



INVESTMENT APPROVAL APPLICATION

List Of Required Documents for Investment Approval Projects

INVESTMENT APPROVAL APPLICATION

LIST OF REQUIRED DOCUMENTS

	DOCUMENTS
1	Economic and financial feasibility study
2	Copy of developer(s) identification document(s)
3	Curriculum vitae of the developer(s) or company history (if the applicant is a company)
4	Memorandum of association/ business registration certificate
5	Credit status of the developer(s) or company (if the applicant is a company)
6	Declaration of standing with the tax authorities (going concern)
7	Declaration of social security standing (going concern)
8	Location plan
9	Proof of land ownership
10	Proof of property ownership or lease agreement
11	Operating license (where applicable, e.g. in the event of expansion)
12	Environmental impact study or exemption (where applicable)

INVESTMENT APPROVAL APPLICATION

LIST OF REQUIRED DOCUMENTS FOR TOURISM PROJECTS

	DOCUMENTS
1	Economic and financial feasibility study
2	Copy of developer identification document(s)
3	Curriculum vitae of the developer(s) or company history (if the applicant is a company)
4	Memorandum of association/ business registration certificate
5	Credit status of the developer(s) or company (if the applicant is a company)
6	Declaration of standing with the tax authorities (going concern)
7	Declaration of social security standing (going concern)
8	Location plan
9	Proof of land ownership
10	Operating license (where applicable, e.g. in the event of expansion)
11	Environmental impact study or exemption (where applicable)
12	Master plan or architectural design (*)
13	Bill of quantities for the works to be carried out
14	Finishing specifications
15	Specialty design (water, sewage, and electricity)
16	Specifications and quantitative list of all the materials to be consumed or used in the works
17	Equipment plan

(*) Architectural design approved by the city council and prepared in accordance with Decree Law no. 14/94 and Regulatory Decree no. 4/94, both published in OG no. 10, 1st series, of 14 March 1994, in conjunction with the General Regulation for Urban Housing Construction, Decree Law no. 130/88 of 31 December 1988 – 6th supplement.

GUIDE ATTACHED TO THE LIST OF REQUIRED DOCUMENTS

	DOCUMENT	WHERE TO OBTAIN IT	REQUIRED DOCUMENTS	COST (CVE)
1	Economic and financial feasibility study	<ul style="list-style-type: none"> - Individual consultants - Consultancies 	<ul style="list-style-type: none"> - Summary of the project idea - Pro-forma invoices for equipment, machines, furniture, etc. - Budgets (construction, etc.) 	Negotiable between the parties
2	Business registration certificate (company incorporation)	<ul style="list-style-type: none"> - Casa do Cidadão - Property, Commercial, and Vehicle Registry Office - Chambers of Commerce - Cabo Verde TradeInvest 	<p>Applicant identification:</p> <ul style="list-style-type: none"> - Valid I.D. Card / Passport (mandatory) - Applicant representation document (power of attorney) if not a partner/shareholder - Tax Identification No. <p>Partners/shareholders – natural persons:</p> <ul style="list-style-type: none"> - Identification documents (I.D. Card or passport) - Tax Identification Number - Power of attorney if not present <p>If there are legal person shareholders:</p> <ul style="list-style-type: none"> - Business registration certificate for the company - Minutes for the relevant purpose - Power of attorney if representation is not mentioned in the minutes <p>If there are child shareholders:</p>	10,000\$0

			<ul style="list-style-type: none"> - Child's identity document, birth certificate, or I.D. card - Tax Identification Number - Declaration from a parent providing permission for their child to be a shareholder in the company (certified signature) <p>Other documents:</p> <ul style="list-style-type: none"> - Approved business name admissibility certificate or option for a trade name from a suggestions list - Liability agreement from an accountant registered at the OPACC-CV (Institute of Professional Accountants), with certified signature 	
3	Credit status	Bank of Cape Verde (Credit Risk System)	<ul style="list-style-type: none"> - Copy of identification document (I.D. card or passport) - Tax Identification Number 	Free
4	Declaration of standing with the tax authorities	<p>Direcção Nacional da Receita do Estado (National Directorate of State Revenue) – DNRE (Ministry of Finance)</p> <ul style="list-style-type: none"> - Casa do Cidadão - Online: www.portondinosilha.cv 	<p>DNRE and Casa do Cidadão:</p> <ul style="list-style-type: none"> - Form (available at the counter) - Identification document (I.D. card or passport) - Tax Identification Number <p>Online:</p> <ul style="list-style-type: none"> - Must be registered (have username and password) 	<p>DNRE: 2,600\$00</p> <p>Casa do Cidadão: 600\$00</p> <p>Online: 600\$00</p>
5	Declaration of social security standing	Instituto Nacional da Previdência Social	Request letter, with taxpayer information	Free

