Cote d’Ivoire (IVORY COAST)

On behalf of UniGroup Relocation, we will be coordinating the shipment of your goods to Ivory Coast. To simplify the process, we have outlined the necessary steps to ensure a smooth transition. This will also review your responsibilities in assisting with this process. In addition to the points below, the following pages will outline the requirements, which will be facilitated by our local representative to complete the clearance. They will assist with each item specific to your shipment so please be assured they will do whatever is necessary to facilitate a quick and efficient clearance. The documentation process, for example, passports, visas, power of attorney, etc., can take one week to 10 days plus the transportation – airfreight – three to four weeks and ocean – six to eight weeks, depending on the origin.

It is extremely important that you take a few moments to review these important requirements, as they will allow us to process the release of your personal property through foreign customs.

Customs and immigration requirements are established by the country of import and not by UniGroup Relocation. This guide has been designed to assist clients understand and comply with country-specific requirements. Substantial effort has been made to ensure that the information provided is current and correct. Such regulations, however, are subject to change without notice by the country of import. UniGroup Relocation assumes no liability for changes in the law or interpretation by enforcement personnel as it exists at the time you and/or your goods enter the country.

**Visa Requirements – Details**

Please advise your local representative or UniGroup Relocation Representative of the “Type” of passport or visa you will be travelling under (working visa, temporary visa, diplomatic, etc.). When moving to Ivory Coast, some specific documents will be required in order to satisfy local immigration officials.

*Contact address and telephone number must be listed on all documents.*

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitors/Tourists</td>
<td></td>
</tr>
<tr>
<td>Tourist Visa</td>
<td>The following citizens of do not require visa:</td>
</tr>
<tr>
<td></td>
<td>• Nationals of other ECOWAS countries (Benin, Burkina, Faso, Cape Verde, Central African Republic, Congo (Rep), Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone and Togo) for a stay of maximum three months period.</td>
</tr>
<tr>
<td></td>
<td>• Nationals of Andorra, Chad, Monaco, Morocco, Seychelles, Tunisia and Vatican City for a stay for a period of three months.</td>
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<tr>
<td></td>
<td>• Passengers on an onward journey, leaving on the same or the first connecting flight within 12 hours, on the condition that they hold onward or return journey documentation and also, they should not leave the airport.</td>
</tr>
<tr>
<td></td>
<td>Requirements for Tourist Visa:</td>
</tr>
<tr>
<td></td>
<td>• Passport.</td>
</tr>
<tr>
<td></td>
<td>• One Application form.</td>
</tr>
</tbody>
</table>
One passport-size photograph.
Substantiation of hotel booking or a faxed letter of invitation from Cote d'Ivoire resident.
Return ticket or a travel itinerary.
Stamped, self-addressed, registered envelope for a return on passport (in case applying through post.)
Applicants over one year of age are required to have a yellow fever vaccination certificate.

Along with a valid Visa, the following Nationals require the Ministry of Security to authorize well in advance, namely:
Afghanistan, Albania, Algeria, Angola, Bangladesh, Bolivia, Cambodia, Chile, China (PR), Colombia, Cuba, Egypt, Iran, Iraq, Indonesia, Jordan, Korea (Dem Rep), Laos, Lebanon, Libya, Myanmar, Nicaragua, Pakistan, Philippines, Singapore, Sudan, Sri Lanka, Syrian Arab Republic, Thailand, Vietnam and Yemen.

## Businesspeople

### Business Visa

**Requirements for Business Visa:**
- Valid passport.
- One application form.
- One passport-size photograph.
- Substantiation of hotel booking or a faxed letter of invitation from Cote d'Ivoire resident.
- Return ticket or a travel itinerary.
- Stamped, self-addressed, registered envelope for a return on passport (in case applying through post.)
- A fax from home company that confirms financial responsibility for the applicant and an invitation letter faxed from Cote d'Ivoire.
- Applicants over one year of age are required to have a yellow fever vaccination certificate.

