

MINISTRY OF FINANCES, PLANNING AND REGIONAL DEVELOPMENT
AND MINISTRY OF ECONOMY, GROWTH AND COMPETITIVENESS

Cabinets

Ministerial Ordinance N. 3/2004
January 26

The creation of the Only Title of Foreign Trade – TCE – goes with the simplification of the procedures and circuits of foreign trade and aims the substitution of all the titles of foreign trade at present in force, namely:

Bulletin of Previous Registration of Imports; Bulletin of Previous Registration of Exports; Rectifying Bulletin and Declaration of Imports, by a single multifunctional title, modern and adapted to the new economic reality.

Besides, it constitutes the central element for the realization and transmission of the statistical information pertaining to the foreign trade operations to the different entities concerned.

Being convenient, under the cover of point 2, article 5 of Decree-law n. 51/2003, of November 24, to define the procedures to adopt in the utilization and circulation, among the several entities intervening in the Foreign Trade Title, as well as to approve the respective models and the instructions for its filling up;

Under these terms, after consulting the Chambers of Commerce,

Through the Ministers of Finances, Planning and Regional Development and Economy, Growth and Competitiveness, the Government orders the following:

Article 1

1. The previous registration mentioned in point 1, article 5 of Decree-law n.51/2003, of November 24, is requested by the concerned individual through presentation of models A, B, C, D and E of the Foreign Trade Title (TCE), duly filled out, to the General Administration of Trade and to the Regional Administration of S. Vicente of the Ministry of Economy, Growth and Competitiveness, or whatever service it may delegate.

2. The models of the Title will be destined:

A – is destined to the concerned person, who must present it at Customs for the clearing of the goods and who will send it to the Bank of Cape Verde duly annotated;

B – is destined to the respective Customs, for control purposes;

C – is destined to the concerned person, who must present it together with model A to Customs, who will return it to the emitting entity, duly annotated with the quantities cleared within five working days after the date of authorization of exit in the importation or effective exportation, in case it is an exportation.

D – is destined to the concerned person for cambial liquidation, whenever it is necessary;

E – is destined to the emitting entity.

Article 2

In case of partial utilizations, model C will be returned to the emitting entity only at the time of the last utilization.

Article 3

Except duly founded refusal of emission, TCE will be emitted by the entities mentioned in point 1 of article 1, right after the presentation of the request.

Article 4

1. The models of the titles mentioned in the present diploma are included in the annexes to this Decree and the instructions for their filling up are on the respective reverse, being considered, for all purposes, as reproduced in the text of this diploma.

2. In case of prorogation of the initial validity deadline, of replacement or rectification of the TCEs, rectifying titles of the model, also annexed to this diploma, will be filled up.

Article 5

The model of the title mentioned in article 12, 13 and 15 of Decree-law n.51/2003, of November 24, is model D.

Article 6

The credit institution that proceeds to the liquidation of operations of imports and exports of goods must send to the Bank of Cape Verde, until the third working day after the execution of these operations, the respective model forms of that Bank, duly filled up.

Article 7

1. Model D will be annotated with the essential elements of the liquidations effectuated, and the credit institution also must:

- a) send that model, after duly annotated, to the Bank of Cape Verde, once the liquidation operations pertaining to the imports of goods have been concluded;
- b) return the same model to the concerned person, once the essential elements pertaining to the exports of goods have been annotated.

2. In case of partial utilizations in imports, the credit institution must annotate, on model D, the realization of each partial operation, and after the last utilization or end of its validity, send it to the Bank of Cape Verde.

3. The liquidation of the goods operations before the date of clearance forces the credit institution to annotate in the respective documental supports, the essential elements of the operation mentioned in the previous number.

Article 8

With the purpose of controlling the regularization of the liquidations pertaining to the operations of goods under transit regime, by the credit institution that makes the payment, it belongs to the credit institutions that make the receipts to annotate the corresponding cambial liquidations on model D pertaining to the same operation. This model stays in the possession of the credit institution that made or is going to make the payment.

Article 9

The Customs stations that, in imports or exports operations, clear the goods without cambial liquidation will retain model D, for posterior remittance to the Bank of Cape Verde.

Article 10

The present Decree will come into force on the date Decree-law 5/2003 of November 24 comes into force.

Ministry of Finances, Planning and Regional Development and Ministry of Economy, Growth and Competitiveness, in Praia, November 2, 2003.

