



## **Legal Framework**

### **Import & Export in Mozambique**

#### **Beira Port & Corridor**



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## INTRODUCTION

This booklet is one of a series aimed at helping investors do business in Mozambique. It is based on the idea that informed investors can more easily follow the law, and the conviction that the rule of law is the best guarantor of property and of orderly and sustained development. This booklet, continues to find its merit in order not to focus on a specific area of law, but a specific geographical area, the Beira Corridor.

The Beira Corridor noteworthy because it connects Mozambique to major regional and international markets facilitates access from inland to the coast to serve a variety of situations, destinations and type of cargo transported through the Beira corridor are quite diverse and provide maintenance the economic activity of the center of the country and interland countries.

The network of roads and railways, has seen a great improvement, although not satisfactory yet, linking the port of Beira is strategically located for direct access to landlocked countries and also to the center of three of the most densely populated provinces of Mozambique: Nampula, Zambezia and Sofala. The port of Beira is now the second largest in Mozambique in terms of following the flow to the port of Maputo, but the transport system along the Beira corridor meets the need for more than just trade import/export connected to port.

The importance of domain knowledge regarding the procedures appears to be associated with fundamental demand for transport services and freight forwarding that has undergone a drastic expansion. Currently, there are numerous actors based in the port or to operate in the corridor so this publication is directed primarily to those who are doing business or planning to do, along the Beira Corridor.

While the sources of law governing most procedures are standardized at national level, we draw attention to the fact that the local interpretation vary, and where local practice is not regulated by laws but by internal procedures (such as the port, for example), the circulation may also vary. Whenever possible we marked differences in the procedures likely to be encountered. As is our tradition, we welcome feedback from users of the book to enable us update in the next edition.

On many occasions in the text of this English language edition, where we have been faced with a choice of whether to use a term in English or in Portuguese, we have used the term in

Portuguese. While this may seem, in the short term, disadvantageous to the reader unfamiliar with Portuguese, in the long term she will become more conversant and comfortable with the basic vocabulary of corporate governance in Mozambique. The effort is one worth making.

Other booklets in the series are available on the ACIS web site, [www.acismoz.com](http://www.acismoz.com).

While we have tried our best to be accurate, we may have made some mistakes, and we have certainly made some omissions. Also, law and public administration are dynamic subjects, and it is very likely that in the near future, some law or regulation described herein will be changed. We hope to correct the mistakes and supply the omissions in a next edition, so please do tell us of any that you find. In the meantime, the detailed nature of the subject matter and ordinary prudence both compel us to disclaim liability for those errors or omissions. In cases of doubt, readers would do well to consult legal counsel.

However, the detailed nature of the subject and prudence lead us to renounce responsibility for errors or omissions. For questions, readers can count on aid lawyers or jurists.

We hope that you find this booklet and the others in the series useful. Mozambique is a wonderful country and, as an entrepreneur creating wealth and employment, you have an important role to play in building it. Our role is to help you do yours. Força!

## GLOSSARY OF TERMS AND ACRONYMS

Please find below a list of some of the terms you will encounter during the process of trading along the Beira Corridor. Defined terms are set forth in bold typeface.

**Alvará** - Company trading or operating license;

**Assinatura Reconhecida** - Signature on a document compared to that in an identity document and stamped as corresponding thereto, by the Notary;

**BL (Bill of Lading)** - Document issued by a carrier that lists goods being shipped and specifies the terms of their transport;

**Boletim da República** - The official gazette of the Government of Mozambique, in which laws and regulations, as well as companies' articles of association, must be published;

**CCFB (Companhia dos Caminhos da Ferro da Beira)** - The company operating the railway line between Beira and Zimbabwe, and re-building the Sena Line;

**Certidão de Registo Comercial** - Certificate of commercial registration of a company, sometimes called the certidão comercial. The registration can be a provisional one, valid for 90 days and therefore called provisório, or a permanent one, called definitiva;

**CFM (Caminhos de Ferro de Moçambique)** – Mozambique Ports & Railways Company;

**Conservatória de Registos** - Commercial and Property Registry. In Maputo, commerce and property registration are handled by distinct registries, the Conservatória de Registo Comercial and the Conservatória de Registo Predial;

**Cópia autenticada** - Copy of a document compared to the original and stamped as corresponding thereto by the Notary;

**CPI (Centro para Promoção de Investimentos)** – Investment Promotion Centre;

**CPMZ (Companhia de Pipeline Moçambique Zimbabwe)** –. The company operating the fuel pipeline between Beira and Zimbabwe;

**Despachante** - Person singular regularly licensed, authorized to perform acts necessary for the customs clearance of goods. The customs broker is the entity authorized to act as declarant and provided to the customs authorities any document for customs clearance of goods subject or not the duties and taxes charged by Customs, except in cases of direct clearance;

**DIRE** - Documento de Identificação e Residência para Estrangeiros, or Foreigners' Identification and Registration Document. A DIRE is issued by the Provincial Immigration Department on the basis of an Autorização de Trabalho or Permissão de Trabalho issued by INEFP. (In Maputo, the DIRE is issued by the National Department of Immigration). DIREs are usually required to be renewed annually;

**Direitos e demais imposições** - Customs duties, taxes, fees, levies and other amounts payable on the value of goods imported or exported, the charging of which is within the remit of the customs authority ;

**DU (Documento único)** – this “single document” is the basis for import procedures;

**DUC (Documento único certificado)** – this is a single document which applies to goods which have been inspected prior to shipment;

**EMODRAGA** - National Dredging Company;

**Escritura Pública** - Literally, a public deed. In the context of company incorporation, the term is sometimes used as shorthand for the handwritten (or increasingly in some provinces, computer printed) extract of the articles of association prepared by the Notary, with certain other documents attached;

**Estatutos** - The articles of association of a company, supplying the rules by which corporate life and the relationship between the quota holders will be conducted;

**INAHINA** - National Hydrology and Navigation Institute;

**IVA (Imposto sobre o Valor Acrescentado)** - It is a consumption tax which taxes the products, services, commercial transactions and imports, it is a plurifásico tax because it is paid in all phases of the economic cycle, from the producer to the retailer. Plurifásico being, it is not cumulative because your payment is split by the various players in the economic circuit through the tax credit method. The rate in force is 17%, some goods are exempt;

**Modelo 1** - The form by means of which one states ones intent to the Ministry of Finance to begin activities and by which one defines the tax regime to apply to the company;

**Modelo 6** - The form by means of which one applies for a NUIT;

**Modelo 14** - The form used to accompany goods in transit;

**MOZ No.** - Number issued by Customs applying to goods which require pre-shipment inspection;

**Notary** - The Provincial Registry and Notary Department, responsible for the preparation of public deeds (including for the incorporation of companies), official validation of certain other legal acts, and authentication of signatures and documents, among other duties. In Maputo, there are a variety of notarial offices distributed around the city;

**NRZ** - National Railways of Zimbabwe;

**NUIT (Número Único de Identificação Tributária)** -It is a number consisting of nine digits, assigned by the Tax Authority identification of natural persons and legal persons in any situation before the tax authorities, this should be clearly printed on all invoices and receipts;

**PAF** - Pré-Advice Form, issued for goods which are subject to pre-shipment inspection;

**Pauta Aduaneira** - Customs tariff book;

**Procuração** - Power of Attorney, a grant by one person to another to represent him, usually for certain limited purposes, as appropriate to the context;

**SADC** - Southern African Development Community;

**TIAR** - International Air Terminal;

**TIFER** - International Rail Terminal;

**TIMAR** - International Maritime Terminal;

**TIRO** - Road Transport Terminal at which goods which have arrived by road must present themselves and wait for customs clearance;

**Transitários** - Natural or legal persons licensed by the Ministry of Transport and Communication to process the movements or international transit cargo under the supervision of Customs;

**Vistoria** - Inspection by officers of the relevant Provincial Directorate, Bombeiros and CHAEM of the company's premises, prior to issuing an Alvará;

**ZIMRA** - Zimbabwe Revenue Authority;

## **BACKGROUND TO THE GUIDE**

### **3.1 General Description**

Mozambique's location has traditionally made it a transit route for the international trade of its neighbours. Ports and railways in Mozambique were constructed primarily to meet the needs of the neighbouring landlocked countries. As a result Mozambique has three main transport corridors - Nacala, Beira and Maputo. This guide focuses on the Beira Corridor which links the central Mozambican Port of Beira to neighbouring countries.

While the corridor itself is traditionally defined as the set of transport links between Beira Port and Zimbabwe, this guide also includes links between the port and borders with Zambia and Malawi.

The Port of Beira is located on the east coast of Africa, 20 kilometres from the open sea on the Púngue Estuary at Latitude: 19° 51'S and Longitude: 34° 50'E. The Port is a key element in the economic development of the southern African region providing sea links with South Africa, Europe and Asia and is linked to its neighbours by road, rail and pipeline networks as follows:



<b>País</b>	<b>Ligações</b>
Zimbabwe	Estrada (EN6) Caminho-de-ferro Oleoduto
Malawi	Estrada (EN102/103) Linha Férrea Sena que liga Beira Moatize
Zâmbia	Estrada (EN102/221)

Beira is for example 319km from the Zimbabwe border at Machipanda, 685km by road from Malawi, via Nova Vanduzi. In addition the port provides a transport link to the interior of Mozambique and to Botswana and the Democratic Republic of Congo. Beira port has a total of 11 berths stretching over a total length of 1,994 meters, excluding berth number 1, which is reserved as a fishing harbour. The port handles a variety of cargo from breakbulk, neo bulk and bulk including petroleum products.

In addition the City of Beira has an international airport which is serviced by scheduled flights from South Africa as well as a number of flights to other cities within Mozambique.

The economic development of Mozambique and its neighbours, SADC regional integration and increased congestion at South African ports have led to a growth in interest in Beira Port and Corridor. This guide aims to provide a basic overview of the facilities available and procedures to be followed by those wanting to trade along the Beira Corridor.

### **3.2 Relevant Legislation**

A number of areas of legislation are relevant to those wanting to trade along the Beira Corridor. We briefly mention some here. Others are dealt with in other books in the “Legal Framework” series and are available to download from [www.acismoz.com](http://www.acismoz.com) In addition we direct the reader to the SADC web site [www.sadc.int](http://www.sadc.int) which contains copies of trade and transport protocols which apply throughout the region.

#### **3.2.1 Customs**

Customs regulations are, by their nature, complex and change regularly. This is also the case in Mozambique where SADC regional integration requirements combine with existing procedures depending on the cargo being cleared. Anyone seeking to trade along the Beira

Corridor would do well to consult with a local agent in order to be fully aware of all customs requirements before shipping their goods. A copy of the latest Customs Tariff Book (Pauta Aduaneira) is available in electronic form on request from ACIS. Principal legislation, contacts and other useful customs-related information are available from the Mozambican Customs Authority web site [www.alfandegas.gov.mz](http://www.alfandegas.gov.mz).

