Introduction

Below is listed examples of key documents that can be used to mitigate legality risks for timber in Angola.

Example 1: Annual forest exploitation license
Example 2: Certificate of origin
Example 3: Transit guide/permit
Example 4: Export and import registration license
Example 5: Environmental license for installation
Example 6: Environmental operating license
Example 7: CITES permit
Example 1: Annual forest exploitation license

Applicable for: all holders of annual forest exploitation rights

Purpose and content of document: to give evidence from the holder with the right to harvest specified timber species at certain allowed volume from defined forest area. This document also discusses holder’s license validity and duration and the relation with the applicable tax payable among others.

Holder of document: annual timber exploitation rights.

Signature required by: the Director General of the Forestry Development Institute (IDF).

Key considerations when checking the document:
- The information on the document should always be cross-checked with information on the related certificate of origin and the transit guide/permit.
- The name of the person or entity specified on the license - licenses are not transferable to a third party.
- The province specified on the license - the movement of logs is not allowed between provinces.
- It shall have the stamp of the Director General of IDF.
LICENÇA DE EXPLORAÇÃO FLORESTAL

Nº /   /IDF/

Válido até: / /

No(s) inciso(s) do Artigo 10.º da Lei n.º 41/77 de 24 de Janeiro - Lei de Bases da Florestas e fauna e Salvaguarda;

De acordo com o Decreto Presidencial n.º 1º., de , que estabelece as providências para a implementação da exploração florestal para a campanha florestal 2011;

Em conformidade com a Disposição de Autorização do Ministro de Agricultura de

Pede-se autorizar sua exploração:

Contribuinte n.º com sede social em:

Rua

uma área de ha, situada na localidade de , com a de, no município de , na província de .

Seguem-se espécies e quantidades:

<table>
<thead>
<tr>
<th>Grupo</th>
<th>Espécie</th>
<th>Volume (m³/ha)</th>
</tr>
</thead>
</table>

Produção Florestal e Limpeza

A presente licença valerá autenticada com o selo branco em seu versão instituto.

Taxa  K:

Sub-total  K:

I.G.R.  K:

TOTAL  K:

Lida aos , de 20 ,

O Diretor Geral.
Example 2: Certificate of origin

Applicable for: all forest exploitation rights holders, plantation owners, timber processors, and traders transporting timber and timber products.

Purpose and content of document:

- To identify the province of origin of forest products
- To hinder movement of logs across provinces
- To help provide statistics in relation to annual harvesting quotas approved for provinces
- To record information on species and volumes

Holder of document: The transporter of timber and timber products, timber processing facilities, sellers and buyers of timber and timber products (must have copies)

Signature required by:

- Signature of the holder of the forest exploitation right or the plantation owner
- Signature and official stamp of the Provincial Head of Department of IDF
- The signature of the official who completes the certificate.

Gaps/limitations:
There is a risk that the document does not contain correct information.

Key considerations when checking the document:

- The content of the document should be cross-checked in combination with the exploitation license and or the transit guide/permit
- Province of origin because logs cannot be transported across provinces
- The volume and species specified on the document to verify the volume and species received
- The signature of the provincial head of IDF
- Signature of the check point or forest product warehouse in the case of timber products sold or being transported for sale. It is against the law to sell timber products which has not gone through the forest products warehouse
- Check validity and signatures form warehouse
- Check payment of applicable taxes
**FIG. 3: Ongem Certificado**

**Certificado de Origem**

| Nº | / | / |

**Departamento Provincial de:**

| (1) Empresa/Operador Florestal: |
| Endereço: |
| Nº da licença e data de emissão: |

| (2) Destino: |
| Endereço: |

| (3) Província de Origem: |

| (4) Material/Transporte Características: |

| (6) Descrição do Produto: |
| Nome: |
| Gênero: |
| Quantidade: |
| Volume (m³/60Kg): |

| (7) Declaração da Autenticidade Florestal e Farmacêutica: |
| Declaram que o produto ou derivados do produto transportado está em conformidade com o previsto na Lei nº 617 de 24 de Janeiro. |

| (8) Assinatura que Faz o Certificado: |
| Local: |
| Data: |
| O Cachê do Detalhe: |
| (Assinatura) |
| Certificado: |

| (9) A Procurar pelo Encaminhamento: |
| Ponto de Controle de: |
| Ponto de Controle de: |
| Ponto de Controle de: |

**Artigo 34º - Lei N.º 617 de 24 de Janeiro**
Example 3: Transit guide/permit

Applicable for: all forest exploitation rights holders, plantation owners, timber processors, buyers transporting timber and timber products.

