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ADVICE FOR EMPLOYEES

Working in Angola

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The information provided is based on Law No. 2/01, of 31 August 2001, Decree No. 6/01, of 19 January 2001 and Decree-Law No. 5/95, of 7 April 1995, which may be revoked at any time.

Remember that you will need the following checklist completed, before you leave to work in Angola!

- ✓ Passport and/or other appropriate international travel document (must be at least 18 months from the expiry date)
- ✓ If you are under age, authorisation from a parent or legal guardian
- ✓ Work Visa
- ✓ International Vaccine Certificate, evidencing inoculations against yellow fever
- ✓ If you are part of a crew of a vessel registered in a territory where Convention 108 of the International Labour Organization is in force, you will also need a Seafarers' Identity Document
- ✓ Payment of Repatriation Bond
- ✓ Registration of Employment Contract
- ✓ Completion of Accommodation Bulletin

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Work Visa

- Requires an employment contract between a period of 3-36 months with an Angolan entity
- Requires prior authorisation from the Angolan Ministry with powers over the Company´s sector of activity
- Must be used within 60 days of issuance
- Allows for a stay until the term of employment
- Is valid for multiple entries

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Six Sub-Types of Work Visas to be Aware Of

Sub-Type A Employee of government entity or state-owned company

Sub-Type B Independent service provider or an individual involved in sports or the arts

Sub-Type C Employee of oil, mining and construction industries

Sub-Type D Employee of trade, fisheries, shipping and aviation industries

Sub-Type E Employee covered by Cooperation Agreement

Sub-Type F All remaining activities not covered by the above sub-types

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General Legal Procedure to Obtain a Work Visa

- Requires prior favorable opinion from the Angolan Ministry with powers over a company´s sector of activity on the hiring of the foreign non-resident individual
- Requires submission of work visa application before the Angolan Consulate in applicant´s home country
- Requires approval of work visa issuance from the Angolan Immigration Service (“SME”)
- Granted by the Angolan Consulates/Embassies in applicant´s home country

The following steps must be completed

after the work visa has been issued

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Payment of Repatriation Bond - Checklist

The purpose of the repatriation bond is for the SME to cover the cost of a flight home to the employee´s home country, in case of expulsion.

- ✓ Once the visa has been approved by SME it issues a bill of payment of a repatriation bond to be deposited by the hiring company in an Angolan Bank in SME´s favor
- ✓ Before the individual enters Angola, the bond must be deposited and a copy of the related receipt should be provided to the individual
- ✓ The bond is of roughly USD 2000
- ✓ Company´s comprising more than 100 foreign non-resident employees may ask SME to make a collective deposit of USD 50,000
- ✓ Copy of the Bank receipt may be asked by the SME to be presented at the Angolan border
- ✓ After the employment contract´s termination, the return of the bond must be requested by the company within the 30 days that follow the individual's departure from Angola

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Registration of Employment Contract - Checklist

- ✓ At least 30 days prior to the start date, the hiring company must register the individual´s employment contract with the Employment Center of the company's area of activity
- ✓ A registration fee of 5% of the individual´s base salary mentioned in the employment contract must be paid

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Completion of Acommodation Bulletin - Checklist

- Whoever accommodates foreign non-resident individuals, namely the hiring company, is required to inform the SME within 24 hours after check-in
- The accommodation bulletin official model must be completed by the company for the relevant purpose

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Cancellation Requirements

Upon termination of the local employment relationship, the hiring company is required to:

- Cancel the registration of the employment contract with the Employment Center
- Cancel the individual´s work visa with SME

Useful Information and Contacts

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ANGOLA

Area **1,246,700 km²**
Population **20.8 million**
Capital **Luanda**
Currency **Kwanza (Kz)**
Official language **Portuguese**
Year of independence **1975**
Fatima Freitas Offices **Luanda, Lobito, Cabinda, Talatona**

MAIN CONTACTS FROM FÁTIMA FREITAS/ MIRANDA

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HOTELS TO STAY AT

Hotel Epic Sana Luanda
Address: R. da Missão, Luanda, Angola
Phone: +244 222 642 700

Hotel Skyna
Address: Av. de Portugal, Luanda, Angola
Phone: +244 222 670 900

HEALTH CARE

Clínica Sagrada Esperança (private clinic)
Address: Av. Murtala Mohammed, Luanda, Angola
Phone: +244 222 309 034

Military Hospital
Address: Sagrada Família, Luanda
Phone: +244 919 343 950

TAXI SERVICE

Afritaxis
Phone: +244 222 311 754

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