

PUBLIC NOTE RELATING TO THE CIRCULAR LETTER N°004/GR/2022 OF BEAC

Dear Customers,

On 22nd June 2022, the Bank of Central African States (BEAC) has published **Circular Letter N°004/GR/2022** to specify the general terms and conditions for the use of electronic payment instruments (**Bank cards**) outside CEMAC.

This note is a summary of the main points discussed in the Circular Letter:

1. ON GENERAL PROVISIONS

The use of bank cards outside CEMAC is strictly limited to the owner. As such, the cards shall under no circumstances be lent or transferred to a third party, under penalty of withdrawal or deactivation.

Payment and withdrawal operations with bank card are authorized, subject to compliance with thresholds and conditions below:

- **On Automatic teller machines and on payment terminals located outside CEMAC**
 - Up to five (05) million CFAF per person and per trip, except the evidence of travel outside CEMAC, no other supporting document is required;
 - Above five (05) million CFAF per person and per trip, in addition to the evidence of travel outside CEMAC, payment and withdrawal operations shall be justified *a priori* or *a posteriori* and, where applicable, domiciled, where purchases of goods and services are concerned.
- **On the remote settlement of transactions, notably on-line payments:**

- Within the limit of one (01) million CFAF per month and per person, the remote settlement is authorized without any justification.
- Above one (01) million CFAF per month and per person, the remote settlement shall be justified *a priori* or *a posteriori* and, where applicable, domiciled, where purchases of goods and services are concerned.

For the smooth implementation of these provisions, the limits set above are thresholds under which, no supporting document is required, except the evidence of travel outside CEMAC for payment and withdrawal operations on ATMs and terminals. Above these thresholds, any use must be justified *a priori* or *a posteriori* in the conditions provided for in this Circular Letter.

2. ON THE JUSTIFICATION OF TRANSACTIONS WITH ELECTRONIC PAYMENT INSTRUMENTS

The justification of payment and withdrawal transactions on ATMs and terminals located outside CEMAC, as well as the remote settlement pursuant to this Circular Letter shall be made *a priori* or *a posteriori* within a period that shall not exceed thirty (30) days from the date of execution of a transaction abroad.

Within **30 days** from the date of execution of a transaction abroad, **the travel evidence** must **systematically be transmitted**. If on expiry of 30 days after executing the first transaction with the bank card the evidence of the travel abroad is not transmitted, the issuer of the bank card shall send to the holder by any means leaving written records, a formal notice to communicate within eight days any supporting documents. Failing a response at the end of the period specified in the formal notice, the issuer shall deactivate all the bank cards at the disposal of the concerned owner.

Detailed list of the supporting documents to be provided by the owner of any bank card used outside CEMAC:

- i) Payment and withdrawal operations on automatic teller machines and payment terminals located outside CEMAC:
- the evidence of travel outside CEMAC, notably a copy of the passport showing the pages stamped at entry and exit airports, copy of the visa, and where needed, the flight ticket;
 - detailed statement of expenses made during the travel based on the model attached;
 - invoices and other justifications of expenses made abroad;
 - where applicable, the declaration and domiciliation of the operation in the event of an importation of goods or services, to an amount above the thresholds defined by the FX regulation;
 - any other supporting document listed in the circular letter relating to the documentation to be provided by customers depending on the nature of operations.
- ii) Remote settlement of transactions (on-line payment)
- *proforma* invoices or evidences of calls of funds for a payment, contracts, where applicable, or any other document in lieu thereof;
 - for the payment of tuition fees, the certificate of school attendance or student's card, a copy of the passport of the beneficiary (pupil, student), as well as the justification of the relationship between the owner of the payment instrument and the beneficiary of the payment;
 - for the settlement of healthcare charges, invoices or any document attesting the delivery of the health service to a resident of CEMAC, the justification of the relationship between the owner of the electronic

payment instrument of the resident beneficiary of the payment;

- for the settlement of accommodation fees, the invoices and evidence of the planned travel outside CEMAC (passport, flight ticket, visa, where applicable);
- the declaration and domiciliation of the operation in the event of an importation of goods or services, to an amount above the thresholds defined by the FX regulation;
- Other supporting documents listed in the circular letter relating to the documentation to be provided by customers depending on the nature of operations.

3. ON THE CLEARANCE OF TRANSACTIONS SETTLED WITH ELECTRONIC PAYMENT INSTRUMENTS

The clearance of imports of good and services settled with a bank card shall be made within the same deadline and following the same modalities as those defined in the Instruction to specify the conditions and modalities for the declaration and settlement of imports of good and services.

The on-line settlement of importations of services above one (01) million CFAF per month and per person shall be cleared within thirty (30) days from the date of settlement, through the transmission by the owner of the electronic payment instrument to the issuer, of a final invoice or any document in lieu thereof, as well as the evidence of the effective execution of the service inside CEMAC.

4. ON THE USE OF ELECTRONIC PAYMENT INSTRUMENTS BY CERTAIN RESIDENTS LOCATED OUTSIDE CEMAC

Residents who own bank cards and are required to stay abroad for a relatively long period may use them under the conditions specified below.

In the meaning of this Circular Letter, residents who will stay abroad for a relatively long period, that is, for more than one month, include in particular:

- heads of diplomatic missions, diplomats and similar dignitaries, as well as their family members from CEMAC countries;
- patients receiving medical care outside CEMAC and the people who accompany them;
- students abroad born in a household resident of CEMAC;
- civil servants of CEMAC states employed outside their countries in territorial enclaves;
- military participating in missions outside CEMAC;
- seasonal workers resident of CEMAC conducting their business outside CEMAC;
- persons employed by entities resident of CEMAC on training, on internship, on assignment or taking a work-study program abroad;
- Residents of CEMAC, crew of vessels, aircraft and oil rigs abroad;
- Residents of CEMAC on pilgrimage, participating in fairs, sporting or cultural activities or any other similar activity.

Residents who stay abroad for a relatively long period may carry out payment and withdrawal transactions with their bank cards outside CEMAC as well as remote settlement of transactions **within the limit of five (05) million CFA Francs per person and per month without supporting documents, subject to the presentation of the evidence of travel outside CEMAC.** However, this threshold is reduced to two (02) million CFA francs for students born in a household within CEMAC.

The Management