### **3.2.2 Road Rules**

Mozambique's colonial heritage means that many of its road rules differ significantly from those of neighbouring countries. Anyone planning to drive in Mozambique is advised to familiarize themselves with the local road rules. A summary of these is available in Portuguese and English to request from [acis@acismoz.com](mailto:acis@acismoz.com). Please note that new SADC standard driving licenses issued within the SADC region are valid for driving on Mozambican roads. Holders of licenses from other jurisdictions are required to have an international driving license.

### **3.2.3 Immigration**

Anyone entering or leaving Mozambique is subject to local immigration requirements. Bearers of SADC passports are generally exempt from the need to purchase a visa to enter Mozambique. However, this is not necessarily the case for all countries in the region and travellers should take care to ensure that they check the visa requirements for their nationality for each country they plan to visit. Details of Mozambique's immigration requirements are provided in another book in the "Legal Framework" series – The Legal Framework for Immigration in Mozambique, available to download from [www.acismoz.com](http://www.acismoz.com).

### **3.2.4 Movement of Goods**

Any goods (as defined by Article 3 of the VAT Code) moving within Mozambique must be accompanied by certain documents. The requirements are provided in Decree 36/2000 which is based on the VAT Code.

All goods in circulation must be accompanied by three copies of the transport document described below unless the goods are covered by customs legislation (i.e. they are being imported, exported or are in transit) in which case the customs documentation is sufficient for the purpose.

The transport document is any one of: invoice, delivery note, cash payment invoice (venda a dinheiro – known as a VD), return note, transport note or other equivalent document, or customs documentation.

In addition goods which are outside their place of production or transformation, when such goods are for exchange, donation, return, personal use of the producer, for demonstration or testing, consignment or simply being transferred must also be accompanied by a transport document.

Any goods not yet cleared by customs, being loaded or offloaded (unless at a residence) or being used at fairs and exhibitions must be accompanied by a transport document.

If proof of where the goods came from and are destined for, in the form of some kind of transport document, is not provided immediately both the goods and vehicle may be seized.

Where the volume of goods being transported suggests that a transport document should be carried this may be demanded, and if it is not provided the vehicle and goods will be seized.

In the case of transport documents they must contain the following information:

- Invoices – information required for the purposes of a legal VAT invoice under the VAT Code;
- Delivery documents – the name, address and NUIT (individual tax number) of the supplier and the person who will receive the goods, specification of goods including quantity;

All documents including invoices must include the location of loading and unloading, and the date and time at which the goods began being transported.

If the documents are produced by computer they must be produced on a programme designed for this purpose, their use must have been communicated to Ministry of Finance and the document must include the words “processed by computer”.

The original and duplicate of the documents must travel with the goods. The second copy may be taken by the inspector who stops the vehicle. The inspector will note the make of the vehicle and the license plate of the vehicle on the reverse of the document and send it to Ministry of

Finance. The third copy of the document remains with the person who issued the documents and must be filed and retained for at least 2 years.

If goods are destined for various places, or for places as yet not identified these facts must be clearly documented on the transport document.

If the place of delivery changes this must also be clearly noted on the transport document.

Goods will be seized if they are not accompanied by the correct documents, if the documents are not legally compliant, if the documents are not presented immediately on demand or if goods are suspected of being contraband or in some other way illegal.

When goods are seized the owner is notified in writing and may resolve the issue for which the goods were seized within 15 days of the date of notification thus reducing the fine by 50%.

Goods will only be released if an appeal against the seizure is successful, the fine is paid, a deposit is paid or a sentence is awarded requiring the release of the goods.

Fines are as follows:

Not having the NUIT of the person receiving the goods, or indication that the receiver is an individual, not indicating a change in the delivery location on the transport document:

- 2,500-50,000Mt for the owner of the goods;
- 2,500-75,000Mt for the transporter;
- 5,000-100,000Mt if the owner and transporter are one and the same.

Other errors on the documents:

- 500-35,000Mt

Refusal to show documents or use of documents not printed by legal government-authorized printers:

- 7,500-175,000Mt

In the case of goods in the process of being imported, exported or in transit the sets of documents described in section 5 must accompany the goods at all times.

#### **4. BEIRA PORT**

## **4.1 BRIEF HISTORY**

The Port of Beira is situated at the mouth of the Púngue River and is located in the city of Beira which was founded in the late 19th century. The area was explored by Paiva de Andrade as part of the growing competitive interest between Portugal and Britain in securing land rights in the region, and following a hydrographical survey of the Púngue river and bar a military post was established in 1887. From this post the City of Beira developed, and with it the port.

By 1889 channel buoys marked the entrance to the Púngue estuary and six years later work began on the first landing stage. A wooden pier was also constructed to serve the railway, which was under construction and which reached the border with the then Rhodesia at Umtali (now Mutare) in 1898.

By the mid to late 1920s construction of deepwater berths and improved anchorage at Beira had begun under the control of the Companhia do Porto da Beira, which continued to administer the port until 1949 when the Mozambique Ports & Railways Company (CFM) took over administrative control. In 1998 a joint venture was formed between Cornelder Holding, based in Rotterdam and CFM for the management of the Beira Port (container and general cargo terminals) by Cornelder de Moçambique (hereafter Cornelder).

The port is linked by various combinations of road, rail and pipeline to neighbouring countries with transport links being upgraded all the time.

## **4.2 ACCESS**

The maritime access of this port is through the dredged Macuti Channel, which has buoys and lighting. The port is tidal with a MH spring range of 6.2m – 7.4m. The channel has a minimum width of 60m and a maximum width of 200m. It is 31,487 kilometres long (17nm from Macuti Lighthouse) and is about 11m deep. The approach to the River Púngue is obstructed by numerous banks and shoals, which are constantly changing. Vessels awaiting berth must anchor at the bar.

The location of the port at the mouth of the Púngue river has proven a constraining factor. Levels of silt outflow from the river mean that the port channel requires almost continuous dredging. Dredging services are provided by Mozambique Dredging Company (EMODRAGA). While some maintenance dredging is taking place there is insufficient dredger

capacity available in Beira to ensure that the port channel is navigable at all times for all vessels. Actual depths therefore vary depending on the port dredging programme. Maximum permissible LOA is 200m. The largest vessels handled are 225m at the oil terminal while 210m is recommended for safe mooring reasons. The channel width from “P” buoy to buoy no 6 is 200m, from buoys 6 to 7 less than 100m while the manoeuvring area alongside the quays is less than 800m. As a result of these factors vessels with a draft of 4.88m or less may enter the port at any state of the tide while those drawing more than 4.88m are required to wait for a suitable height of tide before entry.

Principal navigation aids are: buoy Macuti Approach “MA”, with Racon Beacon and light signalling the entrance to the channel; Macuti Lighthouse which is 36m in height, and is exhibited 1nm, east northeast of Ponta Macuti, situated 17nm from “MA” buoy, latitude 19° 51’S, longitude 34° 54’E, painted red and white; and Savane light (white framework tower, black band, 40m in height) which is exhibited on the coast 18.5nm northeast of Macuti Lighthouse.

The port is open 24 hours a day but night navigation is restricted due to the bottleneck at Macuti Curve (of 5.5m minus UKC safety margin of 1.2m) and narrowing of the channel between buoys no. 6, 6A, 3, 3A, 5 and 5A. Therefore night navigation is only permitted for vessels up to 7m draft and LOA up to 140m in acceptable navigation conditions (weather, visibility, sea conditions, etc).

The policing and management of the navigation aids system is carried out by the National Institute for Hydrography and Navigation (INAHINA). This government institution is responsible for navigation aid systems, communication with users of navigation aids, operation, maintenance and repair of navigation aids, definition of the need for navigation warning routines and support assistance for ongoing survey for the positioning of the buoys, as well as development of navigation charts. INAHINA also oversees an information system which distributes failure reports to shipping agents and port users.

#### **4.3 TIDES AND WEATHER**

Tidal height at MHWS is 6.4m (21’), at MHWN, 4.3m (14’), at MLWN, 2.7m (9’) and at MLWS, 0.8m (2’6”). In the wet season (December – April) with a high river, the ebb stream can attain a rate of up to 6 knots at springs and 2 – 3 knots at neaps.

Prevailing winds are south-easterly in the morning turning east or southeast in the afternoon throughout the year. Between September and April strong winds are sometimes reported and storms and cyclones can occur resulting in heavy seas in the entrance channel and reduction of visibility.

#### **4.4 PORT AUTHORITY FUNCTIONS**

The port is open 24 hours a day seven days per week. Beira Port Control can be contacted on VHF channel 12, and channel 16 for emergencies. Port Control is equipped with a HF transceiver working of frequency 2182khz. Radio Cape Town and Inmarsat are recommended for passing long-range messages. Vessels should advise the Port of Beira of their ETA, draft and LOA 72 hours prior to arrival by telex to their agent or by fax or e-mail to Port Control using the pre-arrival notification based on Alpha, Bravo code.

Pilotage is compulsory and 24 hour advance notice is required. Pilots board vessels near “P” buoy. Vessels preparing to embark a pilot should lower a pilot ladder to 1 or 3m from the water level depending upon whether a pilot or tug boat is used.

Two 1620kw (2200BHP) harbour tugs are available with 35 tons push/pull power bollards, as well as two pilot boats and two mooring boats. All port service vessels are painted red and white at superstructure. Not all port vessels are in service at all times.

Ships waiting to enter the port of Beira should anchor clear of the entrance channel, between “A” and “P” light buoys and as near to the latter as their draft permits. For vessels with draft over 26ft, anchorage is available at both sides of the prohibited anchorage area in a rectangle of 6 miles long (distance from “P” buoy to ‘A” buoy) and 1 mile broad. For vessels with up to 26ft draft, anchorage is available to the east and west of the pilot buoy at a distance of not less than 1.5m from the buoy. Another anchorage for shallow draft vessels is located near the port entrance at the “Franquia” (river anchorage). This is a narrower anchorage abreast of Beira for up to four vessels. Ships with drafts up to 26ft can stay in this holding area at spring tides, and with drafts up to 30ft at neap tides.

Pollution Control is managed by Maritime Administration and hazardous cargo is handled according to national rules as well as UN and IMO Regulations and the IMDG Code.

#### **4.5 ARRIVAL DOCUMENTATION**

Immigration, customs, health and maritime departments require copies of relevant documents as follows:

- Crew list
- Crew personal effects declaration
- Vaccination list
- Stowaway list – if any
- Health declaration
- Last port of call
- Last port clearance
- Dangerous cargo declaration
- Stores list
- Passenger supernumeraries list
- Derat certificate

The pilot supplies an arrival report which is to be completed whilst proceeding to berth. A crew list is to be attached to the report. Pratique is granted once alongside as part of the port clearance formalities. Derat exemption certificates can be renewed.

