Angola Document Guide

Timber

This tool has been developed by Preferred by Nature with support from the LIFE programme of the European Union.
Preferred by Nature has adopted an open-source policy to share what we develop to advance sustainability. This work is published under the Creative Commons Attribution Share-Alike 3.0 license. Permission is hereby granted, free of charge, to any person obtaining a copy of this document, to deal in the document without restriction, including without limitation the rights to use, copy, modify, merge, publish, and/or distribute copies of the document, subject to the following conditions: The above copyright notice and this permission notice shall be included in all copies or substantial portions of the document. We would appreciate receiving a copy of any modified version.

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.
Key Documents for Angola

Below are listed examples of essential documents which can support the mapping of supply chains for traceability purposes or aid in mitigating legal non-compliance risks for timber supply chains within Angola.

A description of the document is attached to each image of its contents. It states to whom the document is applicable, who it has been issued and signed by, as well as important considerations when checking the validity of the document as part of the due diligence process.

Key Documents for Angola

3 Annual Forest Harvesting License
4 Environmental Operating License/Permit for Installation
6 Environmental operating license (annex)
8 Loading Certificate
9 Certificate of Origin
11 Export Certificate for Forest Products
13 Phytosanitary Certificate
15 Product Certificate
17 Transit Guide
19 Export and Import License
21 CITES Certificate/Permit
Annual Forest Harvesting License

Applicable for: all holders of Annual Forest Harvesting rights

Purpose and content of the document: The document provides evidence the License holder has the right to harvest specific timber species at a certain allowed volume from a defined forest area. This document also contain the license validity and duration.

Holder of document: Forestry Development Institute (IDF) and Company that has the right to harvest.

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

Key considerations when checking the document:
□ It shall be signed and stamped
□ The information on the document should always be cross-checked with information on the related Certificate of Origin and the Transit Guide, such as:
  o the name of the person or entity specified on the license - licenses are not transferable to a third party.
  o Volume
  o Species
□ Verify that the species listed on the document are not protected or prohibited to harvest.
□ Volumes permitted should be cross-checked with trade/transport documents to ensure the quantity harvested is in line with the quantity moved from forest to first transformation entity (sawmill).

Timber Legality Risk Assessment indicator which this document is relevant to:
1.3. Management and harvesting planning
1.4. Harvesting permits
1.5 Payment of royalties and harvesting fees
1.8 Timber harvesting regulations
1.9 Protected sites and species
1.10 Environmental Requirements
1.13. Customary rights
1.17. Trade and transports
# Annual Forest Harvesting License

**Republica de Angola**

**MINISTÉRIO DA AGRICULTURA E FLORESTAS**

**INSTITUTO DE DESENVOLVIMENTO FLORESTAL**

**ANEXO II**

**LICENÇA DE EXPLORAÇÃO FLORESTAL ANUAL - Modelo A**

(Artigo 73.º)

Anexo II

Para análise de acordo com o Decreto Presidencial n.º 18/18, de , que aprova o Regulamento Florestal.

Em conformidade com o despacho de autorização do Ministro da Agricultura e Florestas de , faz-se constar que está o (Sr.), a (Empresa) , com sede social em , autorizado a explorar uma área de , ha, sita na localidade de , Comuna de , Município de , Província de , as seguintes espécies e quantidades:

<table>
<thead>
<tr>
<th>Grupo</th>
<th>Espécie</th>
<th>Volume (m³/100 kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A presente licença vai assinada e autenticada com o selo branco em uso neste Instituto.

<table>
<thead>
<tr>
<th>Tasca</th>
<th>Kz</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10% RL</td>
<td>Kz</td>
<td></td>
</tr>
<tr>
<td>50% TR</td>
<td>Kz</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>Kz</td>
<td></td>
</tr>
</tbody>
</table>

Luanda, aos ________ de _______ de 20____

O Director Geral
**Environmental Operating License/Permit for Installation**

**Applicable to:** harvesting or processing companies (sawmill or secondary industry)

**Purpose and content of document:** The document are to verify that any activity (harvesting, construction of sawmill/industry) affecting environment aspects and complies with the regulation regarding the environmental impact assessment process in Angola. Document should state the name of the project/activity, Province, category of activity (e.g., harvesting), the issue and expiration date.

