

**REPUBLIC OF ANGOLA**  
**REGULATORY AGENCY OF CERTIFICATION OF CARGO AND LOGISTICS OF ANGOLA**  
**CIRCULAR No. 003/2022**

**SUBJECT: PROCEDURES ON THE APPLICATION OF THE MODALITY OF SHARING OF MARITIME CARGO IN TRAFFIC TO AND FROM ANGOLA**

Considering that the Angolan Cargo and Logistics Regulatory Agency (ARCCLA) is the State body responsible for, among others, regulating, inspecting and supervising logistics activities and related matters, as well as freight traffic by sea, land and air;

It is advisable to update and harmonize the procedures applicable to shipowners and maritime cargo transport operators destined for or originating in the Republic of Angola; If there is a need to implement measures to reinforce the control of shipowners or transport operators in order to guarantee their effective registration with the ARCCLA board in accordance with the provisions set out in Presidential Decree No. 189/19, of 12 of June, which approves the Regulation on the Management Modalities for the Distribution of Ivory Cargo in Traffic to and from Angola;

Pursuant to the combined provisions of paragraph 1 of article 7.0, paragraph j) of paragraph 2 of article 7.0, paragraph b) of paragraph 7 of article 7.0, paragraph 1 of article 8.0 and Article 11.0 of ARCCLA's Organic Statute (EOARCCLA), approved by Presidential Decree No. 326/20, of December 29, Articles 1 and 3.0 of the Regulations on Maritime Cargo Distribution Management Modalities in Traffic to and from Angola, approved by Presidential Decree No. 189/19, of 12 June, determines:

1. Registration with ARCCLA is mandatory for all Shipowners and/or Transport Operators interested in participating in long-distance maritime traffic to and from the national territory;
2. Shipowners and/or Transport Operators must guarantee at points of origin that all cargo loaded for export purposes is accompanied by the respective Shipment Certificate;
3. In the absence of the Shipment Certificate, the Shipowners and/or Transport Operators must not prevent the loading or boarding of the cargo, however, they must communicate the fact through the contacts indicated in points 2.1 and 2.2.1 of the table of procedures;

4. This Circular is mandatory and applies to all public and private entities participating in the process aimed at enabling the maritime traffic of cargo to or from Angola (Owners, Transport Operators, Shipping Agents, Captaincies, Customs Fiscal Police, Port Companies and Port Terminal Management Companies);
5. The procedures contained in the table attached to this Circular and forming an integral part of it are approved;
6. This Circular enters into force on the date of its publication;
7. Comply.

**ANGOLA CARGO AND LOGISTICS CERTIFICATION REGULATORY AGENCY**, in Luanda, on February 23, 2022.

*Signed*

The Chairman of the Board of Directors  
**Catarino Fontes Perreira**

**Table of Procedures referred to in No. 5 of Circular No. 003/2022**

<b>Ref</b>	<b>Description of the Procedure</b>
<b>1.1</b>	<b>Registration/Registration of Shipowner or Transport Operator</b>
1.1.1	<p>For the purposes of the initial registration/registration of the Shipowner or Operator of the ship, the Shipping Agent in representation of these, should proceed as follows:</p> <ul style="list-style-type: none"> <li>a) Address an official letter to the Board of Directors of ARCCLA, requesting authorization to participate in long-haul Angolan maritime traffic;</li> <li>b) In the above-mentioned letter, they must be attached; <ul style="list-style-type: none"> <li>i. Letter of appointment of the Shipping Agent or equivalent document;</li> <li>ii. Copy of the Shipping Agent's License;</li> <li>iii. Copy of the Tax Identification Number (NIF); and</li> <li>iv. Declaration of Non-Debtor issued by the competent Tax Office.</li> </ul> </li> </ul>
1.1.2	<p>ARCCLA, after receipt and due analysis of the documents mentioned in point 1.1.1, shall proceed as follows:</p> <ul style="list-style-type: none"> <li>a) If the process is in compliance, the letter/response must be issued, granting the Shipping Agent's request;</li> <li>b) In the above-mentioned letter/response, the Settlement Note issued via the Finance Portal, referring to the charge for the attribution of the participant card in Angolan long-distance maritime traffic, in the corresponding amount of USD 10,000.00 converted into AKZ at the official exchange rate on that date.</li> </ul>
<b>1.2</b>	<b>Assignment of the Participant Card</b>
1.2.1	<p>After receiving and paying the Settlement Note mentioned in point 1.1.2, the Shipping Agent must immediately inform the ARCCLA Operations Department via the communication channels available in point 2.2.1 and send the corresponding evidence;</p>
1.2.2	<p>Subsequently, for the purpose of confirming the payment, the ARCCLA Agent must consult the Finance Portal, inserting the Navigation Agent's NIF and verify the status of the Liquidation Credit, which must be reflected as "Paid";</p>
1.2.3	<p>Upon confirmation, the ARCCLA Agent must immediately issue the Angolan maritime traffic participant card, indicating:</p> <ul style="list-style-type: none"> <li>a) The name of the Shipowner or Transport Operator;</li> <li>b) The name of the Shipping Agent, as referred to in paragraph b) of point 1.1.1</li> <li>c) Reference to the commercial registration or respective License of the Shipping Agent, valid; and</li> <li>d) The date of the first registration</li> </ul>
1.2.4	<p>The ARCCLA Agent must register the Shipowner or Transport Operator in the database and guarantee the physical and electronic file of the Angolan Maritime Traffic Participant Card.</p>

<b>1.3</b>	<b>Presentation of the Participant Card in the Angolan Maritime Traffic</b>
1.3.1	The Shipping Agents, representing the Shipowners or Ship Operators, must present a copy of the Participant Card in the Angolan Maritime Traffic of long distance, whenever they proceed with the administrative processing of processes for obtaining authorization for the entry and/or departure of ships, Board of Captaincies and Management Companies of Ports and Port Terminals;
1.3.2	The Customs Tax Police Agent, upon receipt of the ship's Arrival/Departure Notice and before carrying out the fiscal visit to the long-haul vessels, must ask the Shipping Agent to present a copy of the Traffic Participant Card Angolan maritime.
<b>1.4</b>	<b>Renewal of the Angolan Maritime Traffic Participant Card</b>
1.4.1	Annually, Shipping Agents must submit the Membership Card to ARCCLA for renewal purposes;
1.4.2	The request or submission of the Membership Card for renewal must occur within a period or interval of two (2) months, that is, between the 1st of December and the 31st of January of the following year;
1.4.3	The ARCCLA agent, after verifying the information provided for in point 1.2.3, must register the card.
<b>1.5</b>	<b>Registration of Infractions</b>
1.5.1	Failure to comply with the procedures provided for in this Circular is passivel of registration and imposition of fines in the following terms; <ul style="list-style-type: none"> <li>a) Application of a fine to the Shipping Agent for the extemporaneous renewal of the Participant Card, in the corresponding amount of USD 3,000.00 converted into AKZ at official exchange on that date;</li> <li>b) Imposition of a fine on the Shipping Agent for unjustified non-communication of cargo shipment without the respective Shipment Certificate, in the corresponding amount of USD 2,500.00 converted into AKZ at the official exchange rate on that date;</li> <li>c) The fine referred to in subparagraph b) will be increased by 20% in cases where there is a delay of 30 days in the payment of the Liquidation Credit, from the date of notification.</li> </ul>
1.5.2	For the purposes of issuing the fine, the ARCCLA Agent must access the Finance Portal, enter the Navigation Agent's data (NIF) and issue the corresponding Settlement Note.