GABON REGULATIONS

- Pre-Export Verification of Conformity [PROGEC]
- Waiver Control - BIETC (Electronic Tracking Note)
- Pre-Shipment Inspection
- Prohibited Imports
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.
REINSTATED: Certificate of Conformity [CoC]

A official notification was issued from the Ministère des Mines, de l'Industrie et du Tourisme, regarding the demand of National Certificate Assessment For Import And Export Products, as from August 1st, 2015 - Article 6.

In accordance with the provisions of Article 6 of the above-mentioned notification, the following products are required to be assessed for conformity:

* Electrical appliances and electronic products, as per the classification in Chapters 84 and 96.
* Cosmetics and medical-technical products, as per Chapters 33, 34, 90, and 95.

Le changement d'application du présent arrêté peut être étendu à d'autres segments de marché dans les mêmes formes et conditions.

Article 4: The issuance of the certificate of conformity to the rules specified in Article 2 of this decree is the responsibility of the GABONANORM (AGANOR).

In the exercise of its mission, AGANOR may accredit any organization that possesses the necessary financial and technical capacities to perform the conformity assessment procedures and deliver the certificates in accordance with the rules.

The accreditation process is supervised by the Minister of Industry through a committee of experts, which issues the conformity certificate to the products meeting the terms of conditions stated in Article 2 of this decree.

La certification de conformité est rendue sans exception à compter du 1er août 2015.

Article 7: The Director General of AGANOR and the Director General of the Chamber of Commerce and Industry are designated to ensure the implementation of this decree.

Article 8: The present arrêté shall enter into force upon publication in the journal du gouvernement du ministère.

Fait à Libreville, le 18 Août 2015.

Christophe AKACHA-MB.

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.
Order setting fixing the coming into force of the controls concerning the conformity assessment to the standards of the imported products

Minister of Sustainable Development, the economy, investment promotion and Forecasting;

Minister of Mining and Industry;

Seen the constitution;

Seen the law No. 006/2014 of 28 August 2014 establishing the National Standards system;

Having regard to Decree No. 00341 / PR / MIM of 28 February 2013 establishing the national evaluation system of conformity;

Having regard to Decree No. 0332 / PR / MEEDD of 28 February 2013 on the powers and organization of the Ministry of Economy, Employment and Sustainable Development;

Having regard to Decree No. 0335 / PR / MIM of 28 February 2013 on the powers and organization of the Ministry of Industry and Mining;

Having regard to Decree No. 0332 / PR / MIM of 28 February 2013 establishing the national evaluation system of conformity;

Having regard to Decree No. 0227 / PR / MIM of 23 June 2014 on the establishment and organization of the Gabonese Agency for Standardization;

Having regard to Decree No. 0487 / PR / PM of 11 September 2015 establishing the composition of the government of the Republic, all subsequent amendments thereto;

Service requirements;

Decide:

Article 1: this Order, made under the provisions of Article 25 of Decree No. 00341 of 28 February 2013 establishing the national conformity assessment system standards, sets the entry into force of the controls relating to the conformity assessment standards in the conformity assessment Gabonese program, hereinafter named PROGEC.

Article 2: entry into the national territory of goods subject to the assessment of conformity to standards, in the PROGEC, requires the presentation of a certificate of compliance with the standards for all customs clearance, unless exemption granted jointly by Minister of Industry and Minister responsible for the economy, especially in times of economic and commercial necessity of general interest. The waiver may be granted for products which present risk of harm to the health of consumers exemptions are granted after joint opinion of a technical committee composed of experts from the Ministry in charge of Industry and Ministry for the Economy.

Article 3: importers whose products are already certified by organizations recognized under international standards are not subject to the requirement to present a certificate of compliance prescribed by this order. They are exempt as of right. For statistical reasons, effective control of import operations and proper application of the above exemption, importers referred to above must register with AGANOR with all documents relating to their certification and its validity as rules applicable to the country of issue. The list of importers exempted under this section is published regularly by the AGANOR and made available to the customs services.

Article 4: The products subject to the assessment of conformity to standards are subdivided into three market segments:

- The building materials, in accordance with the chapters 28, 29, 31, 32, 35, 38, 39, 40, 44, 45, 46, 68, 69, 70, 72 to 83 of the customs classification.
- The electrical and electronic devices in accordance with Chapters 84, 85 and 94 of the Customs classification:
- Cosmetics, medical-surgical devices and toys, according to chapter’s 33,34,90,95 customs classification.

The scope can be extended to other market segments in the same manner and conditions.

Article 5: the certificate of conformity to the standards referred to above is established by the Gabonese Agency for Standardization. In the exercise of its duties, the Aganor can accredit any organization has the financial and technical capacity to perform conformity assessment activities with the standards for issuing certificates provided in the matter.

Article 6: All accredited organism in accordance with Article 5 above has the power to issue the certificate compliance with the standards referred to in Article 2 above. As such, it may:

- Conduct awareness campaigns on the market segment of products referred to in article 4.
- Form training legal persons subject to PROGEC; perform technical controls relating to the issue of the certificate of conformity.
Article 7: operators subject to the provisions of this Order are required to produce a certificate of compliance with standards for every importation started on the February 20, 2016. Importations from countries whose support standardization agencies have mutual recognition agreements with the AGANOR are technically exempt and benefit from a simplified procedure in accordance with the terms of the recognition agreement on the matter.

Article 8: The General Director of AGANOR and the Chief Customs and Excise are responsible, each in regards to the implementation of this Order.

Article 9: this order shall be registered, published according to the emergency procedure and communicated wherever necessary.

Done in Libreville, 25th January 2016
The Minister of Sustainable Development, the Economy, Investment promotion and foresight
The Minister of Mines and Industry

CANCELLED: Certificate of Conformity [CoC]
The Gabonese Ministry has cancelled the Certificate of Conformity [CoC] with an announcement made by the Ministry of Industry and Mines signed by Emmanuel Eyéghé Nzéon on July 24, 2013. [CoC had been implemented on 5th July 2013 by AGANOR the Gabonese Standard Body who in turn appointed Intertek as regulators.]
Waiver Control

Electronic Tracking Note [BIETC]
An electronic Bordereau d’Identification et de Traçabilité des Cargaisons [BIETC] now replaces the BIC [Bordereau d’Identification des cargaisons]. This tracking note is compulsory for customs clearance for cargo entering Gabon.

A BIETC user guide can be found here [French (39 Pages) / English (44 Pages)].

To obtain a BIETC please register on the BIETC web site at http://bietc.cgcworld.com and obtain a login and password.
Agent
Conseil Gabonais Des Chargeurs [CGC]
4 ave. Franklin Roosevelt, 75008 Paris
info.cgc@cgc-monde.com

Conseil Gabonais Des Chargeurs
Direction de l'Observatoire et de l'Informatique
Imm GABON 2000
BP : 1163 Libreville
Tél.: 76-32-95 /20-88
Cél : 07 58 35 07
E-mail : ngoueyeket.ml@gmail.com

CGC Appointed Agents
http://www.cgcworld.com/fichiers/fichierslies/RESEAU_MANDATAIRES%202009%20DTS.pdf

Documentary Requirements
Please note that a draft of BIETC can be provided if the original document cannot be produced before vessel's departure. The draft has to be validated latest 10 days after vessel's departure. The BIETC number should also appear on the manifest and the Bill of lading [B/L]. The agent responsible for the BIETC is Le Conseil Gabonais des Chargeurs [CGC - www.cgcworld.com]

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

Pre-Shipment Inspection

- Pre-shipment inspection is requirement for scrap.

Prohibited Imports

- Non-recyclable plastic bags
- Used Vehicles >3 Years

In accordance with the ‘Plan sectoriel Environnement du Plan Stratégique Gabon Emergent’ (PSGE), the Gabonese government has decided to strengthen rules on imports of used vehicles. The importation of used vehicles older than 3 years are banned. By decree nr 002707/MPITPTHTAT/MEEDD issued 27 September 2013 by the Gabonese Ministry Of Transport used vehicles over 3 years are banned.

- Ban is imposed on used vehicles older than 3 years
- The scope of this ban includes the vehicles by private owners
- Below 3 years, the original car registration document is mandatory for import of used vehicles
- The regulation concerned personal cars, bus, lorry, van and trucks
- Effective 23/09/2013

By the circular nr 005 MT/CAB issued by the Government of Gabon, All used vehicles older than 3 years must compulsorily re-exported within end of September 2014.

