

February 2025

A GUIDE TO VERIFY THE LEGALITY OF TIMBER IMPORTED FROM CAMEROON

Documentary analysis for EUTR/EUDR authorities to carry
out due diligence

*Patrice KAMKUIMO
Justine GUINY
Justin KAMGA
Angeline MODJO*

ABOUT TRAFFIC

TRAFFIC is a leading non-governmental organisation working globally to ensure that trade in wild species is legal and sustainable, for the benefit of the planet and people.

The designations of geographical entities in this publication, and the presentation of the material, do not imply the expression of any opinion whatsoever on the part of TRAFFIC or its supporting organisations concerning the legal status of any country, territory, or area, or of its authorities, or concerning the delimitation of its frontiers or boundaries.

ABOUT FODER

Forêts et Développement Rural (FODER) is an international non-profit ecological association established in Cameroon since 2002. The objectives of the association are to: 1. Contribute to the protection of the environment and the sustainable management of natural resources; 2. Combat all forms of marginalisation and discrimination on the management of natural resources; 3. Contribute to the improvement of the living conditions of the population; 4. Contribute to the improvement of policies and laws related to our areas of intervention, build the capacities of the association and those of partner organisations; 5. Develop partnerships and mobilise funds for the achievement of its mission.

ABOUT PARTNER

This work could not be possible without financial support from the Norway's International Climate and Forest Initiative (NICFI) through the Norwegian Agency for Development Cooperation (NORAD), under the TRAFFIC project entitled « Leveraging legality along China's timber supply to reduce deforestation ». This work was also done thanks to financial support from the European Union, under the project " Promoting Transparency in Cameroon 's Forest sector through OTP Outreach and implementation of Independent Forest Monitoring (OTP OI-CAM) " that FODER is an implementing partner. However, the content of this guide is the sole responsibility of the authors and cannot be considered as reflecting the opinion of TRAFFIC and FODER and partners.

PUBLISHED BY:

TRAFFIC International, Cambridge, United Kingdom.

SUGGESTED CITATION

Kamkuimo, P., Guiny, J., Kamga, J. & Modjo, A. TRAFFIC & FODER (2025). A Guide to documentary analysis for EUTR/EUADR stakeholders within the context of carrying out due diligence.

© TRAFFIC 2025. Copyright of material published in this guide is vested in TRAFFIC.

UK Registered Charity No.1076722



ACKNOWLEDGMENTS

The finalization of this guide and its production was made possible with funding from the Norway's International Climate and Forest Initiative (NICFI) through the Norwegian Agency for Development Cooperation (NORAD), under the TRAFFIC project entitled « Leveraging legality along China's timber supply to reduce deforestation ». This work was also done thanks to financial support from the European Union, under the project "Promoting Transparency in Cameroon 's Forest sector through OTP Outreach and implementation of Independent Forest Monitoring (OTP OI-CAM)" that FODER is an implementing partner.

The authors especially thank the experts from various backgrounds who provided the external review of the guide, including Nyeck Nyeck Sylvestre of the Forest-Wood Sector Interprofessional Sector of Cameroon (IFFB), Patrick Ateba and Bonaventure Nteukam – private sector forestry technicians –, Dr. Fridolin Choula (Senior Forest Auditor) and environmental lawyer Joseph MOUGOU.

The authors are also grateful to TRAFFIC colleagues including Mahonghol Denis, Tom Osborn and Marcus Cornthwaite for their final review of the document.

Contents

1 – Introduction and context.....	5
2 – Objective of the guide.....	6
3- Mapping of the supply chain.....	7
3-1- Elements of the mapping of the supply chain to be considered	7
3-2- Main elements in the analysis of the consistency of documents produced for each source of timber supply	7
3-3- Type of timber supply sources.....	8
3-3-1- Forests under concession agreement from the Permanent Forest Estate (PFE).....	8
3-3-1-1- Description.....	8
3-3-1-2- Documents required to mitigate the risk of importing timber from illegal sources	8
3-3-2- Council Forests of the Permanent Forest Estate (PFE).....	11
3-3-2-1: Description	11
3-3-2-2: Documents required to mitigate the risk of importing timber from illegal sources ...	11
3-3-3- Timber recovery permit	13
3-3-3-1: Description	13
3-3-3-2: Documents required to mitigate the risk of importing timber from illegal sources. ...	13
3-3-4- Timber removal permit.....	16
3-3-4-1: Description	16
3-3-4-2: Documents required to mitigate the risk of exporting timber from illegal sources ...	16
3-3-5- Sale of Standing Volume (SSV) in the national forest estate.....	17
3-3-5-1: Description	17
3-3-5-2: Documents required to mitigate the risk of importing timber from illegal sources ...	17
3-3-6- Community Forests (CF): Forest exploitation under management agreement (community and forest administration) in a non-permanent forest estate (NPFE)	20
3-3-6-1: Description	20
3-3-6-2: Documents required to mitigate the risk of importing timber from illegal sources ...	20
3-3-7- Special Permit for Ebony logging.....	22
3-3-7-1: Description	22
3-3-7-2: Documents required to mitigate the risk of importing timber from illegal sources. ...	22
3-3-8- Timber Processing Unit (TPU)	24
3-3-8-1: Description:	24
3-3-8-2: Documents required to mitigate the risk of importing timber from illegal sources ...	24
Bibliography	1

List of Acronyms and Abbreviations

AFR	Annual Forest Royalty
ANUPS	Certificate of Non-Use of Salaried Personnel
CAAC	Annual harvesting site certificate
CIG	Common Initiative Groups
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
DGT	Directorate General of Taxation
EIG	Economic Interest Groups
EU	European Union
EUDR	EU against deforestation and degradation of the forests
EUTR	European Union Timber Regulation
FAO	Food and Agricultural Organization of the United Nations
FET	Factory Entry Tax
FT	Felling Tax
FLEGT	Forest Law Enforcement, Governance and Trade in timber and derived products
FMU	Forest Management Unit
FODER	<i>Forêts et Développement Rural</i>
GDP	Gross Domestic Product
LAS	Legality Assurance System
LTO	Large Taxpayers Office
MINADER	Ministry of Agriculture and Rural Development
MINFOF	Ministry of Forestry and Wildlife
MA	Management Authorities
MTO	Medium size Taxpayers Offices
NDF	Non-Detriment Findings
NIMF	<i>Normes d'Intervention en Milieu Forestier</i> (Forestry Intervention Standards)
NICFI	Norway's International Climate and Forest Initiative
NORAD	Norwegian Agency for Development Cooperation
NSIF	National Social Insurance Fund
OTP	Open Timber Portal
PAO	Annual operating permit
PFE	Permanent Forest Estate
PSRF	Forestry Revenue Security Program
SGS	<i>Société Générale de Surveillance</i>
SIGIF 2	Second generation Computerised Forest Information Management System
SMP	Simple Management Plan
SSV	Sale of Standing Volume
TCC	Tax Clearance Certificate
TCC	Tax Compliance Certificate
ToR	Terms of Reference
TPU	Timber Processing Unit
VPA	Voluntary Partnership Agreement

1-INTRODUCTION AND CONTEXT

Cameroonian forests make up a significant part of the Congo basin, which is the second largest forest ecosystem in the world after the Amazon. The country is endowed with 21.5 million hectares of dense rain forests, representing 46% of the national territory (Eba'a Atyi et al. 2022). The same source posits that the Cameroonian forestry sector has witnessed an increase in its forest exploitation activities which contributes about 6% of its Gross Domestic Product (GDP). Due to the persistence of illegal forest activities, despite the efforts of the Government of Cameroon to combat this ill, the forest cover in Cameroon continues to dwindle. The Food and Agricultural Organization of the United Nations (FAO) reveals an annual rate of 0.27% deforestation and change in the Cameroon forest surface area for the 2010-2020 period (FAO, 2020). Illegal exploitation is still a major concern in the country and frequently documented in various stages of the local supply chain. The risks are enormous and appear in all categories of law.

Thus, in an effort to contribute to the improvement of forest governance, the European Union (EU), in 2003 elaborated the Action Plan of FLEGT (Forest Law Enforcement, Governance and trade in timber and derived products), which provides for a number of measures aimed at excluding illegally sourced timber and derived products from the European market, improving the supply of legally harvested timber and increasing demand for legal products. This action plan involves two main components: Voluntary Partnership Agreements (VPA); the European Union Timber Regulation (EUTR). The VPAs to which Cameroon was a signatory in October 2010, aim at improving governance of Producer States, through the use of diverse tools: a Legality Assurance System (LAS); a traceability system; independent auditors. The EUTR obliges market makers to apply "due diligence" and to show proof of its implementation. This due diligence consists in the application of a system of measures and procedures aimed at reducing as far as possible, the risk of sale of timber or derived products sourced from illegal harvesting.