Along with a valid Visa, the following Nationals require the Ministry of Security to authorize well in advance, namely:
Afghanistan, Albania, Algeria, Angola, Bangladesh, Bolivia, Cambodia, Chile, China (PR), Colombia, Cuba, Egypt, Iran, Iraq, Indonesia, Jordan, Korea (Dem Rep), Laos, Lebanon, Libya, Myanmar, Nicaragua, Pakistan, Philippines, Singapore, Sudan, Sri Lanka, Syrian Arab Republic, Thailand, Vietnam and Yemen.

## Employees

### Work Visa

**Requirements for Work Visa:**
- Passport with validity of more than six months.
- Three Visa application forms duly filled in and signed.
- Three Recent passport size color photographs.
- Covering letter from the applicant on company's letter head stating his...
name, designation, purpose and duration of visit.
- Work Permit Permission from the "Ministry of Interiors" of Ivory Coast, this is to be arranged and sent by the counterpart company in Ivory Coast.
- Yellow Fever Certificate is required.

**Documents Requirements – Details**

When moving to Ivory Coast, some specific documents will be required in order to satisfy local immigration officials.

**PERSONAL & HOUSEHOLD GOODS**

The following documents are required to import personal & household goods into Ivory Coast:

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Visa</td>
<td>Please verify with local representative.</td>
</tr>
<tr>
<td>Work Permit</td>
<td>Please verify with local representative.</td>
</tr>
<tr>
<td>Packing List</td>
<td>Please verify with local representative.</td>
</tr>
<tr>
<td>Inventory</td>
<td>Original detailed and valued inventory in French, signed by the shipper.</td>
</tr>
<tr>
<td>Letter from Employer</td>
<td>Letter from employer in the Ivory Coast stating the shipper is beginning a new contract.</td>
</tr>
<tr>
<td>IDR Number</td>
<td>IDR Number provided by employer in the Ivory Coast.</td>
</tr>
<tr>
<td>Letter of financial responsibility</td>
<td>Please verify with local representative.</td>
</tr>
<tr>
<td>Passport</td>
<td>Copy of passport.</td>
</tr>
<tr>
<td>Air Waybill or Bill of Lading</td>
<td>Original Air Waybill or Bill of Lading (no express release accepted)</td>
</tr>
<tr>
<td>Certificate of Change of Residence</td>
<td>Please verify with local representative.</td>
</tr>
<tr>
<td>Invoice</td>
<td>Invoices for appliances and any item less than six months old.</td>
</tr>
</tbody>
</table>

**Duties**

Personal and household goods can be imported duty-free under the following primary condition:
- Household goods are duty-free if they have been in the possession and use of the shipper for at least six months.
- The Certificate for Free Entry must be obtained from the Customs Head Office in order to receive duty-free entry of household goods. Required documents should arrive 15 days prior to the arrival of the ground shipment to obtain this possible duty-free exemption.
Details:
- If invoices are not provided for electrical items, then duties/taxes will be charged according to the assessed customs value of the item(s) at the following rates:
  - Television: 53.24%
  - Phone: 35.62%
  - Computer: 57%
  - Refrigerator: 53.62%
  - VCR: 59.62%
  - Fax: 35.62%
- The value of the shipment must be under US$4.00 per pound gross.
- Shipper's presence in the Ivory Coast is required during customs clearance.
- All personal effects (including private, diplomatic and military shipment) will incur customs taxes.

**Restricted and Prohibited – Imports**

All countries, Ivory Coast included, prohibit or restrict the importation of certain dangerous or sensitive items.

**Restricted Items:**
- Alcohol and other spirits are prohibited and should be sent separately, unless “Fond de Cave” (less than 30 bottles) is mentioned.
- New (less than six months old) electrical/electronic items
- New furniture
- All written materials, films, pictures

**Prohibited Items:**
- Narcotics.
- Illegal drug.
- Firearms, ammunition, explosives and weapons.
- Pornography.
- Motor vehicles more than seven years old.

**Restricted and Prohibited – Exports**

- Not available.