An allowance of tobacco and spirits is allowed for each crew member. The bonded store is sealed for the duration of the vessel's stay in port. Passengers require a visa (emergency visas can be issued on arrival). Crew can obtain a shore pass against surrender of a passport or Seaman's Book at the immigration office. Their documents are returned when the shore pass is surrendered on return to the vessel within shore leave hours. The agency boarding clerk will advise current shore leave hours in force at time of arrival. There are heavy penalties for non-compliance.

#### **4.6 MARINE SERVICES**

Fresh water supplies and bunkering are available. Dry dock specifications are: length - 100m, width - 20m, depth – 1.8m / 2.0m Private companies are involved in ship repairs and maintenance of vessels including repairs on ships up to 110 OL, metal and mechanical construction, and maintenance of large industrial units, blasting and painting.



The Port's Fire Service is provided by Port Safety Department under the Maritime Services organisation. Divers are not available, and must be requested from Maputo or South Africa. Chandlery services are provided by private companies through ship's agents.

Stevedores can be recruited through CFM Central Region with payment to CFM, or lashing and stevedoring services are available from private companies.

Fumigation and testing services are available from private companies.

#### 4.7 PORT FACILITIES

Beira port has a total of 11 berths stretching over a total length of 1,994 meters, excluding berth number 1, which is reserved as a fishing harbour. The depth alongside these quays varies from 8m to 13m.

Quay	Terminal	Length (m)	Depth (-CD) (m)
2-5	Multi-purpose container	645	11
6,7,9,10	General cargo	857	6,8-9,2
11	Oil terminal	228	11
12	Fuel terminal	264	13

The Oil Terminal is designed for heavy oils handling only. Berth 11 can accommodate tankers up to 20,000 DWT, and is fitted with a pipeline for refined products. Berth 11 was the official tanker berth, but mooring is not always possible at this berth due to strong tidal currents. The berth has a pipeline system with capacity of 400 tons per hour with the following pipes: 4 x 12" for unloading, 6 x 8" for loading.

The Fuel Terminal is located at quay 12, and has the capacity to load and unload tankers of 500 - 2,500 SWT and 500 - 50,000 DWT. The terminal system consists of four pipelines for refined products such as diesel, petrol, Jet Avgas and fuel oil. This terminal handles 1,200kl per hour and has an installed capacity of 2.5 million tons per year. The terminal is equipped with 3 loading arms with pipes and a manifold for loading hoses with handling capacity of:

- Loading arms – maximum 1,200m<sup>3</sup>/ minimum 900m<sup>3</sup>,
- Loading hoses – maximum 600m<sup>3</sup>/ minimum 300m<sup>3</sup>,
- Lines diameter – jet - 16", diesel - 16", petrol - 16", fuel oil - 12".

The terminal has a reserved area for the installation of specialised equipment to handle gas (LPG).

The Cold Storage Terminal is equipped with cold stores that have a capacity for 1,100 tons at temperatures of 1.5 to 4.5 degrees centigrade, and for 490 tons at temperatures of -9 to -20 degrees centigrade respectively. The terminal is equipped with electrical forklifts for handling the cargo.

The Multi-Purpose Container Terminal is operated by Cornelder. The container terminal covers 645m berth length, which comprises of berths 2, 3, 4 and 5.

The terminal design capacity is 100,000 TEU's per year though it does not currently reach this capacity. The designed depth alongside the quays is about 12m.

The following container storage and stacking facilities are available in the port:

- 200,000m<sup>2</sup> container yard designed to accommodate 3,117 TEU's including 144 electrical reefer points (of which 120 are functioning at the time of writing) and a dedicated IMDG dangerous goods storage area.
- One secured bonded transit warehouse of 8,400m<sup>2</sup> for stuffing and stripping containers.
- 3,650m<sup>2</sup> covered storage area.
- Dedicated granite storage area.

The General Cargo Terminal is also operated by Cornelder and covers 670 m quay length, which comprises of berths 6, 7, 9 and 10. Berth 6 is for refrigerated cargo including citrus, vegetables and other fresh products. The terminal design capacity is 2,300,000 metric tons per year. The designed depth alongside of the quays is 10m. Storage facilities are:

- Five covered warehouses with a total of 15,000m<sup>2</sup>.
- 12,000m<sup>2</sup> paved open space for ferro-chrome, granite, steel and other break bulk cargoes.

The port has a variety of handling equipment which is managed and maintained by companies subcontracted by Cornelder. The equipment available is as follows:

- Two ship to shore gantry cranes available with 50 tons under hook lifting capacity each.

- One rail mounted gantry crane available with 50 tons for loading and offloading of wagons.
- Reach stackers – 45 tons.
- Kalmar forklifts – 16 to 45 tons.
- Terminal tractors with 60 tons capacity and four wheel drive.
- Pay loaders for multiuse.
- Shunting tractors.
- Mobile cranes – 35 and 45 tons.
- Normal trailers and skeletons.
- Bagging units (for grain and fertiliser).
- Grabs (for general cargo).
- Emergency generator – 1600KVA.
- Weighbridge (28 m long).

Not all equipment is in service at all times and it is reported that equipment-related problems can delay loading and off-loading.

In addition to the foregoing facilities the port also has a bulk liquids facility.

#### **4.8 PORT VOLUMES**

During 2007 Beira Port handled 1,983,365 metric tonnes of cargo including 71,167 TEU of containerised cargo. 46.9% of containerised cargo and 42.2% of general cargo was from the domestic market with Zimbabwe, the largest non-national user of the port providing 9.8% of containerised cargo volumes handled and 32.3% of general cargo.

#### **5. IMPORT AND EXPORT PROCEDURES**

The following section describes the procedures to be followed when moving goods in and out of Mozambique. It is divided into sections based on the means of transport being used based on Ministerial Diploma 10/02 which approves the Customs Transit Regulation and provides the following definitions:

- Import – entry of goods into Mozambique’s customs territory;
- Export – departure of goods from Mozambique’s customs territory;
- Customs Transit – the customs regime whereby goods are transported, under customs’ control from one customs point to another; International Customs Transit – transit which takes place when the customs point between which the goods are moved are

international frontiers; National Customs Transit – transit between a departure and an arrival point in all other situations not classed as international.

This guide refers to generic cargo and does not attempt to deal with the individual needs of specific types of cargo. Where specific information is available that has been included but we draw attention to the need to consult with government authorities, agents and transporters before moving any form of cargo to ensure that your goods are fully legally compliant throughout their journey. The penalties for non-compliance can be costly and result in severe delays.

A number of measures have been undertaken to simplify foreign trade in Mozambique. The most significant in the case of imports was the abolition of the requirement to license each individual import. From December 1998 the Simplified Single Document (documento único simplificado) or DU was introduced as the principal document controlling goods entering and leaving the country.

Some products imported are subject to pre-shipment inspection, a procedure undertaken by Intertek who are contracted by the government. Inspections include verification of quality, quantity, price, tariff and indication of duties payable. Products requiring pre-shipment inspection are on a “positive list” which includes items such as grain, flour, sugar, cooking oil, chemicals, pharmaceuticals, tyres, used clothes and vehicles. Further details of procedures for pre-shipment inspection are provided below in section 5.4

Duties on goods imported from countries outside the SADC region are calculated according to the customs value of the goods as indicated by Article VII of GATT, on the basis of “ad valorem” taxes, and vary between 2.5% (raw materials) and 25% (nonessential goods). Goods imported from within the SADC region, subject to complying with SADC rules of origin, are subject to zero, or reduced duty tariffs. Further details of tariff values for specific goods are available in the Customs Tariff Book (Pauta Aduaneira) which is available to download from [www.alfandegas.gov.mz](http://www.alfandegas.gov.mz).

As well as customs duties, imported products are subject to value-added tax (IVA) at a rate of 17% and a specific consumption tax (Imposto sobre Consumos Específicos or ICE) ranging between 15% and 65% on luxury products such as tobacco, alcohol, and perfume.

Anyone planning to import goods into Mozambique is strongly advised to check duty and documentary requirements before shipping the goods. Duty waivers are not automatic for shipments of aid-related items and donations. They are not always automatic for companies with duty-free exemptions as part of their investment agreement with the Mozambican government.

The rectification of problems with documents after goods have been shipped can be complex and expensive. Likewise for exports, exporters should be clear about what documents are required before planning to ship. As a result of the recent general average incident which occurred in Beira Port channel those using sea freight as a means of import or export are strongly advised to obtain insurance for their cargo.

## **5.1 IMPORT AND EXPORT LICENSES**

Importers to and exporters from Mozambique must be licensed. Licenses take the form of a card, and are issued by the Ministry of Industry & Commerce<sup>1</sup>, with issuing in practice delegated to the Provincial Governor and from him to Provincial Directors of Industry & Commerce.

Licenses are issued for the import or export of specific categories of items based on the operating license (alvará) of the applicant entity. In order to apply for a license the right of the company to import or export must be indicated in the articles of association (estatutos). While technically it is possible to import or export goods using a license issued to another entity, in practice this can cause problems because the goods are considered for accounting purposes to belong to the entity which imported them and paid the duties on them or that exported them. This being the case, companies are recommended to apply for their own import or export licenses.

The issuing of import and export licenses is regulated by Decree 34/2013 of 2nd August. Application is made by means of a form, the models for which are contained in Decree, in addition applicants must submit a letter. The letter must be accompanied by:

- A notarized copy of the organisation's articles of association (escritura), or of the government gazette (Boletim da República), in which the articles of association were published. The articles of association must specifically state that the company intends to engage in import and/or export;

- A notarized copy of the commercial registration certificate (registo comercial) issued by the Commercial Registry (conservatória de registos);
- Proof of having obtained an operating license in the form of a notarized copy of this license (alvará);
- Proof of registration with the Ministry of Finance in the form of a notarized copy the Modelo 01 (Ministry of Finance form attributing individual company tax number or NUIT);
- Notarised copy of the identity document of the organisation's representative.

Further details of how to obtain these documents are provided in a separate publication in this series, "The Legal Framework for Company Start-up in Mozambique".

Both import and export licenses must be issued within 7 days of the application being received. However, should this not have happened and there being no technical reason to reject the application, the issuing department issues a declaration valid for not more than 60 days to allow the applicant to carry on his activities while the application is being processed.

Import licenses are renewable annually, with renewal following the same process as the initial application and falling due on the date of issue<sup>8</sup>. Export licenses are renewable every five years, with renewal following the same process as the initial application and falling due on the date of issue<sup>9</sup>. Renewal applications must be made at least one month before the expiry of the license and a notarized copy of the expiring license must be attached to the application<sup>10</sup>. The fees payable for renewal are the same as those for the initial application.