On the one hand, there is the entry into force on 29 June 2023, of the agreement on a new regulation of the EU aimed at preventing the sale, on the EU market, of products connected with deforestation and the degradation of forests or the export of these products from the EU (EUDR). The timber and derived products as defined under the FLEGT is an important item of the seven¹ basic products covered by the application scope of the EUDR and is, as such, subject to strict due diligence imposed on operators and traders, which now includes, not only a requirement for legality but also of sustainability. It is therefore important to support controls which will be carried out within the framework of this new EU Regulation against deforestation and degradation of the forests (EUDR). In December 2024 the EU granted a 12-month additional phasing-in period, making the law applicable on 30 December 2025 for large and medium companies and 30 June 2026 for micro and small enterprises². The EUDR repeals the EUTR for timber and timber products that were produced after it come into force on 29 June 2023, and with the one-year extension granted, the EUTR will continue to apply until 31 December 2028 (instead of 2027, as initially indicated) to those that were produced before 29 June 2023 and placed on the market from 30 December 2025 (instead of 2024, as initially indicated).

Moreover, over the years, the increase in the number of species included in the annexes of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) is becoming more specific. For Cameroon, four (4) species of the genus *kaya*, four (4) species of the genus *Azelia*, and three (3) species of the genus *Pterocarpus* were included into Annex 2 of the CITES, during the 19th Conference of the parties to CITES which held from 14 to 24 November 2022 in Panama.

As is the case with the EUTR, the assessment tool of the EUDR remains the due diligence procedure (collection of information, analysis of risk and reduction of risk). All operators and entities of the supply chain (traders) must submit a declaration showing compliance of timber and derived products placed on the EU market or exported from this market. EUDR stakeholders, as well as those of the EUTR, are as a consequence, required to master the necessary documentary analysis of timber producing countries, which will enable them to mitigate the risk of importing illegally sourced products. The same applies for the CITES Management Authorities (MA), which require good knowledge of the documentary analysis, particularly information to be entered for the issuance of export licenses. These are issued on the basis of quotas resulting from Non-Detriment Findings (NDF) showing that the export is not detrimental to the survival of the species. It is equally to regulate the market and strengthen efforts with regard to conservation and sustainable management which allows for the certainty that the laws of producer countries of trees included in the annexes of CITES are respected and that, the exploitation and sale of specimens is non-detrimental to the survival of the species.

¹ Soy bean, cattle, palm oil, timber, cocoa, coffee and rubber

² https://environment.ec.europa.eu/topics/forests/deforestation/regulation-deforestation-free-products_en?prefLang=fr

2-OBJECTIVE OF THE GUIDE

The objective of this guide is to enable any person or legal entity who buys Cameroonian timber to ensure that illegality risks do not make their way into their supply chains or that these risks are sufficiently mitigated.

This document shows the different sources of legal timber from Cameroon and reveals the types of sources that timber exploited in Cameroon may derive from. It equally presents the key legislative, regulatory and normative reference documents which enable the operators who get timber supply from Cameroon to attest to the legality or mitigate the risk of importing timber produced in disregard of the legality requirements pertaining thereto.

It is noteworthy that this guide, which is based solely on the whole legal framework applicable in the forestry sector, shall be revised and updated when necessary, in order to adequately include the changes of the legal framework which is dynamic. For illustration purposes, a first review shall be done following the pending adoption of application instruments of the new forestry law of Cameroon enacted on 24 July 2024³.

3-MAPPING OF THE SUPPLY CHAIN

3-1- Elements of the mapping of the supply chain to be considered

- **Entities involved:** It includes persons or legal entity/companies that can be identified and involved in the timber supply chain (attributing titles/permits, logging, storage, transport, processing, sale, exportation).
- **Location of entities:** It refers to the headquarters, locality or address of the entity involved.
- **Type of product:** It refers to goods and/or services delivered by the entity at every stage of the supply chain.
- **Tree species:** Tree species covered under EUTR/EUDR and CITES.

3-2-Main elements in the analysis of the consistency of documents produced for each source of timber supply

1. The signatory of the document.
2. The date of issuance.
3. The validity period.
4. Consistency between the content, the subject, the date of issuance, the validity period and the signatories of the document.
5. Required visas in cases where it is necessary.

It is worthy of note, however, that increasingly, some of these assurance documents can be consulted and are accessible online in the official websites of the relevant administrations - websites like those of taxation, National Social Insurance Fund (NSIF) of Cameroon, etc. - and also on private portals such as Open Timber Portal (OTP).

³ Law -008 -008 of 24 July 2024 to lay down Forestry and Wildlife Regulations in Cameroon.

3-3-Type of timber supply sources

3-3-1-FORESTS UNDER CONCESSION AGREEMENT FROM THE PERMANENT FOREST ESTATE (PFE)

3-3-1-1-DESCRIPTION

Timber sourced under an Exploitation Agreement from the Permanent Forest Estate (PFE).

Agreements are awarded through calls to tender and based on the opinion of the inter-ministerial committee. These are open to all economic operators of the private sector (be they national or not).

The exploitation of these forest concessions is based on management plans. The duration of a concession agreement is 15 years, renewable once (for a total of 30 years). A concession may be divided into several Forest Management Units (FMU).

3-3-1-2-DOCUMENTS REQUIRED TO MITIGATE THE RISK OF IMPORTING TIMBER FROM ILLEGAL SOURCES

Documents required to mitigate the risk of importing timber from illegal sources

Legality Criterion 1: The logging/processing forestry entity has legal authorization

- Certificate of domicile (natural person): signed by the Mayor or administrative authority (Divisional Officer), renewal upon request and valid until change of residence.
- Commercial register established at the competent court office (person or legal entity): signed by the court office, with permanent validity for a given company.
- Forestry profession authorization issued by the competent authority: order of the President of the Republic, the Prime Minister or the Minister responsible for forests delegated by the Prime Minister for forestry exploitation, with a permanent validity (until suspension, withdrawal or death for natural persons).
- Extract from the registration of the logging hammer stamps with the office of the competent Court of Appeal: signed by the court office, of a permanent validity (except in case of change of initials/symbol and new registration into the register of the competent court office).
- Authorization to set up and exploit a first-class establishment or a receipt of declaration (2nd class): signed by the Minister responsible for industries, of a permanent validity but which is revocable.
- Certificate of registration as a timber processor: signed by the Minister responsible for forests, with a permanent validity.

The forestry entity is owner of a forest concession and holder of a logging agreement concluded with the forest administration

A- Under a provisional logging agreement

- Public notice: signed by the Minister in charge of forests, of a duration of between 30 and 90 days.
- Notice of public call to tender: signed by the Minister responsible for forests, of a duration of 45 days.
- Receipt for registration of a complete file relating to the award of the forest concession: signed by the Minister responsible for forests.
- Notification of results of the inter-ministerial committee selecting the forest entity as the best bidder, by the Minister responsible for forests: signed by the Minister responsible for forests, and the owner has 45 days to constitute the deposit.
- Proof of deposit of the surety at the Treasury within allocated deadlines: signed by the Directorate General of Taxation (DGT) or other services - Forestry Revenue Security Program (PSRF), Large Taxpayers Office (LTO), Medium size Taxpayers Offices (MTO).
- Provisional logging agreement: signed by the Minister responsible for forests, of a duration of 3 years, renewable.
- Receipts/requests for transfer addressed to the Minister responsible for forests by the concession holder and the applicant: request signed by the concession holder and the applicant; receipt of acknowledgement signed by the Ministry in charge of forests.
- Notification of transfer of the concession by the competent authority: signed by the Minister responsible for forests based on the opinion of the inter-ministerial committee; the new concession holder shall have a period of 45 days as from the date of notification of the approval of the administration on the transfer principle, to pay the transfer tax.

Documents required to mitigate the risk of importing timber from illegal sources

- Receipt of payment of the transfer tax as provided for by the law: signed by the DGT or other services (PSRF, LTO, MTO).

B- Under a definitive logging agreement

- Certificate of compliance with the clauses of the provisional logging agreement: signed by the Minister responsible for forests, with a permanent validity.
- Order approving the management plan issued by the Minister responsible for forests.
- Five-year management plan and operations plan for the current year: approved by the Minister responsible for forests – respectively by letter of approval of the five-year plan and the Annual Operating Permit.
- Terms and conditions signed by the competent authority and the forest entity: signed by the Minister responsible for forests and the applicant.
- Classification instrument: Classification decree signed by the Prime Minister.
- Authorization to set up and exploit a first-class establishment or a receipt of declaration (2nd class): signed by the Minister responsible for industries, of a permanent validity but which is revocable.
- Certificate of registration as a timber processor: signed by the Minister responsible for forests, with a permanent validity.

In case of the sub-contracting of the logging or processing activity, the sub-contracting forestry entity shall have documents attesting to the regularity of such a situation.

- Subcontracting/partnership contract: signed by the contracting parties.
- Letter of approval of the subcontracting contract, issued and signed by the Minister responsible for forests and whose duration is fixed by the contract.
- Commercial register established at the competent court office (natural person or legal entity): signed by the court office, with a permanent validity for a given company.
- Forestry profession authorization issued by the competent authority: order of the President of the Republic, the Prime Minister or the Minister responsible for forests delegated by the Prime Minister for forestry exploitation, with a permanent validity (until suspension, withdrawal or death for natural persons).
- Authorization to set up and exploit a first-class establishment or a receipt of declaration (2nd class): signed by the Minister responsible for industries, of a permanent validity but which is revocable.
- Certificate of registration as a timber processor: signed by the Minister responsible for forests, with a permanent validity.
- Extract from the registration of the logging hammer stamps with the office of the competent Court of Appeal: signed by the court office, of a permanent validity (except in case of change of initials/symbol and new registration into the register of the competent court office).

