

Trading across Borders Questionnaire – «Survey_City», «DB_tab_Survey_Country Name Only»

www.doingbusiness.org

Dear «FirstName» «LastName»,

We would like to thank you for your participation in the *Doing Business* project. Your expertise in the field of trading across borders in «Survey_Economy_FullName» 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, is one of the 11 indicator sets published by the *Doing Business* report.

The report attracts much attention around the world. The latest edition, *Doing Business 2018: Reforming to Create Jobs*, was the 15th in a series of annual reports measuring the regulations that enhance business activity and those that constrain it. It received over 10,000 media citations within just a week of its publication on October 31, 2017. Within that same period the *Doing Business* website was viewed over a million times and the report was downloaded over 15,000 times. One hundred and nineteen economies implemented a total of 264 reforms easing the process of doing business. Europe and Central Asia continues to be the region with the highest share of economies reforming – i.e. 79%, followed by South Asia and Sub-Saharan Africa.

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. In 2016/17, 33 economies reformed in the area of trade captured by the Trading across Borders indicator.

We are honored to be able to count on your expertise for *Doing Business 2019*. 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, 2017.
- 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**

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

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

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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, 2017, 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, 2017**? -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 May 1, 2018**? -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, 2016 to June 1, 2017 (hereafter, 2016/2017). This year we are collecting data for the period of June 2, 2017 to May 1, 2018 (hereafter, 2017/2018). 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:

Terms of payment and cost	<ul style="list-style-type: none"> 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. Payment is done by the most widely used method, i.e. letter of credit. Insurance cost, tariffs, duties and all informal payments for which no receipt is issued are excluded.
Product and shipment	<ul style="list-style-type: none"> The product is new, not secondhand or used merchandise. The shipment weighs 15 metric tons and consists of a homogenous product, not a mix of products. It does not have to be containerized. The most widely used method of packing is assumed.
Time	<ul style="list-style-type: none"> 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.

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 conducted by customs authorities

Please fill in the table with procedures conducted by customs authorities of «DB_tab_Survey_Country Name Only» for exporting a shipment of «DB_tab_X_Product» to «DB_tab_X_Partner» that occur in **more than 20%** of the cases. For time, please include the average number of hours required from the moment the procedure begins until the procedure is fully completed (i.e. this might include the waiting times for inspection).

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

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 yes, please provide the law:

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 conducted by customs authorities

Keeping in mind procedures can happen **at the same time**, what is the total average time and cost 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 for exporting the case study product.

	2016/2017	2017/2018	Please explain any change
Time (hours)	«DB_tab_X_Time_Customs»		
Cost (USD)	«DB_tab_X_Cost_Customs»		

2.4 PROCEDURES OTHER THAN CUSTOMS

2.4.a Procedures conducted by agencies other than customs

Please fill in the table with inspections conducted by any agency (i.e. Ministry of Agriculture, Ministry of Industry) 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».

	Inspecting agency	Time (hours)	Cost (USD)	Location	Comments
Conduct a technical inspection (if applicable)				-Click to Select-	
Conduct a health/phytosanitary inspection (if applicable)				-Click to Select-	
Conduct a pre-shipment inspection (if applicable)				-Click to Select-	
Conduct a security inspection (if applicable)				-Click to Select-	

Please include additional procedures below when necessary.

Procedure	Inspecting agency	Time (hours)	Cost (USD)	Location	Comments
				-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 conducted by agencies other than customs

Keeping in mind that procedures can happen **at the same time**, what is the average total time and cost for completing all procedures conducted by agencies other than customs of «DB_tab_Survey_Country Name Only» for exporting this product? 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».

	2016/2017	2017/2018	Please explain any change
Time (hours)	«DB_tab_X_Time_Non_Customs»		
Cost (USD)	«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 procedures required by **port/border authorities** in «DB_tab_X_Border_Desc» for exporting the case study product to «DB_tab_X_Partner».

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

Please include additional procedures below when necessary.

Procedure	Time (hours)	Cost (USD)	Comments

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 average time and cost that the shipment remains at «DB_tab_X_Border_Desc»? Please include the time from when the shipment arrives in the queue to enter the port/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.

	2016/2017	2017/2018	Please explain any change
Time (hours)	«DB_tab_X_Time_PortorBorder»		
Cost (USD)	«DB_tab_X_Cost_PortorBorder»		

2.6 TOTAL TIME AND COST OF ALL PROCEDURES REQUIRED BY CUSTOMS, NON-CUSTOMS AND PORT/BORDER AGENCIES: BORDER COMPLIANCE

Keeping in mind that procedures can happen **at the same time**, what is the total average time and cost for completing all clearance, inspections and port/border handling procedures linked to ALL 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).

