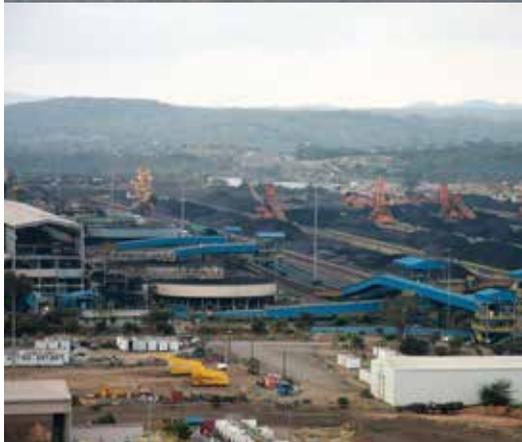


AGENCY FOR PROMOTION OF INVESTMENT AND EXPORTS (APIEX)

MOZAMBIQUE INVESTMENT PROCEDURE GUIDE





About APIEX

Agency for Promotion of Investment and Exports (APIEX) is a public institution that results from the extinction of the Investment Promotion Centre (CPI), the Special Economic Zones Authority (GAZEDA) and the Institute for Export Promotion (IPEX), whose purpose is to promote and facilitate private, public investment and exports, special economic zones, industrial free zones and rapid development zones.



Acknowledgement

This document has been compiled as a reference manual for foreign and domestic companies or individuals considering investing in the Republic of Mozambique compiled by the Project Team for Enhancing Capacity of Investment Promotion and Facilitation sponsored by the Japan International Cooperation Agency (JICA), for and in conjunction with the Agency for Promotion of Investment and Exports (APIEX)..

MOZAMBIQUE INVESTMENT PROCEDURE GUIDE

NOTICE:

This Mozambique Investor Procedure Guide has been prepared by the Project Team for Enhancing Capacity of Investment Promotion and Facilitation in Mozambique, sponsored by the Japan International Cooperation Agency (JICA), working in collaboration with and for APIEX and other state institutions involved in the authorisation process of investments in Mozambique.

This Investment Procedure Guide is intended to help foreign potential investors, interested in investing in Mozambique, to understand the basic procedures required for starting up businesses; obtaining permits, authorisation and licenses, registering with government authorities; and, investors' obligations.

This Investment Procedure Guide is prepared with reference to the following documents.

- "Investment Procedures" by Investment Promotion Centre (CPI/Centro de Promoção de Investimento)
 - Law on Investment (Decree No. 3/1993)
 - Regulation of the Investment Law (Decree No. 43/2009)
 - Code of Fiscal Benefit (Decree No. 4/2009)
 - "Laws and Regulations Related to Foreign Direct Investment in Mozambique", August 2017, APIEX
 - "Report on the Hiring of Foreigners in Mozambique" February 2019 APIEX
 - Commercial Code (Decree No 1/2018)
 - Regulation related to Foreigners, Entry, Residency and Departure (Decree No 3/2017)
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ACRONYM LIST

ANAC	National Network of Conservation Areas/ Agência Nacional das Áreas de Conservação	MINEDH	Ministry of Education and Human Development
APIEX	Agency for Investments and Exports Promotion	MITADER	Ministry of Land, Environment and Rural Development
AT	Tax Authority	MITESS	Ministry of Labour, Employment and Social Security
AQUA	National Agency for Environmental Quality Control/Agência Nacional para o Controlo de Qualidade Ambiental	MZN	Mozambican Metical
BAU	One Stop Shop/Balcão de Atendimento Único	NUIT	Unique Tax Identification Number
BoM	Bank of Mozambique/Central Bank of Mozambique	SA	Limited Liability Share Company/ Sociedade Anónima
BRI	Bulletin of Import Registration	SEZ	Special Economic Zones
CENACARTA	National Centre for Cartography and Remote Sensing (Centro Nacional de Cartografia e Teledeteção)	VAT	Value Added Tax
CIF	Cost, Insurance and Freight		
CPI	Investment Promotion Centre/Centro de Promoção de Investimento		
CREL	Registry of Legal Entities/Conservatória do Registo das Entidades Legais		
CSD	Central Securities Unit		
DIRE	Identification and Residence Document/ Documento de Identificação e Residência para Estrangeiros		
DSPI	Department of Planning and Infrastructure		
DUAT	Right of Use and Land Utilisation/Direito do Uso e Aproveitamento da Terra		
FDI	Foreign Direct Investment		
GAZEDA	Special Economic Zones Authority/ Gabinete das Zonas Económicas de Desenvolvimento Acelerado		
HA	hectare		
ID	Identification Document		
IFZ	Industrial Free Zone		
INSS	National Social Security Institute/ Instituto Nacional de Segurança Social		
IPEX	Institute for Export Promotion		
IRPC	Corporate Income Tax		
IRPS	Personal Income Tax		
ISSM	Institute of Insurance Supervision of Mozambique		
JICA	Japan International Cooperation Agency		
LDA	Limited Liability Quota Company/ Sociedade por Quotas		

