

# World Medical Relief International Program Procedures

Updated February 2, 2018

Please download Application Form A (containers) from [www.worldmedicalrelief.org](http://www.worldmedicalrelief.org) or request an application by calling (313) 866-5333, faxing (313) 866-5588, emailing [info@worldmedicalrelief.org](mailto:info@worldmedicalrelief.org), or writing to 21725 Melrose Avenue, Southfield, MI 48075.

## **A. Application Procedures:**

- You need to submit a complete application, including all requested documents, to World Medical Relief (WMR) for review and approval/denial. Once the completed application is received, staff will review it. You will be notified of the approval or denial. The Director of International Programs will arrange with your contact person the details and date of shipment. Applications are valid for two years. After that time, applications must be resubmitted.
- If you request medical resources for more than one hospital, clinic, or medical facility, you must attach a separate page for each facility. The attachments must contain all requested identifying information. Any unanswered questions or lack of documentation may result in the return of the application or denial of the request. When necessary, you may add pages to complete an answer, making reference to the question number.
- All applications must be submitted in English. We do not provide translation services.
- You must submit a signed letter identifying your authorized contact person who is responsible for working with our personnel, including making arrangements for the shipment.

## **1. The Following Documentation Is Required In Order For Your Application To Be Processed:**

- A. Copy of the Certificate of Registration or proof as a recognized health facility or a state on a separate paper if this is not a requirement of the country.
- B. Customs Duty Exemption.
- C. Copy of license/diploma of the physician in charge of the Institution.

## **2. Identifying Your List of Medical Resource Needs:**

- You need to provide a detailed list of your recipient organization's medical resource needs on your organization's letterhead. Please do not re-submit WMR's basic list of available items. Use WMR's list as a starting point in your planning process.
- World Medical Relief may not be able to supply all the items you request. We reserve the right to delete, substitute or add items. Please be as specific as possible when listing medical equipment.

## **3. Handling Fees:**

- If your application is approved, you must pay handling fees no less than one week in advance. The container will be scheduled for release from World Medical Relief's loading dock when all fees have been paid.

- You or your authorized representative must pay for all shipping fees directly to the shipping company. WMR will not be involved in that transaction.
- We may assess you a storage charge of \$250 per week if we are required to hold the container until an inspector approves the shipment (for government clearance purposes if necessary).
- You may be assessed a \$100 packing fee if we have to repack the pallet/gaylord boxes.

**4. Shipping Arrangements:**

- Once your container is approved, your United States/Canadian contact person is required to make shipping arrangements with World Medical Relief’s designated freight forwarder.

**5. Payment of costs:**

- You must obtain a letter from the individual or organization acknowledging responsibility for shipping costs and World Medical Relief’s service fees. It must be attached to the application.
- You must remit all service fees for medical resources to WMR.
- You must pay shipping charges directly to the designated freighter company prior to shipping date.

**B. Obligations of Recipient Organization:**

- You must confirm the donation’s inventory by signing the donation-acknowledgement form which is included in the shipping documents. This form is to be returned to WMR within one month. Failure to comply may lead to denial of assistance in the near future.
- You must share with WMR any photographs or press releases which might promote future program activities. In addition, we may require pictures of the facilities during operating hours.
- You must inform World Medical Relief of the shipment’s condition upon arrival at its destination (i.e. any damage or missing items within one month of receipt).
- You must receive representatives of WMR, if any, who will verify the condition and/or use of the donated equipment and supplies.
- You must recognize that the items requested are for charity use only and are not to be sold or bartered.

**I have reviewed a copy of World Medical Relief’s International Program Procedures. I understand the conditions therein and agree that to do business with World Medical Relief; I must act in compliance with these Procedures.**

**Print Name:** \_\_\_\_\_  
**Signature :** \_\_\_\_\_

**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_