

The Governor,

**To the attention of National
Directors**

CIRCULAR LETTER N°023/GVR 2019

*Relating to the allocation of a weekly envelope of foreign exchange for the
execution of operations outside CEMAC of small amounts*

Dear Madam/Mr. General Manager,

In order to increase the speed of examination of requests for authorization of transfers, credit institutions are authorized to submit, every Thursday before 10:00 a.m. through the usual channel, a request representing the forecast payments outside CEMAC of unit amounts less than or equal to the equivalent in FCFA 50 million, without exceeding a total amount of 3 million euros.

These payment forecasts based on customer orders will be entered in a declaration file in accordance with the attached model (DEX 2230). **Upon receipt of the reporting files from the credit institutions, SETSRC shall transmit them without delay and without prior checking to the SMP Service, for immediate entry of the MT999s of agreement so that they can cover them at D before 13:00.**

In addition to this reporting file of payment forecasts outside CEMAC, credit institutions shall attach electronic requests (M 1 298) and handwritten requests duly signed by the authorised persons.

As any subsequent currency allocation is conditional on the actual use of the previous currency allocation, The SETSRC shall receive every Wednesday before 4 p.m. for systematic a posteriori control, the evidence relating to the use of this currency allocation.

For this purpose, specifically, the existence of the following documents should be verified:

- The payment instructions of the principals appearing in the summary file ;
- The SWIFT messages for the execution of the orders that motivated the previous one, in particular the MT103 for transfers and MT202 for letters of credit or documentary collections, the execution notices (MT900), and the

nostri account statements from correspondents outside CEMAC (MT940/950) showing these operations:

- The supporting documents required according to the nature of the operation (cf. Memorandum 019/DGFRI/ 2019 of 08 July 2019).

A report is drawn up following each verification and sent to the Central Unit for the Transfer Research and Monitoring of Foreign Exchange Regulations (CCETSRC).

Please note that these transfer authorization files will also be included in the report that you send to the CCETRSC on a daily basis.

It being understood that requests of this nature remain within the National Governing Authorities even when the total amount of the forecasts exceeds the threshold of one (01) million euros. The CCETSRC is mandated to carry out sample checks on documents and on the spot in order to ensure, on the one hand, compliance with due diligence in the fight against money laundering and terrorist financing and, on the other hand, the clearance of the domiciliation files of imports of goods and services to which these operations relate.

Each inspection will result in a detailed report which will be sent to me.

These provisions shall take effect from the date of signature.

Please accept, **Madam/Mr. General Manager**, the assurance of my highest consideration.

ABBAS MAHAMAT TOLLI

PJ:02

N° : SEQ 164 /2019

Nature of transfer	Documents required ¹
For all types of transfers	<ul style="list-style-type: none"> ✓ Client's order including his e-mail address (transfer order dated less than 15 days ago, request to open a letter of credit or documentary remittance)² ✓ Extract from the Trade and Personal Property Credit Register (RCCM) or any document in lieu thereof for legal entities; ✓ Extract from the Trade and Personal Property Credit Register (RCCM) or any document in lieu thereof for legal persons ; ✓ Request for transfer authorization from the bank; ✓ SWIFT MTn98 message.
Currency allocation for small amount transactions.	<ul style="list-style-type: none"> ✓ Request from the bank ; ✓ MT298. ✓ Forecast table of external payment commitments (DFX2230) ✓ Evidence that the currency retained for current requirements does not cover these operations (comparison between retained repatriations and current requirements).
Purchase of goods	<ul style="list-style-type: none"> ✓ Direct debit certificate issued by the domiciliary bank⁴ ✓ Pro forma invoice or commercial invoice dated less than 12 months unless otherwise stipulated in the contract; ✓ MT700, M 1707, if applicable and copy of the document on which payment is based (transport document-BL/LTA-, bill of lading, unloading timesheet, etc)⁵ ; ✓ The contract, if applicable; ✓ The import declaration; ✓ Tax identification number or any other document in lieu thereof; ✓ Authorisation for restricted products, where applicable. ✓ Undertaking to provide proof of clearance of the file (certificate on honour signed by the director or manager or promoter of the company giving the order).
Purchase of services	<ul style="list-style-type: none"> ✓ Direct debit certificate issued by the domiciliary bank⁶ ✓ Pro forma invoice or commercial invoice dated less than 12 months unless otherwise stipulated in the contract; ✓ Service contract registered with the tax authorities or in lieu thereof. (for services backed by purchases of goods: the service contract must be registered with the customs administration);

¹ The BEAC reserves the right to request any other evidence to decide on the request for transfer authorisation.

² If the purchase of the goods has given rise to the opening of a documentary credit (CREDOC), the CREDOC opening request signed by the ordering customer replaces the customer's transfer order. Always include the e-mail address of the ordering customer.

³ If the settlement of the goods is made by bills of exchange, the bill of exchange corresponding to the due date to be settled and signed by the ordering customer shall replace the transfer order. Always include the e-mail address of the ordering customer.

⁴ For goods with a free on board (FOB) value of at least FCFA 5 million.

⁵ If the transfer constitutes the settlement of a due date stipulated by CREDOC, the bank must also attach to the file all the documents required for the settlement of this due date.

⁶ For services whose value is at least equal to FCFA 5 million.