1 | Investing in Mozambique

1.1 Introduction

Under Mozambique's investment law, a foreign person is defined as any individual whose nationality is not Mozambican or, in the case of legal persons, as a company originally incorporated under the legislation of another country, or which, having been incorporated in the Republic of Mozambique, has more than 50% of its share capital held by foreign persons. Further, foreign direct investment (FDI) is any form of foreign capital contribution valuable in monetary terms which constitutes equity capital or own resources at the own account and risk of the foreign investor, a value not less than US\$ 50 000 (fifty thousand American dollars), brought from external sources and to be used in an investment project with the purpose of carrying out an economic activity, through a company registered in Mozambique and operating from Mozambican territory.

1.2 Investment procedure

1.2.1 Investing in a company

Investors who wish to establish a new company, make a Greenfield investment, or buy shares in an existing company, need to take the following steps:

Step 1: Read this guide on the basic procedures to obtain an investment authorisation and registration with the support of APIEX and read the Mozambique investment legislation (law 3/93) and the project application form for project authorisation.

Step 2: Obtain a letter of invitation from APIEX for entry visa application to Mozambique.

Step 3: Secure the company name at the One

Stop Shop (BAU/Balção de Atendimento Único). Note: not applicable for investment in an existing company.

Step 4: If the project requires land, identify the land, identify the current holder of the land use right licence (DUAT/ Direito do Uso e Aproveitamento da Terra) from the Provincial Directorate of the Ministry of Land, Environment and Rural Development, and carry out community consultations if required, and record minutes from the community consultation. Apply for a DUAT at the Provincial Directorate of the Ministry of Land, Environment and Rural Development. As a physical address is required by the legislation, sign lease for offices, factory and warehouses facilities according to the project requirements.

1.2.2 Investment authorisation

The investment authorisation is obtained from APIEX.

Step 1: Complete the project application form with the following documents to be attached:

- Investment project
- Investor identification (ID/passport/commercial registration certificate)
- Business registration certificate of the implementing company, if available
- Land use licence (DUAT), or lease, or equivalent for the establishment where the project will be implemented

Step 2: Attach to the application form copies of investor's identification documents: national investor (BI) and foreign investor passport. In case the investor is a company, the commercial

registration certificate issued by the relevant registration authority must be attached.

Attach to the application form the company name registration or the business registration certificate of the implementing company of the proposed project. Also attach to the application form the documents relating to proposed physical location of the project. A lease agreement or establishment document, minutes of community consultation and/or DUAT.

Step 3: Submit the project application form f to APIEX, the original application form with 3 copies of the above documents.

Step 4: The investor must maintain contact with APIEX during the life of the project for investment aftercare and policy advocacy.

1.2.3 Investment project/company registration

Step 1: At BAU register the implementing company and obtain the commercial registration certificate and, depending on the kind of business acquire the respective license after the project being approved by APIEX.

Step 2: Open a bank account at any commercial bank.

Step 3: Apply for unique tax identification number (NUIT) at BAU.

Step 4: With the investment approval, the project must be registered with the Bank of Mozambique (Central Bank) for the purposes of foreign direct investment registration and profit export benefit.

Step 5: The investor is to apply at BAU for a

business licence or at that the relevant ministry for those business licences not issued at BAU. Obtain a list of required documents and contacts to complete the application process.

Step 6: With the assistance of a clearance agent, prepare the list of goods to import, which are to be uploaded on the Mozambique Single Electronic Customs Window for the purpose of customs benefits.

If it is necessary to import raw materials for a manufacturing plant, the request should be submitted to the National Directorate of Industry, for verification and approval of the list (it is important to work with a clearance agent and an accountant) for definition of the exact raw materials and to calculate the value added to the final product to be produced.

Step 7: Apply at the Ministry of Labour, Employment and Social Security for work permits and request the regulations on the process to train workers.

Step 8: Apply at the migration services for the respective visas and residence documents (DIRE) of the foreign employers and employees.

Step 9: Register the company with the Tax Authority of the Ministry of Economy and Finance of the corporate domicile, for the purpose of accessing approved tax incentives.

Step 10: Register the company with the National Institute of Social Security for payment of the employee's social security (workers compensation insurance).