## **5.2 CLEARING AGENTS & AGENTS**

In Mozambique there is a distinction between "agents" who facilitate import and export processes for their clients, and "clearing agents" (known as "despachantes") who liaise with customs authorities on behalf of clients or agents. Despachantes are government-authorized private individuals, or companies, that are licensed to interact with the customs authority. They are the only people so licensed, meaning that individuals and agents wanting to move goods into, out of or through Mozambique are required to contract the services of a despachante. In Mozambique therefore, agents are not in fact "clearing" agents, because clearing through customs is carried out by a despachante who receives a fee for this service. Therefore in this guide we either refer to "agents" or to "despachantes" depending on the role of the individual or organisation referred to.

### 5.3 DOCUMENTS

A number of key documents are required for import and export purposes. These are described below. This is not an exhaustive list and you should check with the customs authority, agent or transporter before shipping to ensure that you have all the correct documents necessary for your goods to reach their destination.

Document	Required for	Notes
Pro-forma Invoice	Imports & Exports	Separate invoices must be provided for each of: <ul style="list-style-type: none"> <li>• Goods for organisations with duty exemption</li> <li>• Goods requiring pre-shipment inspection</li> <li>• All other goods</li> </ul>
Commercial Invoice	Imports & exports, goods in transit, internal transport	Separate invoices must be provided for each of: <ul style="list-style-type: none"> <li>• Goods for organisations with duty exemption</li> <li>• Goods requiring pre-shipment inspection</li> <li>• All other goods</li> </ul>
Bill o Lading	Imports & exports by sea, goods in transit	The bill of lading is a legal document originals of which must accompany the goods and be available for transit customs purposes at all times
Certificate of Origin	Imports & exports	Certificates of origin for import/exports from/to countries with preferential trade agreements with Mozambique, such as SADC and ACP require specific types of certificates of origin. For exports to such countries certificates are issued by Mozambican customs while other exports are certified by the Chamber of Commerce. All exports must be accompanied by a certificate of origin.
Phyto-sanitary Certificate	Imports & exports	These are required for certain fresh and processed goods, usually food stuffs and agricultural produce

Certificate of Quality	Exports	This certificate is required for export of certain products such as timber and is issued by specific ministries
Manifest	Imports & exports, goods in transit, internal transport	Some form of must manifest accompany all goods moving within Mozambique
DU/DUC	Imports	Simplified customs document detailing cargo
Bordereaux	Exports	Proof of deposit of funds into a bank account

#### 5.4 PRE-SHIPMENT INSPECTION

Pre-shipment inspection services are provided to the Mozambican government by a private company, Intertek. Pre-shipment inspections for goods entering and leaving Mozambique are undertaken in accordance with IFIA and WTO guidelines.

In order to import the importer must have an import license. They must then verify if the goods they plan to import are included in the “Positive List” which lists all classifications of goods subject to pre-shipment inspection. Only those items on the list are subject to pre-shipment inspection. This list is subject to change and you should check with Intertek before shipping to ensure that any pre-shipment inspection required is undertaken. The following is the positive list in force at the time of writing:

#### POSITIVE LIST

Chapter & Tariff Code position	Exclusions from pre-shipment Inspection
<b>Chapter 2</b> PP 02.07.12; 02.07.14; 02.07.25; 02.07.27; 02.07.33; 02.07.36. – Carnes e miudezas comestíveis, congeladas, das aves da posição 01.05	None
<b>Chapter 11</b> PP 11.02 - Flour	Quantities up to 20 Kgs
<b>Chapter 15</b> PP 15.07; 15.08; 15.11; 15.12; 15.13; 15.15 – Cooking Oil and Raw Cooking Oil	Quantities up to 20 Lts
<b>Chapter 25</b> PP 25.23 – Cement	Quantities up to 100 Kgs
Chapter 28 – Chemical products	None



Chapter 29 - Chemical products	None
<b>Chapter 30</b> – Produtos farmacêuticas das posições: 30.01; 30.02; 30.03; 30.04; 30.05 e 30.06	Quantidades para uso pessoal
<b>Chapter 36</b> PP 36.05 – Fósforos matches	None
<b>Chapter 40</b> PP 40.11 –New tyres 40.12 –Used tyres	Quantities up to 5 pneus
<b>Chapter 87</b> – Vehicles 87.01 –87.05; 87.11	New vehicles which have never been registered at place of origin

Intertek inspections aim to verify the customs classification and price of the goods being imported or exported. All goods can be classified under a tariff code which determines the rate of duty payable for the goods upon importation. Intertek determines the correct tariff code in accordance with the requirements of the Mozambican pauta aduaneira and other relevant legislation. The Mozambican Customs tariff is based on the Harmonized System.

Price verification, or valuation determines whether the price being charged, and declared on the final invoice corresponds within reasonable limits with export prices generally prevailing in the country of supply. The assessment of the value of the goods is then used as the basis on which import duties and taxes payable will be calculated. Where freight and insurance charges are not presented by the exporter Intertek will assess values for these, for customs valuation purposes only. The reference date for price verification is the date of order or pro-forma invoice. Where price verification indicates that prices are significantly below the reasonable limit for the export prices prevailing in the country of supply, the supplier is contacted and given an opportunity to comment.

#### **5.4.1 Pre-shipment Inspection for Imports**

If the goods to be imported are on the positive list then the importer must contact Intertek in Maputo to obtain a Pre-Advice Form (known as a PAF). This form contains details of the proposed shipment. Note that separate pro-forma and commercial invoices must be provided for goods requiring pre-shipment inspection. Goods subject to inspection cannot be included on the same invoice as goods not requiring inspection, even if all the goods are to be shipped together. A PAF is required for all goods which are subject to pre-shipment inspection. If goods

arrive in Mozambique without a PAF having been approved by Intertek, post-arrival or destination inspection is obligatory.

If goods which are subject to pre-shipment inspection arrive in Mozambique without having an approved PAF or without having undergone an inspection destination inspection is obligatory and is for the cost of the importer. Destination inspection takes place at a customs clearance point. In addition to the cost of inspection the importer is subject to a fine of 10% of the value of the goods as determined for customs purposes. If the same infraction occurs again within six months the fine is 10% of the CIF value of the goods and the infraction is reported to the Ministry of Industry & Commerce which may opt to cancel the importer's import license.

If the goods are subject to duty exemption or fiscal benefits notification of this must be submitted along with the PAF. Information on duty exemptions and fiscal benefits available for investors is available from Mozambique's Investment Promotion Centre (CPI) and from the customs authority. The duty exemption or relevant fiscal benefit must be approved and in place before goods can be imported.

If the goods to be imported are subject to pre-shipment inspection the importer must contact the supplier and advise that shipment must wait until Intertek has contacted the supplier to arrange a date for physical inspection of the goods. The importer must also contact the customs authority or Intertek office in Mozambique to obtain a process number, known as a MOZ number. This number must be used on all documents related to the importation of those goods subject to pre-shipment inspection. A MOZ number is not required for goods which do not need to be inspected.

The importer or agent then provides all PAFs and supporting documentation (such as invoices and proof of duty exemption) to Intertek. Intertek then contacts their office in the country from which the goods are to be imported and this office will issue a Request for Information document to the supplier, and arrange to visit and physically inspect the goods. The supplier must respond to the Request for Information by contacting Intertek and scheduling the inspection. At least three days notice is required to schedule an inspection. The supplier should send their final commercial invoice to the Intertek office before inspection if possible, but at the latest two days after the inspection. The law allows three working days for Intertek to receive this document after the inspection. If the document is not received then Intertek will

close the process by issuing a Non-Negotiable Report of Findings. This makes it impossible to import the goods without beginning another process.

If there is a problem with the inspection Intertek will raise this with the supplier who will be given time to rectify the problem. If the problem is not rectified Intertek will issue a Non-Negotiable Report of Findings, effectively closing the process. The importer is liable for the costs of inspection, whether or not the outcome is the issuing of a document allowing the goods to travel.

After the inspection, and on receipt of the final commercial invoice from the supplier Intertek issues a Certified Single Document (Documento Único Certificado – DUc). This DUc is sent electronically to Intertek in Maputo and is available for collection at Intertek offices in Maputo, Beira or Nacala.

The importer collects the DUc and checks it. If the importer agrees with the contents any information which was left blank on the original PAF should be completed and the DUc should be signed. The DUc is then handed to a despachante for clearance of the goods. At the same time the importer should notify the supplier that the goods can be dispatched.

If the importer does not agree with the contents of the DUc they should not sign the DUc but should instead complete a Final Declaration and submit both documents to the despachante for passing to customs. Customs will then make a decision on how to proceed.

The law allows the following maximum time limits for Intertek to issue documents:

- Delivery of PAF and pro-forma invoice to the Intertek office in the country in which the goods are located – 3 working days
- Arrangement for inspection – 3 working days
- Verification of the process (after receiving the final invoice from the supplier – which must be provided within 3 days after the inspection) and issuance of the DUc in Maputo – 3 working days
- Delivery of the DUc to the provinces – 3 working days

#### **5.4.2 Pre-shipment Inspection for Exports**

Exporters basically assume the role of supplier as described in section 5.4.1 above. The person importing the goods produced in Mozambique will contact Intertek in their own country if the goods they are purchasing require pre-shipment inspection in that jurisdiction.

The exporter is then contacted by Intertek Mozambique using a Request for Information letter. This letter contains the information required to enable Intertek to undertake the inspection and also allocates a unique number to the process. This number must be quoted in any subsequent correspondence. If any other company than the named exporter is handling the process (for example an agent) then the named exporter must confirm their right to do so in writing to Intertek. Any pro-forma invoice issued as part of the export process must be provided in English. The exporter must also approach customs for the issuing of the MOZ number which refers to that specific export. This number is only required for exports which are pre-shipment inspected.

There are no fees for inspection for exports. However, if Intertek is obliged to re-visit the exporter because, for example, the goods are not ready the exporter may be subject to payment of a fee for the second visit.

When the goods are ready for inspection and the Request for Information letter has been received from Intertek the exporter must write to Intertek giving three days notice of a suitable date for inspection. The written request for inspection must include: the number given in the Request for Information letter; the MOZ reference number issued by customs; the date and location of the inspection; contact details of a representative at the inspection site. If possible at this stage the exporter should also provide a final copy of their invoice.

Goods should be presented for inspection along with the packing materials to be used. If goods are already packed and must be un-packed for inspection, re-packing will also be inspected at the same time. If the goods are being exported as a full container load the container must be sealed by Intertek. Therefore the inspection and subsequent loading must take place as a continuous operation enabling Intertek to see the goods, supervise container stuffing and then seal the container. In the case of partial shipments Intertek can undertake more than one inspection. However the final invoice must reflect what has been inspected on a case by case basis. The partial number for each inspection file is listed on the bottom left-hand corner of the first page of the DUc.