The forestry entity is not subject to any suspension or withdrawal of the authorization or title by the administration.

- Records/Files of offences published by the competent administrations: signed by the Minister responsible for forests, and which lasts until the signing of another record. The records of offences are available at the Ministry in charge of forests.
- Litigation register of competent local services: available at the devolved services of the Ministry in charge of forests (Regional Delegation of forestry, Divisional Delegation of forestry or forest and hunting control post).
- Suspension decision issued by the Minister responsible for forests, reasoned and notified to the accused, where necessary: signed by the Minister responsible for forests.

The forestry entity is compliant with its tax obligations under existing law.

- Tax Clearance Certificate (TCC) – and since 2024, Tax Compliance Certificate (TCC): signed by the Director General of Taxation and available on-line.

Legality Criterion 2: The logging/processing forestry entity is compliant with its obligations regarding logging and forest management

- The Authorization of the company or various sub-contractors having taken part in some forest management activities (inventories, silviculture): signed by the Minister responsible for forests, with a permanent validity (until suspension, withdrawal or death for natural persons).
- Letter of approval of Terms of Reference (ToR) for the environmental impact audit/study: signed by the Minister responsible for the environment.
- Environmental Compliance Certificate: signed by the Minister responsible for the environment
- Annual harvesting site certificate (CAAC) or the annual operating permit (PAO): signed by the Minister responsible for forests, valid until the end of the financial year under review or extension, as the case may be.

Documents required to mitigate the risk of importing timber from illegal sources

- Notification of the start of activities: signed by the Regional Delegate responsible for forests.
- Verification Certificate: signed by the Minister responsible for forests at the behest of divisional and regional delegates. It is used to acquire a renewal which has a duration of one (1) year.
- Worksite Notebook (DF10) and Waybill which are secure documents generated through the SIGIF 2.
- Attestation of bank guarantee deposit if the by-laws of the entity so require, or the certificate of bank guarantee deposit waiver: signed by the Director General of Taxation.
- Receipts of payment – Annual Forest Royalty (AFR), Felling Tax (FT), Factory Entry Tax (FET) or exit duties, local development taxes and other forestry taxes if stipulated in the terms and conditions – for the current year and the year preceding the year of verification: generated from the website of the Directorate General of Taxation.

Legality Criterion 3: The logging/processing forestry entity is compliant with its obligations regarding timber transportation.

- Worksite Notebook and waybill which are secure documents generated through the SIGIF 2.
- Certificates of origin issued by the Ministry of Forestry and Wildlife (MINFOF) – CITES – and by Customs and the Chamber of Commerce depending on the destination country.
- Phytosanitary certificates issued by the competent services of the Ministry of Agriculture and Rural Development (MINADER).
- Specification Bulletin for Export: signed by the Regional Delegate responsible for forests for the Littoral (Douala Port) or for the South (Kribi Port).
- Special declaration on slip initialled by the competent official: signed by the official in charge of the outbound timber yard and the official in charge of the arrival timber yard.
- Loading certificate issued by the competent customs services (transport by containers) along with the loading report of the forestry department signed by the head of the forestry control post of the place of loading. In the event where the loading is done at the port, the loading certificate along with the loading report is signed/initialled by the port 1 or 2 head of the forestry control post and co-signed by the customs service and the testing, inspection and certification company, the *Société Générale de Surveillance* (SGS).

Legality Criterion 4: The logging/processing forestry entity is compliant with its social obligations.

- Certificate for submission issued by the NSIF: generated through the website of the National Social Insurance Fund (NSIF) and available online.
- Internal rules and regulations initialled by the competent Labour Inspector.
- Inspection reports of the Ministry of Health: signed by the physician who conducted the inspection.
- Terms and conditions co-signed by the Minister responsible for forests and the title holder, for a duration corresponding to the duration of the title.
- Minutes of the realization of social projects laid down in the terms and conditions drawn by the competent local official from MINFOF and signed by the parties concerned (MINFOF local official, forest entity, representatives of the beneficiaries of the social projects).
- Minutes of the information meeting on logging under the forest title signed by all stakeholders: co-signed by the Senior Divisional Officer – Divisional Officer or the representative of territorial administration, chair of the meeting – and the divisional delegate in charge of forests who handles secretariat duties, for the duration of the title. For the concession, if the local community of logging locality changes, the information meeting shall be held for each locality concerned.
- The land allocation map corresponding to the validity of the development plan.
- Terms of Reference (ToR) of the social and environmental impact studies: approved and signed by the Minister responsible for the environment.
- Report of the socio-economic and environmental impact study: approved and signed by the Minister responsible for the environment.
- Record/File of offences/Report

Legality Criterion 5: The logging/processing forestry entity is compliant with its obligations with regard to biodiversity and environmental protection.

- Memoranda specifying the prohibition of poaching and transport of bush meat: signed by the Director/Official of the forest company concerned.
- Memoranda publishing possible sanctions: signed by the Director/Official of the forest company concerned.
- Record/File of offences.
- Environmental inspection report: produced by the Divisional Delegate responsible for the environment.
- Certificate of compliance with environmental obligations: signed by the competent territorial environmental inspectorate.

Documents required to mitigate the risk of importing timber from illegal sources

- Record of environmental offences: available at the Ministry in charge of the environment.

3-3-2-COUNCIL FORESTS OF THE PERMANENT FOREST ESTATE (PFE)

3-3-2-1: DESCRIPTION

Timber is sourced from council forests.

The exploitation is done on behalf of the council and is mainly reserved for persons of Cameroonian nationality or companies for which they own the entire share capital or voting rights.

The exploitation of a council forest is done based on a management plan, by the council itself (under local authority control), or through diverse titles/permits. The possible permits that can be issued for council forests are the Sale of Standing Volume (SSV), exploitation permits, and individual felling authorizations. The sale of standing volume or the exploitation permits, and individual felling authorizations may only be issued to persons authorized for forest exploitation.

3-3-2-2: DOCUMENTS REQUIRED TO MITIGATE THE RISK OF IMPORTING TIMBER FROM ILLEGAL SOURCES

EXPLOITATION OF A COUNCIL FOREST UNDER LOCAL AUTHORITY CONTROL

Legality Criterion 1: The logging forestry entity has legal authorization

The forestry entity has a legal personality, owns a classified forest allocated to it or planted.

- Instrument creating the Council: signed by the President of the Republic on the proposal of the Minister responsible for the territorial administration, with a permanent validity (until the signing of a contrary instrument).
- Letter of approval of the management plan: signed by the Minister responsible for forests.
- Instrument classifying the council forest: classification decree signed by the Prime Minister.
- Land ownership certificate in case of a plantation: signed by the Ministry of State Property and Land Tenure.

In case of the sub-contracting of the logging activity, the sub-contracting forestry entity shall have documents attesting to the regularity of such a situation.

- Subcontracting/partnership contract: signed by the contracting parties.
- Letter of approval of the subcontracting contract, issued and signed by the Minister responsible for forests and whose duration is fixed by the contract.
- Commercial register established at the competent court office (natural person or legal entity): signed by the court office, with a permanent validity for a given company.
- Forestry profession authorization issued by the competent authority (logging): order signed by the Minister responsible for forests delegated by the Prime Minister for forestry exploitation, with a permanent validity (until suspension, withdrawal or death for natural persons).
- Extract from the registration of the logging hammer stamps with the office of the competent Court of Appeal: signed by the court office, of a permanent validity (except in case of change of initials/symbol and new registration into the register of the competent court office).

The forestry entity is not subject to suspension by the forest administration following acts contrary to indications of the approved management plan.

- Records/Files of offences published by the competent administrations: signed by the Minister responsible for forests, and which lasts until the signing of another record. The records of offences are available at the Ministry in charge of forests.
- Duly notified formal notice following the discovery of any activity contrary to the provisions of the development plan: signed by the Minister responsible for forests.

- Suspension decision issued by the Minister in charge of forests, reasoned and notified to the accused, where necessary: signed by the Minister responsible for forests.

The forestry entity is compliant with its tax obligations under common law

- Tax Clearance Certificate (TCC) – and since 2024, Tax Compliance Certificate (TCC): signed by the Director General of Taxation and available on-line.

Legality Criterion 2: The logging/processing forestry entity is compliant with its obligations regarding logging and forest management.

The forestry entity has competent and sufficient professional resources, be it internally or externally, either through a natural person or a legal entity, for the execution of management works.

- The Authorization of the company or various sub-contractors having taken part in some forest management activities (inventories, silviculture): signed by the Minister responsible for forests, with a permanent validity (until suspension, withdrawal or death for natural persons).
- Attestation of bank guarantee deposit if the by-laws of the entity so require, or the certificate of bank guarantee deposit waiver: signed by the Director General of Taxation.
- Service contracts with one of the approved structures or a public body co-signed by the company and the service provider.