Step 11: Notify BAU, AT and the Provincial Directorate of Labour that the company has

commenced commercial activity.

Step 12: According to the specifications of the project conduct environmental studies and obtain approvals from Minister of Land, Environment and Rural Development.

1.2.4 Other important registrations and actions to be taken

Step 1: From the National Institute of Standardisation and Quality, request the terms for design and implementation of quality, hygiene and safety management systems in the workplace.

Step 2: Apply for health insurance for all workers with the appropriate insurance entities.

Step 3: Register with the Industrial Property Institute the trademarks of the company's products and/or services.

Step 4: If you need to export goods and services, contact APIEX.

Step 5: Develop social and corporate responsibility actions programme within the company and in the region where the company and its branches are located.

Step 6: The company may also register with the Stock Exchange to buy and sell shares whenever necessary.

2 | Other important information

2.1 Types of business entities in Mozambique

International investors may set up a business entity in Mozambique through either the incorporation of a commercial company or setting up other legal forms for business representation. It is not mandatory to incorporate a commercial company with a Mozambican individual and/or Mozambique company, therefore a commercial company can be entirely owned by foreign entities, with the exception of the following business activities, real estate; military related industries; qualify as a local supplier in mining, oil and gas sector; construction companies; travel agencies; and private security companies (see section 1.3).

2.2 Commercial companies

- Private limited liability company (Sociedade unipessoal limitada – single shareholder entity).
 - This structure is similar to a private limited liability company but is restricted to a single quota holder.
- Limited liability quota company (LDA) (Sociedade por Quotas).
- Limited liability share company (SA) (Sociedade Anónima).

From the above-mentioned forms of commercial companies, the two most predominant forms of commercial companies utilised in Mozambique are a private limited liability company (Lda) and limited liability share company (SA).

For further details on the above legal entities please refer to the APIEX publication - Laws and Regulations Related to Foreign Direct Investment in Mozambique.

2.3 Registering a branch or representative office in Mozambique

As an alternative to the commercial companies described above, a foreign investor may opt to be represented in Mozambique through branches, agencies and delegations. The most commonly used by foreign companies for permanent representation is a branch.

A foreign company operating in Mozambique for more than one year must register and incorporate a permanent representation – branch – which must comply with the commercial register regulations.

For further details on the above please refer to the APIEX publication - Laws and Regulations Related to Foreign Direct Investment in Mozambique.

2.4 Industries/sectors with foreign ownership restrictions

There are restrictions in terms of foreign equity ownership (e.g. sector or industry, equity or operational restrictions or limits on access to specific markets) that are applicable to foreign owned entities. The following sectors have restrictions in this regard:

- **Real estate**

Properties which have previously been nationalised cannot be sold to foreign nationals or companies which are majority foreign-owned.

- **Defence related Industries**

Only Mozambicans or entities with a majority Mozambican shareholding are allowed to operate in industries that have an impact on national sovereignty, such as the military. However, the government may permit time limited concessions to any entity (including foreign controlled entities)

for the manufacturing of equipment and operational systems (hardware and software) on condition that these activities do not interfere with or limit national sovereignty.

- **Local content in mining, oil and gas sectors**

The law governing this sector includes a local protection regime which gives preferential status to locally incorporated firms. However, this provision is not compulsory, instead it is a preferential engagement.

- **Public sector construction**

In order to win public sector construction contracts a bidder must be registered locally for at least 10 years and the business must have a majority Mozambican shareholding.

- **Travel agencies**

A law passed in 2014 established that travel agencies have to be majority owned by Mozambicans, although it is still expected to face further legal and constitutional scrutiny.

- **Private security**

Currently private security companies can only be operated by

2.5 Business licensing

Every company operating in Mozambique, must be licensed by the respective Ministry, by completing specific forms and paying the licence fees.

For further details on the above legal entities please refer to the APIEX publication – Mozambique Business Licence Guide.

Note: All processes of obtaining documents from government institutions require the completion of forms and payment of fees for the respective documents.

- In case of difficulties always use the assistance of APIEX and the company's lawyer.

- Do not pay anyone for “facilitation” of any documentation at government institutions.
- Always request a receipt for all payments related to document or/and fees

Procedures at BAU

- Application form.
- Copy of passport of company’s representative.
- Copy of company registration certificate or copy of the statutes/articles of association in the government gazette and proof of applicant’s legal standing in the company.
- Copy of NUIT.

2.6 Registration of investment with the Bank of Mozambique (BoM)

Investors who wish to register their investment in Mozambique with the BoM need to take the following steps:

An investment in a convertible currency:

- Photocopy of the investment authorisation.
- Proof of deposit from commercial bank.