Restricted Imports
No details
CONTENTS

To the Website’s home page
I. Home .................................................................................................................... 5
   • The Website’s address ................................................................................. 5
   • Validating connection .............................................................................. 5
II. To the home page of online BIETC note application ............................... 5
   • Application address ................................................................................... 5
   • Application form ......................................................................................... 6
III. Links to the form ............................................................................................ 6
   • Home ......................................................................................................... 6
   • Account request........................................................................................... 6
   • If you have lost the password ..................................................................... 6

The Cargos Tracking Electronic System Notes (BIETC)
I. How to connect to a BIETC note online? ...................................................... 6
   • Write the identifier ........................................................................................ 6
   • .... Write the password................................................................................... 7
II. Change your password online ........................................................................ 7
   • Link to your account......................................................................................... 7
III. Create the declarer’s account ...................................................................... 8
   • Link to code application form ........................................................................ 8
   • The declarer’s registration form ...................................................................... 8
   • The form’s field to access an account ................................................................. 9

BIETC note processing by the declarer
I. Presentation of the declarer’s page ................................................................. 10
II. Details of the declarer .................................................................................... 10
   1. Link to BIETC note list .................................................................................. 10
   2. Sub-links to BIETC note list ........................................................................... 11
   3. Link to BIETC note purchase ........................................................................ 11
III. How to obtain notes ...................................................................................... 12
   1. Purchase notes ........................................................................................... 12
      • Select a country .......................................................................................... 12
      • Select the CGC Agent ................................................................................... 12
      • Select the number of notes ........................................................................ 12
   2. See the purchase block .................................................................................. 12
      • The link to BIETC note application form list ............................................ 13
      • Screen whereby you can see notes .............................................................. 13
• The screen’s columns........................................................................................................13

3. Look for a purchase request .........................................................................................13
4. Delete a purchase request ...........................................................................................13
5. The major four stages required to validate a purchase request ..................................13

IV. The use of Cargos Tracking Electronic System notes (BIETC) ..............................14

1. List new notes................................................................................................................14
   • How to list new notes ..................................................................................................15
   • Screen displaying new notes......................................................................................15

2. The Cargos Tracking Electronic System note ...............................................................15
   • Block fields for application form ..............................................................................15
   • Block field for the shipper .......................................................................................15
   • Block field for the Consignee ....................................................................................15
   • Block field for the Journey ......................................................................................16
   • Block field for the Supplier ......................................................................................16
   • Block field for Freight ..............................................................................................16
   • Block field for containerized-goods ............................................................................17
   • Block field for bulk .................................................................................................17
   • Block field for vehicles ............................................................................................17

3. Fill up the notes and active cryptograms online ...........................................................17
   • The main stages required to fill up notes online .......................................................17
   • Fill up the first five application form blocks .............................................................17
   • Record basic information .........................................................................................20
   • Special fields for the ‘journey’ block .........................................................................20
   • Insert a Port Code ......................................................................................................20
   • Modify a note .............................................................................................................21
   • Send the notes to the CGC Agent for validation .........................................................22
   • Active cryptograms on notes on standby ....................................................................23
   • Block for details of goods ...........................................................................................24
   • Open a block for capturing .........................................................................................24
   • Blocks for details of goods ..........................................................................................25
   • Containerized-goods capturing block ...........................................................................25
   • Bulk capturing block ..................................................................................................25
   • Vehicle capturing block .............................................................................................25
   • Insert EMCCA-standardized Code for goods .............................................................26
   • A standardized prototype for containers ...................................................................27

4. Validating statutes after capturing ................................................................................25
   • On standby ..................................................................................................................25
   • Prior Agreement .........................................................................................................25
   • Denying application .....................................................................................................25
   • Visa on standby ...........................................................................................................25
   • Visa accepted .............................................................................................................25
   • Visa rejected ...............................................................................................................25
- Active cryptograms on the BIETC in Prior Agreement « Validated » ..............26
- Active cryptograms on the BIETC in Visa « Accepted » and « Rejected » ......26

5. Printed notes ........................................................................................................27

Processing a BIETC note by the CGC Agent

I. The home page for the CGC Agent ........................................................................29
II. The CGC Agent’s processing program ..................................................................29
   * The program’s links ..........................................................................................30

III. Processing a BIETC note purchase Request ......................................................31
   1. See purchase requests ...................................................................................30
      * Checking screen’s columns ..........................................................................30
   2. Look for a request form .................................................................................31
      * Purchase processing cryptograms ................................................................31
   3. Processing a purchase request .......................................................................32
      * Request processing block fields ................................................................33
      * Request consulting and processing screen ................................................34

IV. BIETC note processing by CGC Agent after the declarer has captured ..........34
   1. Displaying Notes on standby .........................................................................35
      * Processing BIETC cryptograms ................................................................35
   2. BIETC processing screen ..............................................................................36
      * BIETC note processing block fields .................................................................36
      * The number of container mentioned in a BIETC ........................................37
      * The tonnage of bulk .....................................................................................37
      * The total weight of vehicles loaded ..............................................................37

BIETC note Processing by The Representative

The home page ........................................................................................................38
I. Contents ................................................................................................................38
   * The program’s links ........................................................................................39
   * The accountant interrogation interface .............................................................40

The visa issued by the Customs Department
I. The home page ..................................................................................................41
II. Contents ...............................................................................................................41
   * Sub-links for BIETC note pull down list ..........................................................41
   * The Customs Officer’s validating Screen ......................................................43
   * BIETC notes validated by the Customs Officer ..............................................43
   * You can see printed note(s) ..........................................................................44
To the Website’s home page

I. Home

- The Website of the Shipping Council of Gabon (CGC) is: http://www.cgcworld.com

To be online, you should just:

1. open your navigator ‘Internet Explorer or Firefox’; then
2. write the following address in the toolbar: http://www.cgcworld.com

- Validating connexion

3. validate connection by pressing the button ‘Submit’ of the keyboard or by clicking on ‘Ok’ with the mouse, then on ‘Go’, or on the green arrow on the right side of the address bar.

The following page automatically appears (picture 1):
II. To BIETC application home page online

Application address

You have two alternatives to open the application home page:

1. either you click on the link represented in picture 2 on the Website’s home page

![Picture 2](image)

2. or you write [http://bietc.cgworld.com](http://bietc.cgworld.com) in the address bar.

Either the first or the second alternative (1. or 2.) allows to open the page represented by picture 3

- BIETC request

![Picture 3](image)

III. Access form links

<table>
<thead>
<tr>
<th>Field/Control</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home</strong></td>
<td>Allows to open the same page (picture 3)</td>
</tr>
<tr>
<td><strong>Access request</strong></td>
<td>Opens the form creating the declarer’s account (see picture 4, page 5)</td>
</tr>
<tr>
<td><strong>Password help</strong></td>
<td>Opens the capturing form of your E-mail (see picture)</td>
</tr>
</tbody>
</table>

Sais l’adresse e-mail que vous nous avez fourni lors de votre inscription. Nous vous y enverrons vos identifiants de connexion.
The Cargos Tracking Electronic System (BIETC)

I. How to access the note online?
   If you already have access codes
   You can access note application online by writing a
   **NAME** (Identifier or User) and a **PASSWORD. You should**

   **First, write the identifier.** The identifier is a name that identifies the user when he/she wants to access his/her account. This identifier is granted and e-mailed to him/her by the administrator.

   **Second, write the password.** The password is a secret Code made up of at least six (6) alphanumeric characters (letters or figures). After supplying these two information, you are requested to validate by clicking on «Submit»

II. If you want to change your password online.

   **First,** you should access your processing screen through your current codes

   **Second,** click on the link “My account”, in the list of the processing page’s links

   **Third,** you access this two-block page:
   - In (1), you have the block **My details** whereby data are static and cannot be modified by the declarer;
   - In (2), you have the block **Modify my Password** in which the fields’ data can be modified;
Fourth, write your current password in the appropriate field, then write the new password, confirm your new password, and click on “Modify”, so that it is taken into account by the system.

Fifth, to try your new password, you can disconnect and connect once again with your user name and your new password.

III. Creating a declarer account
Here, you should register with the administrator for you haven’t got any access codes.

First, click on the link Access request, to see the form that will allow you to record your details (picture 4).

Second, fill up fields of the Declarer’s record form (picture 4)
Third, click on the button «CREATE» so that the system can record the data.

<table>
<thead>
<tr>
<th>Field/Control</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>The declarer’s company</td>
</tr>
<tr>
<td>Activity</td>
<td>Type of activity</td>
</tr>
<tr>
<td>Last name</td>
<td>Last name of the company’s manager</td>
</tr>
<tr>
<td>First Names</td>
<td>First names of the company’s manager</td>
</tr>
<tr>
<td>Address</td>
<td>1st line of the company’s address</td>
</tr>
<tr>
<td>Address (followed)</td>
<td>2nd line of the company’s address</td>
</tr>
<tr>
<td>P.O. Box</td>
<td>The company’s P.O. Box</td>
</tr>
<tr>
<td>Town</td>
<td>Location of the company (town)</td>
</tr>
<tr>
<td>Country</td>
<td>Location of the company (country)</td>
</tr>
<tr>
<td>Language</td>
<td>Language of the user</td>
</tr>
<tr>
<td>Phone</td>
<td>The company’s phone number</td>
</tr>
<tr>
<td>Fax</td>
<td>The company’s fax number</td>
</tr>
<tr>
<td>E-mail</td>
<td>The company’s manager’s E-mail address through which the administrator will send access codes</td>
</tr>
</tbody>
</table>

The button Create After filling up all the fields, please click on this button to validate record.

Access request fields

BIETC processing by the declarer

I. Presentation of the declarer’s page

In this left side block, the Declarer has links for his/her transactions.
The declarer’s processing program

1. Link to BIETC list: it contains all sub-links

   ![List of Cargos Tracking Electronic System Notes]
   
   **Components** | **Details**
   --- | ---
   **TOUS** | Displays the selected sub-link
   | Allows to look for notes from allocation numbers
   | After selecting the sub-link or capturing the note’s number, you are requested to click on to start research

2. the sub-links of the list: they allow to display the list of notes selected by status.

   ![List of Cargos Tracking Electronic System Notes]
   
   **Link** | **Details**
   --- | ---
   All links | Select all notes whatever their status, except the empty ones
   Empty notes | Select only empty notes (initial notes after validating purchase)
   In progress | Some information have been captured by the Declarer but he/she has not yet applied for a visa with the CGC Agent.
   On standby | The Declarer has captured some information on BIETC, he/she has requested validation, he/she is waiting for the CGC Agent’s reply.
   Prior agreement validated | The CGC Agent has validated request
   Prior agreement rejected | The CGC Agent has rejected request.
   Visa on standby | The Declarer has captured the BIETC then applied for a visa. He/she is waiting for CGC Agent’s reply.
   Visa accepted | The CGC Agent’s reply is ‘visa accepted’
   Visa denied | The CGC Agent’s reply is ‘visa denied’
3. the **Note purchase** link

To obtain notes that will help carry out export procedures to Gabon, the Declarer should, through this link, make a new demand of notes. There are two stages in this procedure: first of all the Declarer requests and secondly this request is validated by a CGC Agent. At each stage, the button **<< Continue >>** allows to reach the following stage.