		(National Institute of Social Security)		
6	Land location plan	Town Councils	<ul style="list-style-type: none"> - Plot request form - Photocopy of applicant's identification document - Applicant's Tax Identification Number 	<ul style="list-style-type: none"> - Payment for purchase of the land - Inspection fee: 1,555\$00 - Location plan issue fee: Variable depending on area, minimum 1,467\$00
		Direção Geral do Património e Contratação Pública (Directorate-General for Property and Public Procurement) – DGPCP	<ul style="list-style-type: none"> - Report covering all aspects of the investment - Property information (land survey) - Company documents (articles of association, Tax I.D. Number, and financial capacity) - Sponsoring company representative documents (I.D. card/passport, Tax I.D. Number, and power of attorney, if there is one, granting specific powers for the activity) - Environmental impact study (if necessary) - Economic feasibility study - Opinions from entities that have direct or indirect competence in the area – Directorate-General for the Environment (DGA), National Institute for Land Management (INGT), Ministry of Agriculture and Environment (MAA), Cabo Verde TradeInvest (CVTI), etc.) - Tax and social security status - Property evaluation (concession price proposal) 	<ul style="list-style-type: none"> - Payment for the concession, disposal or surface rights depending on the case and according to the investment area or sector - Issue of plan – Free

			- Contract proposal	
		Gabinete de Zonas Turísticas Especiais (Office for Special Tourism Areas) – GZTE	<p>1st PHASE</p> <ul style="list-style-type: none"> - Explanatory request - Sponsor(s) or company identification (Articles of association and Tax I.D. No.) - Document describing the project idea - Identification of land (municipality, district, area) - Cadastral certificate (if owner of the land) - Land survey (if owner) <p>2nd PHASE</p> <ul style="list-style-type: none"> - Proof of financial capacity - Economic and financial feasibility study 	<ul style="list-style-type: none"> - Payment for the concession, disposal or surface rights depending on the case and according to the investment area or sector - Issue of plan – Free
		Sociedade Desenvolvimento Turística das Ilhas de Boavista e Maio (Tourism Development Society for the Islands of Boavista and Maio) – SDTIBM	<ul style="list-style-type: none"> - Document describing the project idea - Negotiation - Proof of technical and financial capacity for developing the project 	Payment for purchase of the land (variable)
		Agência Marítima e Portuária (Maritime and Port Agency) – AMP (Zonas de Domínio Público Marítimo (Areas of Public Maritime Domain – ZDPM))	<p>1st PHASE:</p> <ul style="list-style-type: none"> - Concession application for the use and occupation of coastal land in ZDPM for implementation of the project, directed to the Chair of the AMP - Presentation of the developer – legal or natural person and their duly authorised legal representative, and of their tax and social security standing 	- Payment for land concession

			<ul style="list-style-type: none"> - Identification documents for the natural person or business registration certificate for the company - Location plan included in the detailed urban development plan (PUD) or topographic map provided or validated by a competent authority - Preliminary plans and studies <p>2nd PHASE (After the application has been accepted, with the basic conditions for awarding the land concession):</p> <ul style="list-style-type: none"> - Specialty and architectural designs - Technical, economic, and financial feasibility studies - Environmental impact evaluation or exemption from environmental impact evaluation, ratified - Environmental impact study (technical and non-technical overview), if applicable <p>3rd PHASE (Following final approval and publication of the Ministerial Order in the Official Gazette):</p> <ul style="list-style-type: none"> - Official Gazette with the Ministerial Order or Council of Ministers' decision approving the concession and respective draft contract - Proof of payment of first annual concession fee to 	
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			<p>the AMP treasury (single collection document certified by the bank)</p> <ul style="list-style-type: none"> - Registration of the concession for the use and occupation of ZDPM, as regulated by Law no. 44/VI/2004 	
7	Proof of land ownership (Property registration certificate)	Property, Commercial, and Vehicle Registry Office	<ul style="list-style-type: none"> • Lease ("Aforamento") Registration - Application - Lease deed or agreement - Cadastral certificate - Photocopy of identity card - Photocopy of Tax I.D. No. Declaration 	24,150\$00
			<ul style="list-style-type: none"> • Lease release registration - Application - Lease release declaration - Cadastral certificate - Photocopy of identity card - Photocopy of Tax I.D. No. Declaration - Proof of payment of Flat Wealth Tax (IUP) 	24,150\$00