An investment in equipment and other materials:

- Photocopy of the bulletin of import registration (BRI).
- Copies of the list of equipment exempt from custom duties.
- Certification of inspection of the embankment of equipment.

Following a review of the Regulations of the Foreign Exchange Law from September 2017, the BoM determined the following:

- In the case of foreign direct investment (FDI) related to a credit institution, credit or financial company, in addition to the provisions of the notice, the specific rules

regulating entities of that nature shall be observed.

- The FDI is authorised and is only subject to registration with the intermediary bank within 90 days, effective from the date of entry of the investment.
- The registration of the investment, for exchange control purposes, is carried out by completing the respective form supplied by the BoM, with the following documents attached:
 - Identification documents of the parties.
 - Receipt/proof of foreign investment (in foreign currency). The receipt or proof of investment must be issued by a Mozambican bank.

The registration of the investment will take place at the BoM under the following conditions:

- If the investment is made through the importation of equipment, machinery or other material goods provided for in the respective investment terms, the value of the assets is based on Cost, Insurance and Freight (CIF) prices, under the terms of the legislation.
- If the investment is made through the right to use patented technologies and registered trademarks, its value is determined in accordance with the terms of the relevant legislation.

If an investor does not register a foreign exchange transaction or FDI after three years of the effective date of entry of the investment, it could result in the rejection of an application to repatriate profits or dividends or repatriate invested capital. Investors who wish to register their investment through capital increases, specifically by the reinvestment of profits, need to take the following steps:

Submit the relevant form to the BoM with the following documentation attached:

- Identification documents of the parties.
- Proof of the initial investment.
- Audited financial statements of the year or years to which the profits relate.
- Minutes of the company's board meeting approving the application of the profits in the reinvestment in the form of an increase in share capital.

To register an investment where capital is increased by converting debt, the investor needs to take the following steps:

Submit the relevant form to the BoM with the following documentation attached:

- Identification documents of the parties.
- Minutes of the company's board meeting approving the application of the profits in the reinvestment in the form of the conversion of debt.
- Agreement for the conversion of debt into equity capital, indicating whether in whole or in part and, in the latter case, the proportion to be converted; incorporation of the debt to be converted, with an indication of the respective exchange authorisation.

If a foreign resident company wants to apply for authorisation to receive credit from a non-resident company the following steps need to be taken:

Submit the relevant form to the BoM with the following documentation attached:

- Identification documents of the parties.
- Financial statements.
- Proof of the inter-company relationship, indicating, in particular, social participation or ownership to the same group of companies.

- Minutes of the company's board meeting or other social body authorising the settlement of the debt.
- Proposal of the financing agreement.

In assessing the application, the interest rate, which shall not be equal to or higher than the market interest rate and the requesting entity's ability to generate foreign exchange through the application of borrowed funds, will be assessed. The beneficiary resident company will be authorised to receive credit from a foreign non-resident company on the following conditions:

- An interest rate of 0% is contracted for a duration of 3 years or longer; or
- An interest rate of more than 0%, but lower than the base lending rate of the currency or credit denomination, is contracted maturing over 3 years and is free of commissions and other charges, up to US\$ 5 million.

If a beneficiary resident company wants to apply to repatriate capital in the event of liquidation of the company or of divestment, the following steps need to be taken:

Submit the relevant form to the BoM with the following documentation attached:

- Identification documents of the parties.
- Proof of investment.
- Minutes of the General Meeting authorising the divestment or liquidation.
- Financial disclosures related to the liquidation of the company.
- Proof of compliance with tax obligations in relation to the general situation of the requesting entity.
- Certificate of registration of legal entities confirming the liquidation.

2.7 Immigration requirements

Foreigners coming to Mozambique mainly require either a tourist visa, business visa or work visa, which can be applied for from Mozambican embassies and consulates in various countries and in Mozambique. Below is an outline of these visas:

Tourist visa:

- Tourist border visa – this is issued for tourist purposes to foreigners coming from a country where there is no diplomatic and consular mission of Mozambique, also to foreigners coming from countries where there are diplomatic and consular mission of Mozambique, but who, for duly substantiated reasons, were unable to apply for a visa. This visa is valid for two entries and allows the holder to stay in the country for a period of up to 30 days, counted from the date of first entry. Proof of accommodation is required. Border visas cannot be extended.
- Tourist visa – a single entry visa is valid for 30 days and is renewable while multiple entry visas are valid for 90 days and are non-renewable. The tourist visa must be applied for from the diplomatic and consular mission of Mozambique.
- Note: Due to bilateral agreements, citizens and bearers of passports from the Republic of South Africa, Botswana, Seychelles, Swaziland, Mauritius, Malawi, Zambia, Tanzania, Zimbabwe and Namibia are exempt from entry visa requirements.

