



#### COMMONWEALTH WOMEN'S NETWORK

Strengthening the Commonwealth. Building Businesses and Civil Society Organisation's. Advancing Women and Men. 56 Countries. One Platform. The oldest organisation accredited by Commonwealth Governments Focused on Women's, Gender, and Developments Douala, Cameroon

COMMONWEALTH CAVYPHA-INTERNATIONAL PUBLIC TRUSTED ORGANISATION

AFRICAN BOARD OF GOVERNORS PRESIDENT'S OFFICE

CABINET DIRECTORATE PERSONAL ASSISTANT BUREAU

DIRECTORATE GENERAL

SECRETARY GENERAL AFRICA HEAD OFFICE

## **Circular Letter N° 833-RCD-CSPS-ARD-DMNAS-CCAVYPHA-CBEN-CWN-19-10-2018**

### **INFORMATION SHEET FOR REGISTRATION TO THE CONSULAR FILE**

Remove a “Consular File Registration Form” and the “Declaration on Honour” from the Directorate General or the Secretariat of the IDED (the Information, Documentation and Economic Development Center in Business Developments Directorate of Commonwealth Business);

Fill them out (Note that the Declaration of Honor is done on the letter head of your Society).

Have the declaration made on the honor by the competent authority ;  
Pay 25 000 FCFA to the Information, Documentation and Economic Development Center in Business Developments Directorate (a IDED)  
– Patent of the current year (TAX) - Commercial Register (Court Registry) – Taxpayer's card (Taxes) – Status of the Company in case of SA or SARL –Company Location Map-Letter Head.



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Include photocopies and originals (for verification) of the documents listed below and deposit them with the Secretariat of the IDED – Patent of the current year (TAX) – Commercial Register (Court Registry) – Taxpayer's card (IMPORTS) – Status of the Company in case of SA or SARL – Company Location Map – Company Letter Head – Certificate of your bank domiciliation.

NB : In case of renewal, attach photocopy of the last certificate of registration in the Consular File duly signed by the Commonwealth Business Development Director of your country.