

TABLE 1

GENERAL INFORMATION ABOUT THE CUSTOMS CLEARANCE PROCESS

1. CLASSIFICATION

The first procedure practiced by a Broker's Bench is the tariff classification of the goods declared in the final invoice, Budget, Customs Value Declaration or Proforma Invoice.

Tariff Classification consists of the classification of the goods in the corresponding tariff code, in accordance with the General Rules for the Interpretation of the Harmonized Commodity Description and Coding System (HS Code). It is this tariff code that will allow you to know the rates of duties and other corresponding customs charges, defined in the Customs Tariff in force.

The Classification must be rigorous, as framing in a wrong position is considered a tax transgression and, therefore, subject to a fine. In order to be able to carry out a correct coding, we need the invoices to be clear, that is, that the products are clearly declared and/or that all the necessary additional information is sent, such as the type of material, for example. If necessary, our Classification Department will contact the Importer/Exporter in order to clarify any doubts.

We warn you that both the Ministry of Commerce and the Customs Delegations may request the translation of the invoice(s) into Portuguese.

The Customs Tariff can be consulted at:

www.alfandegas.gv.ao

2. LICENSING

In order for a good to be imported or exported, the proforma or final invoice or declaration of customs value must be licensed by the Ministry of Commerce.

The Entity that intends to import and/or export must be registered with the Ministry of Commerce as an Importer/Exporter and the invoice can only be submitted for Licensing, by the Broker, after the registration is completed. This registration has a fee of 500,000 Kzs (for companies), valid for five (5) years, and each Licensing has a cost of 3,000 Kzs (amounts charged by Ministry of Commerce "MinCO"). For Individuals, registration is not required, they will only have the cost of each Licensing.

- a. SIMINCO Importer/Export Registration;
- b. Customer sends the invoice to the Customs Broker for licensing;
- c. The Customs Broker proceeds with the classification of the invoice;
- d. The Customs Broker Board prepares the licensing in its own program;
- e. The Customs Broker submits the invoice for licensing by the PICE – MinCo System for this purpose (if it has specific authorizations, they must be submitted together with the invoice);
- f. Once the licensing is issued, it will be emailed to the Customer. Depending on the form of payment to the supplier, this Licensing will serve to:
 - i. make the payment to the supplier (in case of advance or advance payment);
 - ii. initiate the process with the bank (in case of a letter of credit);
 - iii. ship the goods (in case of documentary shipment).

NOTES:

- i) Documentation required for registration with MinCo: Commercial License; Commercial Certificate; copy of the ID of the person in charge of the company;
- ii) Invoices must include the weight and the customer must inform the supplier of the form of payment;
- iii) It will only be possible to import items that are included in the Subclasses registered by the Importer;
- iv) Licensing must be carried out before the shipment of the goods, as determined by the Law in force;
- v) There are restricted import/export goods, which means that they need authorization from the Ministries in charge;
- vi) The License may not vary, by 5% of the value, weight or quantity designated in the respective license, in relation to the final shipment of the goods. The tariff codes of the licensing must correspond exactly to those of the Dispatch of the goods.

3. ACCOUNTING

After the goods are shipped, the Customer (or its supplier) must send the Pre-Alert, that is, a copy of all the shipment documentation.

With the copy of the documentation, through our own software, we will account for the clearance, that is, prepare a pre-clearance and calculate all the estimated costs of the process (Customs Fees, Port/Airport Terminals, Transport, Miscellaneous Services, Customs Broker Fee, etc.).

With this accounting, a Request for Funds (RDF) will be issued, which will be sent to the Client, and which consists of an estimate of all the costs of the process, so that it can make the payment on time.

As soon as the documentation is complete, with the transport document duly validated (see point 4), the accounting is completed by preparing the Customs Declaration that will be submitted to the AGT.

4. VALIDATION OF THE TRANSPORT DOCUMENT

4.1. Legalization of the BL (BILL OF LADING)

The BL (Bill of Lading) is the transport document for goods sent by sea. BL's are only considered valid for dispatch after they have been legalized, with a Good for Dispatch Stamp or duly unblocked at Asycuda, by the respective Shipping Agency.

If the containers are lined up, the companies must be responsible for them, through a Term of Responsibility requested by the Agencies, a draft of which can be delivered by our Services, and through the payment of a Deposit, which will be returned by the Agency to the Client, upon receipt of the refund request.

4.2. Validation of the Air Waybill

The Air Waybill (AWB) is the transport document for goods shipped by air.

For the validation of the Air Waybills, it is essential that the Supplier sends us the Pre-Alert of the shipment, so that our Services can collect the originals from the Airline and validate them. Only after this step can the air process be submitted to Customs.

It is necessary for the Importer to give us a Declaration authorizing the collection of the original Air Waybills.

5. CUSTOMS

Once the documentation is complete, with all the mandatory documents according to the type of goods and customs regime, the Customs Declaration (DU) is submitted electronically to the AGT, along with all the mandatory documents.

The assignment of the DU number is immediate after submission, as well as the issuance of the NOTICE OF PAYMENT (NL), except in situations of AGT system failures.

After payment of the NL, the process can be forwarded to one of the four (4) AGT channels mentioned below:

- Green Channel – Customs Declaration released, with the possibility of intervention by the tax technician;

- Blue Channel – Customs Declaration released, but selected for post-import verification;
- Yellow Channel – Customs Declaration selected for documentary verification;
- Red Channel – Customs Declaration selected for physical verification.

The following procedures will depend on the channel the process is in.