**How to obtain notes**

1. You can purchase them

To purchase new notes, you should click on the link: **<< Purchase a Note >>** on the processing program.

**Stage N°1: (Picture 5)**

In the pulldown list **<< Shipment country >>**, the Declarer should select the country from which he/she wants to manage his/her goods export notes.

Then click on button “**CONTINUE**” to reach the following stage.

**Stage N°2: (Picture 6)**

In the pulldown list **<< CGC Agent >>**, the Declarer selects the CGC Agent he/she wishes to purchase notes from. Only this seller will be allowed to validate his/her transactions. Click on button **CONTINUE** to reach the following stage.

**Stage N°3: (Picture 7)**

The Declarer selects **<< Number of Note >>** he/she needs.

After stage N°3 (page 11, picture 7), the purchase request consulting board displays the new purchase with the status **On standby** (yellow square).

!After the Declarer has completed the purchase process, he/she should absolutely wait until the CGC Agent validates the purchase to receive his/her empty notes. This purchase moves to the status **Validated** (green square).
2. See purchase requests that have been carried out

The Declarer can access the set of note purchase management functions through the link « purchase of notes » in its contents.

By clicking on the link « Purchase of notes », you can see:

- The launching of new note purchase process
- Displaying the purchase list through the link « BIETC request list » that allows:
  - **the Declarer**, from his/her screen, to see the list of current or past note purchases (see picture 8)
  - **the CGC Agent**, from his/her screen (see chapter on BIETC processing by the Representative), to see BIETC requests that have been sent to him/her for validation or withdrawal.

**Note:** The request should be « on standby »; (It should appear with the yellow square on the CGC Agent’s processing screen)

→ Consulting screen columns

<table>
<thead>
<tr>
<th>Status</th>
<th>Ref./Date</th>
<th>CGC Agent</th>
<th>Qte/Amount</th>
<th>Total</th>
<th>Shipment Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The consulting window contains eight (8) columns:

<table>
<thead>
<tr>
<th>Components</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Purchase request processing status</td>
</tr>
<tr>
<td>Reference</td>
<td>Request number</td>
</tr>
<tr>
<td>Date</td>
<td>Date of purchase</td>
</tr>
<tr>
<td>CGC Agent</td>
<td>Name of the CGC Agent whereby notes have been purchased</td>
</tr>
<tr>
<td>Nbr/Quantity</td>
<td>Number of ordered notes multiplied by the price of a note in the currency of the purchase country</td>
</tr>
<tr>
<td>Total</td>
<td>Total amount of purchase in the currency of the purchase country</td>
</tr>
<tr>
<td>Shipment country</td>
<td>Country from which goods covered by the CGC Agent are shipped</td>
</tr>
<tr>
<td>Cryptogram</td>
<td>Cryptogram allowing to withdraw purchase</td>
</tr>
</tbody>
</table>
3. **Search a purchase request**

   ![Search Button]

   **Put the purchase number you are looking for**

   The Declarer can look for a well-defined purchase by capturing the purchase number in the field **reference**, then clicking on button « **Search** » to validate his/her action.

4. **Withdrawing purchase**

   The Declarer whose note request is « **on standby** » can withdraw his/her request by clicking on this Cryptogram.

---

5. **The four (4) statutes required to validate a purchase request**

   BIETC request can have four (4) statutes (see picture 9)

   Possible actions on the request are different according to the status.

   ![Picture 9]

   **Picture 9**

   **Statutes**

<table>
<thead>
<tr>
<th>Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On standby</strong></td>
<td>The Declarer has carried out his/her request. The request has not yet been processed by the CGC Agent appointed at the time of purchase.</td>
</tr>
<tr>
<td><strong>In progress</strong></td>
<td>The CGC Agent appointed by the Declarer at the time of purchase is currently processing the request, but has not yet validated. So, the Declarer’s account has not yet been credited with notes.</td>
</tr>
<tr>
<td><strong>Validated</strong></td>
<td>The request has been validated by the CGC Agent. On this account, the Declarer’s account has been credited with empty notes.</td>
</tr>
<tr>
<td><strong>Rejected</strong></td>
<td>The CGC Agent appointed at the time of purchase has refused to sell notes to the Declarer</td>
</tr>
</tbody>
</table>
II. The use of notes
Listing new notes

When the note purchase request is validated (green square) by the CGC Agent concerned, notes are delivered to the Declarer resulting to the creation of new notes in the list of notes. The method represented by picture 11 allows to list notes.

Listing new notes displaying all notes with white square

Picture 12 displays all new notes of which purchase has been validated. They can now be captured. The visa for new notes is white.

→ Screen displaying new notes

If a note purchase request is “rejected” by the CGC Agent concerned, only the Representative is allowed to modify this status.
The BIETC form
You can see BIETC N° 25 completed (picture 13)

* There are eight (8) blocks in the form:
  - Shipper
  - Consignee
  - Journey
  - Supplier
  - Freight
  - Containerized Freight
  - Bulk
  - Vehicles

BIETC form’s fields

→ Block fields for the Shipper

<table>
<thead>
<tr>
<th>Field/Control</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>The freight shipper’s company</td>
</tr>
<tr>
<td>Address</td>
<td>1st line of the freight shipper company’s address</td>
</tr>
<tr>
<td>Address (followed)</td>
<td>2nd line of the freight shipper company’s address</td>
</tr>
<tr>
<td>P.O. Box</td>
<td>The freight shipper company’s P.O. Box</td>
</tr>
<tr>
<td>Town</td>
<td>Location of the freight shipper company’s (town)</td>
</tr>
<tr>
<td>Country</td>
<td>Location of the freight shipper company’s (country)</td>
</tr>
<tr>
<td>Telephone</td>
<td>The freight shipper company’s telephone number</td>
</tr>
</tbody>
</table>

→ Block fields for the Consignee

<table>
<thead>
<tr>
<th>Field/Control</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>The Consignee’s company</td>
</tr>
<tr>
<td>Address</td>
<td>1st line of the Consignee’s address</td>
</tr>
<tr>
<td>Address (followed)</td>
<td>2nd line of the Consignee’s address</td>
</tr>
<tr>
<td>P.O. Box</td>
<td>The Consignee’s P.O. Box</td>
</tr>
<tr>
<td>Town</td>
<td>Location of the Consignee (town)</td>
</tr>
<tr>
<td>Country</td>
<td>Location of the Consignee (country)</td>
</tr>
<tr>
<td>Telephone</td>
<td>The Consignee’s telephone number</td>
</tr>
</tbody>
</table>
### Block fields for the Journey

<table>
<thead>
<tr>
<th>Fields/Control</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the ship</td>
<td>Name of the vessel at the port from which freight is shipped</td>
</tr>
<tr>
<td>Bill of lading</td>
<td>Number of the bill of lading as classified by the shipping agent</td>
</tr>
<tr>
<td>Loading port</td>
<td>Name of the port from which freight is shipped</td>
</tr>
<tr>
<td>Port code</td>
<td>Code of the shipping port</td>
</tr>
<tr>
<td>ETD Day</td>
<td>Estimated Time of Departure (Day)</td>
</tr>
<tr>
<td>ETD Month</td>
<td>Estimated Time of Departure (Month)</td>
</tr>
<tr>
<td>ETD Year</td>
<td>Estimated Time of Departure (Year)</td>
</tr>
<tr>
<td>Port of transhipping</td>
<td>Unloading port before final destination</td>
</tr>
<tr>
<td>Port code</td>
<td>Transhipping port code</td>
</tr>
<tr>
<td>MO Code</td>
<td>The ship's code as classified by the International Shipping Organization</td>
</tr>
<tr>
<td>Ship</td>
<td>Name of the ship owner</td>
</tr>
<tr>
<td>Cargo number</td>
<td>Cargo number as classified by the shipping agent</td>
</tr>
<tr>
<td>Journey number</td>
<td>Journey number as classified by the shipping agent</td>
</tr>
<tr>
<td>Unloading port</td>
<td>Freight arrival port</td>
</tr>
<tr>
<td>Port code</td>
<td>Freight arrival port code</td>
</tr>
<tr>
<td>ETA Day</td>
<td>Estimated Time of Arrival (Day)</td>
</tr>
<tr>
<td>ETA Month</td>
<td>Estimated Time of Arrival (Month)</td>
</tr>
<tr>
<td>ETA Year</td>
<td>Estimated Time of Arrival (Year)</td>
</tr>
<tr>
<td>Consignee in Gabon</td>
<td>Name of the Consignee in Gabon</td>
</tr>
<tr>
<td>Final destination</td>
<td>Cargo destination in Gabon</td>
</tr>
</tbody>
</table>

### Block field for the supplier

<table>
<thead>
<tr>
<th>Fields/Control</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>The supplier's company</td>
</tr>
<tr>
<td>Address</td>
<td>1st line of the supplier’s address</td>
</tr>
<tr>
<td>Address (followed)</td>
<td>2nd line of the supplier’s address</td>
</tr>
<tr>
<td>P.O. Box</td>
<td>The supplier company’s P.O. Box</td>
</tr>
<tr>
<td>Town</td>
<td>Location of the supplier (town)</td>
</tr>
<tr>
<td>Country</td>
<td>Location of the supplier (country)</td>
</tr>
</tbody>
</table>

