

# CONGO REGULATIONS



- Waiver Control - BESC/ECTN (Cargo Tracking Note)
- Pre-Shipment Inspection
- Prohibited Imports
- Restricted Imports



# CONGO >> Regulation Overview

## Waiver Control

### Type

A Bordereau Electronique de Suivi Cargaison/Cargo Tracking Note [BESC/ECTN] is required for all exports to Congo under directive No 557/CCC/DG effective 10/01/04. Please note that the BESC/ECTN replaced the former Bordereau d'Identification de la Cargaison/Cargo Identification Note [BIC] system.

In application of Congolese Shippers Council Circular n° 0712/CCC/DG/OTDT of November 17<sup>th</sup> 2009, it is necessary for Carriers to request from the shipper the ECTN number which must appear both on Bills of Lading and manifests for all cargo shipped to CGPNR even if it is in transit, under penalty born by the carrier, according to article 7 of decree 1033 of May 14<sup>th</sup> 2008.

The BESC/ECTN must originate at the place where the original Bill of Lading is issued.

### Agent

The BESC is managed by the Conseil Congolais des chargeurs / Congolese Shippers Council [CCC] and can be obtained online at [www.ccc.cg](http://www.ccc.cg)

### Conseil Congolais de Chargeurs

BD. Charles de Gaulle  
Face Grande Poste  
B.P. 741 Pointe-Noire  
Tel: [+242] 94 99 46  
Fax: [+242] 94 99 53  
E-mail: [contact@ccc.cg](mailto:contact@ccc.cg)

### Representative Abroad

Pierre Angona  
Supervisor  
16/18 AV. Franklin Roosevelt  
B-1050 Brussels  
Belgium

### Documentation Requirements

The subscriber of the BESC/ECTN must electronically attach the following documents to the BESC/ECTN.

- Freight invoice
- Commercial invoice from supplier
- Pink slip/Grey card for all imported vehicles

Requests that are not accompanied by the above documents will be subject to refusal.

### Responsibilities

Please note that some shippers are communicating the serial number of the BESC/ECTN, instead of the Unique Registration Number [URN] of the BESC/ECTN to the shipping companies. Please ensure that the correct number is given as it confirms the validation of the document by the CCC agent at the port of loading and must be mentioned on the Bill of Lading [B/L].

Please note that none observance will result in fines.

CMA CGM trained staff members are available to assist customers in all aspects of the documentary requirements of the trade to the Congo. Please contact your local agency office for advice.

## TI Number - Import Certificate Number / Guichet Unique des Operations Transfrontalières [GUOT]

In application of circular n° 002/GUOT/DG of October 14<sup>th</sup> 2014, it is compulsory for customers to use the electronic system of the Single Window Cross-Border Operations [GUOT – Guichet Unique des Operations Transfrontalières].

The information given has been given in good faith and believed to be correct at the time of writing.  
Please verify these facts with other relevant sources before using this as the basis of any action taken as we regret we cannot accept liability for any consequences due to inaccuracies in this information.



This system generates an identifier otherwise known as a TI number [Import Certificate number] once the receiver at destination has validated his importation declaration. This identifier is sent by the receiver to his shipper in order to permit him to make the boarding formalities. This identifier concerned only the shipper and the receiver; the carrier is not concerned that is why there is no obligation for the carrier to include this reference in transportation documents [Bill of Lading and manifest]. The TI number is a new requirement for Congo in addition of ECTN which remains compulsory.

There is no obligation for the carrier to mention TI on Original Bill of Lading and manifest.

For more information please contact:

**Guichet Unique des Operations Transfrontalières [GUOT]**

Web: [www.guot.org](http://www.guot.org)  
Email: [contact@guot.org](mailto:contact@guot.org)  
Tel: +242 06 665 19 04

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**Shipper/Consignee/Notify**

**Import:** All cargoes to Republic of Congo **must have a local consignee OR notify party** with full style address/phone number/fax number and person to be contacted.

**Export:** For shipments loaded from Republic of Congo, it's not compulsory to have a local shipper on B/L. It's acceptable to have a foreign shipper.

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**Pre-Shipment Inspection**

Congo requires that Pre-Shipment Inspection [PSI] - Déclaration d'Importation [DI] - is carried out for all imports into the country. PSI is mandated by the Ministère de l'Economie, des Finances et du Budget Decree No. 008/19/AO/PR-DCMCE dated 12/04/99.

