LIST OF SUPPORTING DOCUMENTS TO BE PROVIDED DEPENDING ON THE NATURE OF THE TRANSACTION

Nature of the transfer	Documents required[1]
For any type of transfer	✓ Customer order, with email address dated less than 15 days or request to open a letter of credit or documentary credit[2][3] ; ✓ Request for transfer authorization from bank; ✓ Proof of payment of taxes, duties and fees due on the transaction; ✓ Debt Clearance Certificate (ANR) where required by the tax system of the country ✓ SWIFT message MTn98.
Currency allocation for operations with small amounts.	✓ Request of the Bank; ✓ MT298 ✓ Statement of estimates of external payment commitments (DFX2230).
Purchase of goods	✓ Attestation of domiciliation duly signed with the stamp of the domiciliary bank[4] (if value > 5 million); ✓ Proforma invoice or final invoice, if necessary, dated less than 12 months ✓ MT700, MT707, where applicable; Commercial Contract, where needed; ✓ Import declaration to customs authorities; ✓ Authorization for restricted products, where applicable; ✓ Commitment to provide file clearance evidences signed by authorized persons (detailed declaration issued by customs authorities, receipt of payment of customs duties and taxes due related to the transaction, bill of lading or airway bill or consignment note, final invoice or any other supporting document, etc.). **NB:** - If the file contains more than two (02) invoices, provide a summary listing of the dates and references of the invoices, the amounts as well as, where applicable, the references of the import declaration and attestation of domiciliation. - For a term Documentary credit: provide any document to determine the due date for payment.

[1] BEAC reserves the right to request any other supporting document to help decide on the transfer authorization request.

[2] Where the purchase of goods involved opening a documentary credit (CREDOC), the CREDOC request signed by the ordering customer may replace the customer's transfer instruction. The ordering bank shall always share the email address of the ordering customer

[3] Where the goods are paid through bills of exchange, the bill corresponding to the instalment to settle and signed by the ordering customer may replace the transfer instruction. The ordering bank shall always share the email address of the ordering customer

[4] For goods with a free on board (FOB) value at least equal XAF 5 million

Nature of the transfer	Documents required
	- For a CREDOC including partial shipments: attach the transport documents for each shipment; - For a sight CREDOC: BEAC hedging option **up to 30 days after payment, provided this payment to cause a debit balance on the account hedged (attach evidence of debit of the amount of CREDOC on the account)** - The proforma invoice is required if it is mentioned on one of the required documents (ID, attestation of domiciliation, MT700, etc.; - Transfers relating to netting or compensation transactions are prohibited.

Purchase of services	✓ Attestation of domiciliation duly signed with the stamp of the domiciliary bank[5] (if value > 5 million); ✓ Proforma invoice or purchase order (or commercial invoice) dated less than 12 months; ✓ Service agreement registered with the tax administration or a body in lieu thereof. (For services backed by purchases of goods: the service contract must be registered with the customs administration); ✓ Proof of service delivery, where applicable; ✓ Declaration of import of service to the Central Bank (model attached to Instruction N°007/GR/2019 of 10/06/2019); Proof of payment of related tax, where applicable; ✓ Commitment to provide file clearance evidences signed by authorized persons (final invoice, debit note, expense report, fee note or any other supporting document, any document to justify the effective import of service, in particular the provisional or final acceptance report, study report.). **NB** - If the file contains more than two (02) invoices, provide a summary listing of the dates and references of the invoices, the amounts as well as, where applicable, the references of the import declaration and attestation of domiciliation; - The proforma invoice is required if it is mentioned on one of required documents (ID, attestation of domiciliation, etc ...) ; - Invoices calculated on a flat-rate or proportional basis from a balance sheet, off-balance sheet or income statement entry are not permitted; - Transfers relating to netting or compensation transactions are prohibited.