### Block fields for freight

<table>
<thead>
<tr>
<th>Fields/Control</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freight value</td>
<td>Value of freight covered by BIETC</td>
</tr>
<tr>
<td>Currency Freight value</td>
<td>Currency proposed for freight currency value</td>
</tr>
<tr>
<td>Incoterm</td>
<td>Incoterm used for freight contract</td>
</tr>
<tr>
<td>Shipping freight value</td>
<td>Value of the shipping freight covered by the BIETC</td>
</tr>
<tr>
<td>Currency</td>
<td>Currencies proposed for currency values captured in Freight, THS, ISPS and other charges value</td>
</tr>
<tr>
<td>THC</td>
<td></td>
</tr>
<tr>
<td>ISPS</td>
<td></td>
</tr>
<tr>
<td>Other charges</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>The amount of fields</td>
</tr>
<tr>
<td>Button « Register »</td>
<td>This button helps register the set of data captured in the form</td>
</tr>
<tr>
<td>Button « Back »</td>
<td>This button allows to come back to the list of BIETC</td>
</tr>
</tbody>
</table>
### Block fields for containerized freight

<table>
<thead>
<tr>
<th>Fields/Control</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Container Number</td>
<td>Container number</td>
</tr>
<tr>
<td>Code Taille/Type</td>
<td>Size and type of container meeting EMCCA standards, for example: 20GP: 20 represents the size of the container, whereas GP represents the type of container</td>
</tr>
<tr>
<td>Poids Brut (kg)</td>
<td>Weight of freight in kilogram</td>
</tr>
<tr>
<td>Volume</td>
<td>Volume of freight in cubic metres</td>
</tr>
<tr>
<td>EMCCA (CEMAC)</td>
<td>Freight code meeting EMCCA standards</td>
</tr>
<tr>
<td>EMCCA Freight Code</td>
<td>EMCCA Freight Code Research Cryptogram</td>
</tr>
<tr>
<td>IMDG</td>
<td>International Code for Dangerous Goods</td>
</tr>
<tr>
<td>Class</td>
<td>Free Authentic Details of Goods</td>
</tr>
<tr>
<td>Details of goods</td>
<td>Free Authentic Details of Goods</td>
</tr>
</tbody>
</table>

### Block fields for Bulk

<table>
<thead>
<tr>
<th>Fields/Control</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>GBC</td>
</tr>
<tr>
<td>Gross weight (kg)</td>
<td>Weight of goods in kilograms</td>
</tr>
<tr>
<td>Volume (m³)</td>
<td>Volume of goods in cubic metres</td>
</tr>
<tr>
<td>EMCCA</td>
<td>Code acknowledging goods in EMCCA zone</td>
</tr>
<tr>
<td>IMDG</td>
<td>International Code for Dangerous Goods</td>
</tr>
<tr>
<td>Class</td>
<td>Free Authentic Details of Goods</td>
</tr>
<tr>
<td>Details of goods</td>
<td>Free Authentic Details of Goods</td>
</tr>
</tbody>
</table>

### Block fields for vehicles

<table>
<thead>
<tr>
<th>Fields/Control</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brand of vehicle</td>
<td>Brand of vehicle</td>
</tr>
<tr>
<td>Type</td>
<td>Type of vehicle</td>
</tr>
<tr>
<td>Year</td>
<td>Year of first circulation</td>
</tr>
<tr>
<td>EMCCA</td>
<td>EMCCA standardized Code for vehicles (Economic and Monetary Community of Central Africa)</td>
</tr>
<tr>
<td>Chassis number</td>
<td>Vehicle’s chassis number</td>
</tr>
</tbody>
</table>

Fill up a BIETC and active cryptograms online

The main stages required to fill up a BIETC online

Filling up and validating a BIETC require a step by step process:

* You should fill up the first five blocks of the form
  - The Declarer captures information on the first five (5) blocks:
    - Shipper;
    - Consignee;
    - Journey (if necessary);
    - Supplier;
    - Freight,
I n the first stage, the Declarer cannot capture data on goods because this block does not exist.

Here you can see an empty BIETC (Picture 14), the block **details of goods** does not exist.

**Recording information in the basis**

The Declarer validates this first capturing stage by clicking on button « **Record** », so that the information captured can be recorded in the data basis;

* Filling up

* special fields for the block ‘journey’:
  - Loading port;
  - Unloading port;
  - Transhipping port;

* Integrate a Port Code

To integrate a port code, the Declarer (the user) has two alternatives:

1st. Either he/she captures in memory a valid port code. Validity of the code captured is checked during the form recording procedure. If the port code is not valid, the system immediately witnesses a mistake. If the port code is validated during record, the system shows the name of the port corresponding to the code captured by the Declarer.

2nd. Or he/she uses ‘help’ by clicking on the pictogram in the form of question mark on the left side of the port code; it starts looking for the code and sends it to the field corresponding to the **BIETC** form.

Click on the cryptogram in the form of question mark (1), the research window (2) appears, then you capture either part of a port code, country code or the name of port, then you click on button « **Search** »; click on the line mentioning your cargo loading port (3), it will be immediately sent to the field « **Loading Port** ». 

**Warning against false declaration of goods**

Any statement made by the Chargé on the BIETC absolutely has to reflect the reality of the cargo. However any reports of false statements fact by the Customs or the COC during the landing or during the loading (unloading) of the goods in a Gabonese port (bearing) will be liable to penalty according to the regulations in force.
Click on the line that mentions your cargo loading port.

The user can capture part of port code, country code or the name of port in the field research.

Selecting a line in the result board allows to repatriate the port code and the name of port in the BIETC form without capturing again.

1. You should start again to modify information on BIETC.

2. You should start again to modify information in the form, the Declarer can then capture information on goods for this part now appears (see picture 15). Then he/she clicks on button Record to validate this new capture again.
The BIETC is new.

But by selecting the status, this BIETC appears only in status « In progress », for data are already recorded in its basis.

**Send the BIETC for a visa**: as soon as information on goods are supplied and recorded, the cryptogram « send the BIETC for visa » appears on the BIETC.

This cryptogram does not yet appear in picture 16.

![Image of the BIETC form]

*The note is sent to the CGC Agent* after clicking on the cryptogram and its status goes to the yellow-white square.

Prior agreement: « On standby »
Henceforth, the Declarer can still use the BIETC in progress, then the latter loses the yellow-white square corresponding to the status `prior agreement « On standby »`, it comes back to the simple white square (in progress for it is already open).

- **The CGC Agent processes** the BIETC by modifying its status. It goes from prior agreement: « On standby » to prior agreement « validated », so that the BIETC comes back for modification (or he/she refuses if the BIETC is not authentic):
  - When the Declarer fills up a BIETC, all the data captured on the blocks mentioned here above can no longer be modified. All these fields are grey, meaning that you can only read them;
  - Only data recorded on the block ‘Journey’ can be modified or completed;

- **The Declarer submits** the BIETC once again for a visa (visa: «Accepted») with the CGC Agent by clicking on cryptogram ‘visa’.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cryptogram</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens the BIETC in progress</td>
<td><img src="1" alt="Open Cryptogram" /></td>
</tr>
<tr>
<td>Allows the Declarer to resume the BIETC in progress</td>
<td><img src="2" alt="Resume Cryptogram" /></td>
</tr>
<tr>
<td>Supplies a PDF-sized note. But you should have Acrobat Reader software to access the file</td>
<td><img src="3" alt="PDF Note Cryptogram" /></td>
</tr>
</tbody>
</table>

**Active cryptograms on BIETC** with status: *Prior agreement « On standby » and Visa « On standby »* (Picture 16):

![](active-cryptograms.png)

When the Agent puts the status *prior agreement ‘rejected’* on a BIETC, only the Representative is allowed to modify it.

Picture 17 hereby shows a BIETC with details of goods. After filling up a BIETC partially or totally, it should be validated by the CGC Agent appointed at the time of purchase. He/she processes it by applying the status *Prior agreement: Validated or rejected*.

The part ‘details of goods’

This part is made up of three (3) blocks describing the type of bill of lading (see picture 18).
- Containerized freight;
- Bulk;
- Vehicles
Open a block for capturing: click on this cryptogram.

Each block allows to capture at most fifty (50) lines of goods.

After capturing a line, you should click on button «CREATE» to validate what you have captured.

The blocks ‘details of goods’

1. Capturing containerized freight: the bill of lading (packaging) for these goods is: container.

2 Capturing block fields (For containerized freight block for example: Container Number, size/type code, gross weight, volume, EMCCA, IMDG, class, details of goods) represents a goods line.

Capturing containerized freight: the bill of lading for these goods is: container.

2 Capturing goods in bulk: or in conventional
Capturing vehicles:

1st. Click on the cryptogram that looks like a question mark to activate the automatic code research assistance.

2nd. The window «Harmonized System Nomenclature» appears. To start research, you should then capture either freight code or freight description (details). Click on button «Search».

3rd. By double clicking on a line in the results board, you will send back the normalized code 'search' without capturing again.

Integrating the normalized code (S.H.) for goods:

You should supply information in all red-asterisked fields.