The annex of the document is issed for a specific valid period, after control and approval by the authorities to show that the operational project follow the required process of assessment of environmental impact. The document includes the description and category of the project, the issue and expiration date, process of Environmental Impact Assessment, process of public consultation, mitigation measures.

**Holder of document:** logging or processing company

**Signature required by:** the Minister of Environment or his/her representative

**Key considerations when checking the document:**
- The document shall be signed and stamped
- The document date shall be valid
- All required information shall be listed

**Timber Legality Risk Assessment indicator which this document is relevant to:**
1.3. Management and harvesting planning
1.4. Harvesting permits
1.10. Environmental requirement
Environmental permit for installation

[Image of the document with the following details:
- Issue date: Luanda, aos 27 Fevereiro 2019
- Valid until: 26 de Fevereiro de 2022]
Environmental operating license (annex)
**Loading Certificate**

**Applicable to:** timber exporting company

**Purpose and content:** The document is mandatory for all shipments from Angolan ports. The document lists exporter and importer details, destination, and volumes of goods shipped.

**Holder of document:** Timber exporting company and Angola National Shipper’s Council

**Signature required by:** Angola National Shipper’s Council

**Key considerations when checking the document:**
- Are all required information included?
- Has the document been signed and stamped by the Angola National Shipper’s Council?
- Are the products included on the document similar as the ones traded/sold?
- Are the volumes included on the document similar as the ones traded/sold?
- Is the date of issue coherent with the date of shipment?

**Timber Legality Risk Assessment indicator which this document is relevant to:**
1.19. Customs regulations
Loading Certificate
Certificate of Origin

Applicable for: Timber exporting company

Purpose and content of document: The document confirms the origin of the shipment. It includes the certificate validity date, forest company name, transport company and destination, province of origin, product description (including volume, name of the product, quantity).

Holder of document: Ministry of Agriculture and Forest/ Forestry Development Institute (IDF) and timber exporting company.

Signature required by:
- Signature of the Holder of the forest harvesting company or the plantation owner.
- Signature and official stamp of the Provincial Head of Department of IDF.
- Signature of the official who completes the certificate.

Key considerations when checking the document:
- Has the document been signed and stamped?
- The content of the document should be cross-checked in combination with the Annual harvesting License and the transit guide – check that the volume and species in all documents correspond.
- Check that the signature of the checkpoint or forest product warehouse are present in the case of timber products are sold or being transported for sale.
- Check that the date of issue is coherent with the date of shipment.

Timber Legality Risk Assessment indicator which this document is relevant to:
1.5. Payment of royalties and harvesting fees
1.16. Classification of species, quantities, qualities
1.19. Custom regulations
### Certificate of Origin

#### ANEXO III

**CERTIFICADO DE ORIGEM**

<table>
<thead>
<tr>
<th>N.º</th>
<th>ADF</th>
</tr>
</thead>
</table>

#### Departamento Provincial de

<table>
<thead>
<tr>
<th>Issue date</th>
<th>Valid until</th>
</tr>
</thead>
</table>

#### (1) Empresa/Operador florestal:

- Endereço:

<table>
<thead>
<tr>
<th>N.º da Licença e data de emissão:</th>
</tr>
</thead>
</table>

#### (2) Transportador:

- Endereço:

#### (3) Destino:

- Endereço:

#### (4) Província de origem

#### (5) Meio de transporte e características

#### (6) Descrição do produto

<table>
<thead>
<tr>
<th>Nome vulgar</th>
<th>Grupo</th>
<th>Quantidade</th>
<th>Volume (m³ /Kg)</th>
</tr>
</thead>
</table>

#### (7) Declaração da Autoridade Florestal e Faunística

Declaramos que o produto ou derivados do produto transportado está em conformidade com o previsto na LEI n.º 6/17, de 24 de Janeiro e seus regulamentos.