			<ul style="list-style-type: none"> • Registration of Purchase and Sale - Application - Public deed of purchase and sale - Photocopy of identity card - Photocopy of Tax I.D. No. Declaration - Proof of payment of the IUP - Cadastral certificate 	24,150\$00
8	Proof of property ownership	Property, Commercial, and Vehicle Registry Office	<ul style="list-style-type: none"> • Registration of Purchase and Sale - Application - Public deed of purchase and sale - Photocopy of identity card - Photocopy of Tax I.D. No. Declaration - Proof of payment of the IUP - Cadastral certificate 	24,150\$00
			<ul style="list-style-type: none"> • Construction Endorsement Registration - Photocopy of identity card - Cadastral certificate - Property registration certificate 	Exempt
	Rental agreement	Prepared by the owner of the property and certified in town councils and tax offices	In town councils: <ul style="list-style-type: none"> - Signed agreement between the parties and with signatures certified at a notary's office (3 copies) - Cadastral certificate for the property 	

			In tax offices: - Signed agreement between the parties, with signatures certified at a notary's office and authorisation from the town council (3 copies)	Free
9	Operating license (going concerns)	Licensing bodies for the respective sectors		
10	Environmental Impact Study	- Individual consultants - Consultancies	- Investment plan - Architectural design - Location plan - Permits from licensing entities (if applicable)	Negotiable
11	Approval of the Environmental Impact Study	Directorate-General for the Environment	- Environmental Impact Study - Investment plan	Initial fee – 17,500\$00 (corresponding to 50% of the minimum payable) Remainder payable afterwards, depending on the nature of the project
12	Master Plan (Preparation)	- Individual consultants - Consultancies	- Location plan with specification of the parameters for tourist village projects	Negotiable between the parties
13	Architectural and engineering design (Preparation)	- Individual consultants - Consultancies	- Location plan with specification of the parameters for tourist village projects	Negotiable between the parties
14	Approval of Master Plan	Gabinete de Zonas Turísticas Especiais (Office for Special Tourism Areas) – GZTE	- Master Plan in accordance with the location plan	Variable rate depending on area

		Sociedade Desenvolvimento Turística das Ilhas de Boavista e Maio (Tourism Development Society for the Islands of Boavista and Maio) – SDTIBM	- Master Plan in accordance with the location plan	Variable rate depending on area
15	Approval of architectural and engineering design	Town Councils	- Approval request form - Architectural design (original + copy) - Location plan (original + copy) - Copy of identification document	Variable rate depending on area
		Gabinete de Zonas Turísticas Especiais (Office for Special Tourism Areas) – GZTE	- Preliminary architectural plan - Execution, stability, and electricity, water, and sewage plans	Variable rate depending on area
		Sociedade Desenvolvimento Turística das Ilhas de Boavista e Maio (Tourism Development Society for the Islands of Boavista and Maio) – SDTIBM	- Architectural design - Engineering design	Variable rate depending on area
16	Bill of quantities for the works to be carried out (Concrete calculation)	Consultant (Civil Engineer)	- Architectural design	Negotiable between the parties
17	Finishing specifications (Type of materials to be used in the	Consultant (Civil Engineer)	- Architectural design	Negotiable between the parties

	finishing of the development)			
18	Specialty designs (water, sewage, and electricity)	- Individual consultants (hydraulic engineer and electrotechnical engineer) - Consultancies	- Architectural design - Investment plan	Negotiable between the parties
19	Specifications and quantitative list of all the materials to be consumed or used in the works	- Consultant (Civil Engineer) - Company conducting the works	- Architectural design - Investment plan	Negotiable between the parties
20	Equipment plan (furniture, decoration, fixtures, etc.)	Developer		