PSI is managed by COTECNA Inspection S.A. [Decree No. 99-167 of 23 August 1999].

**COTECNA Inspection S.A CONGO SARL**

**Pointe Noire**

77, rue Kouang Makosso  
Quartier Ndjindji  
PO Box 4551  
Pointe Noire  
Tel: +242 5500002 / 6214040  
Email: [cotecna.congo@cotecna.com](mailto:cotecna.congo@cotecna.com)

**COTECNA Inspection S.A CONGO SARL**

**Brazzaville**

275 bis, avenue Général de Gaulle  
PO Box 226  
Brazzaville  
Tel: +242 5500010 / 6548787

For [COTECNAs datasheet on the Congo please click here.](#)

**Minimum Value for PSI**

XAF 1,000,000 FOB

**Part Shipments**

Subject to PSI if total order exceeds XAF 1,000,000 FOB. However, these partial shipments will be subject only to Price Analysis\* and documentary verification [no Physical Inspection]

\* This instruction does not apply for the following goods for which the physical inspection is still mandatory irrespective of the value of the partial shipment: salt, rice, electrical batteries, cigarettes, match boxes, hydrocarbon products, second hand goods, all products having shelf life [particularly foodstuff].

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### Documents Required

Final invoice [showing FOB, freight, insurance and total value] & transport document

### Type of Report Issued

To seller:

Security label on copy of the final document in case of satisfactory results

Non Negotiable Report of Finding [NNRF] or Discrepancy report or “Avis de Refus d’Attestation” in case of discrepancy results

To importer:

Clean Report of Findings - ADV [Attestation de Vérification] in case of satisfactory results

Non Negotiable Report of Finding [NNRF] / Discrepancy report - Avis de Refus d’Attestation - in case of discrepancy results

### Inspection Fees

Are paid by the Importer to the COTECNA office in Pointe-Noire. Nevertheless, Cotecna may invoice the seller in the event of supplementary inspection visits [in vain or unsatisfactory results]. The costs incurred by the seller for presenting the goods for inspection, such as unpacking, handling, repackaging are for the account of the seller.

### Goods Exempted from PSI

- Goods with a FOB value below 1,000,000 XAF
- Objects of art, precious stones, gold and other precious metals
- Used personal and household effects, including one used car
- Personal gifts
- Weapons and related ammunition other than for hunting and sport purposes
- Current newspapers and periodicals, postal or fiscal stamps, stamped papers, banknotes, and chequebooks
- Non-commercial parcel post and commercial samples
- Bona fide gifts to the Government and imports for diplomatic entities and for United Nations organizations for their own use in Congo
- Cinematographic film exposed and developed
- Crude oil and refined product
- Perishable goods for human consumption neither frozen nor deep-frozen (e.g. meat, fish, fruit and vegetables)
- Live animals
- Plants and flowers
- Explosives and pyrotechnic products
- Scrap metal
- Goods imported by Free-shops and intended for export-sales
- Medicinal Products
- Goods imported under re-importation custom regime ( IM6)

Please note this list may be amended by the Government, at any time.

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### Prohibited Imports

- Old frozen meat or fish
- Turkey rumps
- Meat with high content of fat notably “capas”
- Skimmed and peeled chops
- Eggs transported in non-refrigerated containers
- Chicken legs
- Plastics bags used as sacks for foods , water and other beverages

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### Restricted Imports

The goods below required an administrative licence before importation

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- Sea fish [poisson de mer]
- Meat & offal's [viande et abats]
- Hen [poultry] [poule, volaille]
- Concentrated tomato [concentré de tomate]
- Flour [farine]
- Rice [riz]
- Oil [huile]
- Cooking salt [sel de cuisine]
- Salted fish [poissons salés]
- Radioactive source [source radio-active]
- Insecticides
- Sardines and tinned food [sardines et conserves]



The information given has been given in good faith and believed to be correct at the time of writing.  
Please verify these facts with other relevant sources before using this as the basis of any action taken as we regret we cannot accept liability for any consequences due to inaccuracies in this information.