#### (8) Autoridade que emite o certificado

<table>
<thead>
<tr>
<th>Local</th>
<th>Data</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Data</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>O Chefe de Depart. Prov.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Carimbo oficial</th>
</tr>
</thead>
</table>

#### (9) Apreensão pela Fiscalização

<table>
<thead>
<tr>
<th>Posto de controlo</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Posto de controlo</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Posto de controlo</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(Assinatura e data)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(Assinatura e data)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(Assinatura e data)</th>
</tr>
</thead>
</table>

**Artigo 54.º** - LEI n.º 6/17, de 24 de Janeiro e artigo 147.º do Regulamento Florestal
Export Certificate for Forest Products

Applicable to: timber exporting company

Purpose and content: The document is issued after the batch to be exported has been controlled by the competent authorities. It includes the details of the importer, exporter, destination and description of products exported.

Holder of document: Ministry of Agriculture and Forest/ Forestry Development Institute (IDF) and timber exporting company.

Signature required by: Customs authorities and the Director General of the Forestry Development Institute.

Key considerations when checking the document:
- Check that the document is signed and stamped.
- Check the dates of the document to confirm that the document is valid.
- The content of the document should be cross-checked with the Annual Harvesting License and the transit guide - the volume and species in all documents shall correspond.

Timber Legality Risk Assessment indicator which this document is relevant to:
1.18. Offshore trading and transfer pricing
1.19. Custom regulations
Export certificate for forest products

### Certificado de Exportação de Produtos Florestais

<table>
<thead>
<tr>
<th>N.º</th>
<th>ADFº</th>
<th>Validade:</th>
<th>Valid until</th>
</tr>
</thead>
</table>

#### 1. Exportador/Expeditor
Endereço/Address:

#### 2. Importador/Imporor
Endereço/Address:

#### 3. Destinatário/Con莞er
Endereço/Address:

#### 4. País de origem/Origin country

#### 5. Meio de transporte/Mode of transport

#### 6. Ponto de partida/Exit point

#### 7. País de destino/Country of destiny

#### 8. Ponto de entrada/Entry point

#### Descrição do produto/Description of the product

<table>
<thead>
<tr>
<th>Nome Vulgar (Common name)</th>
<th>Nome Científico (Scientific name)</th>
<th>Grupo e Qualidade (Group and quality)</th>
<th>Quantidade (Quantity)</th>
<th>Peso Líquido (Net weight)</th>
<th>Volume (volume) m³</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Declaração da Autoridade Florestal e / ou da Autoridade de Proteção de Animais

Declaramos e que o produto ou derivados do produto e proveniente de espécies sujeitas às normas da CITES e ao relativo Decreto de acordo com as exigências flo-sanitárias e sanitárias, conforme aconselhado. (We hereby declare that above product or derived of each product in export, is originated from the exempted from CITES appendix species and is treated in accordance with the national phyto-sanitary/zoosanitary requirements).

1. Autoridade que emite o certificado/ The authority issues the certificate:

<table>
<thead>
<tr>
<th>Local (Place)</th>
<th>Data (date)</th>
<th>Cargo, nome e assinaturas (Packing name and signature)</th>
<th>Selo oficial (Official stamp)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. A requerer pelas A/Firmações/(To be filled by/Endorsed)

<table>
<thead>
<tr>
<th>Alhóndiga de madeira (Export Company)</th>
<th>Data (date)</th>
</tr>
</thead>
</table>

3. Assinatura (Signature) | Carnice (Stamp) |

---

**Artigo 54.º — Lei n.º 6/17, de 24 de Janeiro**
**Phytosanitary Certificate**

**Applicable to:** Timber exporting company

**Purpose and content:** The document is required to prove that timber for export does not contain insects and diseases. It shall include name and address of exporter and importer, name of product, name of the product, quantity declared, number of packages, place of origin, port of destination, means of conveyance, date of inspection, date of issue, also any disinfection treatments performed.

**Holder of document:** timber exporting company and Forestry Development Institute (IDF).

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

**Key considerations when checking the document:**
- Check that the document is signed and stamped.
- The content of the document should be cross-checked in combination with the Annual Harvesting License and the transit guide - the volume, species and date of shipment in all documents shall correspond.

