Once the arrival advice is registered, the Customs system generates a contramarca which is sent to the JUP system.

Vessel Exit

Elements such as:

- ETD (Estimated Time of Departure) and service requests;

- Insertion of the Long Course manifests, crew and passenger lists, among others.

Note: The other authorities involved record in the JUP the authorisations for entry, exit and operations of vessels in ports, as well as other declarations.

Required documentation

The regulation for the operation of Cape Verde ports establishes that the representative of the ship that calls at the country's ports in commercial operations must deliver the following documents at the offices of the port administration or the port operator, or even submit on the JUP system:

- Record of entries;

- Crew lis;

- List of passengers;

- Luggage list; Copy of the cargo manifest, duly cubicated;

- Ship's loading plan – detailed plan for stowage of the ship, with indication by hold of species and cargo, mark, weight and size of the cargo;

- Copy of the dangerous cargo manifest; and

- Copy of the ship's unloading sheets or similar document – handed over to the port administration or port operator immediately after the unloading operation.

Manual do
**Comércio
Externo**
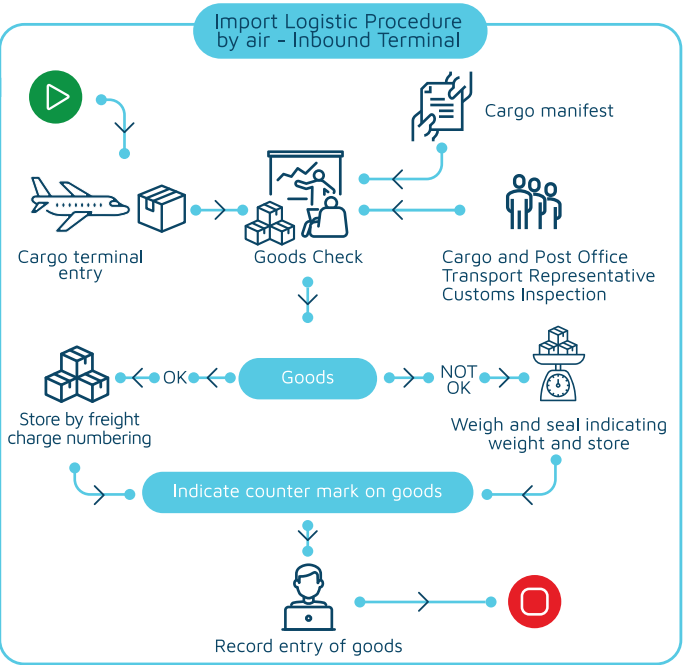Governo de Cabo Verde

Import

Logistics Procedures

GOVERNO DE
CABO VERDE
A TRABALHAR PARA TODOS.

Air transport

The airport managing body is responsible for the receipt, storage and delivery of imported cargo.

Description of procedures

Cargo Terminal Entry: Receipt, Check, Storage and Check-in.

Stages	Activity	Support	Responsibility
1	Check of goods	Cargo Manifest	Cargo and Post Office, Carrier Representative, Customs Inspection
2	Goods good? Store by waybill numbering		Cargo and Post Office
3	Anomaly? Weigh and stamp indicating weight and store		Cargo and Post Office, Transport Representative, Customs Inspection
4	Indicate counter mark on goods		Cargo and Post Office
5	Record receipt of goods	PHC	Cargo and Post Office

Import Logistic Procedure by air - Inbound Terminal

Cargo manifest

Cargo terminal entry

Goods Check

Cargo and Post Office Transport Representative Customs Inspection

Store by freight charge numbering — OK ← Goods → NOT OK → Weigh and seal indicating weight and store

Indicate counter mark on goods

Record entry of goods

Departure from the Cargo Terminal (after customs clearance): Checking, Documentation, Invoicing, Reception and Delivery.

Stages	Activity	Support	Responsibility
1	Documentation Check	dispatch, waybill/ permittance	Freight and Post Office
2	Invoicing and payment	dispatch, waybill/ permittance	Freight and Post Office
3	Validation and delivery	dispatch, waybill/ permittance and receipt	Customs Control

Documentation: Documentation required for the lifting of cargoes at the Cargo Terminal.

- Cargo Manifest;
- Clearance;
- Waybill/goods;
- ASA Invoice/Receipt

Import Logistical Process by air - Outbound Terminal

- Documentation Check
- Clearance Waybill/Bill of Lading

Invoicing and payment

Validation

Delivery

Maritime transport

Import Procedures

- Sending of the contramarca and a pre-arrival notice to the clients/operator announcing the vessel's ETA (Estimated Time of Arrival);

- The ship-owner provides the agency with all documentation relating to the cargo on board the ship;

- Issue of physical and electronic manifest to the following entities - Customs, ENAPOR, Polícia Judiciária and Guarda Fiscal.

- Notification to operators with the bill of lading for payment;

- Receipt of the final unloading forecast and insertion of the cargo manifest;

- Notification to the client of the cargo manifest submission;

- Extraction of all BL's with the appropriate exit authorisation;

- Notification to operators to pick up BL's.

Ports concessionaire

I. Logistics and Maritime Transport

Registration of arrival advice

Prior to arrival (48h), mariners should register in the JUP system, providing the following data:

- ETA (Estimated Time of Arrival),

- Main vessel characteristics and

- Details of cargo, passengers and crew.