Click on the cryptogram that looks like a question mark.
Example of BIETC containing goods lines (example: one line for the container)

<table>
<thead>
<tr>
<th>TYPE OF CONTAINER</th>
<th>SIZE/TYPE CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General purpose container</td>
<td>20GP 40GP</td>
</tr>
<tr>
<td>High Cube Container</td>
<td>/ 40HC</td>
</tr>
<tr>
<td>Ventilated Container</td>
<td>20VH 40VH</td>
</tr>
<tr>
<td>Refrigerated Container</td>
<td>20RE 40RE</td>
</tr>
<tr>
<td>High Cube Refrigerated Container</td>
<td>/ 40RH</td>
</tr>
<tr>
<td>Open top Container</td>
<td>20OT 40OT</td>
</tr>
<tr>
<td>Platform Container</td>
<td>20PF 40PF</td>
</tr>
<tr>
<td>Specific platform Container</td>
<td>20PL 40PL</td>
</tr>
</tbody>
</table>

List of size/type codes for normalized containers
4. BIETC validating status after capturing

1. Prior agreement:

<table>
<thead>
<tr>
<th>Visa#</th>
<th>Vessel</th>
<th>Voyage Departure</th>
<th>Arrival</th>
<th>ST</th>
</tr>
</thead>
<tbody>
<tr>
<td>00098</td>
<td>CONINGTHAL</td>
<td>JAN 15, 2009</td>
<td>PORT GENTIL, GA</td>
<td>CFA</td>
</tr>
<tr>
<td>00099</td>
<td>ESTUARE</td>
<td>MAY 12, 2009</td>
<td>PORT GENTIL, GA</td>
<td>CFA</td>
</tr>
<tr>
<td>00100</td>
<td>DOUCHE NUIT</td>
<td>APR 30, 2000</td>
<td>SARDOUR, CM</td>
<td>EUR</td>
</tr>
<tr>
<td>00101</td>
<td>WAMIANO</td>
<td>MAY 10, 2000</td>
<td>CAMEROON, CM</td>
<td>EUR</td>
</tr>
<tr>
<td>00102</td>
<td>GOUJOU</td>
<td>MAR 06, 2000</td>
<td>HARDREUR, FR</td>
<td>EUR</td>
</tr>
<tr>
<td>00103</td>
<td>JUALIUS DIAMOND</td>
<td>JAN 15, 2010</td>
<td>PORT GENTIL, GA</td>
<td>EUR</td>
</tr>
</tbody>
</table>

**Overview of all BIETCs classified by visa accepted (Picture 22)**

<table>
<thead>
<tr>
<th>Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>On standby</td>
<td>The Declarer has captured useful information on BIETC, and requested for prior agreement. He/she is waiting for the CGC Agent’s reply.</td>
</tr>
<tr>
<td>Accepted</td>
<td>The CGC Agent has processed Prior Agreement Request, and the BIETC has the status ‘Validated’</td>
</tr>
<tr>
<td>Rejected</td>
<td>The CGC Agent has replied to Prior Agreement Request by ‘rejected’</td>
</tr>
</tbody>
</table>

2. The visa:

<table>
<thead>
<tr>
<th>Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>On standby</td>
<td>The Declarer has supplied additional information on BIETC, applied for a visa. He/she is waiting for the CGC Agent’s reply.</td>
</tr>
<tr>
<td>Accepted</td>
<td>Here, the BIETC is definitively validated. The BIETC can only be consulted/printed</td>
</tr>
<tr>
<td>Rejected</td>
<td>The BIETC is definitively rejected. It is a lost BIETC; the Declarer cannot use it for his/her transactions. He/she should use another new BIETC and start filling up again...</td>
</tr>
</tbody>
</table>
Active cryptograms on BIETC with Prior Agreement « Validated » and in progress in white square.

<table>
<thead>
<tr>
<th>Description</th>
<th>Active cryptograms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens the BIETC only for consultation</td>
<td>![Image]</td>
</tr>
<tr>
<td>Opens the BIETC for modification</td>
<td>![Image]</td>
</tr>
<tr>
<td>Sends the BIETC for a visa</td>
<td>![Image]</td>
</tr>
<tr>
<td>Prints the PDF-sized BIETC</td>
<td>![Image]</td>
</tr>
</tbody>
</table>

Active cryptograms on BIETC with status: Prior Agreement « Rejected », in Visa « Validated » and in Visa « Rejected »

<table>
<thead>
<tr>
<th>Description</th>
<th>Cryptogram</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens the BIETC just for consultation</td>
<td>![Image]</td>
</tr>
<tr>
<td>Prints a PDF-sized BIETC</td>
<td>![Image]</td>
</tr>
</tbody>
</table>

Note: with Prior Agreement 'validated'

Active cryptograms on BIETC
5. BIETC waiting to be printed

Hereafter you can see a BIETC with status: **Prior agreement and Visa: Accepted**.

A printed BIETC is marked with a **Green** line (See Picture 23).

Click on this cryptogram to start printing.

![Picture 23]

Validated and Certified BIETC allowing to take goods from the port.

---

When a BIETC has the status: Visa « **On standby** », the Declarer can fill up the note again. In this case, the note turns to have the status **Prior Agreement « Validated »**, that means it automatically loses the green-orange square colour on either side (on the Declarer’s and the CGC Agent’s screens) to the benefit of green white square colour.

Only BIETC printed with status **Visa « Validated »** is valid to take goods from the port.
Hereafter, you can see a **BIETC with status: Prior Agreement and Visa: Rejected**.

A printed BIETC with status: Prior Agreement: ‘Refused’ or Visa: ‘Refused’ is marked with a **Red line**.(See Picture 24)

**If your BIETC has the status: Visa: Refused** (see Picture 24), you will not be able to use it to take goods from the port. You should either buy or use another BIETC.

Hereafter, you can see a **BIETC with status: Prior Agreement and Visa: On standby**.

A printed BIETC with status: Prior Agreement: On standby or Visa: ‘On standby’ is marked with an **Orange line**.(See Picture 25)

**If your BIETC has the status: Prior Agreement Refused**, it is only the Representative Agent’s ability to modify it. The CGC Agent is no longer allowed to process it. Only, **Consulting and Printing cryptograms** are active.
Processing a BIETC by the CGC Agent

To be appointed CGC Agent, please see with the Shipping Council Directorate.

The welcome page for the CGC Agent

I. The CGC Agent’s processing program

Whatever the user’s role, the system proposes in the right side column, a list of practical links identical to all the windows.
The program's links

<table>
<thead>
<tr>
<th>Links</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of BIETC</td>
<td>Allows the CGC Agent to consult BIETC lists submitted by Declarers for approval (Prior agreement, then the visa). Sub-links allow to display the list of notes filtered by status:</td>
</tr>
<tr>
<td>BIETC request</td>
<td>Allows the CGC Agent to display the BIETC purchase request list whatever their status. Sub-links help display the list according to the status:</td>
</tr>
<tr>
<td>Accounting Interrogation</td>
<td>Allows the CGC Agent to look at BIETC sales and extract monthly data during a specific period.</td>
</tr>
</tbody>
</table>

### III. Processing a purchase request

1. consulting purchase requests

To display this page, the CGC Agent directly clicks on the link «BIETC Request» of the processing screen or on one of the sub-links to display the list according to the status.
→ Consulting screen columns

<table>
<thead>
<tr>
<th>Components</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Purchase request processing status</td>
</tr>
<tr>
<td>Ref</td>
<td>Request number</td>
</tr>
<tr>
<td>Date</td>
<td>Date of purchase</td>
</tr>
<tr>
<td>Declarer</td>
<td>Name of the Declarer who is also the buyer</td>
</tr>
<tr>
<td>Nbr/Amount</td>
<td>Number of ordered BIETC multiplied by the price of BIETC in the currency of the purchase country</td>
</tr>
<tr>
<td>Total</td>
<td>Total amount of purchase in the currency of the purchase country</td>
</tr>
<tr>
<td>Cryptogramme</td>
<td>Purchase processing and Consulting Cryptogram</td>
</tr>
</tbody>
</table>

The consulting window is made up of eight (8) columns:

2. Look for a purchase request

The CGC Agent can look forward to carry out a specific purchase:
- either by capturing its number in the field ‘reference’;
- or through status by selecting the status he wishes.

<table>
<thead>
<tr>
<th>Research Area</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref.</td>
<td>He/she captures BIETC number he/she is looking for in the field, and clicks on button «List»</td>
</tr>
<tr>
<td>Filter the List</td>
<td>He/she selects a status in the pulldown list, and clicks on button «List»</td>
</tr>
<tr>
<td>LIST</td>
<td>This button helps validate the action</td>
</tr>
</tbody>
</table>
→ Cryptograms on purchase request (carried out)  
The purchase request board contains two (2) active cryptograms according to the request status.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cryptogram</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing cryptogram: it allows the CGC Agent to open the selected purchase request processing window. When the purchase is validated, the cryptogram is no longer active.</td>
<td><img src="image" alt="" /></td>
</tr>
<tr>
<td>It allows to see the selected request</td>
<td><img src="image" alt="" /></td>
</tr>
</tbody>
</table>

3. Processing a purchase request

The Declarer has bought the note; he/she has submitted his/her request for approval; the request status becomes yellow; it is on standby.

(See chapter on « Request validation statutes », page 14)

The CGC Agent can open this page by clicking on modification cryptogram, allowing to process the selected request.
## Request processing block fields

<table>
<thead>
<tr>
<th>Fields/Control</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declarer</td>
<td>Details on the Declarer whom request is under processing</td>
</tr>
<tr>
<td>Number (Nbr)</td>
<td>The number of purchased BIETC</td>
</tr>
<tr>
<td>Unit Price (UP)</td>
<td>The Unit price for a BIETC (according to the geographical area)</td>
</tr>
<tr>
<td>Total</td>
<td>The total amount of purchased BIETC</td>
</tr>
<tr>
<td>Currency</td>
<td>Currency according to the country selected</td>
</tr>
<tr>
<td>Accounting Ref.</td>
<td>Payment</td>
</tr>
</tbody>
</table>

### status

Pulldown list for the four (4) request validating statutes. The CGC Agent selects the status to be applied to the request he/she has just processed.

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>REJECTED</td>
</tr>
<tr>
<td>ON STANDBY</td>
</tr>
<tr>
<td>IN PROGRESS</td>
</tr>
<tr>
<td>VALIDATED</td>
</tr>
<tr>
<td>REJECTED</td>
</tr>
</tbody>
</table>

### Message

The CGC Agent can make a message to the Declarer to justify the status that has been applied to his/her request.