**Timber Legality Risk Assessment indicator which this document is relevant to:**
1.19 Customs regulations
1.20 CITES
## Phytosanitary Certificate

### 2. CERTIFICADO FITOSSANITÁRIO

**PHYTOSANITARY CERTIFICATE ORIGINAL N.*______**

<table>
<thead>
<tr>
<th>Description</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Descrição da Mercadoria/ Description of the Consignment</strong></td>
<td></td>
</tr>
<tr>
<td>4. Nome e endereço do exportador</td>
<td>Name and address of exporter</td>
</tr>
<tr>
<td>5. Nome e endereço declarado do destinatário</td>
<td>Declared name and address of consignee</td>
</tr>
<tr>
<td>6. Lugar de Origem</td>
<td>Place of origin</td>
</tr>
<tr>
<td>7. Meio de Transporte</td>
<td>Means of convenience</td>
</tr>
<tr>
<td>8. Marcas, números e natureza dos volumes; nome do produto; nome botânico dos vegetais</td>
<td>Distinguishing marks, number and description of packages, name of produce, botanical name of plants</td>
</tr>
<tr>
<td>9. Ponto de entrada declarado</td>
<td>Entry point declared</td>
</tr>
<tr>
<td>10. Quantidade (peso) declarado</td>
<td>Quantity declared</td>
</tr>
</tbody>
</table>

11. Certifica-se que os produtos vegetais ou outros artigos regulamentados acima descritos, foram inspecionados e/ou submetidos a ensaios de acordo com os procedimentos oficiais, e foram considerados isentos de organismos de quarentena especificados pela parte contratante importadora, e cumprem com os requisitos fitossanitários em vigor na parte contratante exportadora, incluindo os relacionados com as pragas não quarentenadas regulamentadas.

*It is hereby certified that the plant products or other regulated articles described above have been inspected and/or tested in accordance with official procedures and have been found free from quarantine bodies specified by the importing contracting party and comply with the phytosanitary requirements in including those relating to regulated non-quarantined pests.*

12. Declaracao adicional

**Additional declaration:**

### Tratamento de Desinfestação ou Desinfecção/ Disinfection and/or Disinfection Treatment

<table>
<thead>
<tr>
<th>Treatment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Tratamento</td>
<td></td>
</tr>
<tr>
<td>14. Produto químico (substância activa)</td>
<td>Chemical (active ingredient)</td>
</tr>
<tr>
<td>15. Duração e Temperatura</td>
<td>Duration and Temperature</td>
</tr>
<tr>
<td>16. Concentração</td>
<td>Concentration</td>
</tr>
<tr>
<td>17. Data</td>
<td>Date</td>
</tr>
<tr>
<td>18. Informação Adicional</td>
<td>Additional Information</td>
</tr>
</tbody>
</table>

19. Local de Emissão

**Place of issue:**

| Date |
| Data |

Nome do funcionário autorizado

**Name of authorized officer:**

Assinatura do funcionário autorizado

**Signature of authorized officer:**

Selo

**Official Stamp:**
**Product Certificate**

**Applicable to:** Forest company transporting timber

**Purpose and content:** The document is required in order to transport timber and forest products within Angola (inter-provincial). The document lists timber according to product categories. The certificate has both an issue and a validity date.

**Holder of document:** Forest company transporting timber and Forestry Development Institute (IDF).

**Signature required by:** General Director of the Forestry Development Institute.

**Key considerations when checking the document:**
- Check that the document is signed and stamped.
- Check the date to ensure the document is valid.
- Species name and volume shall be cross-checked with other supply chain documents (species, volume, origin).

**Timber Legality Risk Assessment indicator which this document is relevant to:** 1.17 Trade and transport
Product certificate

<table>
<thead>
<tr>
<th>Designation</th>
<th>Nome Vulgar</th>
<th>Quantidade</th>
<th>Volume (m³/St精细)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madeira em toro</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Madeira em bloco</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pranchões</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tábua</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Viga</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ripas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estícos de panis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lenha</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cerrado vegetal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Produtos Florestais não Lenhosos</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Esperados ao abrigo da Licença n.º ______/______/IDF/20______ de que e beneficiário o Sr./Empresa depositados em estância situada na Localidade ________Município de ________

Por ser verdade e ter sido requerido, passou-se o presente Certificado que vai por mim assinado e autenticado com o carimbo acima em uso neste Departamento Provincial

______________________________ aos __________________ de __________________| Issue date

O Chefe de Departamento

______________________________
Transit Guide

Applicable for: Forest company transporting timber

Purpose and content of document: The document is required to transport timber and forest products within Angola (inter-provincial). It includes information about origin and destination provinces and forest products description. The certificate has both an issue and a validity date.