The forestry entity has a legal felling authorization

- Letter of approval of Terms of Reference (ToR) for the environmental impact audit/study: signed by the Minister responsible for the environment.
- Environmental Compliance Certificate: signed by the Minister responsible for the environment.
- The annual operations permit: signed by the Minister responsible for forests, valid until the end of the financial year under review or extension as the case may.
- Notification of the start of activities: signed by the Regional Delegate responsible for forests.
- Verification Certificate: signed by the Minister responsible for forests at the behest of divisional and regional delegates. It is used to acquire a renewal which has a duration of one (1) year.

The forestry entity is compliant with the logging rules in areas awarded.

- Verification certificate or certificate of compliance with the Forestry intervention Standards – “Normes d’Intervention en Milieu Forestier (NIMF)”: signed by the Minister responsible for forests.

The forestry entity is compliant with its tax obligations and forest royalties related to its activities.

- Receipts of payment – AFR, FT, FET or exit duties, local development taxes and other forestry taxes if provided for by the Specifications – for the current year and the year preceding that of the verification: generated from the website of the Directorate General of Taxation.

Legality Criterion 3: The logging/processing forest entity is compliant with its obligations regarding timber transportation.

The forestry entity respects authorized quantities (number of stems/volume) in accordance with the prescriptions of the annual permit; and ensures that timber products are accompanied by all the documents necessary to attest to their legal origins.

- Worksite Notebook (DF10) and waybill which are secure documents generated through the SIGIF 2.
- Special declaration on slip initialled by the competent official (if transported by rail): signed by the official in charge of the outbound timber yard and the official in charge of the arrival timber yard.
- Verification certificate.
- Loading certificate issued the competent customs services (transport by containers) along with the loading report signed by the head of the forestry control post of the loading location. In the event where the loading is done at the port, the loading certificate along with the loading report is signed/initialled by the port 1 or 2 head of the forestry control post and co-signed by the customs service and the testing, inspection and certification company, the SGS.

Legality Criterion 4: The logging/processing forest entity is compliant with its social obligations

The forestry entity is compliant with its obligations regarding the labour law, social security law as well as collective agreements in the timber sector.

- Certificate for submission issued by the NSIF: generated through the website of the NSIF and available on-line.
- Employer Registers in 3 parts, marked and signed by the competent court or by the competent labour inspector: An exemption certificate (where necessary for part 2).

- Internal rules and regulations initialled by the competent Labour Inspector.
- Minutes of the election of staff representatives issued by the representative of the competent labour administration.
- Visitation and care agreement with an attending physician approved by the Minister of Labour.
- Instrument establishing an occupational health and safety committee, signed by the company manager (with a mandatory copy of the composition of the occupational health and safety committee forwarded to the competent labour inspectorate.
- Inspection reports of the Ministry of Health: signed by the physician who conducted the inspection.
- Declaration of establishment sent to the competent Labour Inspector.

The forestry entity is compliant with the provisions of its specifications regarding local communities within its area(s) of work.

- Terms and conditions co-signed by the Minister responsible for forests and the title holder, for a duration corresponding to the duration of the title.
- Minutes of the realization of social works provided for in the Specifications drawn by the competent local official from MINFOF and signed by the parties concerned (MINFOF local official, forest entity, representatives of the beneficiaries of the social works.
- Minutes of the information meeting on the exploitation of the forest title signed by all stakeholders: co-signed by the Senior Divisional Officer – Divisional Officer or the representative of territorial administration, chair of the meeting – and the divisional delegate in charge of forests who handles secretariat duties, for the duration of the title.

Legality Criterion 5: The logging/processing forest entity is compliant with its obligations regarding biodiversity and environmental protection

The forestry entity has taken necessary measures to dissuade its employees from involving in poaching, commercial hunting as well as sale of hunting produce and equipment. It encourages, supports and/or initiates actions aimed at enforcing regulations regarding hunting and wildlife protection in its sites.

- Internal Rules and Regulations.
- Memoranda specifying the prohibition of poaching and transport of bush meat: signed by the Director/Official of the forest company concerned.
- Memoranda publishing possible sanctions: signed by the Director/Official of the forest company concerned.
- Record/File of offences.
- Food supply schedule.

The forestry entity is compliant with legislation regarding the environmental impact studies and applies or ensures the implementation of mitigation measures identified.

- Environmental inspection report: produced by the Divisional Delegate responsible for the environment.
- Certificate of compliance with environmental obligations: signed by the competent territorial environmental inspectorate.
- Record of environmental offences: available at the Ministry responsible for the environment.

3-3-3- TIMBER RECOVERY PERMIT

3-3-3-1: DESCRIPTION

Timber sourced from a permit issued for forest clearing for agricultural, infrastructure or other purposes.

3-3-3-2: DOCUMENTS REQUIRED TO MITIGATE THE RISK OF IMPORTING TIMBER FROM ILLEGAL SOURCES.

Legality Criterion 1: The logging forestry entity has legal authorization

The forestry entity has legal personality and is registered as a timber processor

- Certificate of domicile (natural person): signed by the mayor or competent administrative authority, valid until change of residence.
- Commercial register established at the competent court office (natural person or legal entity): signed by the court office, with a permanent validity for a given company.

- Forestry profession authorization issued by the competent authority (logging): order signed by the Minister responsible for forests delegated by the Prime Minister for forestry exploitation, with a permanent validity (until suspension, withdrawal or death for natural persons).
- Extract from the registration of the logging hammer stamps with the office of the competent Court of Appeal: signed by the court office, of a permanent validity (except in case of change of initials/symbol and new registration into the register of the competent court office).

The forestry entity holds a recovery permit issued by the administration in charge of forests, in accordance with the law

- Project document.
- Environmental Compliance Certificate: signed by the Minister responsible for the environment.
- Letter from the competent Minister stating the need to recover the timber before the project is implemented.
- Results of the inventory of the timber concerned, approved by the Minister responsible for forests.
- Notice of public call to tender.
- Document from the inter-ministerial committee selecting the forestry entity as the best bidder: signed by the Minister responsible for forests.
- Receipts for payment of the selling price.
- Timber recovery permit issued by the competent official of the forest administration: signed by the Minister responsible for forests.
- Notification of the start of activities: signed by the Regional Delegate responsible for forests.

In case of the sub-contracting of the recovery work, the sub-contracting forestry entity shall have documents attesting to the regularity of such a situation.

- Subcontracting/partnership contract: signed by the contracting parties.
- Receipt for registration of the contract approved by the local authorities of the Ministry in charge of forests.
- Letter of approval of the subcontracting contract, issued and signed by the Minister responsible for forests and whose duration is fixed by the contract.
- Commercial register established at the competent court office (natural person or legal entity): signed by the court office, with a permanent validity for a given company.
- Forestry profession authorization issued by the competent authority (logging): order signed by the Minister responsible for forests delegated by the Prime Minister, with a permanent validity (until suspension, withdrawal or death for natural persons).
- Extract from the registration of the logging hammer stamps with the office of the competent court: signed by the court office, of a permanent validity (except in case of change of initials/symbol and new registration into the register of the competent court office).

The forestry entity is not subject to any suspension or withdrawal of the authorization or permit by the administration.

- Records of offences published by the competent administrations: signed by the Minister responsible for forests, and which lasts until the signing of another record. The records of offences are available at the Ministry in charge of forests.
- Suspension decision issued by the Minister responsible for forests, reasoned and notified to the accused, where necessary: signed by the Minister responsible for forests.

The forestry entity is compliant with its tax obligations under existing law.

- Tax patent/Exemption from the tax patent issued by the head of the Taxation Office.
- Tax Clearance Certificate (TCC) – and since 2024, Tax Compliance Certificate (TCC)--: signed by the Director General of Taxation and available on-line.

Legality Criterion 2: The processing forestry entity is compliant with its logging obligations

The forestry entity is compliant with the project location and the authorized timber quantities (number of stems/estimated volume) in accordance with the requirements of the license.

- Project documents identifying the precise location of the project approved by the competent officials of the supervisory Ministry (agriculture, public works).
- Verification certificate or inspection mission report from the forest administration.

The forestry entity is compliant with its tax obligations and forest royalties related to its activities.

- Evidence of payment of the selling price.
- Evidence of payment of all other taxes stipulated in the terms and conditions.

Legality Criterion 3: The logging forest entity is compliant with its obligations with regard to timber transportation.

The forestry entity ensures that the recovered timber is transported legally and is accompanied by all documents necessary to attest to its legal origins.

- Waybills (for the transportation of logs and lumber by road), which are secure documents automatically generated through the SIGIF 2.
- Special declaration on slip initialled by the competent official (if transported by rail): signed by the official in charge of the outbound timber yard and the official in charge of the arrival timber yard.
- Loading certificate issued by the competent customs services (transport by containers) along with the loading report signed by the forestry chief of post of the loading location. In the event where the loading is done at the port, the loading certificate along with the loading report is signed/initialled by the port 1 or 2 head of the forestry control post and co-signed by the customs service and the testing, inspection and certification company, the SGS.

Legality Criterion 4: The logging forest entity is compliant with its social obligations.

The forestry entity is compliant with its obligations regarding the labour law, social security law as well as collective agreements in the timber sector.