Business visa:

- Business visa – a single entry is valid for 30 days and is renewable while multiple entry visas are valid for 90 days and are non-renewable. This visa does not grant

the holder residency or permission to work within Mozambique.

- Business investment activity visa – a multiple entry visa valid for two years, renewable for the same period. An investment activity visa must be applied for from a diplomatic and consular mission of Mozambique. This visa is issued to a foreign investor, representative or an appointed legal representative and allows the holder to enter Mozambique for implementing approved investment projects (for investments from US\$ 500 000 and above).

Work visa:

- Work visa – a multiple entry visa granted for the duration of the employment contract. The work visa must be applied for from a diplomatic and consular mission of Mozambique and is granted for temporary employment in Mozambique. Approval of the employment by the Mozambique authorities is required to secure a work visa i.e. work permit. Temporary residence permits are granted to spouses and minor children of those persons holding a work visa.

2.7.1 Residence permit

Foreigners living in Mozambique for longer than 90 days require a Foreigners' Identification and Residence Document (DIRE/Documento de Identificação e Residência para Estrangeiros).

Visa holders under the business investment activity regime and foreign workers with work visa do not need to apply for a DIRE, only their spouses and minor children. Temporary residence permits are valid for one year and are renewable for the same period. The following steps need to be taken:

Submit an application to the Ministry of Labour, Employment and Social Security with the following documentation attached:

Requirements:

- Application letter.
- Passport, original and photocopy.
- Photocopy of visa.
- Three passport photographs.
- Proof of means of subsistence.
- Operating licence (alvará) in the case of businesspeople or company representatives.
- Tax certificate.
- Police clearance or certificate of good behaviour.
- Other documents that the applicant deems appropriate.
- An additional requirement is that the applicant is present at the time of submission of the application. The application for a residence permit may include spouses, minors and other dependents provided that the applicant submits a liability waiver.
- The letters submitted with the application must include certified by the notary signatures and; in the case of letters provided by a company or other entity, the immigration authorities may require a copy of power of attorney or other document giving the signatory authority to represent the institution.

2.8 Applications related to the labour law

Companies who plan to employ foreigners need to follow the correct procedure to secure work and residence permits in Mozambique. Below is the required procedure.

2.8.1 General framework for employing foreign nationals

The employment of foreigners in Mozambique is subject to a quota system and companies that want to employ foreigners must adhere to the relevant quota requirements. Foreigners can be hired in various ways, with the legal procedure varying according to the reason given for the need to hire a foreigner. Under the legal regime applicable to the hiring of foreigners, there are four legal ways to employ foreigners, namely:

- Hiring under the short-term regime.
- Hiring under the quota regime.
- Hiring under the investment project regime.
- Hiring under the work visa regime.

For further details on the above please refer to the APIEX publication - Report on the Hiring of Foreigners in Mozambique.

2.8.2 Application for work permit

Companies that want to employ foreign nationals need to apply for work permits by taking the following steps:

- An application for a work permit within the quota must be submitted to the Ministry of Labour stating the intention to employ foreign nationals within 15 days of the employee's admission in the country.
- The number of foreign employees that may be admitted depends on the average number of employees and must be included in the company's documentation.
- An application for a short-term work permit must be submitted before their arrival in Mozambique, in the province where the foreign national is going to perform his or her activity.
- Application requirements differ depending on the type of application i.e. within quota or short-term work permit.
- The following documents may be required
 - Two application forms duly filled in

(originals).

- Three original copies of contract of employment.
- Certified copy of the list of employees for the preceding year, indicating the number of employees (including citizenship) and their corresponding positions and salaries.
- Declaration issued by the National Institute of Social Security (INSS/Instituto Nacional de Seguranca Social) stating that the company is not in breach of its duty to pay any social security contributions
- Declaration issued by the tax authority stating that the company is not in breach of its duty to pay any taxes.
- Proof of payment of the applicable fee, equivalent to three minimum (monthly) salaries for the applicant's sector of activity.
- Investment project authorisation, if applicable.
- Operating licence.
- Passport copy or copy of residence permit.
- Certificate of academic qualification or professional or technical qualification.
- Certificate of equivalence issued by the Ministry of Education and Human Development.
- Proof of professional experience.