[5] For services with a minimum value equal to XAF 5 million

Nature of the transfer	Documents required
Technical assistance fees	✓ Technical assistance Agreement duly registered with tax authorities; ✓ Invoice; ✓ Balance sheet and income statement of the principal for the reference period; ✓ Statement of costs per nature (details and invoicing of all the services concerned by the payment); ✓ Statement of the special account opened for this purpose in the books of a local bank indicating all technical assistance operations; ✓ Proof of payment of related tax or applicable exemption; ✓ Any other contractual document to justify the amount of the technical assistance invoice. NB: Invoices calculated on a flat-rate or proportional basis from a balance sheet, off-balance sheet or income statement entry are not permitted;
Import of foreign banknotes	✓ Authorization of import of foreign banknotes issued by BEAC; ✓ Proforma invoice with details relating to denominations, quantities and currencies concerned; ✓ Contract between the bank and the foreign banknotes supplier, if any.
Allocation of currencies to travellers	✓ Valid travel document; ✓ Transport ticket; ✓ Commitment to provide documents to justify the expenses incurred beyond the threshold corresponding to the equivalent of five (05) million XAF.
Labour income (exclusively for foreign residents[6] and non-residents)	❖ Any nature whatsoever ✓ Passport with a valid Visa if applicable; ✓ Valid residence permit for foreign residents; ✓ Any document attesting to the non-resident status (visa, etc.) for non-residents; ✓ Proof of payment of work income tax; ✓ Attestation of delegation of work income transfer, where applicable; ✓ Bank account details (RIB) of the beneficiary abroad; ✓ BEAC Letter of acknowledgement of of the prior declaration (for income above the equivalent value of XAF 100 million); ✓ Proof of payment of living expenses. Failing this, the transfer shall be limited to 75% of the income.

[6] In the event of multiple nationalities, one of which being a CEMAC country, it shall be considered as the nationality of the principal

	❖ <u>Salary</u> ✓ Valid work contract and/or work authorization; ✓ Pay slips related to the amount of the transfer; ✓ Certificate of work attendance issued by the employer; ✓ Proof of payment of salary (credit notice, bank statement...)

Nature of the transfer	Documents required
	❖ <u>Fees</u> ✓ Service contract and/or purchase order; ✓ Fee note dated less than twelve (12) months; ✓ Proof of payment of fees.
	❖ <u>Per Diem, various compensations and social benefits</u> ✓ Any document linking the non-resident or foreign resident to the entity that paid the work income; ✓ Proof of payment
Transfer of sales revenue for the benefit of non-resident airlines	✓ BEAC Letter of acknowledgement relating to the prior declaration (when the transfer exceeds the equivalent of XAF 100 million); ✓ Statement of sales (IATA Billing and settlement plan); ✓ Statement of local expenditure over the reference period; ✓ Stamped and signed summary of sales, expenses and balance for the period, ✓ Financial statements or DSF for the last two closed financial years; ✓ Agreement with the non-resident airline company; ✓ Invoice, if applicable; ✓ Proof of payment of related tax, if applicable. **<u>NB</u> Transfers involving sales of airline tickets older than six (06) months are not accepted.**

Transfer of sales revenue for the benefit of non-resident image distributors	✓ BEAC Letter of acknowledgement of the prior declaration (when the transfer exceeds the equivalent of XAF 100 million); ✓ Sales agent contract duly registered with the tax authorities; ✓ Statement of sales to subscribers per TV package over the reference period; ✓ Statistics of subscriptions per package (number of subscribers, monthly rates, number of authorized distributors); ✓ List of authorized distributors and contract samples; ✓ Turnover which the commission relates to; ✓ Financial statements or DSF for the last two closed financial years; ✓ Statistical statement of sales income transferred over the last six (06) months; ✓ Invoice issued by the orderer; ✓ Proof of payment of related tax, if applicable. **<u>NB:</u> Transfers involving services older than six (06) months are not accepted.**
Brand royalties	✓ Invoice; ✓ Sales agent contract duly registered with tax authorities; ✓ Deed of registration of the brand with intellectual property authorities by the holder of the brand; ✓ Turnover over the reference period; ✓ Statistical statement of brand royalties transferred over the last three (03) periods; ✓ Proof of payment of related tax