	<ul style="list-style-type: none"> ✓ Service import declaration to the Central Bank (model annexed to Instruction n° 007/GR72019 of 10/06/2019) ; ✓ Tax identification number or any other document in lieu thereof; ✓ Undertaking to provide proof of clearance of the file (sworn statement signed by the director, manager or promoter of the ordering company).
Purchase of foreign currency	<ul style="list-style-type: none"> ✓ Authorisation to import foreign banknotes from the BEAC ✓ Pro forma invoice detailing the various denominations and specifying the quantities and currencies involved; ✓ Contract between the bank and the supplier of foreign banknotes, if any.
Currency allocation	<ul style="list-style-type: none"> ✓ Valid travel document ; ✓ Transport ticket ; ✓ Mission order or any other document justifying travel across borders.
Salary income	<ul style="list-style-type: none"> ✓ Employment contract or work permit ; ✓ Pay stubs;
Repatriation of cash surpluses (Airline and companies); Invoice	<ul style="list-style-type: none"> ✓ Invoice ✓ Statements of Sales (BSP) ✓ Statement of local expenditure over the reference period ✓ <i>TO</i>
Royalties	<ul style="list-style-type: none"> ✓ Invoice ✓ Commissioning Contract ; ✓ Turnover over the reference period ✓ Proof of payment of the TSR
Ordinary money transfers	<ul style="list-style-type: none"> ✓ Transaction Record ; ✓ Elements for determining compensation balances. <p>NB : The electronic money account and the bank that maintains this account must match the account shown on the MT298.</p>
Quick transfers	<ul style="list-style-type: none"> ✓ Statement of account at the correspondent showing the balance to be transferred ✓ Detailed statement of transfers issued and received justifying the balance (dates, identities of principals, beneficiaries, amounts in foreign currencies, reasons).
Coverage of electronic payment clearing balances (Visa, Mastercard, etc.)	<ul style="list-style-type: none"> ✓ Account statement (MT940/950) at the correspondent showing the balance to be transferred ; ✓ Electronic money account agreement. <p>NB : The electronic money account and the bank that maintains this account must match the account shown on the MT298.</p>
Family assistance	<ul style="list-style-type: none"> ✓ Copy of the student card ; ✓ Certificate of enrollment; ✓ Any other document justifying the nature and amount of the aid.
Payment of rent	<ul style="list-style-type: none"> ✓ Invoice ✓ Contract ; ✓ Title deed;
Loans to non-residents	<ul style="list-style-type: none"> ✓ Central Bank Authorization ; ✓ Loan contract; ✓ Repayment schedule; ✓ Commitment to repatriate the income from the loan and the principal at the end of its term.

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Loan Repayment	<ul style="list-style-type: none"> ✓ Proof of prior declaration of the loan to the Ministry in charge of currency and credit and to the BEAC; ✓ The repayment schedule or amortization schedule for the loan; ✓ The document establishing the repatriation of the loan or the effectiveness of the acquisitions made; ✓ Proof of retrocession of funds to BEAC where applicable ; Loan agreement.
Capital Income (Profit, dividend)	<ul style="list-style-type: none"> ✓ Financial statements to which this distribution relates ; ✓ A copy of the minutes of the General Assembly or Board of Directors having decided on the distribution of dividends; ✓ Dividend distribution table; ✓ Proof of payment of tax.
Outward direct investment⁷	<ul style="list-style-type: none"> ✓ Prior authorization from the Central Bank.
Proceeds from liquidation or disposal of a direct investment	<ul style="list-style-type: none"> • for liquidation: ✓ The prior declaration of the transfer to the Central Bank and the Ministry in charge of currency and credit. ✓ A nominative list of holdings in the capital of the direct investment firm; ✓ The liquidation document, if applicable; ✓ The balance sheets, income statements and auditors' reports for the last three years, if applicable; ✓ Proof of payment of duties and taxes due in connection with the transaction, if any; Closing balance sheet drawn up by the liquidator or any authorised person, justifying the net amount to be transferred. • For Assignment : ✓ Prior declaration to the BEAC and the Ministry in charge of currency and credit relating to the operation ; ✓ The contract of assignment or any document attesting to the assignment; ✓ proof of payment of taxes due, related to the transaction, if applicable.
Outgoing portfolio investment⁸	<ul style="list-style-type: none"> ✓ Prior declaration to the Central Bank and the Ministry in charge of currency and credit if the amount is less than 20 million FCFA; ✓ Prior authorization from the Central Bank if the amount exceeds CFAF 20 million.

⁷The following shall be considered as direct investments: the acquisition or subscription of shares in existing enterprises or enterprises being created for amounts representing at least 10% of the capital of the investment enterprise, real estate purchases.

⁸ The following are considered as portfolio investments: equity investments or subscriptions of shares in existing enterprises or enterprises in creation for amounts inferior to 10% of the investment enterprise's capital, debt securities other than equity securities and real estate purchases.

Disposal of a portfolio investment	<ul style="list-style-type: none"> ✓ Prior declaration to the Central Bank of the transfer of the proceeds when the amount to be transferred exceeds 100 million CFA francs; ✓ Assignment agreement or any document justifying the assignment and the amount to be transferred ; ✓ The duties and taxes due or proof of payment of taxes related to the transaction, if applicable;
Donations to a structure outside CEMAC	<ul style="list-style-type: none"> ✓ A notarial deed formalizing the donation ✓ Detailed letter from the donor explaining why he or she is making the donation ✓ Proof of the origin of the funds used for the donation ✓ Document evidencing the relationship between the donor and the entity receiving the donation ✓ Proof of the legal existence of the recipient organization in the country of destination.