	2016/2017	2017/2018	Please explain any change
Time (hours)	«DB_tab_X_Border_Compliance_Time»		
Cost (USD)	«DB_tab_X_Border_Compliance_Cost»		

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 agency (in the national, transit and destination economy) to export «DB_tab_X_Product» to «DB_tab_X_Partner». Please only include documents required per shipment or more than once a year.

Document name	Form of submission	Issuing 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-			
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Please add any missing documents, if applicable. Please also include all electronic documents.

Document name	Form of submission	Issuing 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 average time and cost for **obtaining and preparing all documents** required to export «DB_tab_X_Product» to «DB_tab_X Partner»? Please only include documents required per shipment or more than once a year. Do not include the time and cost associated with physical inspections from section 2.4.

	2016/2017	2017/2018	Please explain any change
Time (hours)	«DB_tab_X_Documentary_Compliance_Time»		
Cost (USD)	«DB_tab_X_Documentary_Compliance_Cost»		

2.8 DOMESTIC TRANSPORTATION

What is the total average time and cost 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.

	2016/2017	2017/2018	Please explain any change
Time (hours)	«DB_tab_X_Domestic_Transportation_Time»		
Cost (USD)	«DB_tab_X_Domestic_Transportation_Cost»		

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:

Terms of payment and cost	<ul style="list-style-type: none"> 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 agencies, port/border handling, document preparation, etc. Payment is done by the most widely used method, i.e. letter of credit. Insurance cost, tariffs, duties and all informal payments for which no receipt is issued are excluded.
Product and shipment	<ul style="list-style-type: none"> The product is new, not secondhand or used merchandise. The shipment weighs 15 metric tons and consists of a homogenous product, not a mix of products. The shipment is containerized.
Time	<ul style="list-style-type: none"> 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.

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 conducted by customs authorities

Please fill in the table with the different procedures conducted by customs authorities of «DB_tab_Survey_Country Name Only» for importing a shipment of **HS 8708: auto parts** from «DB_tab_M_Partner» that occur in **more than 20%** of the cases. For time, please include the average number of hours required from the moment the procedure begins until it is fully completed (i.e. this might include the waiting times for inspection).

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

Please include additional procedures when necessary.

Procedure	Time (hours)	Cost (USD)	Location	Comments
			-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 yes, please provide the law:

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 conducted by customs authorities

Keeping in mind that procedures can happen **at the same time**, what is the total average time and cost 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 for importing the case study product.

	2016/2017	2017/2018	Please explain any change
Time (hours)	«DB_tab_M_Time_Customs»		
Cost (USD)	«DB_tab_M_Cost_Customs»		

3.4 PROCEDURES OTHER THAN CUSTOMS

3.4.a Procedures conducted by agencies other than customs

Please fill in the table with inspections conducted by any agencies (i.e. Ministry of Agriculture, Ministry of Industry, 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».

	Inspecting agency	Time (hours)	Cost (USD)	Location	Comments
Conduct a technical inspection (if applicable)				-Click to Select-	
Conduct a pre-shipment inspection (if applicable)				-Click to Select-	
Conduct a security inspection (if applicable)				-Click to Select-	

Please include additional procedures when necessary.

Procedure	Inspecting agency	Time (hours)	Cost (USD)	Location	Comments
				-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 conducted by agencies other than customs

Keeping in mind that procedures can happen **at the same time**, what is the total average time and cost for completing all procedures related to clearance and inspection by agencies other than customs of «DB_tab_Survey_Country Name Only»? Please consider all procedures that happen in **more than 20%** of cases and are required **per shipment** of **HS8708: auto parts** imported from «DB_tab_M_Partner».

	2016/2017	2017/2018	Please explain any change
Time (hours)	«DB_tab_M_Time_Non_Customs»		
Cost (USD)	«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 procedures required by **port/border authorities** in «DB_tab_M_Border_Desc» for importing auto parts from «DB_tab_M_Partner».

	Time (hours)	Cost (USD)	Comments
Vessel/truck waiting time outside the port/border before entry (if applicable)			
Pay border/terminal handling fees (if applicable)			
Unload the shipment at the port/border (if applicable)			
Handle shipment at the port/border (if applicable)			
Store shipment in a port/border warehouse (if applicable)			
Clear security inspections conducted by port/border authorities (if applicable)			
Queue with the truck to exit the port/border (if applicable)			

Please include additional procedures below when necessary.

Procedure	Time (hours)	Cost (USD)	Comments

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 average time and cost that the shipment remains at «DB_tab_M_Border_Desc»? 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.

	2016/2017	2017/2018	Please explain any change
Time (hours)	«DB_tab_M_Time_PortorBorder»		
Cost (USD)	«DB_tab_M_Cost_PortorBorder»		

3.6 TOTAL TIME AND COST OF ALL PROCEDURES REQUIRED BY CUSTOMS, NON-CUSTOMS AND PORT/BORDER AGENCIES: BORDER COMPLIANCE

Keeping in mind that procedures can happen **at the same time**, what is the total average time and cost for completing all clearance, inspection and port/border handling procedures linked to ALL 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)

	2016/2017	2017/2018	Please explain any change
Time (hours)	«DB_tab_M_Border_Compliance_Time»		
Cost (USD)	«DB_tab_M_Border_Compliance_Cost»		

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 agency (in the national, transit, and destination economy) to import auto parts from «DB_tab_M_Partner». Please only include documents required per shipment or more than once a year.

