

# **Becoming an Authorised Agent for the creation of Import ECTNs online**

The creation of an Import ECTN online on CNSC's Information System is done either by the importer, the consignor of the shipment, or by an authorised agent of the CNSC.

A CNSC Authorised Agent for the creation of Import ECTNs online is any company having the relevant accreditation to issue ECTNs on behalf of a third party.

## **1. Requirements to create an agent account**

In an effort to ensure the best service quality and the provision of required expertise, authorised agents must meet the following criteria:

1. **Proven experience:** Must have processed a minimum of 2000 ECTNs for Cameroon over the last 3 years;
2. **Financial commitment:** Make an initial payment of €40,000 into the CNSC's account at BNP PARIBAS in Paris, in the following proportions:
  - A security deposit of €5,000 to be refunded when the account is closed;
  - 35,000 euros constituting an initial ECTN credit deposit.

### **Bank details of the CNSC account held with BNP PARIBAS:**

**RIB:** 30004-00567-00010167009-29

**IBAN:** FR76 3000 4005 6700 0101 6700 929

**BIC:** BNPAFRPPINT

3. **Industry experience:** At least 10 years' experience in shipping and logistics;
4. **Technical facilities:** A robust IT system capable of processing large volumes of data securely;
5. **Compliance record:** No previous breach of international trade regulations, fraud or other major violations;
6. **Staff qualifications:** Have a staff team with the relevant academic qualifications in the fields of international trade, customs and transit;



7. **Physical premises:** Have existing offices in the desired geographic regions (North America, South America, Europe, Asia, Middle East and North Africa, Sub-Saharan Africa, Oceania).

## **2. Requirements for operating an Authorised Agent account**

In order to guarantee data quality and cost control, companies with a CNSC-Authorised account must comply with the following requirements:

1. **Service fees:** The service fee (commission) per ECTN request must not exceed 60 Euros;
2. **Data quality:** the quality of the data provided by agents will be assessed using the following criteria:
  - Data entry error rate must not exceed 5%;
  - No false invoices detected;
  - No false BLs detected.
3. **Exclusivity of sub-accounts:** all sub-account holders must be employees of the company.

The CNSC has the right to unilaterally close an account if any of the above requirements are not met.

## **3. CNSC guarantee for System integrity**

In order to prevent any non-authorized company from initiating ECTN requests for third parties, the following measures will be taken for all non-authorized companies:

1. **Verification of shippers' names on the ECTNs:** no ECTN may be submitted unless it is initiated by the owner (importer or exporter) whose name is indicated on the BL;
2. **Verification of IP addresses:** the System will ensure that users only connect from the countries in which their companies are based;
3. **Prohibition on using VPNs:** any access to the System via VPNs will be blocked;
4. **SMS verification:** the confirmation of the existence of provided telephone numbers by SMS will be performed. No number may be used more than once in the System and



the telephone number must correspond to the country in which the user's office is located.

5. **Company domain name requirement:** The company's domain name will be required for established exporters, but other addresses can be used by small exporters. However, this will be subject to an assessment;
6. **Verification by bank transfer:** The initial deposit will be made by bank transfer. For credit card users, the exporter's country must correspond to the country where the card was issued.
7. **Verification of company registration:** Companies must submit official registration documents during the registration process to ascertain their legal standing. The documents required for this verification include:
  - Tax Payer ID (verifiable online);
  - A utility bill (water, electricity, gas).

#### **4. Requirements for application**

- An authorisation request addressed to CNSC's General Manager;
- The company's articles of association;
- Taxpayer's document (verifiable online);
- A signed undertaking to comply with established regulations (point 2);
- Proof of the existence of an account or sub-account in Cameroon's ECTN platform or in that of another Shippers' Council;
- Receipt attesting to the deposit of 40,000 euros into CNSC's account;
- Official website;
- Document establishing the physical addresses of the agent's offices;



Le Directeur Général

Auguste Mbappa Penda