After inspection no certificate is issued to the exporter. However the importer receives a DUc, as long as the goods inspected have met the required standard and the exporter has submitted the relevant documentation to Intertek. The relevant documentation comprises a clean final commercial invoice with the following information:

- Invoice number and date of issue;
- Names of the importer and exporter, as per the pro-forma invoice and PAF (and Letter of Credit, if applicable);
- Detailed quantity and description of goods;
- All unit prices and extensions;
- Separate itemised charges, if applicable, up to FOB;
- The FOB value of the transaction;
- Freight (if applicable);
- Insurance (if applicable);

Final invoices which show a price adjustment arising from fluctuating exchange rates cannot be accepted unless expressly allowed for, under the terms and conditions of the pro-forma invoice.

The final invoice must be presented to Intertek within three days of the inspection. To prevent delays it is preferable if the invoice is made available before the inspection. If the invoice is not presented in time Intertek may issue a Non-Negotiable Report of Findings. Even if this is subsequently reversed, it results in a penalty being charged to the importer.

Customs in the destination country reserve the right to undertake a post-arrival inspection even if goods have been inspected by Intertek at the pre-shipment stage.

## **5.5 IMPORT PROCEDURES**

This section details generic procedures to be followed by those importing goods into Mozambique. It is written from the point of view of the importer, based in Mozambique. Please note that additional specific procedures may apply for certain goods – in case of uncertainty you should check with the customs authority or an agent before shipping goods.

The importer selects his goods and is invoiced for them. If the goods require pre-shipment inspection the importer must advise Mozambican customs of his intent to import and receive a

“MOZ Number”. If pre-shipment inspection is required the procedures outlined in section 5.4.1 must be followed.

The supplier must apply for any certificates required, including certificate of origin and phytosanitary certificate, depending on the nature of the goods.

When all the documents (commercial invoice, certificates and pre-shipment inspection certificates where relevant) are ready the goods can be loaded ready for dispatch. The supplier then sends the originals of all documents along with a manifest for the load to the importer in Mozambique.

On the basis of these documents the importer can begin pre-clearance of the goods. To do this the importer contracts a despachante who calculates the duties payable and prepares documents for submission to customs. The importer deposits the duties and despachante fees with the despachante. On arrival the goods are taken to the nearest customs point for clearance. Goods may be inspected by customs and final clearance procedures including payment of duties are completed by the despachante before the goods are released.

If goods are not cleared at point of entry for any reason, authorization must be requested to clear customs at the point of destination. The despachante is therefore responsible for advising customs of this in writing and processing the necessary documents. The goods then pass through the point of entry where documents are stamped prior to final clearance being undertaken at the point of destination. If the importer opts not to preclear the goods then on arrival of the goods they are taken to customs and a despachante is contracted to calculate the duties and undertake clearance.

Wherever the goods are transported to within Mozambique they must be accompanied by the documents listed in section 3.2.4.

### **5.5.1 Imports to Mozambique by road**

Goods may be enter Mozambique along the Beira corridor from Zimbabwe, Malawi or Zambia. Goods may also transit through Mozambique from these countries to Beira Port and onwards to other destinations. Goods coming by road can either be cleared at point of entry, or at point of destination. Here we consider goods entering from South Africa through Zimbabwe,

destined for Beira. For further clarification of the procedures described below please see the flow diagram in annex 6.1

As soon as the truck carrying the goods has departed the sender sends the original commercial invoice, packing list, and road manifest to the consignee or their agent. If the goods have been subject to pre-shipment inspection the importer must also request the DUc from Intertek.

Agents and clearing agents may have offices at road borders or the closest customs clearing post to the border. For example goods entering Mozambique through the Machipanda border from Zimbabwe can be cleared at Manica, which is the closest customs clearing point to the border. Goods may also be directed for clearance at destination. In this case the despachante sends a written request to Machipanda border post in advance of the truck's arrival requesting that the clearance be carried out in Beira,. If goods are not directed to be cleared at destination the importer must have either transferred the money to the despachante at the relevant customs post or the truck driver must have access to sufficient funds to pay the customs duties and the despachante's fees at the nearest customs clearing point to the border through which he enters. If preclearance has been started by the despachante before the goods arrive, and the duties have already been deposited with the despachante, final clearance can be completed within one day.

Whether clearing at point of entry or point of destination, on arrival at the border, the driver submits a copy of the packing list, invoice and road manifest, these are stamped and the driver is instructed to report to customs in Manica. At Manica the documents are either customs cleared using a despachante, or checked and stamped so that the driver can continue to the road transport clearing area, or road terminal, TIRO in Beira. If the goods have been cleared at point of entry they can they proceed straight to their destination with no further formalities.

There are a number of combined checkpoints (police, transit police customs, and forestry and wildlife services) between the various road borders and Beira. Please see section 3.2.4 for information on goods in transit documentation which must accompany all cargo moving within Mozambique irrespective of its origin and destination.

If the goods have not been cleared at point of entry, on arrival at TIRO the driver contacts the consignee/agent. If the consignee/agent has begun pre-clearance using a despachante, depending on the length of time the truck took to arrive the goods may be cleared subject to the documents being stamped at TIRO. If they are not then the driver must wait at TIRO until

the goods are customs cleared. In some cases customs may opt to inspect the goods as they are offloaded. In this case the despachante must make a written request to customs for the inspection to be scheduled and the consignee/agent must provide transport for the customs officers to meet the truck at the destination site where they will supervise the unloading of the goods. In exceptional cases for example for perishable cargo, if the goods have been pre-cleared customs may authorise the release of the goods while final clearance is pending.

If goods have been pre-cleared, final clearance on arrival of the truck in TIRO should take approximately 24 hours. Both the truck and driver must remain at TIRO during this period. There are reportedly security problems at TIRO in Beira meaning that trucks may be damaged or goods stolen. Pre-clearance is therefore advisable so that the loaded truck spends as little time as possible in TIRO. If pre-clearance has not been started before the truck arrives then the truck remains at TIRO while the consignee/agent contracts a despachante and completes clearance procedures, which can take several days.

#### 5.5.2 Imports to Mozambique by rail

Currently goods may only enter Mozambique along the Beira Corridor by rail from Zimbabwe. In future, with the reconstruction of the Sena Line, rail access will be possible from Malawi.

Goods travelling from Zimbabwe to Mozambique by rail begin their journey on Zimbabwe National Railways (NRZ). Both NRZ and CCFB (the operators of the Mozambique section of the Harare-Beira railway line) have flat, covered, open, high-sided and drop-sided wagons with the capacity to transport break bulk, containers, and liquids and in some cases, hazardous materials. The mass/wagon on the line is restricted to 40 tonnes nett average. Over-dimensional cargo can be carried with certain restrictions. Height and width restrictions are available on request from CCFB and NRZ. The railway runs a daily service in each direction, with more trains available if demand dictates. For standard cargo the trip takes 14 hours from Mutare to Beira.

Major commodities travelling by rail include granite, food, agricultural implements, vehicles, fertiliser and containerised cargo. If goods are destined for Mozambique and subject to pre-shipment inspection this must take place before the goods can be dispatched.

The sender of the goods approaches NRZ to negotiate a tariff. Having done this they make a written or verbal requisition for a wagon or wagons, stipulating the number and type of wagons



required, the location where these are required, and the date on which they are needed. The sender is responsible for loading their own wagons. Customs may opt to supervise loading. The sender must ensure that they have the appropriate export documents including an export permit and certificate of origin, as well as a ticket and a rail invoice which is stamped by the Zimbabwe Revenue Authority (ZIMRA) to confirm that the goods have been cleared.

The only document required by NRZ in order to transport the goods is the rail invoice. A blank version of this invoice is provided by NRZ for their customers, who then complete the invoice and take it to ZIMRA for approval. In addition the sender must arrange for insurance. In the case of fuels and hazardous cargo both product and environment insurance are required. Copies of insurance certificates must be provided on request to NRZ.

Payment is made to NRZ in foreign currency before the goods are shipped. NRZ is paid for the transport of goods from Harare to Mutare, and CCFB is paid for the shipment of goods from Mutare to Beira.

After loading and when the correct documentation is provided the goods are transported to Mutare. NRZ hands the train to CCFB in Mutare 11km inside Zimbabwe's geographical border. In the meantime the sender either sends the original documents (including the commercial invoice, copies of the rail invoice, and certificate of origin) to the consignee in Beira or appoints an agent in Beira to move the goods from the railway to a ship for shipment or to clear the goods through customs formalities in the case of goods destined for Mozambique. Most goods leaving Zimbabwe by rail are destined for export. In the case of containerised cargo the sender must also advise the appointed agent of container content, weight and the stack order. The stack order is provided by the shipping company that will ship the vessel from Beira. In the case of granite blocks these are marked according to their destination port

Having taken receipt of the train in Mutare, CCFB advises customs in Beira that the train is on its way, by sending a manifest (known as the Train List). On arrival in Beira CCFB provides the agent or consignee with an arrival notice (Aviso de Chegada) enabling them to begin the customs clearance procedures. In the case of export commodities wagons are moved to the port. The agent then provides proof of customs clearance and information about the stack order to the port authority (Cornelder) and the goods are off-loaded to await loading onto a vessel.

Delays may be encountered if the agents have not received the documents required from the sender including the stack order information. In this case rail wagons are detained as goods cannot be off-loaded and the sender may be liable for demurrage.

Having issued an Aviso de Chegada CCFB also raises an invoice. Currently owing to foreign exchange constraints in Zimbabwe customers are required to pay each rail operator separately.

### **5.5.3 Imports to Mozambique By Sea**

Goods may enter Mozambique along the Beira Corridor by sea through Beira Port. The majority of vessels calling at the port tranship in Durban but others travel up the east coast of Africa and some call in Maputo with the option to tranship to other destinations. There is limited cabotage available.

In this section we describe containerised cargo arriving in Beira to be road-freighted to a destination in Mozambique.

If goods are destined for Mozambique and subject to pre-shipment inspection this must take place before the goods can be dispatched.

As soon as the goods have been dispatched the sender sends the original Bill of Lading (BoL) along with a packing list, any certificates (such as certificate of origin and phytosanitary certificate) and the original commercial invoice to the consignee or their agent. If pre-shipment inspection has taken place the consignee/agent must request a DUc from Intertek which is annexed to the other documents. If an agent is used they must be given the consignee's original import license. Care must be taken to ensure that the commercial invoice complies with the requirements listed in section 5.3.

BLs can be "straight" in which case goods can only be received by the consignee, or "to order" in which case the BoL can be changed to allow the agent or another third party to take receipt of the goods. If the consignee wants an agent or haulier to receive the goods written authorisation must be provided to this effect.