- Certificate for submission issued by the NSIF: generated through the website of the NSIF and available on-line.
- Employer Registers in 3 parts, marked and signed by the competent courts or by the competent labour inspector: An attestation of exemption (where necessary for part 2).
- Internal rules and regulations initialled by the competent Labour Inspector.
- Minutes of the election of staff representatives issued by the representative of the competent labour administration.
- Visitation and care agreement with an attending physician approved by the Minister of Labour.
- Instrument establishing an occupational health and safety committee, signed by the company manager (with a mandatory copy of the composition of the occupational health and safety committee forwarded to the competent labour inspectorate).
- Inspection report of the Ministry of Health: signed by the physician who conducted the inspection.
- Declaration of establishment sent to the competent Labour Inspector.

The forestry entity is compliant with the provisions of its specifications regarding local communities of its area(s) of work.

- Terms and conditions co-signed by the Minister responsible for forests and the permit holder, for a duration corresponding to the duration of the permit.
- Minutes of the realization of social projects provided for in the terms and conditions drawn by the competent local official from MINFOF and signed by the parties concerned (MINFOF local official, forestry entity, representatives of the beneficiaries of the social projects).
- Minutes of the information meeting on the exploitation of the forest permit signed by all stakeholders: co-signed by the Senior Divisional Officer – Divisional officer or the representative of territorial administration, chair of the meeting – and the Divisional delegate responsible forests who handles secretariat duties, for the duration of the permit.

Legality Criterion 5: The logging forestry entity is compliant with its obligations regarding biodiversity and environmental protection

The logging forest entity has taken necessary measures to dissuade its employees from involving in poaching, commercial hunting as well as sale of hunting produce and equipment. It encourages, supports and/or initiates actions aimed at enforcing regulations with regard to hunting and wildlife protection in its sites.

- Internal rules and regulations initialled by the competent Labour Inspector.
- Memoranda specifying the prohibition of poaching and transport of bush meat: signed by the Director/Official of the forest company concerned.
- Memoranda publishing possible sanctions: signed by the Director/Official of the forest company concerned.
- Record/File of offences.

3-3-4- TIMBER REMOVAL PERMIT

3-3-4-1: DESCRIPTION

Title obtained by public auction sales of wood resulting from a) development projects likely to cause destruction of part of the national forest estate, or b) natural disasters which have destroyed part of the national forest estate. c) felled, abandoned, stranded or confiscated timber.

3-3-4-2: DOCUMENTS REQUIRED TO MITIGATE THE RISK OF EXPORTING TIMBER FROM ILLEGAL

SOURCES

Legality Criterion 1: The logging forestry entity has legal authorization

- Certificate of domicile (natural person): signed by the mayor or competent administrative authority, valid until change of residence.
- Commercial register established at the competent court office (natural person or legal entity): signed by the court office, with a permanent validity for a given company.
- Forestry profession authorization issued by the competent authority (logging): order signed by the Minister responsible for forests delegated by the Prime Minister, with a permanent validity (until suspension, withdrawal or death for natural persons).
- Extract from the registration of the logging hammer stamps with the office of the competent Court of Appeal: signed by the court office, of a permanent validity (except in case of change of initials/symbol and new registration into the register of the competent court office).

The forestry entity holds a removal permit issued by the administration in charge of forests, in accordance with the law.

- Official Reports on offence and on seizure of fraudulently logged timber (confiscated timber): signed by the Regional Delegate of Forestry/enforcement officer.
- Official Report on abandoned logs issued by the local official of the administration in charge of forests and a summons letter sent to the owners (logs abandoned in the forest or failed).
- Notice of public call to tender (confiscated, abandoned or failed timber): signed by the Regional Delegate (after notification of the Minister responsible for forests authorizing the auction).
- Document from the sales committee (notification of results of the auction committee) selecting the forest entity as the best bidder: signed by the Regional Delegate/Auction Committee.
- Auction report and related receipts (sale amount + 13%): signed by the Regional Delegate/Auction Committee.
- Stocktaking report (timber properly felled and not removed upon expiry of the permit): signed by the Divisional Delegate of Forestry.
- Timber removal permit issued by the competent official of the forest administration: signed by the Minister responsible for forests.
- Notification of the start of activities: signed by the Regional Delegate of Forestry.

The forestry entity is not subject to any suspension or withdrawal of the authorization or permit by the administration and is not involved in the commission of the offence on account of which the timber has been confiscated.

- Records of offences published by the competent administrations: signed by the Minister responsible for forests, and which lasts until the signing of another record. The records of offences are available at the Ministry in charge of forests.
- Official report on offence, closed and entered in the litigation register of competent local services.
- Suspension decision issued by the Minister responsible for forests, reasoned and notified to the accused, where necessary: signed by the Minister responsible for forests.

The forestry entity is compliant with its tax obligations under existing law

- Tax patent/Exemption from the tax patent issued by the head of the Taxation Office.
- Tax Clearance Certificate (TCC) – and since 2024, Tax Compliance Certificate (TCC)–: signed by the Director General of Taxation and available on-line.

Legality Criterion 2: The logging forest entity is compliant with its logging obligations

The forestry entity is compliant with the timber quantities (volume) assigned in accordance with the requirements of the permit.

- Public auction reports signed by the Regional Delegate/Auction Committee.
- Stubs of waybills or SIGIF 2 declaration.
- Verification Certificate: signed by the Minister responsible for forests at the behest of divisional and regional delegates. It is used to acquire a renewal which has a duration of one (1) year.

The forestry entity is compliant with its tax obligations and forest royalties related to its activities.

- Evidence of payment of the selling price.
- Evidence of payment of 13% on top of the selling price.

Legality Criterion 3: The logging forest entity is compliant with its obligations regarding timber transportation.

The forestry entity ensures that the removed timber is transported legally and is accompanied by all the documents necessary and compliance marks to attest to its legal origins.

- Waybills (for the transportation of logs and lumber by road), which are secure documents automatically generated through the SIGIF 2.
- Special declaration on slip initialled by the competent official (if transported by rail): signed by the official in charge of the outbound timber yard and the official in charge of the arrival timber yard.
- Loading certificate issued by the competent customs services (transport by containers) along with the loading report signed by the head of the forestry control post of the loading location. In the event where the loading is done at the port, the loading certificate along with the loading report is signed/initialled by the port 1 or 2 head of the forestry control post and co-signed by the customs service and the testing, inspection and certification company, the SGS.

Legality Criterion 4: The logging forest entity is compliant with its social obligations.

The forestry entity is compliant with its obligations with regard to the labour law, social security law as well as collective agreements in the timber sector.

- Certificate for submission issued by the NSIF: generated through the website of the NSIF and available online.
- Employer Registers in 3 parts, marked and signed by the competent courts or by the competent labour inspector.
- Internal rules and regulations initialled by the competent Labour Inspector.
- Minutes of the election of staff representatives issued by the representative of the competent labour administration.
- Visitation and care agreement with an attending physician approved by the Minister of Labour.
- Instrument establishing an occupational health and safety committee, signed by the company manager (with a mandatory copy of the composition of the occupational health and safety committee forwarded to the competent labour inspectorate).
- Inspection reports of the Ministry of Health: signed by the physician who conducted the inspection.
- Declaration of establishment sent to the competent Labour Inspector.

3-3-5- SALE OF STANDING VOLUME (SSV) IN THE NATIONAL FOREST ESTATE

3-3-5-1: DESCRIPTION

Sale of Standing Volume (SSV) in the national estate is allocated for a renewable period of 3 years. The surface area must not exceed 2,500 ha. Sale of standing volume may be allocated only to nationals duly registered in the forest exploitation sector.

3-3-5-2: DOCUMENTS REQUIRED TO MITIGATE THE RISK OF IMPORTING TIMBER FROM ILLEGAL

SOURCES

Legality Criterion 1: The logging forest entity has legal authorization

The forestry entity has legal personality and is registered as a timber processor.

- Certificate of domicile (natural person): signed by the Mayor or competent administrative authority, valid until change of residence.
- Commercial register established at the competent court office (natural person or legal entity): signed by the court office, with a permanent validity for a given company.
- Forestry profession authorization issued by the competent authority (logging): order signed by the Minister responsible for forests delegated by the Prime Minister, and of a permanent validity (until suspension, withdrawal or death for natural persons).

- Extract from the registration of the logging hammer stamps with the office of the competent Court of Appeal: signed by the court office, of a permanent validity (except in case of change of initials/symbol and new registration into the register of the competent court office).

The forestry entity holds a sale of standing volume legally allocated by the administration in charge of forests

- Notice of public call to tender, based on respect of the pre-emptive right: signed by the Minister responsible for forests, valid for 45 days.
- Receipt for registration of a complete file relating to the award of the sale of standing volume: signed by the Minister responsible for forests.
- Document issued by the inter-ministerial committee selecting the forestry entity as the highest bidder for forest royalties: signed by the Minister responsible for forests after consultation with the Prime Minister.
- Proof of deposit of the surety at the Treasury within the stipulated deadline: signed by the DGT or other departments – PSRF, LTO, MO.
- Order awarding the sale of standing volume signed by the Minister responsible for forests, based on information from tender notices (based on the opinion of the inter-ministerial allocation committee following the public call to tender).
- Minutes of the information meeting on the exploitation of the forest permit: signed by all stakeholders, co-signed by the Senior Divisional Officer and the Divisional Delegate of Forestry who handles secretariat duties, for the duration of the permit. For the sales of standing volume, if the local community of logging locality changes, the information meeting shall be held for each locality concerned.
- Notification of start of activities: signed by the Regional Delegate responsible for forests.

