



Version 1.0 | 17 June 2020

# Angola Document Guide

## Timber



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# 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.



## 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: Origem Certificada



REPÚBLICA DE ANGOLA  
MINISTÉRIO DA AGRICULTURA  
Instituto de Desenvolvimento Florestal

## Certificado de Origem

Nº \_\_\_\_\_ / \_\_\_\_\_ /IDFI\_\_\_\_\_



Departamento Provincial de \_\_\_\_\_ Válido até: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(1) Empresa/Operador Florestal: Endereço: Nº da licença e data de emissão:			
(2) Destino: Endereço:			
(4) Província de Origem:			
(5) Meio de Transporte/ Características:			
(6) Descrição do Produto:			
Nome Vulgar	Grupo	Quantidade	Volume (m³/Su/Kg)
(7) Declaração da Autoridade Florestal e Fiscal:			
Declaramos que o produto ou derivados do produto transportado está em conformidade com o previsto na Lei Nº 6/17 de 24 de Janeiro.			
(8) Autoridade que Emite o Certificado			
Local	Data	O Chefe de Dptº Provinc. (Assinatura)	Carimbo Oficial
(9) A Fronteiras pela Fiscalização	Posto de Controlo de _____	Posto de Controlo de _____	Posto de Controlo de _____
	Assinatura e Data	Assinatura e Data	Assinatura e Data

Artigo 54º - Lei N.º 6/17 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



REPÚBLICA DE ANGOLA  
MINISTÉRIO DA AGRICULTURA  
Instituto de Desenvolvimento Florestal

## GUIA DE TRÂNSITO

Nº \_\_\_\_\_ / \_\_\_\_\_ /IDF/ \_\_\_\_\_

Válido até:    /    /

(1) Empresa/Operador Florestal: Endereço: Licença N.º: Data de emissão: Válido até:			
(2) Transita de: Província de:			
(3) Para (Destino): Província de:			
(4) Meio de Transporte/ Características:			
(5) Produtos Florestais Transportados:			
Designação do Produto	Nome Comercial	Quantidade	Volume (m³/Sm³/Kg)
Madeira em Toco			
Madeira em Bloco			
Pranchões			
Tábuas			
Vigas			
Esteiras de pass			
Lenha			
Carvão Vegetal			
Produtos florestais não lenhosos			
(6) Num total de _____ (m³/Sm³/Kg) consignados a Empresa / Operador Florestal ,funde um saldo na licença de _____ (m³/Sm³/Kg)			
(7) Visto do Departamento Provincial			
_____	/ /	_____	_____
Local	Data	(Assinatura)	Carimbo
(8) O Concessionário			
_____	/ /	_____	_____
Local	Data	(Assinatura)	Carimbo
(9) A Preencher pela Fiscalização	Ponto de Controlo de _____ Assinatura e Data	Ponto de Controlo de _____ Assinatura e Data	Ponto de Controlo 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



REPÚBLICA DE ANGOLA  
MINISTÉRIO DO COMÉRCIO  
NIF 7416013453

DOCUMENTO ÚNICO PROVISÓRIO

Página 1 de 1

DU PROVISÓRIO

Pedido n. T190120735

1. EXPORTADOR/EXPORTADOR		1a. CÓDIGO DO EXPORTADOR	11. CÓDIGO DO REGIME	Pedido n. T190120735	
PUMANGOL INDUSTRIAL, LDA		54170453	01-EXPORTAÇÃO DEFINITIVA	Data Entrada: 26-06-2019	
2. CONSIGNEIRO/CONSIGNEIRO		1b. INC. RCEP Nº	12. POSTO FRONTIÇEIRO	Nome: PUMANGOL INDUSTRIAL, LDA	
EMRATES AIRLINES					
3. DECLARAÇÃO DE DESPACHANTE		3a. CÓDIGO DO IMPORTADOR	13. ESTANÇIA		
CARLOS MARIO CASIMIRO MARTINS		3c. REGISTO Nº	16. DELEGACIÃO ADUANEIRA DO AEROPORTO		
			14. Nº TOTAL DE AÇÚCAR		
			15. PESO LÍQUIDO	16. GARANTIA Nº	17. MONTEANTE DA GARANTIA
			1 302 825,00		
		3d. CÉDULA	18. MÉTODO DE AVALIAÇÃO	19. FORMA DE PAGAMENTO	20. DETALHE DO BANCO
		0100		PAGAMENTO ADIANTADO	BANCO ANGLAND DE INVESTMENT OS, S.A.
22a. QUANTO DE VOLUMES	23c. MARCA E NÚMEROS		27. LOCAL DE EMBARQUE		28. DESPACHAMENTO
0	1.302.825 VOLUME DE COMBUSTÍVEL PARA AVIÕES		LINDA (AGLAD)		
22b. NÚMERO DE VOLUMES			29. PAÍS DE PROCEDENCIA		30. PAÍS DE DESTINO
0			AO		AE
4. TIPO DE TRANSPORTE	5. NÚMERO DE	6. REGISTO DO TRANSPORTE	7. MANIFESTO Nº		
AVIÃO	EMBARQUE ARABES UNIDOS				
8. DOCUMENTO DE TRANSPORTE Nº			24a. CÓDIGO DE MALTA		25c. CÓDIGO DE ARMAZÉM
01246742					
9. DATA DE CHEGADA/PARTIDA	11. PORTO DE ENTRADA/SÁDIDA		15a. CÓDIGO DE AVIÃO AUTORIZADO		25d. DATA DE EXPIRAÇÃO
					26-06-2019