**Motor Vehicles – Imports**

The following documents are required for the importation of motor vehicles:
Required Documents | Details
---|---
Import License | New cars require an Import License.
Import Declaration. | Cars less than 1 year old require an import declaration.
Passport | Copy of passport
Registration Card | Please verify with local representative.
Ocean freight invoice or Bill of Lading | Please verify with local representative.
Invoice | Invoice for the vehicle.
Non-sale certificate | Please verify with local representative.
Certificate of change of residence or transfer letter | Please verify with local representative.

Details:
- Cars are assessed approximately 53.62% of CIF value for import taxes.
- All vehicles exceeding seven years old are prohibited importation into the Ivory Coast.

Motor Vehicles – Exports
- Not available.

Pets
The requirements to transport dogs and cats may vary per country. If you wish to ship your pet, please contact the airline or country Consulate/Embassy for specific details concerning your type, breed and documentation for pets.
IMPORTANT CUSTOMS REMINDER

Customs and immigration requirements are established by the country of import, not by UniGroup Relocation and are subject to change without notice by the country of import. All regulations may vary according to the customer’s nationality or immigration status. This guide has been designed to assist clients understand and comply with country-specific requirements. Substantial effort has been made to ensure that the information provided is current and correct. UniGroup Relocation cannot be responsible for changes in the law, or interpretation by immigration or customs enforcement personnel, or non-compliance with the law as it exists at the time you and/or your goods enter the country. Contact with the local Consulate or Embassy for further information concerning your specific visa, residence and entry situation is strongly recommended prior to planning your move.
WOOD PACKAGING MATERIAL

International wood packing requirements are in accordance with ISPM 15 (International Standards for Phytosanitary Measures: Guidelines for Regulating Wood Packaging Material in International Trade*) as of 5 July 2006:

*ISPM 15 is produced by the Secretariat of the International Plant Protection Convention (IPPC) of the United Nations’ Food and Agriculture Organization (FAO).

ISPM 15 requires certain phytosanitary procedures, in particular heat treatment or methyl bromide fumigation, relating to wood packaging material (including dunnage) made of raw wood in use in international trade; the phytosanitary procedures are meant to minimize the risk of introducing and spreading certain pests that live and breed in raw wood.

REQUIREMENTS OF ISPM 15

Wood packaging material in the form of:

- Packing cases, boxes, crates, drums, and similar packings
- Pallets, box pallets, skids, and other load boards
- Pallet collars
- actually in use in the transport of objects of all kinds, except:
  - Raw wood of 6mm thickness or less
  - Processed wood produced by glue, heat and pressure, or any combination thereof

The wood packaging material shall:

- Be subject to one of the approved measures as specified in Annex I to FAO ISPM 15 (currently, heat treatment or methyl bromide fumigation)
- Display a mark with:
  - The two-letter ISO Country Code (in place of XX in the image below)
  - A code identifying the producer (in place of 000 in the image below)
  - The code identifying the approved measure applied to the wood packing material in the mark as specified in Annex II to FAO ISPM 15 (in place of YY in the image below; examples are HT for “Heat Treatment” and MB for “Methyl Bromide Fumigation”)
  - Where “debarking” is required, the letters “DB” shall be added to the abbreviation of the approved measure included in the said mark
  - The logo as specified in Annex II to FAO ISPM 15 (this logo is the IPPC trademarked graphic symbol shown in the image below on the left side)

Effective: Jan. 1, 2010
INTERNATIONAL SHIPMENT & CUSTOMS REGULATIONS AND INFORMATION FOR
COTE D’IVOIRE (IVORY COAST)

REQUIREMENTS OF ISPM 15 (Continued)

Wood packaging material in the form of: The wood packaging material shall:

- Markings should be:
  1. Permanent and not transferable
  2. Legible and visible, preferably on at least two opposite sides of the article being certified

- Be marked in accordance with Annex II to FAO ISPM 15 (see directly above under "Display a mark with:"
- If not, at a minimum it should be made from bark-free wood that is free from pests and signs of live pests

DUNNAGE, i.e. wood used to wedge or support non-wood cargo, including that which has not kept its natural round surface except:

- Raw wood of 6mm thickness or less
- Processed wood produced by glue, heat and pressure, or a combination thereof