Approximately three days before the vessel carrying the goods is due to arrive the consignee or their agent contacts the shipping line to obtain a copy of the vessel manifest and a Delivery Release Order. Pre-clearance can begin as soon as the Delivery Release Order is issued. Pre-

clearance involves the consignee/agent working with the despachante to ensure that all the documents are in order and that the duties payable have been calculated and deposited with the despachante prior to arrival of the goods along with the clearing fee payable to the despachante.

While clearance is taking place the consignee/agent approaches the shipping line to pay any outstanding fees. A shipping line release stamp or release document is added to the set of documents. Shipping lines reserve the right to charge an additional deposit fee to guarantee the return of containers which leave the port.

The documents having been stamped by customs as an indication that duties have been paid and the goods are customs cleared, and the shipping line having indicated that all fees owing to them have also been paid the consignee/agent then approaches Cornelder to pay the port charges. Port charges are calculated based on the port tariff book and the information contained on the documento combinado. On payment of these fees the documents are stamped by Cornelder to indicate that port fees have been paid.

The documents are then taken to Terminal Control (a department within Cornelder) to log the information onto the computerised container tracking system and obtain a Release Document. In order to obtain the release document the consignee/agent must indicate what means of transport will be used to move the cargo. In the case of road transport the vehicle registration number of the vehicle which will collect the goods must be provided at this stage. The consignee/agent can then arrange for loading of the goods, the location of the goods having been indicated by Cornelder on the Release Document.

With a copy of the Cornelder release document and the other documents gathered during the clearance process the truck due to carry the goods can enter the port and be loaded. After loading the truck approaches customs control at the port. This control is known as the “Blue Gate”. Here the documents are checked against a copy of the customs cleared documents which the customs authority has sent to the Blue Gate and it is verified that the correct goods are loaded onto the correct truck. The customs officer at the Blue Gate then stamps the documents authorising the truck to depart.

If inspection is authorised to take place outside the port the truck is escorted to the premises of the consignee (for goods destined for Beira) and the offloading is supervised by customs

officers. If the goods are offloaded at the consignee's own site transport must be provided for the customs officers.

A number of additional issues should be taken into account when importing by sea. Apart from at the Blue Gate (which functions 07.30 – 0.00h Monday – Friday), customs operating hours are 07.30 – 15.30 Monday to Friday. Any service provided outside these hours is subject to payment.

The port authority (Cornelder) allows consignees 7 days to clear cargo before demurrage is charged. Therefore beginning the procedures necessary to move the cargo through a pre-clearance is advisable prior to a vessel's arrival in port. All demurrage fees must be paid before goods can be loaded. Even if it is not possible to move goods for reasons outside the control of the consignee (such as breakdowns in port handling equipment) demurrage is charged.

Goods are subject to a "late document fee" payable to Cornelder after goods have been in the port for three days. It is reported that in practice this fee is charged as standard.

If containerised goods are over-weight (i.e. above 30 tonnes gross container weight) the container must be unpacked and re-packed. This is done within the port and handling fees, as well as demurrage fees if the re-packing is delayed, are charged.

Shipping lines advise that all cargo entering and leaving Mozambique should be insured, and this is particularly relevant after the recent general average incident which took place in Beira Port channel.

#### **5.5.4 Imports to Mozambique By Air**

Imports through Beira International Airport generally follow the same procedures as those described in section 5.5.2 above with some small differences as follows:

The consignee/agent must have the original commercial invoice and packing list. Given that air-freight cargo is often urgent or last minute, these documents may arrive with the cargo, therefore pre-clearance is rarely possible. On arrival the consignee/agent receives an Arrival Notification (aviso de chegada) from customs at the airport. This, along with the airway bill, the packing list and commercial invoice are then given to a despachante for clearing. Goods

are cleared at customs in Beira city rather than at the airport. Clearance takes approximately 24 hours.

Note that goods should be air-freighted directly to Beira if the consignee wants to avoid the complexity of customs clearance in Maputo as the point of entry for the goods. It is worth noting that most courier companies (such as DHL and FedEx) bring air-freight via Maputo and importers would do well to check to determine where the goods are to be cleared before shipping.

## **5.6 EXPORT PROCEDURES**

This section details generic procedures to be followed by those exporting containerised goods from Mozambique. It is written from the point of view of the exporter, based in Mozambique. Please note that additional specific procedures may apply for certain goods – in case of uncertainty you should check with the customs authority or an agent before shipping goods.

Export duties have been suspended. In order to export, the exporter raises an invoice and the buyer pays. Having received payment (proof is in the form of a bordereaux, letter of credit or bank guarantee) the exporter/agent requests a certificate of origin from the Chamber of Commerce, and an inspection or phyto-sanitary certificate from their line ministry (e.g. forestry, fisheries). The issuing of these certificates may take one or more days. In addition certain line ministries (for example fisheries, forestry and minerals) must give written authorization for the export of specific products. This authorization must be requested in writing by the exporter. At the same time the exporter must fumigate the cargo if this is required and obtain a fumigation certificate.

The exporter/agent then contracts a despachante and provides him with the proof of payment, written authorization from the line ministry (if required) the various certificates and the exporter's original export license. The despachante begins the process of customs clearance.

The despachante having completed the customs clearance procedures a dispatch notice is issued by customs and provided by the despachante to the exporter/agent. This customs dispatch is then sent along with a letter to the line ministry (if necessary) and customs to request authorization to pack. Depending on the goods being packed packing of export goods must be supervised by customs and, in certain cases line-ministry representatives. The exporter/agent then provides transport for the line ministry representatives (if required) and customs (if

required) to supervise packing. Line ministry representatives must also be paid for their time when supervising packing. This is not required for customs officers.

After packing the officials that supervised the packing and (in the case of customs) sealed the container provide a report to this effect. The exporter/agent returns to the despachante to collect the final customs dispatch (which includes the seal number if customs have supervised packing) and the embarkation authorization (nota de embarque) issued by customs.

After the goods have been dispatched the exporter/agent must send originals of documents arising from the export to the importer.

### **5.6.1 Exports from Mozambique by Road**

Beira Corridor links Mozambique by road to its neighbours and the rest of southern Africa. When goods are ready for export the sender arranges for transport and if necessary for a container and prepares the necessary documents including the packing list and commercial invoice as well as applying for any certificates required. The procedure followed is similar to that described in section 5.6 above.

The despachante applies in writing to customs for permission to pack the goods. The letter submitted must be accompanied by proof of payment from the recipient of the goods (bordereaux, letter of credit or bank guarantee), the sender's export license, and any additional certificates. Customs may opt to supervise packing. In the case of certain products such as timber other departments may also opt to supervise packing. The sender then arranges transport for the various government officials to the packing site. Packing is supervised and customs officials seal the container. Customs then issue a notice advising that they have supervised packing and that the container is sealed. This notice includes the container and seal numbers, and is added to the other export documents.

The despachante submits all the documents including the customs notice to a despachante who prepares a letter to customs requesting clearance of the goods. At this stage any additional outstanding fees are paid to customs.

The documents having been cleared the goods can be transported. Originals of the documents must be sent to the consignee and must also travel with the goods as these will be subject to

verification at each of the combined checkpoints within Mozambique and at any borders being crossed.

### **5.6.2 Exports from Mozambique by Rail**

Goods arriving at Beira Port may be transported by rail within Mozambique or to Zimbabwe. Since transport to Zimbabwe is currently the most common option that is described here, and this description includes procedures required for transit cargo (see section 5.8 for further details).

Either the sender or receiver, directly or through their agent contact CCFB to advise them of the arrival of the goods and to indicate how many wagons, of which type, will be required. CCFB then ensures that these wagons are available in the port. On arrival of the shipment the wagons are loaded by Cornelder, which will charge the client for stevedoring.

While the cargo is being loaded the client or their agent completes customs procedures and presents a combined shipping and transport document (documento combinado) which has been stamped by customs, to CCFB. CCFB then assists the client/agent with the completion of a Forwarding Note (nota de expedição) and the charges for transporting the cargo are calculated. Charges can be paid to CCFB using cash, certified cheque (bank guaranteed cheque) or a bank guarantee. As with imports by rail the client/agent must satisfy CCFB that the goods have the relevant level of insurance cover.

When loading is complete Cornelder advises CCFB that this is the case and indicates whether or not the cargo which has been loaded must be weighed. If it is to be weighed the wagons are shunted to the weigh bridge. A customs officer is present at the weigh bridge 24 hours per day and approves the cargo leaving the port. Whether or not the cargo is to be weighed loaded wagons can only be released from the port after presentation to CCFB of a Transport Document (guia de trânsito) which is issued by customs and signed by the client/agent. This guia de trânsito is collected from customs by the client/agent and passed to CCFB.

Having cleared customs and the weighbridge a train is put together and departs for Zimbabwe. All the goods on the train are listed on the rail manifest, or train list, which is presented to Mozambican customs at the geographical border with Zimbabwe at Machipanda. The train is subject to a fee to enter Zimbabwe. After entering Zimbabwe the train is handed to NRZ at Mutare and the rest of the journey is the responsibility of NRZ with the documentary

procedures for the goods to be imported into Zimbabwe being the responsibility of the receiver and ZIMRA.

### 5.6.3 Exports from Mozambique by Sea

Shipping lines call at Beira Port taking goods south to Durban or Maputo for transshipment to other international destinations or north along the east coast of Africa. Here we provide the procedure for exporting containerised cargo. For further clarification of the procedures described below please see the flow diagram in annex 6.2

In order to export, the exporter raises an invoice and the buyer pays. Having received payment (in the form of a bordereaux, letter of credit or bank guarantee) the exporter/agent requests a certificate of origin from the Chamber of Commerce, and an inspection or phyto-sanitary certificate from their line ministry (e.g. forestry, fisheries). The issuing of these certificates may take one or more days. In addition certain line ministries (for example fisheries, forestry and minerals) must give written authorization for the export of specific products. This authorization must be requested in writing by the exporter. At the same time the exporter must fumigate the cargo if this is required and obtain a fumigation certificate.

The exporter/agent then contracts a despachante and provides him with the proof of payment, written authorization from the line ministry (if required) the various certificates and the exporter's original export license. The despachante begins the process of customs clearance.

The exporter/agent requests the release of a container from the shipping line. The shipping line issues a stamped release document. This document is taken to Cornelder where it is stamped. The transporter is provided with the shipping line and Cornelder container release documents and collects the container and delivers it to the packing site.

After packing the officials that supervised the packing and (in the case of customs) sealed the container provide a report to this effect. The exporter/agent returns to the despachante to collect the customs dispatch (which includes the seal number if customs have supervised packing) and the embarkation authorization (nota de embarque) issued by customs. The nota de embarque is taken by the exporter/agent to the shipping line for authorization and then the same document is also taken to Cornelder for authorization.



