



**NATIONAL AGRICULTURAL
EXPORT DEVELOPMENT
BOARD**



Republic of Rwanda

Kigali, 19 NOV 2020

Ref. : 3824/11/020

Coffee Exporters (All)

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Dear Sir/Madam,

RE: Updating the Database of coffee exporters

In Reference to the law No 13/2017 of the 14/04/2017 establishing NAEB especially in its Article 5 stipulating its the mission, the National Agricultural Export Development Board, NAEB, wishes to inform all coffee exporters that it has initiated the updating the database of coffee exporter in order to upgrade its digital database system for all agricultural commodity exporters. In this regards, NAEB hereby requests, all coffee exporters, to update their information in the exporters' database by providing the required information in the Form hereto attached but also available on NAEB website: www.naeb.gov.rw

The above mentioned form should be well filled and be submitted to NAEB headquarter by **December, 31st, 2020**, the date after which only coffee exporters with complete information will be assisted for export. Failure to submit the form shall be resulted into export operation suspension and export licence revocation.

NAEB would like to reiterate that the export licence is renewable on annual basis and it is not transferable on temporally or permanent basis without a prior authorization.

For further details please contact Mr. Herve Mwizerwa, Coffee Quality Assurance and Regulation Specialist, on telephone number: +250788465434/ +250727609819 and/or email: m.herve@naeb.gov.rw

Sincerely,

Mrs. Sandrine URUJENI
Chief Operations Officer/NAEB



CC

- Chief Executive Officer - NAEB
- Director General – RICA
- Chairperson - CEPAR





COFFEE EXPORTER DATABASE UPDATING FORM

1. COMPANY DETAILS	
EXPORTER REGISTERED NAME :	
BUSINESS REGISTRATION NUMBER (Attach a copy of RDB or RCA registration):	
STARTING DATE : (MM/YYYY): (Date of starting coffee export)	
EXPORT CODE (Attach copy of Export Licence):	
EXPORT CODE VALIDITY (Please specify end date in DD/MM/YYYY):	
HEAD OFFICE LOCATION (District, Sector, Cell, Village):	
P.O BOX (If any):	
2. OWNERSHIP DETAILS	
COMPANY OWNER (INCLUDING JVC):	
GENDER:	
OWNER Telephone:	
OWNER Email Address:	
CONTACT PERSON: (if Different from the OWNER)	
GENDER:	
TELEPHONE:	
EMAIL ADDRESS:	
3. EXPORT INFRASTRUCTURE	
3.1. CWSs (Please specify if owned or under leasing and attach Ownership document/licence or leasing agreement)	
CWS Name	Location (District, Sector, Cell, Village):
1	
2	
3	
(For more CWSs, you can use Annex A of the form that can also be downloaded from NAEB webiste	
3.2. WAREHOUSING	
Warehouse Location (District, Sector, Cell, Village): (Storage place prior to entering Export warehouse)	
Certified Export Warehouse Used (NAEB or any certified Export Warehouse):	
Other Warehouse Location (Please Specify):	
3.3. MILLING FACILITY	
Owned or JVC Milling Facility Location	
Milling Facility Used (If No owned Milling Facility)	
3.4. ROASTING and/or VALUE ADDITION FACILITY	
Roasting facility Location:	
Packaging site Location (if different from Roasting place):	
Brand Name(s):	
Any Other Value Addition (Please Specify)	





4. EXPORT PERFORMANCE		
<p>2018</p> <p>Exported Volume (Kg) Average Price (USD/Kg)</p> <p>FW:</p> <p>SW:</p> <p>Honey:</p> <p>Natural:</p> <p>Roasted:</p>		<p>Destination/ Buyers <i>(List of buyers and their countries)</i></p>
<p>2019</p> <p>Volume (Kg) Average Price (USD/Kg)</p> <p>FW:</p> <p>SW:</p> <p>Honey:</p> <p>Natural:</p> <p>Roasted:</p>		<p>Destination/ Buyers <i>(List of buyers and their countries)</i></p>
<p>2020</p> <p>Volume (Kg) Average Price (USD/Kg)</p> <p>FW:</p> <p>SW:</p> <p>Honey:</p> <p>Natural:</p> <p>Roasted:</p>		<p>Destination/ Buyers <i>(List of buyers and their countries)</i></p>
<p>Signed by : <i>(Company Stamp and Signature)</i></p>		

Note: - This form can also be downloaded from NAEB website: www.naeb.gov.rw
 - Signed and stamped Form shall be sent to NAEB office or sent to the email mentioned in the letter

<p>RESERVED FOR NAEB <i>(Remark)</i></p>
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