Select-
Ministry of Agriculture/Livestock	-Click to Select-	-Click to Select-	-Click to Select-
Ministry of Industry	-Click to Select-	-Click to Select-	-Click to Select-
Ministry of Trade/Economy	-Click to Select-	-Click to Select-	-Click to Select-
Central Bank	-Click to Select-	-Click to Select-	-Click to Select-
Standardization agencies	-Click to Select-	-Click to Select-	-Click to Select-
Chamber of commerce	-Click to Select-	-Click to Select-	-Click to Select-
Sector/industry associations	-Click to Select-	-Click to Select-	-Click to Select-

Please, include any other private or public actor integrated:

**4.5** In case the **Single Window** is in progress/completed, which **procedures** can be completed through it? For time, please include the number of hours from the moment the procedure starts (i.e. request a certificate) until it is fully completed (i.e. a certificate is issued after inspection). Under "Completion stage", consider as "partially completed online" when a physical interaction (i.e. a physical inspection) is also required to complete the procedure.

	Completion stage	Time (hours)	Cost (USD)	Details
Lodge the customs declaration	-Click to Select-			
Obtain full customs clearance	-Click to Select-			
Obtain a phytosanitary/health certificate	-Click to Select-			
Obtain a technical standards certificate	-Click to Select-			
Obtain a certificate of origin	-Click to Select-			
Obtain a foreign exchange authorization	-Click to Select-			
Obtain and export/import permit	-Click to Select-			
Obtain a bill of lading/transport document	-Click to Select-			
Inform the shipment is ready for delivery/pickup	-Click to Select-			

**Thank you very much for completing the Trading across Borders questionnaire!**

We sincerely appreciate your contribution to the *Doing Business* project. The results will be published in the *Doing Business 2018* report and on our website: <http://www.doingbusiness.org>.