The packing report issued by customs is taken to Cornelder in order that the container can be booked into the container tracking system. If customs and line ministry supervision is not required for packing proof of this is provided to Cornelder in place of the packing report. The booking reference issued by Cornelder is given to the transporter who takes the packed container to the port. In order for containers packed outside the port to enter, and then be exported, the exporter/agent must request permission in writing from customs.

The container is then delivered to the port through customs control (the Blue Gate) where the information on the nota de embarque accompanying the goods is verified with that in customs own internal system. At the Blue Gate the container number is entered into Cornelder's computerised tracking system and a port entry fee of \$20 is paid. The goods enter the port and are offloaded to await loading onto the ship on which they are booked. The sender is permitted five days free storage in the port before the goods must either be loaded onto a vessel or demurrage begins to accrue.

After the documents have been stamped at the Blue Gate the sender/agent prepares a Bill of Entry, which is added to the invoice, packing supervision notice (if required), packing list and certificates and submitted to the despachante. The documents having been cleared they are taken to the shipping line for authorisation. Authorisation comprises the line stamping the documents to confirm that the goods have been cleared and added to the vessel's loading list. These documents are then taken to Cornelder for the payment of handling and storage charges based on Cornelder's tariff book. Cornelder stamps the documents and this is the final approval necessary for the documents to be shipped.

The exporter/agent must then ensure that the goods are loaded by following up with Cornelder and the shipping line. Owing to the depth of the port channel short-shipment is common in Beira. After the vessel has been loaded the sender/agent approaches the shipping line for a Bill of Lading (BoL) to be issued. This BoL along with originals of the commercial invoice and certificates are then couriered to the consignee.

If the container is not loaded onto the designated vessel the exporter/agent must submit a written application to customs along with the nota de embarque requesting a vessel name-change, giving the reasons and providing details of the vessel on which the goods will be shipped. Documents must then be re-submitted to the shipping line and Cornelder in order to

register the export on the next available vessel. Goods cannot be removed from the port during this time and demurrage may accrue.

#### 5.6.4 Exports from Mozambique by Air

Beira airport is linked by direct flights to South Africa. However the planes servicing this route are small meaning that large air cargo must travel via Maputo.

When goods are ready for export the sender arranges with the airline for transport of the goods and prepares the necessary documents including the packing list and commercial invoice as well as applying for any certificates required.

The sender applies in writing to customs for permission to pack the goods. The letter submitted must be accompanied by proof of payment from the recipient of the goods, the sender's export license, and any additional certificates. Customs may opt to supervise packing. In the case of certain products other departments may also opt to supervise packing. The sender then arranges transport for the various government officials to the packing site. Packing is supervised and customs officials seal the containers in which the goods are packed. Customs then issue a notice advising that they have supervised packing and that the containers are sealed. This notice includes the seal numbers, and is added to the other export documents.

The sender/agent submits all the documents including the customs notice to a despachante who prepares a letter to customs requesting clearance of the goods. At this stage any additional outstanding fees are paid to customs.

The documents having been cleared the goods can be delivered to TIAR to be transported. Clearance takes place at the customs office in Beira but documents are verified by the customs office at the airport prior to despatch of the goods.

Originals of the documents must be sent to the consignee and must also travel with the goods as these will be subject to verification at Maputo airport if the goods travel this route.

#### 5.7 IMPORT & EXPORT BY PIPELINE

A pipeline constructed in 1960 links Beira Port with Zimbabwe. Companhia do Pipeline Moçambique-Zimbabwe, Lda (CPMZ), owns and operates the pipeline which has the capacity to transport 1.6 million m<sup>3</sup>/year of refined petroleum products from the port of Beira, to Feruka

in Zimbabwe. Currently the following companies are tied in to the pipeline (their tanks are connected to the pipeline in Beira): BP, INPETRO and Total.

CPMZ has an exclusive agreement with the Government of Zimbabwe to transport product however, the pipeline has spare capacity available and interested parties can contact CPMZ or NOCZIM (Government of Zimbabwe agent) to negotiate the transportation of product to Zimbabwe.

## 5.8 GOODS IN TRANSIT

Mozambique's location means that cargo entering or leaving Beira Port is often in transit to or from other countries in the region. In the case of transit cargo full customs clearance into Mozambique is not required but certain specific procedures apply. We have assumed in this section that an agent is used since neither the sender nor receiver are in Mozambique.

### 5.8.1 Transit from Beira Port to Regional Destinations

After the goods have arrived in Beira Port they are customs cleared as transit cargo by a despachante appointed either by the sender or receiver. At this stage customs may opt for the load to be escorted. If this is the case the despachante must prepare a letter to customs formally requesting an escort. The escort is paid for in advance.

The despachante passes the cleared documents to the agent appointed by either the sender or consignee. The agent applies in writing to Cornelder for a gate pass. The gate pass includes the loading instructions for the truck and once given the agent meets with the truck at the customs post at the port (Blue Gate) and attaches the cleared documents, and copies of the BoL to a form known as M14, which is issued in triplicate. While a BL may have more than one container listed on it, the M14 is specific to the given load being transported on each truck. The destination of the load determines how many copies of the documents must accompany the truck. For example for goods destined for Zambia five sets of copies must accompany the original while for Malawi only one copy plus the original is required.

The truck then enters the port having paid a port entry fee and loads the cargo before exiting the Blue Gate where the M14 and other documents are stamped by customs and the customs officer escorting the load joins the truck.

Depending on the route it is taking a truck transporting transit cargo can expect to pass through a number of combined check points. Combined check points usually include staff from customs, police, transit police and sometimes the forestry and wildlife service. There are checkpoints at Dondo, Inchope, Vanduzi and Tete. The truck must stop at each check point and have its documents verified and stamped. Failure to do so may prevent the goods leaving the country and oblige the truck to return to the checkpoint(s) where it did not receive a stamp. Trucks may also be weighed at checkpoints that have a weigh-bridge, for example Dondo. Maximum permissible cargo weight is 30 tonnes. This combined with the rig makes a total load weight of maximum 47/48 tonnes allowable on Mozambican roads. Mozambican weigh bridges do not have the capacity to weigh per axle, though this is sometimes done in Malawi and Zambia.

On arrival at the border the M14 is acquitted by customs and the customs officer escorting the load leaves the truck. The system of M14 may change with the introduction of SADC-wide changes such as computerisation, standardisation of documents and a bond system to ensure that transit cargo does in fact leave the country it is transiting through.

Having cleared the border Mozambique registered trucks are then liable for payment of a road fee to operate on the road system in the country they are entering. Fees vary per country and may be standardised under SADC. SADC regulations require that a fee of \$10/100km is levied and this is enforced in Malawi. At the time of writing a Mozambican truck travelling from Forbes (the Zimbabwean side of Machipanda border) to Harare and back can expect to pay \$150. Trucks are also subject to additional local charges such as third-party insurance in all countries and carbon tax in Zimbabwe.

Border crossings out of Mozambique are reportedly relatively quick, taking approximately 24 hours, particularly if the cargo is bonded for clearance at destination rather than at the border. In both Zambia and Malawi systems are computerised and duties can be paid locally at point of destination with this information relayed to the border, facilitating the clearance of the truck.

All hauliers operating in the SADC region are subject to the Third-Party Rule which dictates that a vehicle from outside the country where the goods are being collected cannot move those goods unless it travels through its home country on the way. For example a Malawi-registered truck cannot collect goods in Beira and take them to Zimbabwe unless it travels through Malawi

on the way. On the other hand a Zimbabwe-registered truck can collect goods in Beira and take them to the Democratic Republic of Congo, as long as it travels there through Zimbabwe.

#### 5.8.2 Transit to Beira Port from Regional Destinations

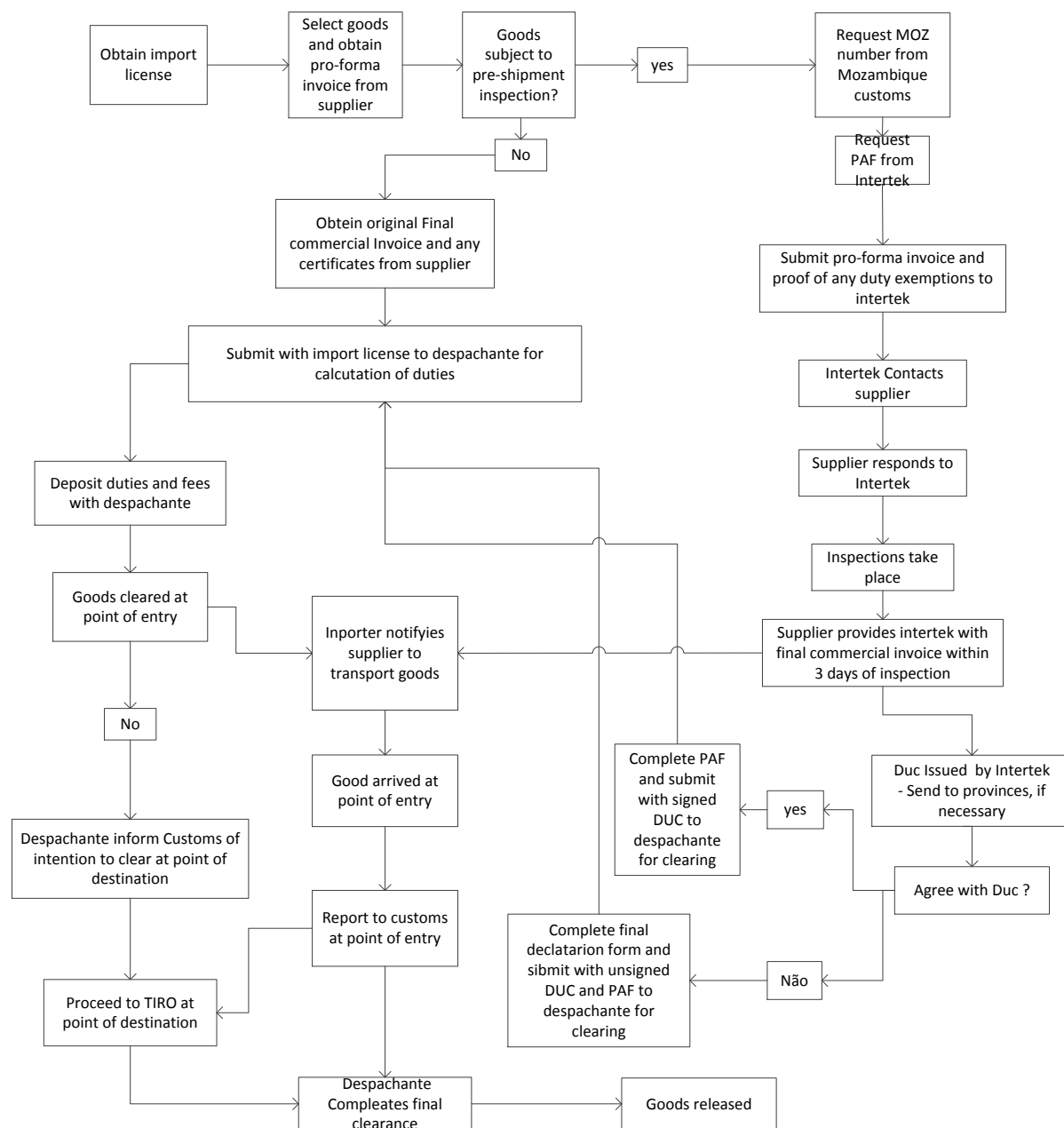
Goods entering Mozambique must stop at the first customs clearing point after entering the country. In practice along the Beira corridor this is either Tete or Manica. As with imports by road if the goods are to be customs cleared in Beira the relevant customs clearing point must be advised in writing by a despachante that this is the case. Goods are either cleared for transit at the clearing point or have their documents stamped and proceed to TIRO at Beira Port. At TIRO the truck driver gives the documents he is carrying to a despachante who clears the goods for entry into the port. The despachante then delivers the cleared documents to an agent who approaches the shipping line to obtain any necessary documentation allowing the goods to be shipped.