2.9 Securing a land use permit

Mozambican law does not recognise the private ownership of land and the private sale of land is considered a crime. In order to utilise land in Mozambique investors must apply for a Right of Use and Land Utilisation Permit (DUAT). Only improvements on the land may be sold but the applicable government department must approve the DUAT or the transfer of a DUAT.

The process for a DUAT approval is as follows:
Procedure to secure a DUAT for land without a DUAT:

- Identify land.
- Request survey of property from the district authority.
- Submit application to local authorities. Applications must be submitted at a district level to the district's Department of Planning and Infrastructure (DSPI) with the following documentation attached:
 - DIRE/passport
 - Articles of Association (if a business entity)
 - Land description
 - Opinion of local administration
 - APIEX approval (if a foreign investor)
 - Annual DUAT fee of MZN75.00
- The DSPI will then set up community engagement process.
- A public notice is then issued for 30 days for any contestations or claims to be submitted.
- After the 30 days, the administrator issues an opinion. This is escalated to the Provincial Directorate of Registration, where applicants will receive a case number.
- The Provincial Directorate then requests an opinion from the relevant sector.
- The application is then escalated to the Province's Governor:
 - If less than 1 000 hectare (ha), the Governor will approve the application.
 - If greater than 1 000 ha, the Minister of Land, Environment and Rural Development will approve the application.
 - If greater than 10 000 ha, Cabinet (Mozambican parliament) will approve the application.

Procedure to secure a DUAT for land with a DUAT:

- Identify land

- Identify the current holder of the DUAT.
- Verify that the DUAT holder is legitimate holder at DSPI.
- Negotiate the transfer of the DUAT with the current DUAT holder and draft a purchase agreement for any improvements on the land.
- Submit application to local authorities for the transfer of the DUAT. Applications must be submitted at a district level to the district's DSPI with the following documentation attached:
 - DIRE/passport
 - Articles of Association (if a business entity)
 - Land description
 - Opinion of local administration
 - APIEX approval (if a foreign investor)
 - Annual DUAT fee of MZN75.00
- A public notice is then issued for 30 days for any contestations or claims to be submitted.
- After the 30 days, the administrator issues an opinion. This is escalated to the Provincial Directorate of Registration, where applicants will receive a case number.
- The Provincial Directorate then requests an opinion from the relevant sector.
- The application is then escalated to the province's Governor:
 - If less than 1 000 hectare (ha), the Governor will approve the application.
 - If greater than 1 000 ha, the Minister of Land, Environment and Rural Development will approve the application.
 - If greater than 10 000 ha, Cabinet (Mozambican parliament) will approve the application.

3 | Contact information

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 Fax: +258 21 321289
 Cell: +258 82 3056432
 Email: apiex@apiex.gov.mz

BAU Headquarters

Maputo Branch
 Av. Josina Machel, N°. 151
 Maputo

Registry of Legal Entities (Conservatória do Registo das Entidades Legais)

Av. Samora Machel No. 11, 2nd Floor, Flat 8 to 17, Maputo
 Phone: +258 21 301 406
 Fax: +258 21 301 402

Banco de Moçambique

Av. 25 de Setembro, Maputo
 Head of Licensing Department
 Phone: +258 21 31 8000/9
 Website: www.bancomoc.mz

Tax Authority

Av. 25 de Setembro, n°. 1235, Maputo.
 Phone: +258 21328083/21328323/21303155/21322200

Institute of Insurance Supervision of Mozambique (ISSM) (Instituto De Supervisao De Seguros De Moçambique)

Av. 24 de Julho n° 1097, 2nd Floor, Left, Building

No. 24 Maputo
Phone: +258 823064220 | +258 823064040 |
+258 823063720 | +258 843122357
Email: info@issm.gov.mz

Ministry of Labour, Employment and Social Security (Ministério do Trabalho, Emprego e Segurança Social)

Av. 24 de Julho, n° 2395, Maputo
Tel: +258 21304753/21304771/21312021.

Government Printing Works (Imprensa Nacional de Moçambique, EP)

283 Rua da Imprensa, Maputo
Phone: +258 82 302 9296/21 427 021

Ministry of Land, Environment and Rural Development (Ministério da Terra, Meio Ambiente e Desenvolvimento Rural - MITADER)

167 R Kassuende
Maputo

Land Inspection, Environment and Rural Development (Inspecção da Terra, Ambiente e Desenvolvimento Rural)

National Environmental Directorate (Direcção Nacional do Ambiente)
National Directorate of Territorial Planning and Resettlement (Direcção Nacional do Ordenamento Territorial e Reassentamento)
Av: Acordos de Lusaka, 2115
Maputo
Caixa Postal N. 2020
Phone: +258 21 469 210
Fax: +258 21 466 157