### Button Record

Click on button **record** to validate the processing that has just been applied to request.

### Button Back

This button allows to come back to BIETC request consulting page.
Overview of a request consulting and processing screen

### IV. BIETC processing by the CGC Agent after the Declarer has captured

1. Displaying BIETC on standby

   The CGC Agent can display this list by clicking on the link « list BIETC » or by selecting in the field filter the list by status (for instance PRIOR AGREEMENT: ON STANDBY) along the sub-links, which allows to pull down the list.

---

When a purchase request is accepted (green square), it goes to the Consulting mode only. This purchase cannot be processed.

The purchase of BIETC validated and sent to the Declarer’s account can no longer be deleted. The Declarer can use this (these) BIETC(s) only for capturing.
He/she selects the BIETC among all non or partially-processed ones. 
(Prior agreement «**On standby/ Validated**»; Visa «**On standby**»)

→ Active cryptograms on BIETC on standby (you can see BIETC N° 06)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cryptogram</th>
</tr>
</thead>
</table>
| Opens a BIETC for consulting | ![top](image)
| Allows the CGC Agent to modify details on a BIETC submitted for validation | ![middle](image)
| Opens the screen that allows the CGC Agent to validate | ![middle](image)
| Supplies a PDF-sized BIETC. You should be equipped with a PDF filing system application. | ![top](image)

2. BIETC Processing Screen

By clicking on the cryptogram ‘visa’, the picture hereunder appears. It includes processing BIETC N°1043.

!Though it contains all the details required, the captured note first receives prior agreement then is sent back to the Declarer (if necessary) for additional information before final agreement.
This warning message will appear if the Representative selects the value **VISA ACCEPTED**. He/she clicks on « OK » to validate his/her choice.
The system includes awareness of:

- The number of container mentioned in the note;
- The total weight with regard to strong bulk;
- The volume with regard to liquid bulk;
- The total weight of loaded vehicles

Accordingly, the CGC Agent easily calculates complementary units.
BIETC processing by CGC Representative

1. Home page for CGC Representative

The Representative’s processing program

- Liste des BIETC
- Interrogation Comptable
- @Webmaster
The Purchase request and BIETC validation processing principle (PRIOR AGREEMENT and VISA) are identical for both CGC Agent and Representative (See chapter on BIETC processing by the Representative)

→ The program’s links

<table>
<thead>
<tr>
<th>Links</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of BIETC</td>
<td>Allows the Representative to consult the list of BIETC for validation (Prior agreement, then the visa). Sub-links allow to display the list of notes filtered by status</td>
</tr>
<tr>
<td>Accounting</td>
<td>Allows the Representative to see all the notes sold by the CGC Agent concerned. He/she can extract monthly data during a specific period.</td>
</tr>
</tbody>
</table>
→ **The Accounting Interrogation interface**

The accounting interrogation interface is made up of three (3) different components:

1. List of notes that have been sold: it is a statistical research criterion selection zone;
2. CSV-sized results: it is a CSV-sized zone from which data are extracted;
3. The board displaying results issued from research.

→ **The zone fields (1)**

<table>
<thead>
<tr>
<th>Fields/Control</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period onset (Month)</td>
<td>Month limiting the onset of the period under statistical research</td>
</tr>
<tr>
<td>Period onset (Year)</td>
<td>Year limiting the onset of the period under statistical research</td>
</tr>
<tr>
<td>Period end (Month)</td>
<td>Month limiting the end of the period under statistical research</td>
</tr>
<tr>
<td>Period end (Year)</td>
<td>Month limiting the end of the period under statistical research</td>
</tr>
<tr>
<td>For</td>
<td>The CGC Agent or the Declarer whom the user would like to have statistical data on.</td>
</tr>
<tr>
<td>Button «List»</td>
<td>Looks for and aggregates the basis' data that meet the criteria selected by the Representative</td>
</tr>
</tbody>
</table>

→ **CSV format:** it is a text format that can organize data in a column-structured form.

[Modal window]

**Cryptogram copy/stick** to the spreadsheet: you should copy CSV data from the text zone to the paperweight. The system informs the user through displaying the modal window. Data copied in the paperweight can then be stuck in a spreadsheet (or in any other CSV-managing application).
The visa issued by the Customs Department

I. Home page for Customs

II. The Customs’ program

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Displays any type of BIETC</td>
</tr>
<tr>
<td>Prior agreement validated</td>
<td>Displays BIETCs that have been validated by the CGC Agent/ Representative; the Customs Officer then approves for loading (this procedure is required for goods export)</td>
</tr>
<tr>
<td>Visa accepted</td>
<td>The BIETCs have been definitively validated by the CGC Agent/ Representative</td>
</tr>
<tr>
<td>Visa refused</td>
<td>The BIETCs have been definitively rejected by the CGC Agent/ Representative</td>
</tr>
<tr>
<td>Unknown Customs Control</td>
<td>Displays BIETCs with Customs’ agreement on standby</td>
</tr>
<tr>
<td>Customs Control validated</td>
<td>With his/her BIETC of which the visa has been validated (green square – green) by the Shipping Board of Gabon, the loader has obtained the Customs Officer’s agreement. Therefore, he/she can take his/her goods from the port.</td>
</tr>
</tbody>
</table>
Customs Control rejected

For specific reasons, the Customs Officer has rejected the loader’s BIETC. Therefore, the loader cannot take his/her goods from the port.

The button « List » displays the list of BIETC(s) according to the status selected.

Both Customs Officer and CGC Agent/Representative use the same process to open a BIETC validating screen.

The Customs Officer’s validating screen

The pulldown list that displays the Visa link statutes

Example of BIETC validated by the CGC Agent/Representative

The BIETC validated by the CGC Agent/Representative and available is a green square only.

Example of BIETC validated by the Customs Officer with the following status: CUSTOMS CONTROL VALIDATED
As you can see here above, this BIETC has been validated by the Shipping Board Agent/Representative (green square). The Customs Officer’s visa, as for it, is marked by the green colour around the green square.

In this case, declaration of goods carried out by the loader on this BIETC complies with statements embodied not only in the Customs documents but also on the BIETC. The loader can take goods from the port or from storage.

- Example of BIETC validated by the Customs Officer with the following status: **CUSTOMS CONTROL REJECTED**.

As you can see here above, this BIETC has been validated by the Shipping Board Agent/Representative (green square). The Customs Officer’s visa, as for it, is marked by the red colour around the green square.

In this case, declaration of goods carried out by the loader on this BIETC does not comply with statements embodied in Customs documents. In addition, the Customs Officer has rejected the BIETC. So the loader cannot take goods from the port.

Like CGC Representative and Agent, the Customs Officer can print BIETC(s).

**BIETC [1]** is validated by both Shipping Board Agent/Representative and Customs Officer, and will immediately be available.

**BIETC [2]** is validated by the Shipping Board Agent/Representative but rejected by the Customs Officer.
NOTE: The Shipping Council of Gabon is not allowed to check loaded or unloaded freight documentation.

! A BIETC that complies with the Shipping Board’s requirements – and that has been validated (green square) - can be rejected by the Customs Department if statements are not authentic or after a Customs Officer has personally checked goods.
INTRODUCTION

The Gabonese Standard Body (AGANOR), a public administrative institution of the government of Gabon, is responsible for the adoption and application of Standards for both imported and domestically manufactured products in the Gabon market. With effect from 5th July 2013, AGANOR implemented the Pre-Export Verification of Conformity (PROGEC) to Standards Programme. This is a conformity assessment and verification procedure applied to all Goods/Products at the respective exporting countries, to ensure their compliance with the applicable Gabon Technical Regulations and Mandatory Standards or approved equivalents.

AGANOR has appointed Intertek as the sole Agent to operate the PROGEC program on its behalf, operating in all countries of supply. All consignments are subject to PROGEC and must obtain a Certificate of Conformity (CoC) issued by Intertek Country Offices (CO). The Certificate is a mandatory Customs Clearance document in Gabon; consignments arriving at Gabon Ports without this document will be denied entry into the country.

NB: At the beginning of the programme, a grace period, allowing Exporters to become familiar with this new requirement, will be granted between 5th July and 1st October 2013.

As of 1st October 2013, all shipments arriving in Gabon without the Certificate of Conformity will be denied entry into the country.

GENERAL OUTLINE OF THE OPERATIONS OF THE PROGEC PROGRAMME

The Gabonese Standard Body (AGANOR) mission is to contribute to the development and implementation of government policy in the field of standardization. To this end, AGANOR requires pre-shipment conformity assessment services for goods exported to Gabon.

In addition, AGANOR wishes to promote trade, minimize the possibility of fraud in the import operations and to ensure that imported goods Gabon are in accordance with International Standards, Regional or Gabonese and/or the essential requirements.

To curb some of these problems, AGANOR has put in place Gabonese Conformity Assessment Programme (PROGEC) to ensure that all goods are verified for conformity to relevant Gabon standards or approved equivalents before shipment to Gabon. The primary objective of the programme is to ensure quality of products, health and safety, and environmental protection for Gabon and this is reflected in the product coverage scope.

The key elements undertaken in PROGEC are:

- Physical inspection prior to shipment,
- Sampling, testing and analysis in accredited laboratories,
- Audit of product processes,
- Documentary check of conformity with regulations; and
- Assessment of conformity to standards

PRINCIPLES OF THE PROGRAMME

The PROGEC Programme is based on Article 5 of Technical Barriers to Trade (TBT/WTO), which requires that technical requirements (i.e. Standards) applied to foreign products must also be applied to domestically manufactured products. Domestic companies are also subject to the Evaluation of Conformity and therefore PROGEC will offer equal treatment to national and to imported products.

