



**EXCHANGE CONTROL CIRCULAR NO. 6 OF 2021  
TO  
AUTHORISED DEALERS**

**ISSUED IN TERMS OF SECTION 35 (1) OF THE EXCHANGE CONTROL  
REGULATIONS STATUTORY INSTRUMENT 109 OF 1996**

**Introduction**

1. Reference is made to the Monetary Policy Committee (MPC) Statement of 30 August 2021, on measures to refine the Foreign Exchange Auction Trading System. For ease of implementation of the policy measures announced, Authorized Dealers are advised as follows: -

**Foreign Exchange Bid Limits**

2. In order to support domestic production, the maximum bid limits for primary producers under the main auction and SMEs auction will remain at the USD500 000 and USD20 000, respectively. However, bids by secondary users and importers of consumables and services will be limited to USD100,000.00 and US\$10,000.00 under the main and SMEs auctions respectively.
3. In line with the above, the bid forms for the applicants and the Authorized Dealers have been amended accordingly as shown in the attached Annexures 1 and 2 and Authorized Dealers and bidders are supposed to use these revised forms with immediate effect.
4. Authorized Dealers are required to ensure that all bid forms from the applicants are properly and adequately completed and that the information on the bid form is validated before submission of the Authorized Dealer's bid form to the Bank.
5. Authorized Dealers are required to simultaneously submit to Exchange Control on the Document Management System (DMS - Inspectorate Module) the consolidated

documentation provided by the applicants in support of their bids submitted to the bank for the purposes of enhancing compliance with the Ultimate Beneficial Ownership (UBO) principle.

6. The documentation to be submitted should include the applicant bid form, proforma/commercial invoice, Bill of Entry (Import), applicant`s three (3) months bank statement, supplier(s) statement, tax clearance certificate, Business Partner Number certificate/letter, certification of incorporation, licences and any other relevant documents.
7. Authorised Dealers must ensure that bids without the requisite documentation mentioned above, are rejected at bank level and should not be submitted to the Foreign Exchange Auction System.

### **Know Your Customer (KYC) and Customer Due Diligence (CDD)**

8. In order to enhance the efficient utilisation of foreign exchange, Authorized Dealers are reminded of the need to apply the Know Your Customer (KYC) principle and exercise Customer Due Diligence (CDD) on all foreign exchange transactions.
9. Authorised Dealers are required to fully validate all information submitted in support of bids to the Foreign Exchange Auction System. Any false information submitted shall be dealt with in terms of Section 5 (1) (b) of the Exchange Control Act [Chapter 22.05]

### **Surrender Requirement of 20% on Domestic Sales**

10. Authorized Dealers are reminded that the 20% surrender requirement on foreign currency domestic sales is not applicable to the following categories:-
  - i. Oil Marketing Companies (OMC)
  - ii. Liquefied Petroleum Gas (LPG) companies
  - iii. Individuals
  - iv. Tobacco and cotton growers
  - v. Transitory Accounts
  - vi. Non-Governmental Organisations (NGOs)
  - vii. Trust Companies
  - viii. Churches
  - ix. Schools.

11. Authorised Dealers are required to submit the EC Form FCA Domestic Return to Exchange Control by 1200 hours every Monday for transactions of the previous week. The 20% FCA domestic surrender should be transferred to the Bank by 1000hours every Tuesday.
  
12. Please be guided accordingly.



F. Masendu  
Director

**EXCHANGE CONTROL**

**01 September 2021**

# ANNEXURE 1: Applicant Foreign Currency Bid Form



## APPLICANT FOREIGN CURRENCY BID FORM

**APPLICANT'S NAME:**  
**DATE OF INCORPORATION**  
**TRADING COMMENCEMENT DATE**  
**BUSINESS PARTNER NUMBER/**  
**IDENTIFICATION NUMBER**  
**CATEGORY OF BIDDER**  
**PHYSICAL ADDRESS**  
**EMAIL ADDRESS**  
**CONTACT NUMBER (ACCOUNTING OFFICER)**  
**APPLICANT'S BANK**  
**AUCTION REF:**  
**PRIOR EXCHANGE CONTROL NUMBER**  
**DATE:**


Select category from dropdown list.

ECONOMIC SECTOR (Select from dropdown list)	PURPOSE OF FUNDS (Select from dropdown list)	FULL DESCRIPTION OF GOODS, SERVICES, ETC	BID AMOUNT IN US\$	BID EXCHANGE RATE	ZWL EQUIVALENT	CURRENT NOSTRO BALANCE (ALL BANKS)	SUPPORTING DOCUMENTS ATTACHED
TOTAL							

**DECLARATION BY APPLICANT:** I hereby declare that (i) the information contained in this form is its entirety true and correct, (ii) I have not submitted another bid through any other bank, (iii) I do not have a positive nostro balance with any bank, (iv) I hold sufficient Zimbabwe Dollar equivalent to cover the bid. This information is declared in terms of Section 41 subsection (4) of the Exchange Control Regulations, Statutory Instrument 109 of 1996. I acknowledge that providing false information is a breach of Paragraph (b) of subsection (1) of Section 5 of the Exchange Control Act Chapter [22:05] and doing so will render me liable to prosecution under the Act.

Signature \_\_\_\_\_ Name of Signatory \_\_\_\_\_ BID Number \_\_\_\_\_

# ANNEXURE 2: Reserve Bank of Zimbabwe Foreign Currency Bid Form



## RESERVE BANK OF ZIMBABWE FOREIGN CURRENCY BID FORM

NAME OF BANK	
INSTITUTION'S BRITISH CODE	
AUCTION REF.	
DATE:	

NAME OF APPLICANT/BIDDER	BUSINESS PARTNER NUMBER/ IDENTIFICATION NUMBER	CATEGORY OF BIDDER (PRIMARY/SECONDARY/ INDIVIDUAL)	ECONOMIC SECTOR OF THE APPLICANT	PURPOSE	FULL DESCRIPTION OF GOODS, SERVICES, ETC	BID AMOUNT IN US\$	BID EXCHANGE RATE	ZWL EQUIVALENT	CURRENT NOSTRO BALANCE US\$
<b>TOTAL</b>									

**DECLARATION BY AUTHORISED DEALER:** The Authorised Dealer declares that the information contained in this form is in its entirety true and correct. This information is declared in terms of Section 41 subsection (4) of the Exchange Control Regulations, Statutory Instrument 109 of 1996. I acknowledge that providing false information is a breach of Paragraph (b) of subsection (1) of Section 5 of the Exchange Control Act Chapter [22:05] and doing so will render me liable to prosecution under the Act.

Authorised Signatory \_\_\_\_\_  
Date \_\_\_\_\_