National Centre for Cartography and Remote Sensing (Centro Nacional de Cartografia e Teledeteção)

Av: Josina Machel, 537
Maputo

Caixa Postal N. 83
Phone: +258 21 300 0486 / +258 21 324 789
Fax: +258 21 321 959

National Network of Conservation Areas (Agência Nacional das Áreas de Conservação)

Av: 10 de Novembro Praceta 1.196
Maputo
Caixa Postal 4.101
Phone: +258 21 034 1802 / +258 21 303 650
Fax: +258 21 306 212

National Directorate of Land (Direcção Nacional de Terras)

Av: Josina Machel, 537
Maputo
Caixa Postal N. 288
Phone: +258 21 302 555
Fax: +258 21 321 804

National Agency for Environmental Quality Control (Agência Nacional para o Controlo de Qualidade Ambiental)

Av: Acordos de Lusaka, 2115
Maputo
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Phone: +258 823 338 805 / +258 21 465 141
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ANNEXURES

APIEX Project Application Form

APIEX

**AGÊNCIA PARA A PROMOÇÃO DE INVESTIMENTO E EXPORTAÇÕES
(Investment and Exports Promotion Agency)**

Project Application Form

(Formulário de Apresentação do Projecto)

Name of Project: _____
(Nome do Projecto)

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Maputo - Moçambique

Check List of Information Required (Lista da Informação necessária)

- | | |
|---|--------------------------|
| 1) Copies os (Cópias de): | |
| i) ID document or passport of each individual shareholders in the project
(BI ou passport de cada investidor do projecto) | <input type="checkbox"/> |
| ii) Proof of the legal existence of each shareholding company or institution (statutes, Memorandum of Articles of Association, Company Registration Certificate: (Documentos comprovativos da existência legal de ca empresa investidora - Estatutos da Sociedade, Certificado do Registo da empresa): | <input type="checkbox"/> |
| 2) Bank references and evidence of the necessary financial capacity to undertake the project (Referências bancárias e evidências do financiamento do projecto): | <input type="checkbox"/> |
| 3) Financial accounts and annual report from the most recent financial year for each investing company or institution or any other type of proof of availability of financial resources required for carrying out project (Balanços financeiros dos últimos anos de cada empresa proponente do projecto): | <input type="checkbox"/> |

Contact Detail

a) Implementing Company –Company registered in Mozambique

Name of Person (Nome): _____ Position: _____

Name of Company: _____

Tel: _____ Cell: _____

Fax: _____ E-mail: _____

Full address (Endereço completo): _____

Tax number (NUIT, if obtained): _____

b) International Contact Information: Parent Enterprise or Shareholder

Parent Enterprise Shareholder

Name of Person (Nome): _____ Position: _____

Name of Company: _____

International Tel: _____ International Cell: _____

International Fax: _____ E-mail: _____

International Full address (Endereço completo): _____

c) Local Contact Information: Parent Enterprise or Shareholder

Parent Enterprise Shareholder

Name of Person (Nome): _____ Position: _____

Name of Company: _____

Tel: _____ Cell: _____

Fax: _____ E-mail: _____

Full address (Endereço completo): _____

d) Consultant Representing the Project (if any)

Name of Person (Name): _____ Position: _____

Consulting Firm: _____

Tel: _____ Cell: _____

Fax: _____ E-mail: _____

Full address (Endereço completo): _____

_____**e) Subsidiary or Associate Company in Mozambique, owned or controlled by the same parent company as above (if any)**

Name of Company: _____

Tel: _____

Full address (Endereço completo): _____

_____**Procedures for Investing in
Mozambique:**

1. Arrange land or installations, if necessary.
2. Elaborate a project proposal and submit three (3) copies to APIEX to get fiscal and customs incentives.
3. Incorporate the implementing company at the Public Notary and publish its statutes in the Official gazette.
4. Register the company at the commercial registry and at the tax Office.
5. If applicable, complete land concession title and submit technical designs and environmental impact study for approval by the relevant ministries.
6. Obtain the relevant business license (after technical inspection of the facilities) and start operations.

**Procedimentos para Investir em
Moçambique:**

1. Providenciar a reserva do terreno ou instalações se necessário;
2. Preparar e apresentar o projecto, na APIEX (em três cópias), para aprovação, com vista ao gozo dos benefícios aduaneiros e fiscais;
3. Constituir a sociedade implementadora do projecto no Notário e publicar no Boletim da República os estatutos da sociedade implementadora;
4. Registar a empresa junto da Conservatória do Registo Comercial e da Repartição de Finanças da área da sede ou da principal actividade da empresa;
5. Accionar o processo para a emissão do Título de concessão da terra e o estudo do impacto ambiental para aprovação pelas entidades competentes.
6. Obter o alvará (depois da inspecção técnica das instalações) e iniciar as actividades.