The Ministers of Finances, Planning and Regional Development and Ministry of Economy, Growth and Competitiveness, *José Maria Pereira Neves, Avelino Bonifácio Fernandes Lopes.*



Emitting center of _____

Date of emission e and stamp or white seal

_____ / _____ / _____

TITLE OF FOREIGN TRADE - TCE

A

1	DESIGNATION OF OPERATION						2	NATURE OF THE TÍTLE							
								Previous Registration		<div></div>		Previous Authorization		<div></div>	
3	PETITIONER						4	SENDER/RECEIVER							
Name and address :								Name and address:							
Activity branch:															
Permit n. : FIN:															
Tel.: Fax.:															
E-mail :															
5	Country of origin/ provenance			6	Country of destination			7	Bank/ Cambial Liquidation Agency						
8	Type of Contract			9	Currency of contract			10	Modality of Payment			11	Currency of Payment		
12	Customs Agent						13	Customs Station							
14	Tariff Articles		15	Description of merchandise				16	Quantity		17	Invoice value			
						Net weight		Other measurement							
		Total ----->													
18	TYPE OF OPERATION			Declaro que assumo a responsabilidade das declarações					RESERVADO AO CENTRO EMISSOR						
<div>- with disbursement of cambiale</div> <div>- withoutmbiais</div> <div>- Só para despacho</div>				Data ____/____/____ Assinatura e carimbo _____					Recebido em _____/____/____						

18	Type of operation I declare that I assume any responsibility for the declarations made. RESERVED TO THE EMMITTING CENTER		
<div style="display: flex; justify-content: space-between;"> <div style="width: 35%;"> - With cambial disbursement ____ - Without cambial disbursement ____ - Only for clearance ____ - Only for payment ____ - For clearance and payment ____ </div> <div style="width: 30%;"> Date ____/____/____ Signature and stamp _____ Name and Post </div> <div style="width: 30%;"> Received in ____/____/____ Signature </div> </div>			
FALSE DECLARATIONS AND INFRACTIONS TO THE APPLICABLE LEGISLATION WILL BE PUNISHED ACCORDING TO THE LAW IN FORCE.			

Filling-up instructions

1. This form must be typed, so all the forms are readable. Interlineations and erasures are not accepted.
2. The description of the merchandise must be in Portuguese, Denominations in another language are not accepted, except the ones included in the CEDEAO nomenclature of the Customs Tariff.
3. This document is not transferable.
4. The request for the present title must be accompanied by a commercial invoice or another commercial document confirming the transaction, where the country of origin or the country of destination of the goods is included.
5. In case the space provided for the description is not sufficient, one must write on it «ACCORDING TO THE ANNEX». To each one of the forms, a sheet without stamp including the description of the goods and the other elements mentioned in the form must be attached.
6. The declarer pledges himself that the values and other elements indicated represent the effective amount and the other characteristics of the transaction and the real value and nature of the goods.
7. False declarations in the filling up of this form or on the annexed sheets or the non-accomplishment of the obligations assumed by the declarer constitute crime of false declarations or transgression provided for and punishable according to the legislation in force.



GENERAL ADMINISTRATION OF COMMERCE

RESERVED FOR THE EMITTING CENTER

Number

Date of emission
____/____/____

Validity period
____/____/____

Emitting Center of _____
Signature and stamp or white seal

A

TCE- RECTIFYING TITLE

<div>1</div> <div>PETITIONER</div> <div>Name and address</div> <div>Activity branch:</div> <div>License n. FIN:</div> <div>Tel.: Fax.:</div> <div>E-Mail :</div>	<div>2</div> <div>DESIGNATION OF OPERATION</div> <div>3</div> <div>RECTIFICATION TO THE TCE</div> <div>N . _____</div> <div>Emitted in ____/____/____</div> <div>Previous Reg- gistration <input type="checkbox"/></div> <div>Previous Authorization <input type="checkbox"/></div>
<div>4</div> <div>NATURE OF THE RECTIFICATION</div> <div><input type="checkbox"/> Prorogation <input type="checkbox"/> Substitution</div> <div><input type="checkbox"/> 30 days <input type="checkbox"/> For payment</div> <div><input type="checkbox"/> 45 days <input type="checkbox"/> For clearance</div> <div><input type="checkbox"/> 60 days</div> <div><input type="checkbox"/> 90 days</div> <div>Other (specify) _____</div> <div>Where you read _____</div> <div>You must read _____</div> <div>Observations (motive of the request for rectification) _____</div>	
<div>I declare that I assume any responsibility for the</div> <div>Data ____/____/____</div>	<div>RESERVED TO THE EMITTING CENTER</div> <div>Recebido ____/____/____</div>

Date ____/____/____	Received ____/____/____
Signature and stamp _____	Signature _____
FALSE DECLARATIONS AND INFRACTIONS TO THE APPLICABLE LEGISLATION WILL BE PUNISHED ACCORDING TO THE LAW IN FORCE.	