



## National Traffic

- Application for registration by the declarant at the customs office of departure;
- Payment of the Customs Statistical Tax - CST;
- Verification of goods in transit;
- Validation of National Transit;
- Shipment to destination.

**Note:** At the customs office of destination, the responsible technician confirms the arrival and a subsequent verification. After choosing the mode of shipment, the process continues to clear the goods.

## Request for Withdrawal

This applies to perishable goods, medicines, live animals, other goods due to their urgency and other goods which by their nature may hinder the proper functioning of the port facilities. The request must be regularised within five working days of collection of the goods.



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Import

## Customs Procedures



## Customs Dispatch - General Procedure

The following flow provides the description of the dispatch application process. All dispatch goes through the process of risk analysis for better balance between speed, security and customs control. The process flow follows:

### Customs Dispatch Register - Essential Documents

The registration of the dispatch can be made by a broker or by the importer himself, through the Sydonia World platform by submitting the following documents, which vary according to the goods to be imported:

- Commercial invoice;
- Freight invoice;
- BL or waybill, boat and plane, respectively;
- Certificate of origin;
- Sanitary/phytosanitary certificate/zoo sanitary (country of origin and destination);
- Booklet, models 2 and 10 in the case of vehicles;
- Title of ownership;
- TEC;
- Packing List;
- Cargo manifest.

The system automatically makes a risk analysis of the process, according to the data that has been entered to it. On this basis, the process is sent to one of the channels, according to the analysis made.

The dispatcher makes the payment of the following services:

- Import duties and other taxes charged to Customs to be collected;
- Expenses related to port services (ENAPOR).

## Request for Exemption

- Completion of the exemption request in accordance with the legislation;
- Registration of the request for exemption in the system;
- Payment of the Customs Statistical Fee - TEA;
- Evaluation and issuance of the technical opinion: favourable or unfavourable.