A: Project Summary
Resumo do projecto

A1. Title of Project

(Título do Projecto): _____

A2. Type of Project (mark with X) / (Tipo do projecto - marque um X)

New (Novo)

Expansion (Expansão)

Rehabilitation or Modernization (Reabilitação ou Modernização)

Restructuring of existing company(ies) (reorganização de empresa)

A3. Sector of Activity (mark with X)*(Sector de Actividade - marque um X)*

Tourism (Turismo)

Industry (Indústria)

Agro-Livestock (Agro-Pecuário)

Other – specify (Outros-especifique).....

.....

A4. Location of Project (or desired location if is not already determined)*(Localização do projecto ou localização pretendida)*

Street/Ave. (Rua/ Avenida): _____

City (Cidade): _____ District (Distrito): _____

Province (Província): _____

Specifications (Please attach Maps or draws of the areas and land required)

Especificações (Junte Mapas ou esboços da área necessária para o Desenvolvimento do Projecto)

Enquadramento no zoneamento:

Espaço Habitacional

Industrial

Serviços

Verde

Area of Location:

Urban (Urbano)

Rural (Rural)

A5. Land Ownership (Current situation about the acquisition or legal ownership of Land):*(Posse da Terra – Situação Legal sobre a aquisição do espaço):*

Any Alternative Location (Alternativas de Localização): _____

A6. Brief Description of Project (Objecto do Projecto):

Main Activity (Principal Actividade): _____

Complementary Activities (Actividades Complementares): _____

B: Project Sponsors
(Proponentes do Projecto)

B1. Proponents of project (shareholder composition of the implementing company):
(Proponentes do projecto):

Name	Nationality	ID card or Passport No. & Date	Percentage of Share (%)
1.			
2.			
3.			
4.			
5.			

Please add more rows if necessary

C: Financing of Project
(Financiamento do Projecto)

C1. Total Investment value (Valor do Investimento total): _____
 Foreign Direct Investment (Valor do Investimento Directo Estrangeiro) _____
 Domestic Direct Investment (Valor do Investimento Directo Nacional) _____

C2. Proposed Sources of Financing (Fontes Previstas do Financiamento):
 Equity (Capital Social): _____ Loan Capital (Empréstimos): _____
 Shareholder Loans (Suprimentos): _____ Other (Outros): _____

D: Technical Details of Project
(Descrição Técnica do Projecto)

D1. Main Infrastructure (Size of Plant and capacity – please attach designs or draws):
(Principal Infra-estrutura – Dimensões e capacidade- sempre que possível junte mapas ou desenhos):

D2. Technology to be used (main equipment):
(Tecnologia a utilizar - equipamento principal):

D3. Details of the product(s) to be produced (type and quality):
(Tipos e qualidade de bens a produzir):

D4. Raw material inputs and sources:
(Tipos e proveniência das matérias primas e substâncias a utilizar):

D5. Chemical Products to be used:
(Tipos de produtos químicos a utilizar):

**Investment Breakdown Schedule
(Fundamentação do Projecto)**

Breakdown of Investment (Rubricas)	Unity (unidade)	Year 1 (ano 1)	Year 2 (ano 2)	Year 3 (ano 3)	Year 4 (ano 4)	Year 5 (ano 5)
Construction (Construções)						
Equipment (Equipamento)						
Furniture (Mobiliário)						
Others (Outros)						
Financing Sources (Fontes de Financiamento)						
Equity (Capital Social)						
Shareholders loans (Suprimentos)						
Loans (Empréstimos)						
Others (Outros)						
Production (names and quantities) (Produção - nomes e quantidades)						
Product 1 (Produto 1)						
Product 2 (Produto 2)						
Product 3 (Produto 3)						
Total revenue (Receita Total)						
Total costs (excluding depreciations) (Custos totais - excluindo depreciações)						
Depreciations (Depreciação)						
Inflow of foreign currency (Entrada de moeda estrangeira)						
Loans/foreign shareholders loans (Empréstimos/suprimentos estrangeiros)						
Exports (Exportações)						
Others (outros)						
Outflow of foreign currency (Saída de moeda estrangeira)						
Imports (Importações)						
Payment of interests and loans (Pagamento de Juros e empréstimos)						
Others (Outros)						
Number workers (Número de Trabalhadores)						
Mozambicans (Moçambicanos)						
Foreigners (Estrangeiros)						