The combined set of documents is then taken to Cornelder which issues an entry pass allowing the goods to enter the port. The truck pays \$20 to enter the port and is directed by Cornelder to the relevant stack for offloading. After offloading the truck leaves the port. The documents remain with the agent so that they can be couriered to the consignee. Transit goods have a maximum of 21 days free storage in the port, during which time they must be loaded onto a vessel. After the 21 days has elapsed they are charged demurrage.

## 6 ANNEXES

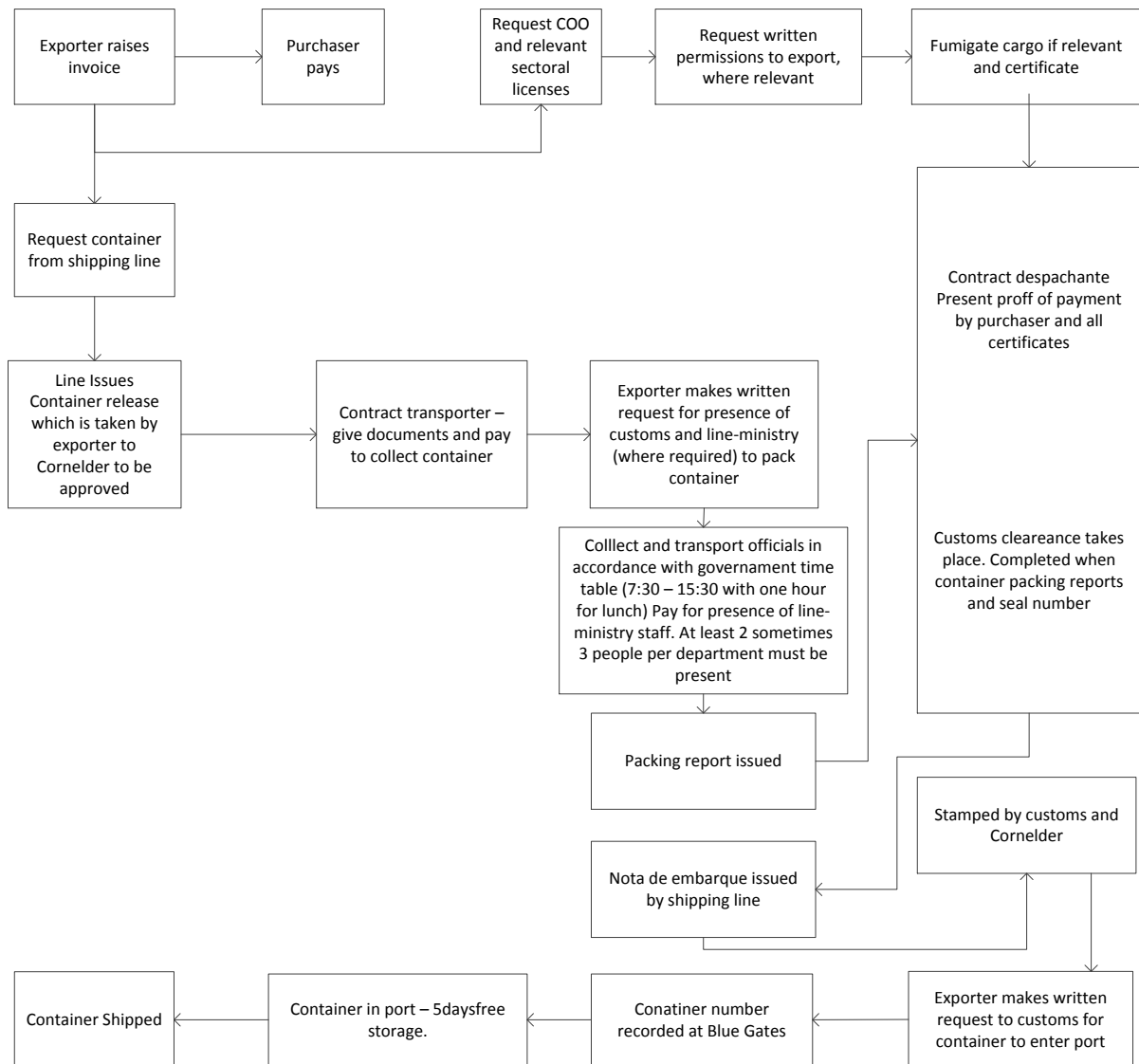
### ANNEX 6.1 IMPORT PROCEDURES – BY ROAD

Please note these are generic procedures and may differ depending on type of goods being imported. This diagram assumes that pre-clearance is undertaken and that goods arrive by road.



### ANNEX 6.2 EXPORT PROCEDURES – BY SEA

Please note these are generic procedures and may differ depending on type of goods being exported. This assumes the export of containerised cargo by sea from Mozambique through Beira Port.



**ANNEX 6.3 REQUEST LETTER FOR IMPORT OR EXPORT PERMIT**

SENHOR GOVERNADOR DA PROVÍNCIA DE \_\_\_\_\_ (insert name of province)

\_\_\_\_\_ (insert city where letter is submitted)

EXCELENCIA,

\_\_\_\_\_ (company name and type e.g. Lda, SA etc.) sociedade comercial constituída por Escritura Pública de \_\_\_\_\_ (date of public deed incorporating the company) com sede na \_\_\_\_\_ (company headquarters address) com capital social de \_\_\_\_\_ (value of social capital) correspondente a soma de \_\_\_\_\_ (division of social capital) quotas conforme o pacto social em anexo, representado pelo seu \_\_\_\_\_ (title of person signing the letter e.g. director, administrator etc.), \_\_\_\_\_ (name of

signatory), \_\_\_\_\_ (marital status of signatory), de \_\_\_\_\_ (age of signatory) anos de idade de nacionalidade \_\_\_\_\_ (nationality of signatory), natural de \_\_\_\_\_ (place of birth of signatory) e residente na \_\_\_\_\_ (residential address of signatory) portador de \_\_\_\_\_ (type of identity document used by signatory, e.g. passport, BI or DIRE) No. \_\_\_\_\_ (ID document number) emitido pelos \_\_\_\_\_ (issuing authority for ID document) em \_\_\_\_\_ (place of issue) desejando exercer a actividade de importação / exportação (delete as appropriate – the letter can only apply to one type of license) no estabelecimento sito na \_\_\_\_\_ (address from which the imports-exports will be carried out) vem mui respeitosamente requerer a V. Excia se digne nos termos de paragrafo 4 de Artigo 8 do Regulamento 49/2004 de 17 de Novembro autorizar o seu licenciamento para estes fins.

Pede deferimento

\_\_\_\_\_ (place where letter is signed) aos \_\_\_\_\_ (date)

Signature

#### ANNEX 6.4 IMPORT LICENSE APPLICATION FORM

Please note this is a sample only. The original form must be collected from the Provincial Directorate of Industry & Commerce.

FICHA DO IMPORTADOR				
A preencher em duplicado (to be completed in duplicate)				
Inscrição (initial application)		REPÚBLICA DE MOÇAMBIQUE	PROVINCIA (province)	DISTRITO (district)
Renovação (renewal)		MINISTREIO DA INDUTRIA E COMERCIO	PESSOA COLECTIVA (legal person)	
Reinscriçã o (reapplication)		DIRECÇÃO NACIONAL DE COMERCIO	PESSOA SINGULAR (natural person)	
Ano (year)				
			Código (code)	
Nome (name)				
Morada (address)				



Caixa Postal (post office box)	Telefone (telephone number)	Fax (fax number)		
Nº de Contribuinte NUIT (individual tax number – NUIT)	Alvará nº (operating license number)	Actividades (actividades realizadas pela empresa conforme o alvará) (activities undertaken by the company as listed in the alvará)		
Produtos a importar (products to be imported)				
Representantes legais da empresa (legal representatives of the company)		Função ou cargo (de cada representante) (position or title of each representative)		
Data (date)	Taxa única (fee)			
	Custo de cartão (cost of licence card)			
	Total a pagar (total)			
Assinatura e carimbo da empresa (signature and company stamp)				

## ANNEX 6.5 EXPORT LICENSE APPLICATION FORM

Please note this is a sample only. The original form must be collected from the Provincial Directorate of Industry & Commerce.

FICHA DO IMPORTADOR				
A preencher em duplicado (to be completed in duplicate)				
Inscrição (initial application)		REPÚBLICA DE MOÇAMBIQUE	PROVINCIA (province)	DISTRITO (district)
Renovação (renewal)		MINISTREIO DA INDÚSTRIA E COMÉRCIO	PESSOA COLECTIVA (legal person)	
Reinscrição (reapplication)		DIRECÇÃO NACIONAL DE COMÉRCIO	PESSOA SINGULAR (natural person)	
Ano (year)				

			Código (code)	
Nome (name)				
Morada (address)				
Caixa Postal (post office box)	Telefone (telephone number)		Fax (fax number)	
Nº de Contribuinte NUIT (individual tax number – NUIT)	Alvará nº (operating license number)		Actividades (actividades realizadas pela empresa conforme o alvará) (activities undertaken by the company as listed in the alvará)	
Produtos a importar (products to be imported)				
Representantes legais da empresa (legal representatives of the company)			Função ou cargo (de cada representante) (position or title of each representative)	
Data (date)	Taxa única (fee)			
	Custo de cartão (cost of licence card)			
	Total a pagar (total)			
Assinatura e carimbo da empresa (signature and company stamp)				