In case of the sub-contracting of the logging activity, the sub-contracting forest entity shall have documents attesting to the regularity of such a situation.

- Subcontracting/partnership contract: signed by the contracting parties.
- Receipt for registration of the contract approved by the local authorities of the Ministry in charge of forests.
- Letter of approval of the subcontracting contract, issued and signed by the Minister responsible for forests and whose duration is fixed by the contract.
- Commercial register established at the competent court office (natural person or legal entity): signed by the court office, with a permanent validity for a given company.
- Forestry profession authorization issued by the competent authority (logging): order signed by the Minister in charge of forests delegated by the Prime Minister, with a permanent validity (until suspension, withdrawal or death for natural persons).
- Extract from the registration of the logging hammer stamps with the office of the competent court: signed by the court office, of a permanent validity (except in case of change of initials/symbol and new registration into the register of the competent court office).

The forestry entity is not subject to any suspension or withdrawal of the license or permit by the administration.

- Records of offences published by the competent administrations: signed by the Minister responsible for forests, and which lasts until the signing of another record. The records of offences are available at the Ministry in charge of forests.
- Litigation register of competent local services.
- Suspension decision issued by the Minister responsible for forests, reasoned and notified to the accused, where necessary.

The forestry entity is compliant with its tax obligations under existing law.

- Tax patent/Exemption from the tax patent issued by the head of the Taxation Office.
- Tax Clearance Certificate (TCC) – and since 2024, Tax Compliance Certificate (TCC)–: signed by the Director General of Taxation and available on-line.

Legality Criterion 2: The processing forestry entity is compliant with its logging obligations

The forestry entity has competent and sufficient professional resources, be it internally or externally, either through a person or a legal entity, to produce the logging inventory

- Authorization of the company or various sub-contractors having taken part in some inventory/sylviculture activities: order signed by the Minister responsible for forests, with a permanent validity (until suspension, withdrawal or death for natural persons).
- Service contracts with one of the approved structures or a public body co-signed by the company and the service provider.

The forestry entity is compliant with the forest logging rules in the areas awarded.

- Verification certificate or certificate of compliance with the NIMF: signed by the Minister responsible for forests.

The forestry entity has a legal felling permit and is compliant with the authorized timber quantities (number of stems/volume), as specified in the annual logging certificate

- Letter of approval of Terms of Reference (ToR) for the environmental impact audit/study: signed by the Minister responsible for the environment.
- Environmental Compliance Certificate: signed by the Minister in charge of the environment.
- Annual logging certificate/ Sale of Standing Volume certificate: signed by the Minister responsible for forests.
- Notification of the start of activities: signed by the Regional Delegate responsible for forests
- Worksite Notebooks (DF10) or SIGIF declaration.
- Verification Certificate: signed by the Minister responsible for forests at the behest of divisional and regional delegates.

The forestry entity is compliant with its tax obligations and forest royalties related to its activities.

- Attestation of bank guarantee deposit if the by-laws of the entity so require, or the certificate of bank guarantee deposit waiver: signed by the Director General of Taxation.
- Evidence of payment (AFR, TFT, all forestry taxes stipulated in the specifications) for the current year and the year preceding that of verification.

Legality Criterion 3: The exploiting forest entity is compliant with its obligations with regard to timber transportation.

The forestry entity ensures that the logs produced are transported legally and are accompanied by all the documents necessary and compliance marks to attest to their legal origins.

- Waybills (for the transportation of logs and lumber by road): secure documents automatically generated through the SIGIF 2.
- Special declaration on slip initialled by the competent official (if transported by rail): signed by the official in charge of the outbound timber yard and the official in charge of the arrival timber yard.
- Loading certificate issued by the competent customs services (transport by containers) along with the loading report: signed by the head of the forestry control post of the loading location. In the event where the loading is done at the port, the loading certificate along with the loading report is signed/initialled by the port 1 or 2 head of the forestry control post and co-signed by the customs service and the testing, inspection and certification company, the SGS.

Legality Criterion 4: The logging forest entity is compliant with its social obligations.

The forestry entity is compliant with its obligations with regard to the labour law, social security law as well as collective agreements in the timber sector.

- Certificate for submission issued by the NSIF: signed by the Director of the NSIF and available on-line.
- Employer Registers in 3 parts, marked and signed by the competent court or by the competent labour inspector: An exemption certificate (where necessary for part 2).
- Internal rules and regulations initialled by the competent Labour Inspector.
- Minutes of the election of staff representatives issued by the representative of the competent labour administration.
- Visitation and care agreement with an attending physician approved by the Minister of Labour.
- Instrument establishing an occupational health and safety committee, signed by the company manager (with a mandatory copy of the composition of the occupational health and safety committee forwarded to the competent labour inspectorate.
- Inspection report of the Ministry of Health: signed by the physician who conducted the inspection.
- Declaration of establishment sent to the competent Labour Inspector.

The forestry entity is compliant with the social obligations prescribed by the forestry law

- Terms and conditions co-signed by the Minister responsible for forests and the permit holder, for a duration corresponding to the duration of the permit.
- Minutes of the realization of social projects provided for in the terms and conditions drawn by the competent local official from MINFOF and signed by the parties concerned (MINFOF local official, forest entity, representatives of the beneficiaries of the social projects.
- Minutes of the information meeting on the exploitation of the forest permit: signed by all stakeholders, co-signed by the Senior Divisional Officer, Divisional Officer or the representative of territorial administration, chair of the meeting and the Divisional Delegate of Forestry who handles secretariat duties, for the duration of the permit.
- Record/File of offences/Report

Legality Criterion 5: The logging forest entity is compliant with its obligations with regard to biodiversity and environmental protection.

- Internal rules and regulations initialled by the Labour Inspector.
- Memoranda specifying the prohibition of poaching and transport of bush meat: signed by the Director/Official of the forest company concerned.
- Memoranda publishing possible sanctions: signed by the Director/Official of the forest company concerned.
- Record of offences.
- Environmental inspection report: produced by the Divisional Delegate responsible for the environment.
- Certificate of compliance with environmental obligations: signed by the competent territorial environmental inspectorate.
- Record of environmental offences: available at the Ministry in charge of the environment.

3-3-6- COMMUNITY FORESTS (CF): FOREST EXPLOITATION UNDER MANAGEMENT AGREEMENT (COMMUNITY AND FOREST ADMINISTRATION) IN A NON-PERMANENT FOREST ESTATE (NPFE)

3-3-6-1: DESCRIPTION

Timber from a community forest. Exploitation is based on a Simple Management Plan (SMP) approved by the administration in charge of forests, under community control, or through diverse forest titles/permits notably through sale of standing volume, exploitation permit or individual felling authorization. Each community sets the terms and conditions for granting exploitation titles/permits. The exploitation titles/permits referred to above may only be granted to persons registered in the forestry sector.

3-2-6-2: DOCUMENTS REQUIRED TO MITIGATE THE RISK OF IMPORTING TIMBER FROM ILLEGAL

SOURCES

EXPLOITATION UNDER COMMUNITY CONTROL OF A COMMUNITY FOREST

Legality Criterion 1: The logging forestry entity has legal authorization.

The community is organized in the form of a legally recognized legal entity.

- Receipt of declaration (associations): signed by the competent local administrative authority (Senior Divisional Officer of the locality).
- Certificate of registration (Common Initiative Groups-CIG and cooperatives): issued by the Regional registrar of cooperatives and CIGs (Regional Delegation of Agriculture).
- Instrument of the clerk of the court (Economic Interest Groups: EIGs): signed by the court office.

The community benefits from a legally allocated community forest and a management agreement signed with the administration

A- Provisional management agreement

- Receipt for registration of a complete file relating to the award of a community forest: signed by the Minister responsible for forests.
- Provisional management agreement signed between the community and the Minister responsible for forests.

B- Permanent management agreement

- Receipt for registration of a complete SMP for permanent agreement: signed by the Minister responsible for forests.
- Document approving the SMP: signed by the Minister responsible for forestry and wildlife.
- Permanent management agreement signed by the competent administrative authority of the area in which the community forest is located (Senior Divisional Officer, Governor, or Minister, as the case may be).

In case of the sub-contracting of the logging activity, the sub-contracting forest entity shall have documents attesting to the regularity of such a situation

- Subcontracting/partnership contract: signed by the contracting parties.
- Letter of approval of the subcontracting contract, issued and signed by the Minister responsible for forests and whose duration is fixed by the contract.
- Commercial register established at the competent court office (registrar of the court of first instance).

- Forestry profession authorization issued by the competent authority (logging): order signed by the Minister in charge of forests delegated by the Prime Minister, with a permanent validity (until suspension, withdrawal or death for natural persons).
- Extract from the registration of the logging hammer stamps with the office of the competent Court of Appeal: signed by the court office, of a permanent validity (except in case of change of initials/symbol and new registration into the register of the competent court office).

The community is not subject to any withdrawal or suspension of the current management agreement by the administration in charge of forests.