Since PROGEC is a conformity assessment process to verify that products imported to Gabon are in compliance with the applicable Gabon standards or approved equivalents, regulations and technical requirements before shipment, it is the sole responsibility of the supplier (i.e. exporter) to demonstrate the same and hence meet any associated costs of verification.
HOW TO OBTAIN A CERTIFICATE OF CONFORMITY

The PROGEC compliance procedures are designed to provide maximum flexibility to Exporters and Importers by providing three (3) possible Routes for obtaining a Certificate of Conformity (CoC) for their shipments. The method utilized will depend on the frequency of the Exporters’ shipments to Gabon and the level of compliance they are able to demonstrate initially when applying for certification.

Request for Certification

The Exporter must send the Request for Certification (RFC) form completed together with a Proforma Invoice and provide information about the date and place for inspection. The Exporter attaches the test reports (if available) and when applicable copies of the Statements of Registration and/or License to the RFC form.

Determination of Route

The Intertek Country Office will review the RFC and attached documentation and will confirm the applicable Route for certification and the standards applicable.

Product Testing

Wherever possible, the Intertek Country Office shall arrange for product sampling and testing with an approved or an ISO/IEC 17025 accredited laboratory in advance of the scheduled date of shipment. The Exporters should wait for test results before shipment. Where the Exporter wishes to provide test certificates, these should be from a laboratory accredited to an ISO/IEC system or other approved laboratories. The Exporter may also make arrangements to have the tests witnessed by an Intertek staff. Test reports should be submitted to the Intertek Country Office along with a copy of the Laboratory Accreditation. The test reports must be sufficiently detailed so as to demonstrate traceability to the consignment to be shipped to Gabon.

Inspection

The Intertek Country Office will contact the place of inspection and confirm the appointment for physical inspection of the consignment. Physical inspection is normally carried out to verify requirements that may be visually verified (e.g. product labeling) and to ensure reconciliation of the consignment with previously submitted test reports. If applicable, product sampling for testing purposes may also be performed during physical inspection. In such cases, exporters should await the test results of the samples before shipment.

Certification

Except for air-shipments, the exporter shall submit a Final Invoice to the Intertek Country Office, as soon as possible after physical inspection. The Intertek Country Office will perform a final review of all test and inspection reports and decide upon the issuance of the Certificate of Conformity (CoC) or Non Conformity Report (NCR). Intertek Country Office will indicate any corrective actions needed prior the issuance of a Certificate of Conformity. Only if the discrepancy is corrected, a CoC will be issued.
Gabonese Republic

Programme Gabonais d’ Évaluation de Conformité (PROGEC)

EXPORTER AND IMPORTER GUIDELINES

ROUTES FOR CERTIFICATION

ROUTE A – CONSIGNMENT CERTIFICATION

Under Route A, products to be shipped have to be both tested and physically inspected to demonstrate conformity to relevant standards, essential requirements or manufacturer’s specification. This Route is open to all products being exported by either traders or manufacturers. This Route is open to any trade party, shipments or products and certification process is as outlined below:

Step 1 – Submission of Request for Certification (RFC) by the Exporter

The Exporter shall complete and submit RFC form to the respective Country Office together with the following documentations:

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Data Sheet and/or Product Description</td>
<td>Mandatory (to specify the product intended use)</td>
</tr>
<tr>
<td>Product Technical Specification</td>
<td>If Available (from the manufacturer)</td>
</tr>
<tr>
<td>Proforma Invoice</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Manual Operating Instructions</td>
<td>Where applicable</td>
</tr>
<tr>
<td>Production Data</td>
<td>Where applicable (Batch No/ Size, Manufacturer’s Name, Production Date, Expiration Date, Manufacturer’s Certificates)</td>
</tr>
<tr>
<td>QMS Certificates, Conformity Marks, Safety Marks, National Approval</td>
<td>If Available</td>
</tr>
<tr>
<td>Product Technical Specification</td>
<td>If Available (from the manufacturer)</td>
</tr>
<tr>
<td>Third Party Test Reports</td>
<td>If Available</td>
</tr>
<tr>
<td>Distributorship/Dealership Agreement</td>
<td>If Available (only applicable to manufacturer authorized distributors or dealers)</td>
</tr>
</tbody>
</table>

NOTE: Quality and completeness of the above mentioned documentation directly influences time and cost of processing of the order/request.

Step 2 – Review of Documentation submitted by Exporter to the Intertek Country Office

The concerned Intertek Coordinator shall review the documentation for completeness and to:

<table>
<thead>
<tr>
<th>Action</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish the appropriate Gabon Standard and/or international equivalent</td>
<td>Standard application priority to be applied</td>
</tr>
<tr>
<td>Establish the essential requirements</td>
<td>Based on Health and safety hazards as per the Standard</td>
</tr>
<tr>
<td>Establish product risk profile</td>
<td>For purposes of determining level of intervention</td>
</tr>
<tr>
<td>Prepare inspection and testing instructions</td>
<td>See: Step 3 and 4</td>
</tr>
</tbody>
</table>

And respond to the Exporter’s request giving details specified below within 48 hours:

- Missing documents (if any);
- Essential requirements (as per the identified standard) and the level of intervention (i.e. where testing must be done, the Exporter shall be informed);
- Proposed inspection date and schedule for the Exporter’s confirmation; any other PROGEC related requirements.

NOTE: Inspection shall be scheduled for a date not later than 3 days from receipt of the missing documents specified in the Intertek Coordinator’s communication to the Exporter after reviewing RFC. However, if the RFC was accompanied with all the valid documents specified in Step 1, the inspection shall be scheduled for a date not later than 5 days from receipt of RFC unless the Exporter prefers a later date.
Step 3 – Consignment Inspection by the Appointed Inspector

The inspection shall be carried out as per the instruction prepared in Step 2. The inspection shall focus on marking, packing, product’s shelf life (where applicable) and visual product conformity for reconciliation with the test report. Assessment of product functionalities is critical more so where testing is not feasible (See: Step 4).

Samples shall be drawn and respective packages from which samples drawn marked appropriately by the inspector for testing. Upon completion of the inspection, the inspector shall prepare report detailing findings and remarks (recommendation). A copy of the report shall be submitted to the exporter immediately thereafter. Any discrepancy noted during inspection shall be brought immediately to the attention of the exporter through a discrepancy report.

NOTE: The completion of the physical inspection of the goods does not mean that the conformity assessment process is completed. Final decision on conformity of the inspected goods will be undertaken by the concerned Intertek Coordinator after evaluation of the inspection report, test reports (where applicable) and other relevant quality documentations.

Step 4 – Consignment Testing

Testing shall be confined to essential requirements or parameters of the applicable standard only. Testing shall only be performed on samples drawn by the concerned Intertek Inspector in any of the following laboratories:

- Any Intertek laboratory
- An independent laboratory accredited to ISO/IEC 17025 worldwide.
- Any laboratory not accredited to ISO/IEC 17025 or the manufacturer’s laboratory under witnessing by Intertek Coordinator. *(This option is only open in instances where the first two labs cannot be found within the locality).*

NOTE: Witness testing shall be performed by qualified personnel familiar with the product and test methods. The Intertek Coordinator shall witness testing only in laboratories meeting requirements specified in ISO 9001.

Witness testing shall be performed by qualified personnel familiar with the product and test methods. The Intertek authorized personnel shall witness testing only in laboratories meeting requirements specified in ISO 9001 standard. Where testing is not economically viable/feasible due to multi-line items, low value consignments, disassembled machinery etc., evaluation of the following documents may be carried out in lieu of testing:

- Manufacturer’s own test report
- Safety Marks/Conformity Marks/National Approvals (e.g. CE mark, type approval reports, etc.)
- Relevant Quality Management System Certificates

Step 5 – Issuance of the Final Certification Documentation by the Intertek Coordinator

Upon receipt of the inspection report (Step 3) and test report/documentary evaluation report (Step 4), the Intertek Coordinator shall take a certification decision and issue certificate (i.e. Certificate of Conformity or Non Conformity Report) within 3 working days of receipt of the reports and the Final Invoice.

NOTE: Where testing has to be carried out, the final decision on conformity of goods will be taken no earlier than completion of testing. Exporter may contact the concerned Intertek Coordinator in order to obtain Certificate of Conformity (CoC) or to know certification decision prior to shipment.

ROUTE B – PRODUCT REGISTRATION AND CERTIFICATION OF SHIPMENTS

Route B offers a fast track certification process for goods with reasonable and consistent levels of quality through registration of such products by the Intertek Coordinator. **Product Registration** is recommended to Exporters having frequent shipments of homogenous products. The Registration is valid for a period of one year. Shipments of registered products are exempted from mandatory testing and certification may be based on physical inspection only. However, random testing of registered product is still required to ensure product conformity throughout the registration period.

Used products or second hand products are however not eligible for registration under Route B. **These are subject to certification under Route A only.**
PRODUCT REGISTRATION PROCESS

Step 1 – Submission of Registration Application Form to Intertek Coordinator by the Exporter

Exporters seeking registration of their products under the PROGEC programme may fill and submit to the Intertek Coordinator Registration Application Form together with the following documentations:

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Data Sheet and/or Product Description</td>
<td>Mandatory (to specify the product intended use)</td>
</tr>
<tr>
<td>Product Technical Specification</td>
<td>If Available (from the manufacturer)</td>
</tr>
<tr>
<td>Proforma Invoice</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Manual Operating Instructions</td>
<td>Where applicable</td>
</tr>
<tr>
<td>Production Data</td>
<td>Where applicable (Batch No/ Size, Manufacturer’s Name, Production Date, Expiration Date, Manufacturer’s Certificates)</td>
</tr>
<tr>
<td>QMS Certificates, Conformity Marks, Safety Marks, National Approval</td>
<td>If Available</td>
</tr>
<tr>
<td>Third Party Test Reports</td>
<td>If Available</td>
</tr>
<tr>
<td>Distributorship/ Dealership Agreement*</td>
<td>If Available (only applicable to manufacturer authorized distributors or dealers)</td>
</tr>
</tbody>
</table>

NOTE: Traders dealing in branded goods shall provide evidence of their relationship with the Original Equipment Manufacturer (OEM) or brand owner.