Holder of document: Forest company transporting timber and Forestry Development Institute (IDF)

Signature required by: Provincial Head of Department of IDF or in his absence the Chief of Technical and Supervisory Section.

Key considerations when checking the document:
- Check that the document is signed and stamped
- Information shall be cross-checked with certificate of origin and Annual Harvesting License (species, volumes, date, name of exporter/importer, origin and destination)
- Check the date to ensure the document is valid.
- Check that the document is signed and carries the official stamps of check points or forest product warehouses in the case of forest products sold or intended for sale.

Timber Legality Risk Assessment indicator which this document is relevant to:
1.17 Trade and transport
Export and Import License

Applicable for: Timber exporting or importing company

Purpose and content of document: The document indicates that products are eligible for export or import. Information on the license includes product volume, description, means of transport, species, goods value of exporter, importer.

Holder of document: Timber exporting or importing company and Ministry of Trade

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

Key considerations when checking the document:
- Cross check information on the export license with other supply chain documents (species, volume, date, name of exporter/importer, origin and destination)
- Check the date to ensure the document is valid
- Check that the document is signed and stamped

Timber Legality Risk Assessment indicator which this document is relevant to: 1.19 Customs regulations
CITES Certificate/Permit

Applicable for: timber (CITES species) exporting or importing company

Purpose and content of document: Issued by the Ministry of the Environment. Demonstrates that CITES Management Authorities have approved the export. A CITES permit is valid for a maximum period of 6 months. It cannot be renewed. 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: Timber (CITES species) exporting or importing company and Ministry of Environmental

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

Key considerations when checking the document:
- Check that the products are exported within the issue and valid until date included on the permit
- Check that the document is signed and stamped
- Check that the permit contain the name and signature of the applicant i.e., the person who require the permit to export
- Check that the permit contain the port of export
- Are the species and volumes declared similar to the products actually traded?

Timber Legality Risk Assessment indicator which this document is relevant to: 1.20 CITES
<table>
<thead>
<tr>
<th>A</th>
<th>Country of origin</th>
<th>Permit no.</th>
<th>Date</th>
<th>12a. Country of last re-export</th>
<th>Certificate no.</th>
<th>Date</th>
<th>12b. No. of the operation or date of acquisition ** or date of acquisition ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Country of origin</td>
<td>Permit no.</td>
<td>Date</td>
<td>12a. Country of last re-export</td>
<td>Certificate no.</td>
<td>Date</td>
<td>12b. No. of the operation or date of acquisition ***</td>
</tr>
<tr>
<td>C</td>
<td>Country of origin</td>
<td>Permit no.</td>
<td>Date</td>
<td>12a. Country of last re-export</td>
<td>Certificate no.</td>
<td>Date</td>
<td>12b. No. of the operation or date of acquisition ***</td>
</tr>
<tr>
<td>D</td>
<td>Country of origin</td>
<td>Permit no.</td>
<td>Date</td>
<td>12a. Country of last re-export</td>
<td>Certificate no.</td>
<td>Date</td>
<td>12b. No. of the operation or date of acquisition ***</td>
</tr>
</tbody>
</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

13. This permit/certificate is issued by:

_________________________  __________________________
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>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
</tbody>
</table>

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

15. Bill of Lading/Air waybill number:  

<table>
<thead>
<tr>
<th>Block</th>
<th>Port of export</th>
<th>Date</th>
<th>Signature</th>
<th>Official stamp and title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| A     |                |      |           |                          |
| B     |                |      |           |                          |

About

LIFE Legal Wood

LIFE Legal Wood is an initiative supporting the wood and wood products industries across Europe with knowledge, tools and training in the requirements of the EU Timber Regulation. Knowing the source of origin for your timber product is a legal requirement that benefits for the environment and competition. The initiative is funded by the LIFE programme of the European Union.

Preferred by Nature (formerly NEPCon) is an international non-profit organisation working to support better land management and business practices that benefit people, nature and the climate.

We do this through a unique combination of sustainability certification services, projects supporting awareness raising, and capacity building.