

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

Cabinets

**Ministerial Ordinance N. 3/2004**  
**January 26**

The creation of the Only Title of Foreign Trade – TCE – goes with the simplification of the procedures and circuits of foreign trade and aims the substitution of all the titles of foreign trade at present in force, namely: Bulletin of Previous Registration of Imports; Bulletin of Previous Registration of Exports; Rectifying Bulletin and Declaration of Imports, by a single multifunctional title, modern and adapted to the new economic reality.

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

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

Under these terms, after consulting the Chambers of Commerce,

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

Article 1

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

2. The models of the Title will be destined:

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

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

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

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

E – is destined to the emitting entity.

#### Article 2

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

#### Article 3

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

#### Article 4

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

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

#### Article 5

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

## Article 6

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

## Article 7

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

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

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

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

## Article 8

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

## Article 9

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

## Article 10

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

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

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







GENERAL ADMINISTRATION OF COMMERCE

RESERVED FOR THE EMITTING CENTER

Number

Date of emission  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Validity period  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Emitting Center of \_\_\_\_\_  
Signature and stamp or white seal  
\_\_\_\_\_

A

TCE- RECTIFYING TITLE

1

PETITIONER

Name and address

2

DESIGNATION OF OPERATION

3

RECTIFICATION TO THE TCE

N. \_\_\_\_\_

Emitted in \_\_\_\_/\_\_\_\_/\_\_\_\_

30 days

Other (specify) \_\_\_\_\_  
\_\_\_\_\_

Where you read  
\_\_\_\_\_  
\_\_\_\_\_

7

I declare that I assume any responsibility for the

Data \_\_\_\_/\_\_\_\_/\_\_\_\_

RESERVED TO THE EMITTING CENTER

Recebido \_\_\_\_/\_\_\_\_/\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature and stamp

\_\_\_\_\_

Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

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FALSE DECLARATIONS AND INFRACTIONS TO THE APPLICABLE LEGISLATION W7.80