Document name	Form of submission	Issuing 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 import_DocumentName_counter_4»	-Click to Select-				
«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	Issuing 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 average time and cost for **obtaining and preparing all documents** throughout the entire importing process? Please only include documents required per shipment or more than once a year. Do not include the time and cost associated with physical inspections from section 3.4.

	2016/2017	2017/2018	Please explain any change
Time (hours)	«DB_tab_M_Documentary_Compliance_Time»		
Cost (USD)	«DB_tab_M_Documentary_Compliance_Cost»		

3.8 DOMESTIC TRANSPORTATION

What is the **total average time and cost 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.

	2016/2017	2017/2018	Please explain any change
Time (hours)	«DB_tab_M_Domestic_Transportation_Time»		
Cost (USD)	«DB_tab_M_Domestic_Transportation_Cost»		

4. Research on Good Practices

4.1 Education and Trade

4.1.1 Customs brokers

4.1.1.a What are the **required qualifications** to operate as a customs broker? Select all that apply:

- University degree
- Pass an official exam
- Obtain a license
- None
- Other, please specify:

4.1.1.b How often do customs brokers participate in **trainings organized by Customs?**

- There are regular trainings (at least once a year)
- There are trainings when new processes/systems are launched
- There is only one training for first-time brokers
- There are no such trainings
- Other, please specify:

4.1.1.c When **changes** to trade practice/regulations are introduced (i.e. new fees/platforms/processes), how are they conveyed to trade professionals? Select all that apply:

- Pilot test
- Dissemination campaign (e.g. social media, billboards)
- Training/workshop
- Through public broadcast (e.g. TV, radio)
- Through agencies' websites
- They are not communicated
- Other, please specify:

4.1.2 Customs officials

4.1.2.a What are the **required qualifications** of customs officials conducting customs clearance? Select all that apply:

- University degree
- Pass an official exam
- Obtain a license
- None
- Other, please specify

4.1.2.b How often do customs clearance officials participate in **trainings organized by Customs?**

- There are regular trainings (at least once a year)
- There are trainings when new processes/systems are launched
- There is only one training for first-time clearance officials
- There are no such trainings
- Other, please specify:

4.1.2.c When changes to **trade** practice/regulations are introduced (i.e. new fees/platforms/processes), how are they conveyed to civil servants? Select all that apply:

- Pilot test
- Dissemination campaign (e.g. social media, billboards)
- Training/workshop
- Through public broadcast (e.g. TV, radio)
- Through agencies' websites
- They are not communicated
- Other, please specify:

4.1.2.d Are **public funds** allocated to trainings for trade professionals and civil servants? -Click to Select-

4.2 Electronic Systems

4.2.1 Electronic Data Interchange (EDI) is a system that allows the transfer of data **electronically** between entities (i.e. customs & traders; customs & border). Economies may have several EDIs for different interactions.

	2016/2017	2017/2018	Comments/ explain changes
Status	«DB_tab_EDI_Operational»		
Valid for:	«DB_tab_EDI_Valid_For»		
Name	«DB_tab_EDI_Name»		

Actors fully integrated	«DB_tab_EDI_Fully Integrated_Actors»		
Actors partially integrated	«DB_tab_EDI_In progress_Integrated_Actors»		

4.2.2 Single Window (SW) is a system which integrates electronically all relevant entities involved in foreign trade. An economy can only have one national SW.

	2016/2017	2017/2018	Comments/ explain changes
Status	«DB_tab_SW_Operational»		
Valid for:	«DB_tab_SW_Valid_For»		
Name	«DB_tab_SW_Name»		
Actors fully integrated	«DB_tab_SW_Fully Integrated_Actors»		
Actors partially integrated	«DB_tab_SW_In progress_Integrated_Actors»		

If a SW is in progress/completed, which **procedures** can be completed through it? Consider as "partially completed online" when a physical interaction (i.e. a physical inspection) is required to complete the procedure.

	2016/2017	2017/2018	Comments/ explain changes
Lodge the customs declaration	«DB_tab_Declaration_SW_Completion»		
Obtain full customs clearance	«DB_tab_Customs_Clearance_SW_Completion»		
Obtain a phytosanitary/health certificate	«DB_tab_Phytosanitary_Health_SW_Completion»		
Obtain a technical standards certificate	«DB_tab_Technical_Standards_SW_Completion»		
Obtain an export/import permit	«DB_tab_Permit_SW_Completion»		

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 2019* report and on our website: <http://www.doingbusiness.org>.