



## DOCUMENT IMPORTER/EXPORTER CODE

<b>DEFINITION</b>	<p>Any natural or legal person with an Importer/Exporter Code is entitled to import or export goods. There are two types of code:</p> <p><b>Importer/Exporter Code for professionals</b> : this code is reserved for natural or legal persons involved in importing and/or exporting.</p> <p><b>Occasional Importer/Exporter Code</b>: is reserved for non-professional natural or legal persons who occasionally import or export.</p>
<b>PROCEDURE DESCRIPTION</b>	<p><b>Importer/Exporter code for professionals</b> This code is issued by the Ministry of Trade departments based at the Côte d'Ivoire Investment Promotion Centre. (CEPICI, <a href="http://www.cepici.gouv.ci">http://www.cepici.gouv.ci</a>).</p> <p><b>Occasional importer/exporter code</b> This code is intended for non-professional natural or legal persons who occasionally import or export. This code is issued by the Direction de la Régulation des Echanges (DRE) of the Ministry of Trade.</p>
<b>STATE STRUCTURE(S) CONCERNED</b>	<p><b>Importer/Exporter code for professionals</b> This code is issued by the departments of the Ministry of Trade based at the Côte d'Ivoire Investment Promotion Centre (CEPICI, <a href="http://www.cepici.gouv.ci">http://www.cepici.gouv.ci</a>).</p> <p><b>Occasional Importer/Exporter Code</b> For non-professional natural or legal persons who occasionally import or export. This code is issued by the Direction de la Régulation des Echanges (DRE) of the Ministry of Trade.</p>
<b>COST</b>	<p>Importer/Exporter code for professionals</p> <ul style="list-style-type: none"><li>• 30,000 CFA francs for the code sheet.</li><li>• Validity: 1 year (1 calendar year)</li></ul> <p>Occasional importer/exporter code</p> <ul style="list-style-type: none"><li>• CFA 50,000.</li><li>• Validity: Limited to the current operations.</li></ul>
<b>DELIVERY DELAY</b>	Maximum of 24 hours



## APPLICATION DOCUMENTS REQUIRED

### Importer/Exporter code for professionals

This code is normally obtained when the company is set up at CEPICI.

To obtain an importer/exporter code for new activities, a dossier must be compiled, including :

- A request addressed to the Director of Trade Regulation.
- A copy of the Trade Register.
- A Tax Declaration of Existence (DFE)/Taxpayer's Account.
- A certificate of no Royalties.
- Attestation of Patent.
- A certificate of tax regularity less than four (4) months old for individuals or legal entities already in business and who have not been allocated an import/export code.
- Two (2) copies of the trade user information form.
- Code payment form (30,000 FCFA).
- Photocopy of the identity document or residence permit of the company director or manager.
- Power of attorney signed and sealed by the company manager and photocopy of the courier's identity card or residence permit..

N.B: Its period of validity is one (1) calendar year and it is renewable each year at the Directorate of Trade Regulation (DRE), of the Ministry of Commerce.

The renewal of the Importer/Exporter Code is subject to the constitution of a file including :

- A Request addressed to the Director of Trade Regulation.
- Certificate of Tax Regularity.
- Certificate of non-royalty.
- Patent certificate.
- Photocopy of the old importer code.
- Trade user information sheet in two (2) copies.
- Code sheet to pay 30,000 CFA francs.
- Photocopy of the identity document or residence permit of the person in charge of the structure.
- Power of attorney signed and stamped by the company manager and photocopy of the courier's identity card or residence permit.

### Occasional Importer/Exporter Code

This code is to be requested from the Ministry of Commerce at the Trade Regulation Department (DRE) with the following supporting documents:

- A request addressed to the Director of Trade Regulation,
- - The pro-forma or final invoice for the goods to be imported or exported
- - The transport document
- A copy of the identity document or trade register



	of the referrer
<b>LEGAL BASIS (LEGAL REFERENCE)</b>	Interministerial Order n°127/MCAPPME/MPMB of 21 March.
<b>CONTACT(S)</b>	<p><b>Trade Regulation Department/General Directorate of Foreign Trade/ Ministry of Commerce</b> Rue Lecoœur, Face à « Jour du marché » Abidjan – Plateau, BP V143 Tel : (+225) 20 22 59 25</p> <p><b>CEPICI (Investment Promotion Center in Côte d'Ivoire)</b> Abidjan - Plateau, Plateau Immeuble Bellerive BP V152 Abidjan 01 Tel. : (+225) 20 31 14 00</p>

The Portal 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](http://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