Nature of the transfer	Documents required
Rapid transfers	✓ Account statement showing the execution of previous transactions; ✓ Statement of repatriations carried out over the last fortnight, if applicable; ✓ Statement of payment orders received in favour of agents and or sub-agents; ✓ Detailed statement of transfers issued and received justifying the balance (dates, identities of originators, beneficiaries, amounts in currency, reason). **<u>NB:</u> Balances are hedged once (01) every fifteen (15) days.**

Hedging of electronic payment's clearing balances (Visa, Mastercard, etc.)	✓ An agreement with the payment operator; ✓ Account statements (MT940/MT950) indicating the clearing balance to hedge; ✓ Statement of the last balances hedged by BEAC; ✓ Hedging notices of the clearing balances of the operator (settlement summary report); ✓ The clearing balance notification message from the settlement bank (MT103), if needed. **NB** - The electronic payment account and the bank holding that account must match with indications on the MT298. - The account to be hedged by BEAC must be exclusively intended for electronic banking operations and be opened in the books of an unrelated bank.
Family assistance or financial support to family members	❖ Any nature whatsoever - Letter of the originator indicating the reason for the operation and the relationship with the final beneficiary; - Copy of the identity document or residence permit (valid) of the final beneficiary; - Declaration of the origin of the funds and supporting documents where applicable.
	❖ High School and University studies ✓ Copy of pupil or student card; ✓ Attestation of registration; ✓ Receipt of registration
	❖ Living expenses ✓ Proof of the beneficiary's non-residence in the sub-region; ✓ Statement of living expenses.
	❖ Sickness ✓ Medical advice or authorization to leave for medical evacuation; ✓ Attestation of hospital stay.

Nature of the transfer	Documents required
Funding of account	✓ Letter of acknowledgement after the account is declared to BEAC; ✓ Purpose of the operation which must be aligned with one heading in this Circular Letter; ✓ Documents required depending on the nature of the operation concerned; ✓ Commitment to provide supporting documents for the execution of the operation for the benefit of the final beneficiary. **NB:** No funding of account can be made for savings or speculative purposes.
Settlement of rents	✓ Agreement; ✓ Copy of the title deed of the beneficiary of the payments or any document in lieu thereof binding the beneficiary to the rented property; ✓ Proforma invoice, where needed. **NB:** The beneficiary of the transfer must match with the lessor indicated on the contract.
Loans to non-residents	✓ Central Bank's authorization or letter of acknowledgement following the declaration a posteriori (for credit institutions) ✓ Loan agreement; ✓ Repayment schedule; ✓ Commitment to repatriate the loan income and principal at term.
Repayment of a loan	✓ Proof of prior declaration of the borrowing to the Ministry in charge of currency and credit; ✓ BEAC Letter of acknowledgement following the prior declaration; ✓ Repayment schedule or loan amortization schedule; ✓ Any document establishing the repatriation of the loan or the effectiveness of the acquisitions made; ✓ Proof of retrocession of funds to BEAC, where applicable (MT 202); ✓ Loan agreement
Capital income (profit, dividend)	✓ BEAC Letter of acknowledgement following the prior declaration; ✓ Copy of the minutes of the General Meeting or Board of Directors Meeting that decided the distribution of the dividends; ✓ Dividends distribution table; ✓ Court decision extending the payment of dividends from previous years or from a year ended more than nine (09) months ago, if applicable ✓ Proof of payment of related tax. **NB:** For the transfer of dividends, the declaration to BEAC and subsequent acknowledgement are required regardless of the amount to transfer.