Purpose and content of document:

- To identify forest products in transport
- To hinder movement of logs across provinces
- To help provide statistics of forest products production and sales in relation to annual harvesting quotas approved for provinces

Holder of document: all transport of timber and timber products, timber processing facilities, sellers and buyers of timber and timber products (must have copies)

Signature required by:

- The document is prepared by the interested party for the movement of the product or the holder of forest exploitation right and owners of plantation
- Signature and official stamp of the Provincial Head of Department of IDF or in his absence the Chief of Technical and Supervisory Section in the case of certificates originating from annual exploitation license
- Signatures of the official of every check point where the products in transport passes

Gaps/limitations: -

Key considerations when checking the document:
- Signatures and official stamp of the IDF
- Cross-checking information with certificate of origin and exploitation license
- Species and specified volumes
- Validity of permit as permits are valid for only 2 weeks
- Signatures and official stamps of check points or forest product warehouses in the case of forest products for sold or intended for sale
FIG. 4: Transit Permit

GUÍA DE TRÁNSITO

Nº / / IDM/

Válido até: / /

(1) Emprêsi/Operator Forestal:
Endereço:
Licença Nº:
Data de emissão:
Válida até:

(2) Transita de:
Província de:

(3) Para (Destino):
Província de:

(4) Meio de Transporte/Características:

(5) Produtos Fluviais/Transportados:

<table>
<thead>
<tr>
<th>Descrição do Produto</th>
<th>Nome Comercial</th>
<th>Quantidade</th>
<th>Volume (m³/S/ Mg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madeira em Teto</td>
<td></td>
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<td>Madeira em Bloco</td>
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<td>Tiburicura</td>
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<td>Viga</td>
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<td>Estrutura de para</td>
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<td>Leite</td>
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<tr>
<td>Carne Vegetal</td>
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</tbody>
</table>

Produtos florestais não incluídos

(6) Num total de (m³/S/ Mg) consignados a Emprensi/Operator Forestal:

(7) Visita da Departamento Provincial

Data: / /

Local: (Assinatura) (Conclusão)

(8) O Concessionário

Data: / /

Local: (Assinatura) (Conclusão)

(9) A Presença pela Fiscação

Ponto de Controle de: 
Assinatura e Data

Ponto de Controle de: 
Assinatura e Data

Ponto de Controle de: 
Assinatura e Data
Example 4: Export and import license

Applicable for: all exporters and importers in Angola

Purpose and content of document: give authorization for import and export of goods, to check that products conform to export and import requirements.

Information on the license includes product volume, description, means of transport, species, goods value of exporter, importer, etc.

Holder of document: importer and/or exporter of goods

Signature required by: Director of External Trade from the Ministry of Trade

Gaps/limitations: -

Key considerations when checking the document:
- Cross check information on the export license with other supply chain documents.
<table>
<thead>
<tr>
<th>Código do Exportador</th>
<th>Código do Importador</th>
<th>Nome do Exportador</th>
<th>Nome do Importador</th>
<th>Código da Monetária</th>
<th>Código da Moeda</th>
<th>Data de Emissão</th>
<th>Data de Vencimento</th>
<th>Valor</th>
<th>Tipo de Moeda</th>
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</table>

**Document Guide l Version 1.0**
Example 5: Environmental permit for installation

**Applicable to:** all undertakings requiring the issuance of environmental permit before installation, e.g. setting up a timber processing facility.

**Purpose and content of document:** to ensure that installation of undertakings meet the environmental requirements of Angola.

**Holder of document:** all undertakings which have met the environmental requirements for installation.

**Signature required by:** the Minister of Environment or their representative and should be stamped.

**Gaps/limitations:**

**Key considerations when checking the document:**

- When checking the document, the signature and the stamp are the first key elements
- The validity period is another key element to be checked
- The issuing place is important to be checked. This document is issued at national level (in the Ministry of Environment)
- The serial number, date and template (see the right part of the box up)
- The issuing process depends on the submission of the EIA and the report of the public consultation
Example 6: Environmental operating license

Applicable to: all undertakings requiring meeting the operating environmental requirements of Angola.

Purpose and content of document: the document is valid for a certain period during the operational phase of a project/undertaking and contains the result of public consultation. Proposed mitigation measures to be undertaken by the holder of the document i.e. the owner of the project and environmental reconstruction of the landscape.

