

# CITES APPENDIX II PERMIT ISSUANCE PROCEDURE

## Step 1:

The exporter prepares his permit application documents and submits them to the Management Authority, the " DRC CITES Coordination Directorate ", for processing.

## Step 2:

Once the file has been received, the DRC CITES Coordination processes the request through the intermediary of two assistants: the one in charge of permits and the one in charge of illegal traffic. While the exporter's documents are being processed, it may happen that files are not fully completed (i.e., missing, or non-authentic documents). In this case, the exporter will be notified to complete the documentation. Otherwise (if the files are complete), the application moves on to the next stage. This step requires one day.

## Step 3:

In one day, the permit assistant draws up the processing note.

## Step 4:

Once the processing note has been issued, in a single day it is forwarded to the assistant in charge of illegal traffic so that the latter can draw up the notice of legal acquisition.



**Step 5:**

The notice of legal acquisition is issued for signature by the assistant in charge of permits and the assistant in charge of illicit traffic on one day.

**Step 6:**

The DRC CITES Coordinator approves the permit issuance and, at the same time, signs the legal acquisition notice.

**Step 7:**

Over a timeframe of no more than 2 days, the financial assistant establishes the invoice, which is forwarded to the exporter for payment.

**Step 8:**

Once payment of the bill has been confirmed, the assistant in charge of permits and certificates issues the permit during the same day. In this step, he checks to ensure that the treatment form has been filled in properly. If the form has been filled with incorrect information, it must be re-entered. On the other hand, if the form has been filled in properly, the case will progress.

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### **Step 9:**

The secretary types in the export permit. Once done, during the day, the permit assistant checks the document to make sure all the details are correct and compliant.

### **Step 10:**

The DRC CITES Coordinator signs the exportation permit. Later in the day, the CITES permit is scanned at the secretary's office. Finally, the exporter is notified that his export permit is ready.

He will then go to the DRC CITES Coordination secretariat to acknowledge receipt of his permit.

### **Verification:**

Following withdrawal of the permit by the exporter, to reassure themselves about the authenticity and validity of the permit, officials in the importing country send a formal e-mail to officials in the exporting country, who may or may not, depending on the case, confirm the authenticity of the document by e-mail.

Exporters have a duty to return the customs sealed CITES permit after export of their shipment to CITES Coordination; and if this permit has not been exported or has expired, it must be returned to CITES Coordination for examination of the case with the aim of finding a solution in compliance with the convention.