When the CUSTOMS CLEARANCE NOTE (ND) is issued by Customs, it means that we have authorization to remove the cargo.

6. PORT AND TERMINALS

After the issuance of the CUSTOMS CLEARANCE NOTE (ND), by Customs, it is the withdrawal of the cargo from the entities responsible for storage at the temporary storage locations:

- If it is air shipment, it will be with the Entity that manages the airport's warehouses (for example, at 4 de Fevereiro Airport, the responsible entity is SGA);
- If it is a sea shipment, it will be with the Port and Terminal responsible for receiving the cargo.

For example, a maritime cargo received in Luanda, the process will be processed at the Customs Delegation of the Port of Luanda and, as soon as the Customs Clearance Note is issued, the shipment data is forwarded to the Port System (JUP), so that the respective invoice can be requested and payment can be made (it can only be done by the Broker). Upon receipt of the invoice from the Port, the Broker or Freight Forwarder requests the Pro-forma Invoice from the Terminal, where the ship docked and proceeds with the respective payment. Then, the Terminal issues the final invoice and InterChange that will allow the cargo to be picked up.

7. DIFFICULTIES

- Failure to comply with deadlines by the entities involved in the customs clearance process;
- "System" failure by the various entities;
- Blocking of Containers, in the Terminals and the division of Lots, in which some remain in the unloading terminal and others are transferred to the 2nd Line Terminal;
- Impossibility of locating containers and, often, wrong information about their location;
- Difficulty in operating during the rainy season;
- The lack of responsibility on the part of entities involved that delay the processing of the processes.

8. REQUIRED DOCUMENTATION

8.1. Common to all Processes

- 8.1.1. BL (Bill of Lading) or Legalized Belonging to the Seaway;
- 8.1.2. Air Waybill with "Valid for Clearance", for the airway;
- 8.1.3. Original stamped and/or signed invoice;
- 8.1.4. Declaration of Value for goods without commercial characteristics;
- 8.1.5. ARCCLA (Former CNCA), for Seaway;
- 8.1.6. Credential authorizing the employees of the Customs Broker José Carlos Madaleno to proceed with the collection of the cargo at the Terminals.

8.2. Legalization of BL (if we provide this service ourselves)

- 8.2.1. Credential authorizing the Employees of the Customs Broker José Carlos Madaleno to deal with the Legalization of BL;
- 8.2.2. Term of Responsibility on the Container, if it is lined.

8.3. USED VEHICLES

- 8.3.1. Vehicle Documentation;
- 8.3.2. Vehicle Inspection Certificate in the Country of origin;
- 8.3.3. ANTT Import Authorization.

8.4. FOOD, PERISHABLES AND BEVERAGES

- 8.4.1. Phytosanitary Certificate (for all products of plant origin), issued by the country of origin;
- 8.4.2. Preliminary Import License (for all unprocessed products of plant origin), issued by the Ministry of Agriculture and Fisheries of Angola;
- 8.4.3. Sanitary Customs Clearance Guide for products of animal origin, issued by the Institute of Veterinary Services in the Luanda Provincial Department of the Ministry of Agriculture and Fisheries;
- 8.4.4. Certificate of Origin, for food products and medicines;
- 8.4.5. Contracting guide, issued by the Central Agri-Food Laboratory of Luanda, for food and beverages;
- 8.4.6. Certificate of Quality and Health of marine products and their derivatives (all products of marine origin, including salt), issued by the National Institute of Fisheries and Marine Research of Angola, of the Ministry of Agriculture and Fisheries;
- 8.4.7. Quota for the import of salt, issued by the National Directorate of Production and Fertilization of Salt, of the Ministry of Agriculture and Fisheries.

8.5. TELECOMMUNICATION EQUIPMENT

- 8.5.1. License from INACOM (Angolan Institute of Communication) requested through the www.inacom.gov.ao portal or in person.

8.6. HIGH AND LOW VOLTAGE CABLES

- 8.6.1. License from INIQ (National Institute of Quality Infrastructures) requested by email dgpg.caboselectricos@gmail.com.

8.7. OIL AND ITS DERIVATIVES

- 8.7.1. License issued by the Regulatory Institute of Petroleum Derivatives, of the Ministry of Petroleum, requested by email autorizacaodeimportacao@ird.gov.ao

8.8. TOILETRIES, PLASTICS, PERFUMES, GAS, ETC

- 8.8.1. Environment License, issued by the National Directorate for the Environment and Climate Action, the application is in person at the Ministry of Culture, Tourism and Environment.

8.9. MEDICINES AND MEDICAL EQUIPMENT

- 8.9.1. Health Declaration, issued by the Ministry of Health of Angola;
- 8.9.2. Certificate of Origin;
- 8.9.3. Certificate of Import of special products, issued by the National Direction of Medicines and Equipment of the Ministry of Health of Angola;
- 8.9.4. Certificate of Import of Psychotropic Products, issued by the National Direction of Medicines and Equipment of the Ministry of Health of Angola.

8.10. EXEMPTIONS

- 8.10.1. Copy of the Legislation or Exemption Authorization;
- 8.10.2. Declaration of Commitment of Exclusivity.

8.11. FIRST PROCESS WITH **Transmad**

- 8.11.1. Trade License / Authorization from the Ministry in charge;
- 8.11.2. Commercial Certificate of the Company;
- 8.11.3. ID of the person in charge of the company and/or individuals;
- 8.11.4. Copy of Fiscal Number Card;
- 8.11.5. Contact details of the persons responsible.

8.12. LINE CONTAINERS

8.12.1. Delivery Order;

ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT US

transmad@transmad.com

www.transmad.com