# CONGO DATASHEET

Last modification August 2015

## 1. DESTINATION INSPECTION (DI) MANDATE

Since 1<sup>st</sup> May 2015, no physical inspection before shipment is required.

<b>IS THE COUNTRY A MEMBER OF THE WTO:</b>	YES
<b>DI MANDATED BY :</b>	Ministry of Finance
<b>APPLICABLE REGULATION(S) :</b>	<p>Presidential Decree N° 99 – 167 dated of 23 August 1999: compulsory PSI in Republic of Congo            Contract n° 009-2006/PR/AO/DGGT signed the 22th of March 2006            Presidential Decree n° 2006 – 268 signed the 10th of July 2006            Ministerial Arrêté n°4966/MEFB-CAB signed the 13th of July 2006            Custom Note n°293/MEFB/DGDDI signed the 17th of July 2006, fixed the official beginning of our operations the 20th of July 2006.            Addendum n° 1 (29th of June 2009) of the Contract            Contract n°043 signed the 14th of April 2015</p>
<b>APPOINTED DI COMPANY :</b>	<p>Cotecna Inspection S.A.            Cotecna Inspection Congo S.A.R.L</p>
<b>SELECTION OF INSPECTION COMPANY:</b>	N/A
<b>SCOPE OF DESTINATION INSPECTION:</b>	<ul style="list-style-type: none"> <li>- Verification of Transaction Price under GATT/WTO</li> <li>- Value for customs purpose</li> <li>- Customs classification</li> <li>- Import eligibility (for information)</li> <li>- Capacity Building</li> <li>- Implementation of Risk Management</li> <li>- Use of X-ray scanning containers at the Port and Airports of Congo</li> </ul>
<b>MINIMUM ORDER VALUE SUBJECT TO DI :</b>	XAF 1'000'000 FOB
<b>PARTIAL SHIPMENTS :</b>	Subject to DI if total order value exceeds XAF 1'000'000 FOB.
<b>EXEMPTIONS FROM DI :</b>	see Section 7

## 2. INSPECTION ORDER "I.O." (the instruction for Cotecna to inspect)

<b>I.O NAME :</b>	DI (Declaration d'Importation)
<b>ISSUED BY</b>	DDC (Direction Départementale du Commerce)
<b>VALIDITY :</b>	6 Months. Can be extended for a further 6 months
<b>AMOUNT BY WHICH I.O VALUE MAY BE EXCEEDED :</b>	10%
<b>AMENDMENT OF THE DI :</b>	Accepted
<b>DESTINATION INSPECTION:</b>	CONGO has a Destination Inspection Program in place since May 1st 2015

## 3. INSPECTION REQUIREMENTS / RESTRICTIONS

<b>SEALING OF FCL CONTAINERS REQUIRED:</b>	N/A
<b>SECOND-HAND GOODS:</b>	Yes
<b>PROHIBITED IMPORTS:</b>	Yes (see section 8)
<b>RESTRICTED IMPORTS:</b>	Yes (see section 9)
<b>LABELLING REQUIREMENTS:</b>	N/A
<b>OTHER SPECIAL REQUIREMENTS:</b>	Shelf life: minimum 50% remaining on arrival in Congo

## 4. PRICE VERIFICATION / SELLER'S INVOICE REQUIREMENTS

<b>BUYING / CONFIRMING COMMISSION:</b>	Must be declared
<b>INSURANCE:</b>	Where applicable. No restriction
<b>FINANCIAL INTEREST:</b>	Where applicable. No restriction
<b>FINAL INVOICE TO SHOW:</b>	FOB, freight, insurance and total value (where applicable) as well as any advance payment.

## 5. REPORTING REQUIREMENTS

<p><b>FINAL DOCUMENTS REQUIRED BY DI COMPANY TO ISSUE REPORT :</b></p>	<p>Final invoice showing FOB, freight, insurance and total value (where applicable), with, if deemed necessary by Cotecna, Bill of Loading or Air Way Bill, packing list or any other needed documents.</p>
<p><b>TYPE OF REPORT ISSUED :</b></p>	<p>1. To seller: Security label on copy of the final document (if so requested) <u>in case of satisfactory results</u> Non Negotiable Report of Finding (NNRF) or Discrepancy report or “Avis de Refus d’Attestation” <u>in case of discrepancy results</u></p> <p>2. To importer: Clean Report of Findings named ADV (Attestation de Vérification) <u>in case of satisfactory results</u> Non Negotiable Report of Finding (NNRF) or Discrepancy report or “Avis de Refus d’Attestation” in case of discrepancy results or Valorized Non Negotiable Report of Findings (VNNRF) in case the final document is not received by the LO within 5 working days</p>
<p><b>REPORT PURPOSE :</b></p>	<p>a) Security label: mainly for payment purpose for the seller b) ADV: to assist Congolese authorities in collecting the correct amount of import duties and Taxes</p>