Holder of document: undertakings/projects which have met the operational environmental requirements of Angola.

Signature required by: the Minister of Environment or his/her representative and should be stamped. The issuing process is at national level.

Gaps/limitations: -

Key considerations when checking the document:
- The signature, date, template model and stamp
- The document serial number
- The validity (see the box down)
Example 7: CITES certificate/permit

**Applicable for:** all exporters and importers of CITES species

**Purpose and content of document:** to ensure all exporters and importers of timber and timber products from tree species on CITES list obtained CITES permit from the Ministry of Environment.

The document shows the permit number, validity period, exporter and importer details (name, address and signature), special conditions of the permit (e.g. not transferrable and shipment is made in single consignment), purpose of transaction, security stamp, scientific and common name of plant, country of origin, place and date of issue, export/import endorsement (port of export, date and signature and official stamp), and bill of lading or air waybill number.

**Holder of document:** exporter and importer of species on CITES list.

**Signature required by:** National Administrative Authority of CITES at the Ministry of Environment.

**Gaps/limitations:** -

**Key considerations when checking the document:**
- The permit is valid for one-way operation
- The permit must be stamped and signed by Head of the National Administrative Authority of CITES at the Ministry of Environment
- The permit must be stamped by the National Administrative Authority of CITES at the Ministry of Environment
- The permit must have the name and signature of the applicant i.e. the person who require the permit to export
- The permit must have the port of export, the stamp and signature
<table>
<thead>
<tr>
<th>PERMIT/CERTIFICATE No.</th>
<th>Original</th>
</tr>
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<tbody>
<tr>
<td>□ EXPORT</td>
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<tr>
<td>□ RE-EXPORT</td>
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<td>□ IMPORT</td>
<td></td>
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<tr>
<td>□ OTHER:</td>
<td></td>
</tr>
</tbody>
</table>

2. Valid until

3. Importer (name and address)

4. Exporter/re-exporter (name, address and country)

3a. Country of import

Signature of the applicant

5. Special conditions

If for live animals, this permit or certificate is valid only if the transport conditions comply with the IATA Live Animals Regulations; if for live plants, with the IATA Perishable Cargo Regulations; or, in the case of non-air transport, with the CITES Guidelines for the Non-Air Transport of Live Wild Animals and Plants

5a. Purpose of the transaction (see reverse)

5b. Security stamp no.

6. Name, address, national seal/stamp and country of Management Authority

7./8. Scientific name (genus and species) and common name of animal or plant

9. Description of specimens, including identifying marks or numbers (age/sex if live)

10. Appendix no. and source (see reverse)

11. Quantity (including unit)

11a. Total exported/Quota

12. Country of origin

12a. Country of last re-export

12b. No. of the operation ** or date of acquisition ***

<table>
<thead>
<tr>
<th>A</th>
<th>7./8.</th>
<th>9.</th>
<th>10.</th>
<th>11.</th>
<th>11a.</th>
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<tr>
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<td>Permit no.</td>
<td>Date</td>
<td>Certificate no.</td>
<td>Date</td>
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<td>Date</td>
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<td>Date</td>
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</table>

* Country in which the specimens were taken from the wild, bred in captivity or artificially propagated (only in case of re-export)
** Only for specimens of Appendix-I species bred in captivity or artificially propagated for commercial purposes
*** For pre-Convention specimens

12. Country of last re-export

12b. No. of the operation ** or date of acquisition ***

13. This permit/certificate is issued by:

_______________________

_______________________

_________________________________________________________________

Place                          Date                          Security stamp, signature and official seal

_______________________

_______________________

_________________________________________________________________

Place                          Date                          Security stamp, signature and official seal

_______________________

_______________________

_________________________________________________________________

Place                          Date                          Security stamp, signature and official seal

_______________________

_______________________

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Place                          Date                          Security stamp, signature and official seal

_______________________

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Place                          Date                          Security stamp, signature and official seal
14. Export endorsement:  

<table>
<thead>
<tr>
<th>Block</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
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<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Port of export</td>
</tr>
</tbody>
</table>

15. Bill of Lading/Air waybill number:
NEPCon (Nature Economy and People Connected) is an international, non-profit organisation that builds commitment and capacity for mainstreaming sustainability. Together with our partners, we foster solutions for safeguarding our natural resources and protecting our climate.

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