

**NOTICE TO SHIPPERS, SHIPPING LINES, SHIPPING AGENTS AND ALL ACTORS OF THE
 INTERNATIONAL TRADE WITH GUINEA BISSAU**

**Ref. : Agreement Conselho Nacional de Carregadores CNC-GB – Sociedade Certificadora e Corretora de Transportes, Lda S.C.C
CEE ISSUANCE PROCEDURE**

S.C.C. Lda informs all Guinea Bissau trading partners, as announced in its Circular Letter dated 01/03/13, the Guinea Bissau Shipping Council (Conselho Nacional de Carregadores da Guinea Bissau - CNC-GB) nominated S.C.C. Lda as General Agent for the issuance of the CEE (Certificado Eletrónico de Embarque – Loading Certificate). SCC Lda announces here below the procedure to be followed for the CEE issuance and validation, as per shipping rules in the Republic of Guinea Bissau.

1. The CEE is a compulsory document to be enclosed to any custom clearance procedure at destination ;
2. The CEE must be obtained at origin and cannot be issued at destination. Therefore, all parties have the obligation to establish the said document at origin;
3. In order to insure proximity with shipping partners, SCC Lda established a network of Agents authorised to issue the CEE using its system. Full style of Agents is available and updated on the web site of SCC Lda;
4. Each Bill of Lading (BL) carrying cargo to Guinea Bissau is to be covered by one CEE on the base 1 BL = 1 CEE;
5. Issuance costs, as per CNC GB Circular Letter are the following:

FCL Container:	€ 75,00 / 20' - € 150,00 / 40' ;
Rolling cargo :	€ 75,00/vehicle (Gross weight<5T) € 125,00/vehicle (Gross weight≥5T);
Groupage / LCL	€ 5,00 TON / CBM (Min fee € 50,00 per CEE) ;
General Cargo / Bulk:	€ 5,00 TON / CBM (Min fee € 50,00 per CEE) ;
CEE Issuance and validation:	€ 70,00 per CEE established;

Conditions are valid for all origins, all type of goods and must be paid in the indicated currency;

SEDE

R. DE MOSCAVIDE, LOTE 4.28.02, LOJA A - PARQUE DAS NAÇÕES
 1990-198 LISBOA - PORTUGAL
 TEL : +351 21 894 7140 FAX : +351 21 894 5145
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FILIAL

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CAPITAL SOCIAL: € 5.007,94 C.R.C. LISBOA Nº7803

6. Information to be declared for CEE issuance:

COMPULSORY	
- Importer/ Exporter : Name / address / Tel / Fax / Mail ;	- Scanned BL copy;
- CEE requestor (forwarder);	- ETS / ETA / M-V / Vg. / POL / POD;
- Cargo origin ;	- Cargo ISO Code;
- Cargo description;	- IMO class if applicable ;
- Type and number of packages ;	- Volume / weights (net and gross);
- Trade Incoterm ;	- Values: FOB , Base freight, Freight surcharges and insurance (in Euro or US Dollars) ;

OPTIONAL	
- Place of receipt;	- Final destination in Guinea Bissau
- Invoice scanned copy;	- Packing list scanned copy;

Our full style:

S.C.C. - Sociedade Certificadora e Corretora de Transportes, Lda:
R. de Moscavide, Lote 4.28.02, Loja A - Parque das Nações
1990-198 Lisboa, Portugal
Tel : +351 21 894 71 40 - Fax :+351 21 894 51 45
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Our departments remain at your disposal for any further information.



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