Step 2 – Review of Registration Application by the Intertek Coordinator

Intertek Coordinator shall review the submitted documentations to:

- Establish product compliance to Gabon Standard and/or international equivalent
- Establish the exporter’s ability to consistently supply quality goods

The concerned Intertek Coordinator shall communicate the review outcome to the Exporter within 4 working days of receipt of the application. On successful review by the concerned Intertek Coordinator, the Exporter shall be issued with the Statement of Registration detailing the products registered, validity period and other registration conditions upon payment of the applicable fees.

REGISTERED PRODUCTS SHIPMENT CERTIFICATION PROCESS

Shipments of registered products still require Certificate of Conformity in order to be permitted into Gabon. However, the certification process is faster due to the above registration. Below is the procedure for certification:

Step 1 – Submission of Request for Certification (RFC)

The Exporter shall fill and submit to the concerned Intertek Coordinator the following documentations:

- RFC Form
- Valid Statement of Registration containing goods to be shipped.
- Proforma Invoice

The concerned Intertek Coordinator shall review the documentations with a view to establishing the validity of the Statement of Registration and schedule inspection for a date not later than 3 days from the date of receipt of the RFC unless the exporter/supplier prefers a later date.
Step 2 – Consignment/Shipment Inspection by Intertek Coordinator Appointed Inspector

The Inspector shall conduct inspection as per the guidelines and instructions issued by the Intertek Coordinator. The inspection shall focus on:

- Marking
- Packaging
- Product shelf life (where applicable)
- Conformity to packing list/ invoice
- Visual product conformity

Samples may be drawn and respective packages from which samples drawn marked appropriately by the inspector as and when advised by Intertek Coordinator for testing. Upon completion of the inspection, the Inspector shall prepare report detailing findings and remarks (recommendation). A copy of the report shall be submitted to the exporter immediately thereafter. Any discrepancy noted during inspection shall be brought immediately to the attention of the Exporter through a Discrepancy Report.

NOTE: Intertek Coordinator shall inform the Exporter when the products are to be sampled for testing. However, the conformity decision for the shipment sampled may not be pegged to the test report obtained thereafter. Such test reports may be useful in making conformity decision for subsequent shipments.

Step 3 – Consignment/Shipment Testing

Testing shall be confined to essential requirements or parameters of the applicable standard only. Testing shall only be performed on samples drawn by the concerned Intertek Coordinator in any of the following laboratories:

- Any Intertek laboratory
- An independent laboratory accredited to ISO/IEC 17025 worldwide.
- Any laboratory not accredited to ISO/IEC 17025 or the manufacturer’s laboratory under witnessing by Intertek Coordinator. (This option is only open in instances where the first two labs cannot be found within the locality)

NOTE: Witness testing shall be performed by qualified personnel familiar with the product and test methods. The Intertek Coordinator shall witness testing only in laboratories meeting requirements specified in ISO 9001.

Step 4 – Issuance of the Final Certification Documentation by the Intertek Coordinator

Upon receipt of the inspection report, the Intertek Coordinator shall take a certification decision and issue certificate (i.e. Certificate of Conformity or Non Conformity Report) within 3 working days of receipt of the reports and the final invoice.

NOTE: Exporter may contact the concerned Intertek Coordinator in order to obtain Certificate of Conformity (CoC) or to know certification decision prior to shipment.

ROUTE C – PRODUCT LICENSING

This Route is open only to manufacturers who can demonstrate existence of a quality management system in their production/manufacturing process.

This procedure involves the review of analytical reports, and possibly additional testing to demonstrate full compliance of the products with respect to the relevant international standard. This is accompanied by a full audit of the production site, and follow-up inspections to ensure that local requirements are systematically integrated into the manufacturing process. Approval procedures are in compliance with the Guide 28, ISO / IEC - Guidance on a third-party certification system for products. Having passed these stages, the manufacturer will be granted a license for the products concerned.

On successful conclusion of this process, the manufacturer will be presented with a License for the relevant products valid for a period of one (1) year. Licensed products shall be subject to random physical inspection by authorized Intertek Coordinator(s) prior issuance of Certificate of Conformity and subsequent shipping of the same. However the Intertek Coordinator(s) shall carry out limited testing during the license valid period.
RESPONSIBILITIES

Importers
Ensure their suppliers are conversant with import quality requirements and that their consignments are accompanied with a Certificate of Conformity (CoC) from Intertek.

Exporters
Ensure their products or goods meet the regulations and quality requirements of Gabon before shipment by carrying out tests and/or obtaining the necessary certification of Conformity (CoC) from Intertek for all products subject to the PROGEC programme.

Gabon Bureau of Standards
Ensure that only quality goods gain entry into the country as provided in Decree No. 00341/PR/MIM of 28/02/2013 establishing the national conformity assessment system, thereby offering the necessary protection to Gabon’s consumers in safety, health and environmental matters.

OTHER REQUIREMENTS

Container Sealing Requirements
Wherever feasible, sealing of FCL Containers (Full Container Loads) is required during physical inspection for High Risk Products. Exporters are required to give advance notice to Intertek Country Office of container stuffing arrangements, so that the date of inspection is scheduled to coincide with the container stuffing.

Labeling and Shelf Life Requirements
Other than the requirements listed in the standards, the labelling packaging of imported products must be in French at least for markings and instructions relative to consumer safety. Packaged goods (e.g. foodstuffs, chemicals, cosmetics, and similar) shall indicate the batch numbers and dates of expiration and/or date of production. All imports with a limited shelf life shall have sufficient shelf life remaining from the date of expected landing in Gabon.

Counterfeit Products/Goods
Importation of any counterfeit goods is not allowed. Where Intertek will have a doubt on products/goods that may be counterfeits, Intertek could require the exporter of products suspected to be counterfeited to provide sufficient proof of authenticity before a Certificate of Conformity (CoC) is issued, and reserve the rights to inform AGANOR/customs.
The fees are payable by the Exporter or Manufacturer and payable in advance:

<table>
<thead>
<tr>
<th>Verification Fees</th>
<th>Registration and Licensing Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Route A</strong> 0.53% of declared FOB value subject to a minimum of 300 Euros and a maximum of 7000 Euros</td>
<td><strong>Registration Fees</strong>&lt;br&gt;- The Registration fees shall be 375 Euros, which will cover the Registration of 15 products /line items in the Statement of Registration (SoR).&lt;br&gt;- Every additional product /line item above 15 products /line items will be charged an additional fee of 20 Euros.&lt;br&gt;- Amendments to SoRs will be charged at the rate of 40 Euros minimum for up two products /line items amendments and then 20 Euros per line item amendment after that.</td>
</tr>
<tr>
<td><strong>Route B</strong> 0.45% of declared FOB value subject to a minimum of 300 Euros and a maximum of 7000 Euros</td>
<td><strong>Licensing Fees</strong>&lt;br&gt;- Licensing fees are calculated on a case-by-case basis. Please contact your nearest Registration and Licensing Certification Centre or Intertek Country Office for further information.</td>
</tr>
<tr>
<td><strong>Route C</strong> 0.27% of declared FOB value subject to a minimum of 300 Euros and to a maximum of 7000 Euros</td>
<td><strong>NOTE:</strong> Products with common characteristics will be grouped together in determining the Registration / License Fees.</td>
</tr>
<tr>
<td><strong>Used Vehicles</strong>&lt;br&gt;1 to 3 vehicles : 300 €&lt;br&gt;More than 3 vehicles : 300 € + 30 € for every additional vehicle</td>
<td></td>
</tr>
<tr>
<td><strong>Testing Fees</strong>&lt;br&gt;Determined on a case by case basis</td>
<td></td>
</tr>
<tr>
<td><strong>NOTE:</strong> The above fees are subject to a minimum of 300 Euros and a maximum of 7000 Euros. However, the maximum fee chargeable is subject to the applicable commercial rates at the port of inspection.</td>
<td></td>
</tr>
</tbody>
</table>

**CONTACT US**

<table>
<thead>
<tr>
<th>Intertek Government and Trade Services</th>
<th>Gabon PROGEC Liaison Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intertek France&lt;br&gt;Government and Trade Services&lt;br&gt;Ecoparc 2&lt;br&gt;27400 Heudebouville&lt;br&gt;Tel: +33 2 3263 3165&lt;br&gt;Fax: +33 2 3209 3087&lt;br&gt;E-mail: <a href="mailto:info.paris.gs@intertek.com">info.paris.gs@intertek.com</a></td>
<td>Intertek Gabon&lt;br&gt;Résidence Malaïka (en face du phare du large)&lt;br&gt;4ème étage, Appt 9&lt;br&gt;BATTERIE IV&lt;br&gt;LIBREVILLE&lt;br&gt;Tel : +241 01 73 05 01&lt;br&gt;E-mail: <a href="mailto:info.libreville.gs@intertek.com">info.libreville.gs@intertek.com</a></td>
</tr>
</tbody>
</table>

**APPENDICES**

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Country Offices and their Zones of Responsibility</td>
</tr>
<tr>
<td>B</td>
<td>Request for Certification Form</td>
</tr>
<tr>
<td>C</td>
<td>Products Subject to PROGEC Programme (Covered)</td>
</tr>
<tr>
<td>E</td>
<td>Registration and Licensing Application Form</td>
</tr>
</tbody>
</table>

*The above Appendices are available at [www.export2gabon.com](http://www.export2gabon.com)*