ADICÇÃO	26. DESCRIÇÃO DA MERCADORIA — Descrição para análise	27. CÓDIGO FISCAL 27101211	28. UNIDADES SUPLEMENTARES kg	29. QUANTIDADE
1				1 302 288,00
		30. CÓDIGO DE PROCEDIMENTO	31. PAÍS DE ORIGEM	32. PESO LÍQUIDO
			AO	1 302 288,00
		33. MOEDA ESTRANGEIRA USD	34. VALOR FOB	35. FRETE
			1 001 355,00	0,00
		36. VALOR CIF	37. TAXA CAMBIO	
		1 001 355,00		
	38. VALOR ADUANEIRO	39. DEDUÇÕES ADUANEIRAS	40. DEDUÇÃO Nº (se aplicável)	41. MERCADO Nº
	42. IMPÓSTO DE CONSUMO	43. OUTRAS TAXAS		44. UNIDADE DE MEDIDA kg

TOTAL PARA ESTE DESPACHO	45. VALOR ADUANEIRO	46. DECLARAÇÃO  Eu, CARLOS MARIO CASIMIRO MARTINS, despachante autorizado declaro, através desta, que as informações prestadas são verdadeiras.
	46. IMPÓSTO DE CONSUMO	
	47. IMPÓSTO SELLO	
	48. IMPOSTOS	
	49. OUTRAS TAXAS	
	50. VALOR PAGAR	

Documento emitido eletronicamente. Manter o arquivo e fecho eletrónico para o caso de ser preciso confirmar.

Digitally signed by 3GSWebSrv03  
Date: 2019.06.26 13:05:25 +01:00  
Reason: DU Certificado  
Location: Luanda, República de Angola

## 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

LEGISLAÇÃO DE DECRETOS DO AMBIENTE

Modelo 01

 INSTITUTO DE AMBIENTE Ministério do Urbanismo e Ambiente	<b>LICENÇA AMBIENTAL DE INSTALAÇÃO</b> N.º _____ / _____.
--	--

(N) \_\_\_\_\_

De acordo com o Decreto n.º 53/04, de 23 de Julho, tendo sido cumpridos todos as formalidades do processo de avaliação de impacto ambiental, nomeadamente apresentação do Estudo de Impacto Ambiental, e respectivo processo de consulta pública e por não haver impedimentos legais, sociais e ambientais para a execução e instalação do projecto:

emite-se Licença Ambiental de Instalação do projecto designado (b):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

emissão na categoria do projecto (c):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_


A licença é válida por um período de  anos  meses durante a fase de construção e início do projecto e cessa automaticamente se não forem cumpridas as medidas de mitigação e no anexo desta licença.

Emitida em,	Válida até,
de _____ de _____	de _____ de _____

Assinatura,

SOBRE LICENCIAMENTO AMBIENTAL

05

 INSTITUTO DE AMBIENTE Ministério do Urbanismo e Ambiente	<b>ANEXO</b>
--	--------------

(N) \_\_\_\_\_

Para a emissão da Licença Ambiental de Operação do projecto designado (b):

deve ser observado até ao dia \_\_\_\_\_ / \_\_\_\_\_. o seguinte:

1. Processo de Estudo de Impacto Ambiental (d):
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. Processo de Consulta Pública (e):
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. Medidas de Mitigação (f):
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

4. Medidas de Reparação Ambiental (g):
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Assinatura da Entidade Responsável,

## 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)

The image shows two pages of a document from the Ministry of Environment and Climate Change of Angola. The left page is titled 'LICENÇA AMBIENTAL DE OPERAÇÃO' and contains the following text:

Ministério do Ambiente e Clima  
 República de Angola  
 Ministério do Ambiente e Clima

LICENÇA AMBIENTAL DE OPERAÇÃO  
 N.º \_\_\_\_\_ / \_\_\_\_\_

(1) \_\_\_\_\_

Faz termo do Decreto n.º 51/06, de 29 de Julho, tendo sido cumpridas todas as formalidades relativas ao processo de avaliação de impacto ambiental, nomeadamente cumprimento das recomendações do estudo de impacto ambiental, a situação e auditoria ambiental e não havendo impedimento de ordem legal, social e ambiental para a fase de operação do projecto.