Nature of the transfer	Documents required
Outgoing direct investment[7]	✓ Prior authorisation of the Central Bank
Proceeds from the liquidation or assignment of a direct investment	✓ **For the liquidation**: ✓ Prior declaration to the Ministry in charge of currency and credit; ✓ Letter of acknowledgement from BEAC following the prior declaration; ✓ Proof of payment of related tax. ✓ **For the assignment:** ✓ Prior declaration of the operation to the Ministry in charge of currency and credit; ✓ BEAC Letter of acknowledgement following the prior declaration; ✓ Proof of payment of related tax.
Outgoing portfolio investment[8]	✓ Prior declaration to the Ministry in charge of currency and credit if the amount is inferior to 20 million XAF; ✓ BEAC Letter of acknowledgement following the prior declaration; ✓ Prior authorization of the Central Bank if amount is superior to 20 million XAF.
Assignment of a portfolio investment	✓ Letter of acknowledgement following the prior declaration of the transfer of the proceeds of the assignment when the amount to transfer is superior to XAF 100 million; ✓ Assignment agreement or any document to justify the assignment and the amount to transfer;

[7] The following are considered as direct investments: equity investments or subscriptions for shares in existing or new companies, for amounts representing at least 10% of the capital of the investment firm, real estate purchases

[8] The following are considered as portfolio investments: equity investments or subscriptions for shares in existing or new companies, for amounts less than 10% of the capital of the investment firm, debt securities other than equity securities and real estate purchases.

Donations outside CEMAC	✓ BEAC Letter of acknowledgement following the prior declaration; ✓ Proof of payment of related tax. **NB:** **The declaration to BEAC and subsequent acknowledgement are required regardless of the amount to transfer.**

Nature of the transfer	Documents required
Insurance or reinsurance policies	✓ Proforma invoice (or final invoice) dated less than 12 months; ✓ Insurance or reinsurance contract; ✓ Authorization from the Ministry in charge of insurance (Articles 3 and 308 of CIMA code requires an authorization from the Country Minister in charge of insurance as a condition for the payment of premiums in foreign currencies).
Payment of subscription fees, rights and commissions to a stock market body	✓ Certificate of registration in the stock market; ✓ Copy of market rules indicating the amount and frequency of subscription fee payments.
Membership to international institutions, networks and associations	✓ Membership Act or any document in lieu thereof; ✓ Any document from the beneficiary indicating the amount and frequency of payment of the costs relating to the services; ✓ Memorandum of association of the beneficiary entity.
Return of funds	✓ Explanatory note of the reason for the return of funds; ✓ Retrocession MT202; ✓ MT900 or MT940/950 to evidence the retrocession; ✓ Any additional explanatory document; ✓ MT910 or MT202 SYGMA.
Payment of default interest on invoice	✓ Original invoice duly declared and domiciled if the amount is above XAF 5,000,000; ✓ Agreement with the supplier providing for the payment of default interest in the event of default; ✓ Reminder letter from the supplier.
Payment of taxes and duties due to a	✓ Copy of the letter of acknowledgement of the prior declaration to BEAC for amounts above XAF 100 million; ✓ Copy of tax notice.

foreign administration	
Payment of attendance fees, session allowance	✓ Copy of the articles of association or any other document in lieu thereof specifying the payment terms of attendance fees; ✓ Document setting the amount and terms of payment of attendance fees; ✓ Letter of invitation; ✓ Copy of the minutes of the decision-making body.
Payment of default interest on loan repayments	✓ Proof of prior declaration of the borrowing to the ministry in charge of currency and credit; ✓ BEAC Letter of acknowledgement following the prior declaration; ✓ Repayment schedule or loan amortization; ✓ Any document establishing the repatriation of the loan or the effectiveness of the acquisitions made; ✓ Proof of retrocession of funds to BEAC (MT 202) where applicable; ✓ Loan agreement; ✓ Message from the creditor regarding the payment default
Repayment of current account advances	✓ Proof of prior declaration of the current account advance to the Ministry in charge of currency and credit; ✓ BEAC Letter of acknowledgement following the prior declaration; ✓ Repayment schedule or amortization table of the current account advance; ✓ Any document establishing the repatriation of funds linked to the current account advance; ✓ Proof of retrocession of funds to BEAC, (MT 202); ✓ Agreement on the transaction