- Record of offenses published by the Ministry in charge of forests or official statement of offenses issued by a sworn official of the Ministry in charge of forests.
- Litigation register of competent local services: available at the local Divisional Delegation of Forestry.
- Suspension decision issued by the Minister in charge of forests, reasoned and notified to the accused, where necessary: signed by the Minister responsible for forests.

Legality Criterion 2: The logging forestry entity is compliant with its logging obligations

The forestry entity has competent and sufficient professional resources, be it internally or externally, either through a person or a legal entity, to perform the inventories provided for in the SMP

- Authorization of the company or various sub-contractors having taken part in some forest management activities (inventories): order signed by the Minister responsible for forests, with a permanent validity (until suspension, withdrawal or death for natural persons).
- Service contracts with one of the approved structures or a public body co-signed by the company and the service provider.
- Certificate of compliance of inventories: signed by the Minister responsible for forests.

The forestry entity has a legal felling authorization.

- Letter of approval of Terms of Reference (ToR) for the environmental impact audit/study signed by the Minister responsible for the environment.
- Environmental Compliance Certificate: signed by the Minister in charge of the environment.
- Annual logging certificate: signed by the Minister responsible for forests, of a duration of one year.
- Notification of the start of activities: signed by the Regional Delegate of Forestry.

The forestry entity is compliant with the logging rules on authorized plots of land.

- Verification Certificate or certificate of compliance with the NIMF: signed by the Minister responsible for forests at the behest of divisional and regional delegates. It is used to acquire a renewal which has a duration of one (1) year.
- Annual activities report.

The forestry entity is compliant with the authorized timber quantities (number of stems/ volume), as specified in the annual logging certificate.

- Worksite Notebooks (DF10) or SIGIF declaration.
- Verification Certificate: signed by the Minister responsible for forests at the behest of divisional and regional delegates. It is used to acquire a renewal which has a duration of one (1) year.
- Annual activities report.

Legality Criterion 3: The logging/processing forest entity is compliant with its obligations regarding timber transportation.

The forestry entity ensures that the timber products are transported legally and are accompanied by all the documents necessary and compliance marks to attest to their legal origins.

- Waybills (for the transportation of logs and lumber by road), which are secure documents automatically generated through the SIGIF 2.
- Special declaration on slip initialled by the competent official: signed by the official in charge of the outbound timber yard and the official in charge of the arrival timber yard.
- Loading certificate issued by the competent customs services (transport by containers) along with the loading report: signed by the head of the forestry control post of the loading location. In the event where the loading is done at the port, the loading certificate along with the loading report is signed/initialled by the port 1 or 2 head of the forestry control post and co-signed by the customs service and the testing, inspection and certification company, the SGS.

Legality Criterion 4: The logging/processing forest entity is compliant with its social obligations.

The forestry entity is compliant with the provisions of the Simplified Management Plan (SMP) with regard to local communities of its sphere of influence.

- Updated Simple Management Plan.

Legality Criterion 5: The logging/processing forestry entity is compliant with its obligations regarding biodiversity and environmental protection.

The forestry entity has taken necessary measures to dissuade the populations from involving in poaching, commercial hunting as well as sale of hunting produce and equipment. It encourages, supports and/or initiates actions aimed at enforcing regulations with regard to biodiversity protection in the community forest.

- Information and awareness-raising materials (posters, reports, videos, cassettes, etc.) and/or internal rules and regulations.
- Five-year Simple Management Plan. This Simple Management Plan must be reviewed every 5 years.

The forestry entity is compliant with environmental legislation and implements the mitigation measures identified.

- Simple Management Plan.
- Certificate of compliance with environmental obligations: signed by the competent territorial environmental inspectorate.
- Record of environmental offences: available at the Ministry in charge of the environment.

3-3-7- SPECIAL PERMIT FOR EBONY LOGGING

3-3-7-1: DESCRIPTION

Timber from a special permit issued for the logging of Ebony.

3-3-7-2: DOCUMENTS REQUIRED TO MITIGATE THE RISK OF IMPORTING TIMBER FROM ILLEGAL

SOURCES.

Legality Criterion 1: The logging forest entity has legal authorization

The forestry entity has legal personality and is registered as a timber processor.

- Certificate of domicile: signed by the Mayor (in the event that a natural person holds the special permit) or the administrative authority, and renewable upon request.
- Commercial register established at the competent court office (natural person or legal entity): signed by the court office.
- Forestry profession authorization issued by the competent authority (logging): order signed by the Minister responsible for forests delegated by the Prime Minister, and of a permanent validity (until suspension, revocation or death for natural persons).

The forestry entity holds a special permit legally allocated by the administration in charge of forests

- Public notice: signed by the Minister responsible for forests.
- Notice of public call to tender: signed by the Minister responsible for forests.
- Receipt for registration of a complete file relating to the award of a special permit: signed by the Minister responsible for forests.
- Decision granting special permit signed by the Minister responsible for forests.

In case of the sub-contracting of the logging or processing activity, the sub-contracting forest entity shall have documents attesting to the regularity of such a situation.

- Subcontracting/partnership contract: signed by the contracting parties.
- Letter of approval of the subcontracting contract, issued and signed by the Minister responsible for forests and whose duration is fixed by the contract.
- Commercial register established at the competent court office.
- Forestry profession authorization issued by the competent authority (logging): order signed by the Minister in charge of forests delegated by the Prime Minister, and of a permanent validity (until suspension, withdrawal or death for natural persons).
- Authorization to set up and exploit a first-class establishment from the Ministry in charge of the industry (processing): signed by the Minister responsible for the industry.
- Certificate of registration as a timber processor: signed by the Minister responsible for forests.

The forestry entity is not subject to any suspension or withdrawal of the authorization or permit by the administration.

- Records/Files of offences published by the competent administrations: signed by the Minister responsible for forests, and which lasts until the signing of another record. The records of offenses are available at the Ministry responsible for forests.
- Litigation register of competent local services: available at the local Divisional Delegation of Forestry.
- Suspension decision issued by the Minister responsible for forests, reasoned and notified to the accused, where necessary: signed by the Minister responsible for forests.

The forestry entity is compliant with its tax obligations under common law.

References to legislation, regulations and rules

- Tax patent/Exemption from the tax patent issued by the head of the Taxation Office
- Tax Clearance Certificate (TCC) since 2024, Tax Compliance Certificate (TCC)–: signed by the Director General of Taxation and available on-line.

Legality Criterion 2: The processing forestry entity is compliant with its logging obligations

The forest entity has a legal felling permit and is compliant with the allocated timber quantities (tonnage/ volume), as specified in the special permit.

- Special felling permit: signed by the Minister responsible for forests.
- Stubs of waybills or SIGIF 2 declaration.
- Verification Certificate: signed by the Minister responsible for forests at the behest of divisional and regional delegates. It is used to acquire a renewal which has a duration of one (1) year.

The forestry entity is compliant with its tax obligations and forest royalties related to its activities.

- Evidence of payment of the regeneration tax for the current year and the year preceding that of verification: signed by the Director of Taxation.
- Terms and conditions signed by the competent authority and the forest entity: signed by the Minister responsible forests and the applicant.

Legality Criterion 3: The logging forestry entity is compliant with its obligations regarding the transportation of special products

The forestry entity ensures that the special products harvested or purchased from the local market for processing in its facilities are accompanied by all the documents necessary to attest to their legal origins

- Waybills.
- Valid Certificate of legality/permit from the supplier(s).

The forestry entity ensures that the special products imported for processing in its facilities are accompanied by documents necessary to attest to their legal origins.

- Import permits issued by the competent authorities of the administrations in charge of forests and finance: co-signed by the Minister responsible for forests and the Minister of finance.
- International waybills endorsed along the route.
- Certificates of origin from MINFOF and phytosanitary certificates from the exporting country issued by MINADER.
- FLEGT licenses from the country of origin, or any other private certificate of legality/sustainable management recognized by Cameroon.

The forestry entity ensures that the special products from its facilities are transported legally and are accompanied by all the documents necessary to attest to their legal origins.

- Waybills (for the transportation of logs and lumber by road), which are secure documents automatically generated through the SIGIF 2.
- Export specification bulletin: signed by the Regional Delegate responsible for forests for the Littoral (Douala Port) or for the South (Kribi Port).
- Special declaration on slip initialled by the competent official: signed by the official in charge of the outbound timber yard and the official in charge of the arrival timber yard.
- Loading certificate issued by the competent customs services (transport by containers) along with the loading report: signed by the head of the forestry control post of the loading location. In the event where the loading is done at the port, the loading certificate along with the loading report is signed/initialled by the port 1 or 2 head of the forestry control post and co-signed by the customs service and the testing, inspection and certification company, the SGS.
- Terms and conditions for CITES-regulated products, co-signed by the Minister responsible for forests and the permit holder, for a duration corresponding to the duration of the permit.

Legality Criterion 4: The logging forestry entity is compliant with its social obligations.