## 6. INSPECTION FEES

Fees are paid by the Importer to the Cotecna offices at Pointe-Noire and Brazzaville.

## 7. LISTING OF GOODS EXEMPTED FROM DI

- Imports with a FOB value below 1,000,000 XAF
- Objects of art, precious stones, gold and other precious metals
- Used personal and household effects, including one used car
- Personal gifts
- Weapons and related ammunition other than for hunting and sport purposes
- Current newspapers and periodicals, postal or fiscal stamps, stamped papers, banknotes, and chequebooks
- Non-commercial parcel post and commercial samples
- Bona fide gifts to the Government and imports for diplomatic entities and for United Nations organizations for their own use in Congo
- Cinematographic film exposed and developed
- Crude oil and refined product
- Perishable goods for human consumption neither frozen nor deep-frozen (e.g. meat, fish, fruit and vegetables)
- Live animals
- Plants and flowers
- Explosives and pyrotechnic products
- Scrap metal
- Goods imported by Free-shops and intended for export-sales
- Medicinal Products



- Goods imported under re-importation custom regime ( IM6)

## 8. LISTING OF PROHIBITED IMPORTS

- Old frozen meat or fish
- Turkey rumps
- Meat with high content of fat notably “capas”
- Skimmed and peeled chops
- Eggs transported in non-refrigerated containers
- Chicken paw/foot
- Plastics bags used as sacks for foods , water and other beverages

## 9. LISTING OF RESTRICTED IMPORTS

(The goods below required an administrative licence before importation)

- Sea fish (poisson de mer)
- Meat & offal's (viande et abats)
- Hen (poultry) (poule, volaille)
- Concentrated tomato (concentré de tomate)
- Flour (farine)
- Rice (riz)
- Oil (huile)
- Cooking salt (sel de cuisine)
- Salted fish (poissons salés)
- Radioactive source (source radio-active)
- Insecticides
- Sardines and tinned food (sardines et conserves)

## 10. DISCLAIMER

The information contained herein is for the purpose of facilitating destination inspection, and does not relieve exporters or importers from their obligation in respect of compliance with the import regulations of the country of importation. It is not intended to affect the contractual obligations of the parties to a transaction and consequently does not affect the rights of the buyer, for whom Cotecna is not acting, and does not relieve the seller of his contractual obligations.

Although every effort has been made to ensure the correctness of the information, as at the date the issuance of this data sheet, Cotecna does not accept any responsibility for errors and omissions and, furthermore, the information may subsequently be subject to change as may be announced by the Authorities in the country of importation.

For further information, or clarification, please contact the Cotecna Affiliate in the country of inspection of the goods.

# INFORMATIONS POUR IMPORTATEURS AU CONGO

Dernière modification en Juillet 2015

Dans le cadre du Programme de Vérification des Importations au Congo, une série de mesures est nécessaire pour permettre l'émission des Attestations de Vérification (ADV), document exigé pour le dédouanement des marchandises en république du Congo. Ces mesures entrent dans le cadre de la facilitation et la sécurisation du commerce.

## 1. Réception des Déclarations d'Importation (DI) pour des marchandises dont la valeur est supérieure ou égale à 1 million FCFA FOB

- a) Avant l'expédition des marchandises, l'importateur doit souscrire une Déclaration d'Importation (DI) :
  - Soit directement à la Direction Départementale du Commerce et la déposer ensuite au bureau de Cotecna à Pointe-Noire ou à Brazzaville.
  - Soit par voie électronique sur la plate forme du Guichet Unique des Opérations Transfrontalières (GUOT). La DI est validée par signature électronique par les autorités habilitées (Commerce, DGMC, Banque, etc) et envoyée électroniquement à Cotecna par le GUOT.