É passada a Licença Ambiental de Operação para o projecto denominado (b):

\_\_\_\_\_

que se enquadra na categoria de projecto (c):

\_\_\_\_\_

Esta licença é válida por um período de \_\_\_\_\_ anos \_\_\_\_\_ meses durante a fase de operação do projecto e cessa automaticamente se não forem cumpridas as medidas de mitigação previstas no Anexo I desta licença.

Exatidão aos: \_\_\_\_\_ de \_\_\_\_\_ de \_\_\_\_\_  
 Válido até: \_\_\_\_\_ de \_\_\_\_\_ de \_\_\_\_\_

Assinatura: \_\_\_\_\_

The right page is titled 'ANEXO I' and contains the following text:

Ministério do Ambiente e Clima  
 República de Angola  
 Ministério do Ambiente e Clima

ANEXO I

(d) \_\_\_\_\_

Para a emissão da Licença Ambiental de Operação do projecto denominado (b):

deve ser observado até ao dia \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, o seguinte:

1. Processo de Estudo de Impacto Ambiental (1):

\_\_\_\_\_

2. Processo de Consulta Pública (2):

\_\_\_\_\_

3. Medidas de Mitigação (3):

\_\_\_\_\_

4. Medidas de Reparação Ambiental (4):

\_\_\_\_\_

Assinatura do Entidade Responsável: \_\_\_\_\_

Footnotes at the bottom of the right page:

(1) Divisão, Departamento, Instituto ou Serviço;  
 (2) Termo do projecto;  
 (3) Plano de acção de mitigação elaborado ao abrigo do artigo 10.º do Decreto-Lei n.º 51/06 e a validade de acordo com o artigo 11.º do Decreto-Lei n.º 51/06;  
 (4) Plano de acção de mitigação elaborado ao abrigo do artigo 10.º do Decreto-Lei n.º 51/06 e a validade de acordo com o artigo 11.º do Decreto-Lei n.º 51/06.

## 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

 <p><b>CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA</b></p>		<b>PERMIT/CERTIFICATE No.</b> <input type="checkbox"/> EXPORT <input type="checkbox"/> RE-EXPORT <input type="checkbox"/> IMPORT <input type="checkbox"/> OTHER:			<b>Original</b>
					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		6. Name, address, national seal/stamp and country of Management Authority			
If for live animals, this permit or certificate is valid only if the transport conditions comply with the <i>IATA Live Animals Regulations</i> ; if for live plants, with the <i>IATA Perishable Cargo Regulations</i> ; or, in the case of non-air transport, with the <i>CITES Guidelines for the Non-Air Transport of Live Wild Animals and Plants</i>					
5a. Purpose of the transaction (see reverse)		5b. Security stamp no.			
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
<b>A</b>	7./8.	9.	10.	11.	11a.
	12. Country of origin * Permit no. _____ Date _____	12a. Country of last re-export Certificate no. _____ Date _____	12b. No. of the operation ** or date of acquisition ***		
<b>B</b>	7./8.	9.	10.	11.	11a.
	12. Country of origin * Permit no. _____ Date _____	12a. Country of last re-export Certificate no. _____ Date _____	12b. No. of the operation ** or date of acquisition ***		
<b>C</b>	7./8.	9.	10.	11.	11a.
	12. Country of origin * Permit no. _____ Date _____	12a. Country of last re-export Certificate no. _____ Date _____	12b. No. of the operation ** or date of acquisition ***		
<b>D</b>	7./8.	9.	10.	11.	11a.
	12. Country of origin * Permit no. _____ Date _____	12a. Country of last re-export Certificate no. _____ Date _____	12b. No. of the operation ** or date of acquisition ***		
* 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					
13. This permit/certificate is issued by:					
_____		_____		_____	
Place		Date		Security stamp, signature and official seal	

14. Export endorsement:		15. Bill of Lading/Air waybill number:	
Block	Quantity	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>_____</span> <span>_____</span> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Port of export</span> <span>Date</span> <span>Signature</span> <span>Official stamp and title</span> </div>	
A			
B			
C			
D			





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.

NEPCon | [www.nepcon.org](http://www.nepcon.org) | [info@nepcon.org](mailto:info@nepcon.org)

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