The forestry entity is compliant with its labour code obligations (processing and industrial)

- Certificate of Non-Use of Salaried Personnel (ANUPS) issued by the NSIF.
- Certificate for submission issued by the NSIF: signed by the Director of the NSIF and available on-line.
- Employer Registers in 3 parts, marked and signed by the competent courts or by the competent labour inspector.
- Internal rules and regulations initialled by the competent Labour Inspector.
- Minutes of the election of staff representatives issued by the representative of the competent labour administration.
- Visitation and care agreement with an attending physician approved by the Minister of Labour.
- Instrument establishing an occupational health and safety committee, signed by the company manager (with a mandatory copy of the composition of the occupational health and safety committee forwarded to the competent labour inspectorate).
- Inspection report of the Ministry of Health: signed by the physician who conducted the inspection.
- Declaration of establishment sent to the competent Labour Inspector.

Legality Criterion 5: The logging forest entity is compliant with its obligations regarding environmental protection ((industrial and processing)

The forestry entity is compliant with legislation regarding the environmental impact studies and implements mitigation measures identified.

- Certificate of compliance with environmental obligations: signed by the competent territorial environmental inspectorate.
- Record of environmental offences: available at the Ministry in charge of the environment.

3-3-8- TIMBER PROCESSING UNIT (TPU)

3-3-8-1: DESCRIPTION:

It is a facility set up for processing timber from one or multiple supply chains.

3-3-8-2: DOCUMENTS REQUIRED TO MITIGATE THE RISK OF IMPORTING TIMBER FROM ILLEGAL

SOURCES

Legality Criterion 1: The forestry entity has legal authorization

The processing entity has a legal personality and is registered as a timber processor

- Certificate of domicile (natural person): signed by the mayor or administrative authority, and renewable upon request.
- Commercial register established at the competent court office (natural person or legal entity): signed by the court office.
- Extract from the registration of the logging hammer stamps with the office of the competent Court of Appeal: signed by the court office, with a permanent validity.
- Authorization to set up and exploit a first-class establishment or a receipt of declaration (2nd class): signed by the Minister responsible for industries, with a permanent validity.
- Certificate of registration as a timber processor: signed by the Minister responsible for forests, with a permanent validity. However, every time he wants to bid, the site is visited.

When the processing entity sub-contracts the processing activity to the holder of a forest permit, it shall have documents that attest to the legality of such a situation, in addition to those described in 1.1.

- Subcontracting/partnership contract: signed by the contracting parties.
- Letter of approval of the subcontracting contract, issued and signed by the Minister responsible for forests and whose duration is fixed by the contract.
- Certificate of domicile.
- Commercial register established at the competent court office: signed by the court office.
- Forestry profession authorization issued by the competent authority (logging): order signed by the Minister responsible for forests delegated by the Prime Minister, with a permanent validity (until suspension, withdrawal or death for natural persons).

- Extract from the registration of the logging hammer stamps with the office of the competent Court of Appeal (operator): signed by the court office, with a permanent validity.

The processing entity is compliant with its tax obligations.

- Tax Clearance Certificate (TCC) – and since 2024, Tax Compliance Certificate (TCC)–: signed by the Director General of Taxation and available on-line.
- Tax patent/Exemption from the tax patent issued by the head of the Taxation Office.

Legality Criterion 2: The processing entity sources timber of legal origin and is compliant with its obligations regarding timber transportation

The processing entity ensures that timber purchased on the local market for processing in its facilities are accompanied by all the documents necessary to attest to their legal origins

- Waybills (for the transportation of logs and lumber by road), which are secure documents automatically generated through the SIGIF 2.
- Certificate of legality of the supplier(s).

The processing entity ensures that timber imported for processing in its facilities is accompanied by documents necessary to attest to its legal origins.

- Import permits issued by the competent authorities of the administrations in charge of forests and finance: signed by the Minister responsible for forests and the Minister in charge of finance.
- International waybills endorsed along the route.
- Certificates of origin and phytosanitary certificates from the exporting country.
- FLEGT licenses from the country of origin, or any other private certificate of legality/sustainable management recognized by Cameroon.

The processing entity ensures that the timber products from its facilities are transported legally and are accompanied by all the documents necessary to attest to their legal origins.

- Waybills (for the transportation of logs and lumber by road), which are secure documents automatically generated through the SIGIF 2.
- Special declaration on slip initialled by the competent official: signed by the official in charge of the outbound timber yard and the official in charge of the arrival timber yard.
- Loading certificate issued by the competent customs services (transport by containers) along with the loading report: signed by the head of the forestry control post of the loading location. In the event where the loading is done at the port, the loading certificate along with the loading report is signed/initialled by the port 1 or 2 head of the forestry control post and co-signed by the customs service and the testing, inspection and certification company, the SGS.

The processing entity is compliant with its tax obligations and forest royalties related to its activities.

- Evidence of payment of the FET or exit duties and other forestry taxes stipulated in the specifications, for the current year and the year preceding that of verification.

Legality Criterion 3: The processing entity is compliant with its social obligations.

The forestry entity is compliant with its obligations regarding the labour law, social security law as well as collective agreements in the timber sector.

- Certificate for submission issued by the NSIF: signed by the Director of the NSIF and available on-line.
- Employer Registers in 3 parts, marked and signed by the competent courts or by the competent labour inspector.
- Internal rules and regulations initialled by the competent Labour Inspector.
- Minutes of the election of staff representatives issued by the representative of the competent labour administration.
- Visitation and care agreement with an attending physician approved by the Minister of Labour.
- Instrument establishing an occupational health and safety committee, signed by the company manager (with a mandatory copy of the composition of the occupational health and safety committee forwarded to the competent labour inspectorate).
- Inspection report of the Ministry of Health: signed by the physician who conducted the inspection.
- Declaration of establishment sent to the competent Labour Inspector.

Legality Criterion 4: The processing entity is compliant with its obligations regarding environmental protection.

The processing entity is compliant with legislation regarding the environmental impact studies and implements mitigation measures identified.

- Terms of Reference (ToR) for the environmental impact audit/studies: approved and signed by the Minister responsible for the environment.
- Certificate of Compliance with the environmental impact study/audit: signed by the Minister responsible for the environment.
- Environmental inspection report: produced by the Divisional Delegate responsible for the environment.
- Certificate of compliance with environmental obligations: signed by the competent territorial environmental inspectorate.
- Record of environmental offences: available at the Ministry in charge of the environment.

BIBLIOGRAPHY

- Cameroon – EU (2010). *Voluntary Partnership Agreement between the European Union and the Republic of Cameroon on forest law enforcement, governance and trade in timber and derived products to the European Union (FLEGT)*.
- Cameroon – EU (2010). *VPA-FLEGT: Appendix II: Legality grids*.
- Eba'a Atyi R, Hiol Hiol F, Lescuyer G, Mayaux P, Defourny P, Bayol N, Saracco F, Pokem D, Sufo Kankeu R and Nasi R. 2022. *The Congo Basin Forests: State of the Forests, 2021*. Bogor, Indonesia: CIFOR.
- FAO (2020). *Global Forest Resources Assessment 2020: Main report*. Rome.
<https://doi.org/10.4060/ca9825en>.
- FAO (2020). *Évaluation des ressources forestières mondiales: Rapport Cameroun*. Rome.
- GFBC et TFT (2012). *Manuels de procédures pour l'obtention des documents vérificateurs des grilles de légalité FLEGT*. Groupement de la Filière Bois du Cameroun (GFBC) et The Forest Trust, Novembre 2012.
- GIZ et MINFOF (2013). *Guide d'informations des opérateurs du secteur forestier sur les modalités d'obtention du certificat de légalité dans le cadre du régime d'autorisation FLEGT*. GIZ et Ministère des Forêts et de la Faune, novembre 2013.
- GIZ/ProFE (2022). *Guide d'informations sur les procédures d'exportation des bois par voie maritime au Cameroun*. Avril 2022.
- MINFI (2021). *Directorate General of Taxation Ten-year report 2010-2020: Spotlight on Changes*. March 2021.
- MINFI (2024). *Directorate General of Taxation: General Tax Code – Official Edition*. January 2024.
- MINFOF (2012). *Guide de l'usager MINFOF*.
- MINFOF (2012). *Guide du contrôleur forestier adapté à la Stratégie Nationale des Contrôles forestier et faunique et aux exigences des grilles de légalité de l'APV-FLEGT Guide du Contrôleur Forestier*. Ministère des Forêts et de la Faune et Agreco-CEW, décembre 2012.

FOR FURTHER INFORMATION, CONTACT

TRAFFIC

Global Office
David Attenborough Building
Pembroke Street
Cambridge CB2 3QZ
UK

+44 (0)1223 277427

traffic@traffic.org

traffic.org

UK Registered Charity No. 1076722

FODER

Tel. : 00 237 222 005 248

P.O Box. : 11417 Yaoundé, Cameroon

E-mail: forest4dev@gmail.com

www.forest4dev.org

Association registered in Cameroon under Declaration
No. 76/J10/BAPP of 02 December 2002

FOR FURTHER INFORMATION, CONTACT

TRAFFIC[®]



TRAFFIC
Global Office
David Attenborough Building
Pembroke Street
Cambridge CB2 3QZ
UK
+44 (0)1223 277427
traffic@traffic.org
traffic.org
UK Registered Charity No. 1076722

Tél. : 00 237 242 005 248
BP : 11417 Yaoundé, Cameroon
E-mail: forest4dev@gmail.com
www.forest4dev.org

