



## DOCUMENT EXCHANGE AUTHORISATION (AC) FOR IMPORTS

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| <b>DEFINITION</b>                   | Administrative document authorising payment by transfer of funds for any current or capital transaction, either by an approved intermediary or by the Treasury..  |
| <b>PROCEDURE DESCRIPTION</b>        | <p>Foreign exchange regulations enshrine freedom of current payments abroad.</p> <p>The request is made through the portal of the Guichet Unique du Commerce Extérieur (GUCE) by the importer or the authorised forwarding agent:</p> <p>When the destination of the funds is outside the WAEMU zone, the transfer must comply with the following constraints (Cf. Art. 4 Title III of the body of R09/2010): The amount to be transferred is less than or equal to FCFA 500,000</p> <p>In this case, no supporting documents are required from the applicant. Authorisation to carry out the transfer is delegated to banks (approved intermediaries).</p> <p><b>The amount to be transferred exceeds FCFA 500,000</b></p> <p>The <b>Foreign Exchange Authorisation application</b> for the transfer is drawn up by the applicant in conjunction with his approved intermediary (bank). The procedure is as follows :</p> <ul style="list-style-type: none"><li>• Start the procedure by requesting an Import Declaration Form (FDI via the Commercial Transaction module) or the validated import declaration.</li><li>• Make the CA request via the e-FOREX module of the GUCE and attach the supporting documents for the request depending on the reason for the transfer.</li><li>• Once the request has been submitted, the authorization to carry out the transfer is given either by the approved intermediary within the framework of the delegations granted to it, or by the Public Treasury (the FINEX) if it is not a question of operations generally authorized.</li></ul> <p><b>N.B:</b> <a href="https://guce.gouv.ci/register/procedure">Access to the site</a> requires prior registration as an importer or freight forwarder (https://guce.gouv.ci/register/procedure).</p> |
| <b>STATE STRUCTURE(S) CONCERNED</b> | Foreign Trade Single Window.<br>Ministry of Economy and Finance.  |
| <b>COST</b>                         | N/A   |
| <b>DELIVERY DELAY</b>               | Within 5 working days.  |

Le The Portail Web d'Information Commerciale (PWIC) is a platform for information on imports, exports and transit, as well as on all regulations, procedures and requirements relating to trade in Côte d'Ivoire.

Website: [pwic.gouv.ci](https://pwic.gouv.ci)

Address : Cellule de gestion du PWIC - Chambre de Commerce et d'Industrie de Côte d'Ivoire sise à Abidjan - Plateau Avenue 6 Joseph Anoma Ave Berthe

Contact : +225 20 33 16 00 / +225 07 58 25 44



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| <b>APPLICATION DOCUMENTS REQUIRED</b> | <ul style="list-style-type: none"><li>• Commercial invoice.</li><li>• FDI or declaration.</li><li>• Commercial contract.</li><li>• RFCV (required in some cases).</li></ul>  |
| <b>LEGAL BASIS (LEGAL REFERENCE)</b>  | Regulation N° R09/2010/CM/WAMU of 1st October 2010.  |
| <b>CONTACT(S)</b>                     | <p><b>Ministry of Economy and Finance</b><br/>Abidjan - Plateau, Immeuble SCIAM, 16<sup>e</sup> étage<br/>B.P. V 163 Abidjan<br/>Tel. : (+225) 20 20 08 42 / 20 20 08 43<br/>Fax : (+225) 20 21 32 08<br/>Website : <a href="http://www.finances.gouv.ci">www.finances.gouv.ci</a></p> <p><b>GUCE Portail</b><br/><a href="https://www.guce.gouv.ci">https://www.guce.gouv.ci</a><br/>Service Help Desk de Webb Fontaine<br/>Tel. : (+225) 21 21 23 95</p> |

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