Attention, la DI doit toujours être accompagnée des factures pro forma ou de tout autre document nécessaire à l'ouverture de la DI.

- b) Dès réception de la DI, Cotecna vérifiera avec l'importateur ou son représentant l'exactitude des informations de la DI et des documents annexes.
- c) La DI est ensuite saisie et enregistrée dans le système informatique au bureau Cotecna et une copie est remise à l'importateur avec communication du numéro séquentiel qui sert de référence pendant tout le processus de traitement du dossier.

## 2. Transmission de la DI au Bureau Cotecna Emetteur

Cotecna transmettra les données de la DI et les documents d'accompagnement (facture pro forma, bon de commande, facture définitive,... etc) au Bureau Emetteur concerné dans le pays exportateur par courrier électronique. Ces opérations seront effectuées le jour même de l'enregistrement de la DI au bureau de Cotecna au Congo.

### 3. Transmission de la Demande d'Information (RFI) à l'exportateur

- a) Une fois les documents reçus par le Bureau Emetteur de Cotecna dans le pays exportateur, ce dernier transmettra une Fiche de Renseignements (RFI : Request For Information) à l'exportateur dans les 24 heures ouvrables qui suivent.
- b) Les Bureaux Emetteurs de Cotecna sont équipés de programmes informatiques qui permettent un envoi par fax ou courrier électronique de la RFI à l'exportateur.

### 4. Retour de la Demande d'Information (RFI) au Bureau Emetteur Cotecna

L'exportateur complètera la demande d'information (RFI) et joindra les documents finaux (facture finale, liste de colisage, etc) qu'il renverra au Bureau Emetteur de Cotecna.

### 5. Contrôle documentaire, analyse de prix et classification douanière

Sur la base de la RFI dûment remplie et de la documentation finale reçue de l'exportateur, le Bureau Emetteur de Cotecna procédera à :

- Une analyse documentaire pour s'assurer de la validité de toutes les informations nécessaires à l'attestation de la transaction commerciale ;
- Une analyse de prix consistant à évaluer la valeur en Douane des marchandises conformément aux Normes de l'Accord sur la mise en œuvre de l'Article VII du GATT 1994 et définie par la législation ou la réglementation nationale de la République du Congo,
- Une classification douanière en vue de déterminer la position tarifaire appropriée conformément à la nomenclature en vigueur en République du Congo.

### 6. Label de sécurité sur la facture finale

Un Label de Sécurité sera apposé sur la facture finale du vendeur, à sa demande, lorsque le résultat des interventions effectuées par Cotecna sera considéré comme satisfaisant.

La facture finale avec le Label de Sécurité fera partie des documents nécessaires à l'exportateur pour la négociation de sa lettre de crédit ou autre document bancaire et paiement des marchandises en corrélation avec les procédures bancaires.

### 7. Avis de Résultat d'Inspection (ARI)

Une fois les analyses effectuées, le Bureau Emetteur de Cotecna procédera à l'émission du rapport d'inspection interne ou « Internal Findings Report » (IFR) qu'il enverra sous format électronique au bureau de Cotecna à Pointe-Noire et à Brazzaville. Un ARI sera alors délivré **le jour même** à l'importateur qui accusera réception.

L'ARI indique les documents définitifs (facture finale, liste de colisage, facture de fret, certificat d'assurance, connaissance maritime ou Lettre de Transport Aérienne) à fournir en vue de l'émission de l'ADV et précise le montant des honoraires à payer par l'importateur.

L'ARI n'est pas un élément de recevabilité pour la levée d'une déclaration en Douane.

## 8. Emission de l'Attestation de Vérification – ADV

Une ADV sera émise dans les 48 heures ouvrables suivant le retour de l'ARI dûment rempli, signé et accompagné des documents exigibles.

## 9. Paiement

**Le paiement s'effectuera sur la base du montant indiqué sur l'ARI.** Ce paiement pourra s'effectuer en espèce aux guichets des bureaux Cotecna à Pointe-Noire et à Brazzaville, par chèque bancaire certifié ou virement bancaire.

## 10. Délivrance de l'ADV

L'ADV sera délivrée à l'importateur au comptoir du bureau Cotecna sur présentation du reçu de paiement délivré au guichet de Cotecna. Une copie sera transmise à l'administration des Douanes.