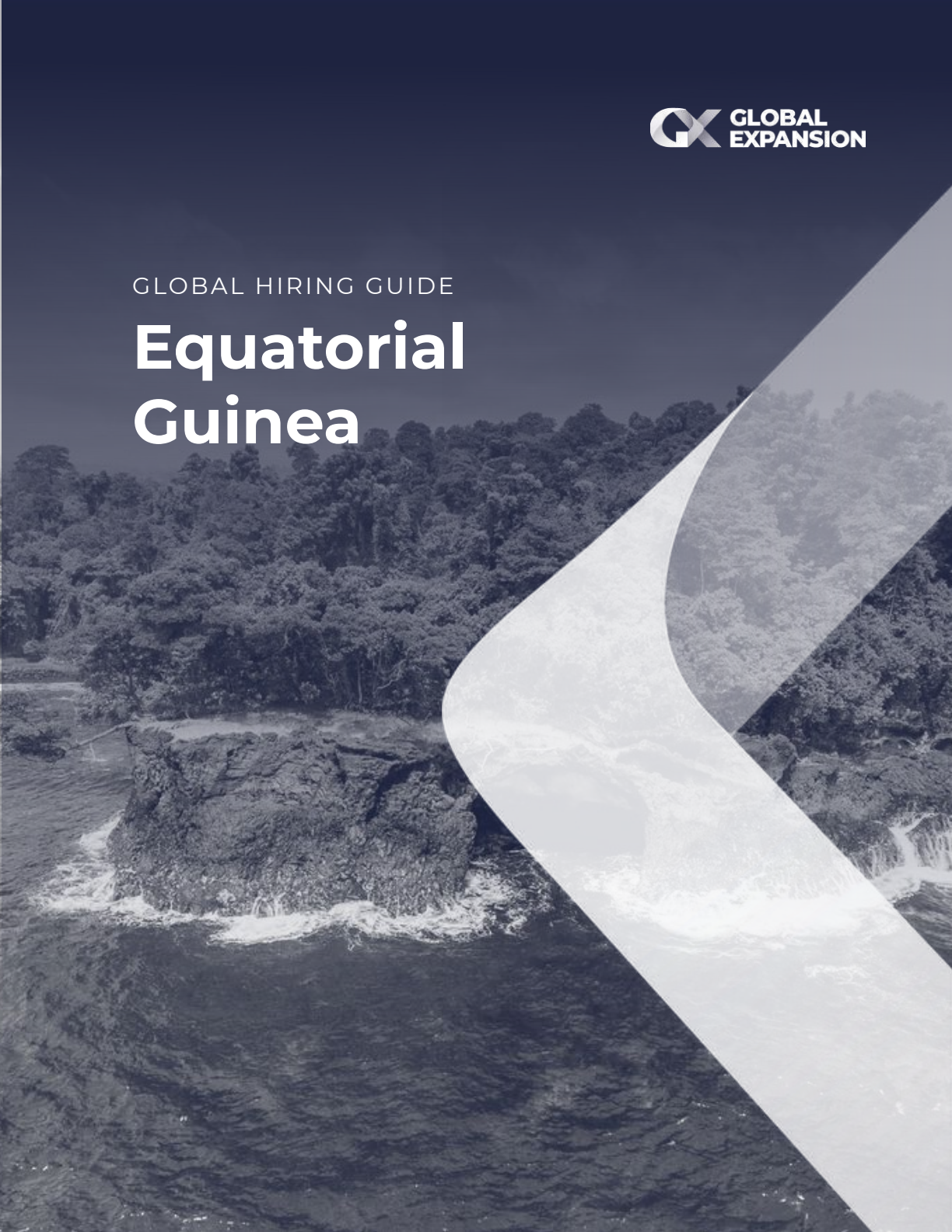


GLOBAL HIRING GUIDE

Equatorial Guinea





GLOBAL HIRING GUIDE

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BASIC COUNTRY FACTS

- **Full Name**
Republic of Equatorial Guinea
- **Capital**
Malabo
- **Main Languages**
Spanish
French
Portuguese
- **Population**
1.634 Million
- **Monetary Unit**
Central African CFA Franc
- **Internet Domain**
.gq
- **International Dialing Code**
+240
- **Currency**
Central African CFA franc



STATUTORY LABOR REQUIREMENTS

Probation Period

- Probation period is as follows:
 - 1 month for unqualified workers
 - 3 months for mid-level technicians
 - 6 months for senior technicians or highly qualified workers

Annual Leave

- The worker is entitled to one month of paid annual leave, for each year of continuous work.
- After 10 years of service, annual leave shall be increased one day per year worked.

Public Holidays

1. New Year's Day
2. Good Friday
3. Labour Day
4. President's Day
5. Corpus Christi
6. Freedom Day
7. Constitution Day
8. Independence Day
9. Feast of the Immaculate Conception
10. Christmas Day

Maternity Leave

- Women shall be entitled to maternity leave as from 6 weeks before the birth, after having informed the employer and presented the medical certificates attesting the pregnancy.
- Maternity leave benefits shall be paid to all women covered by social security, during the first 6 weeks before the birth and 6 weeks after the birth.

Paternity Leave

- There is no paternity leave.

Sick Leave

- Employees receive sick pay after 3 days if they have contributed in the past year.

Work Hours

- The duration of work cannot exceed 8 hours per day or 48 hours per week, of daily work.
- If mixed, the duration of work cannot exceed 6 hours per day, and 36 hours per week.

Overtime

- Regular working time can be extended up to 2 hours per day, respecting a maximum of 200 hours per year, with the finality of performing preparatory or complementary work, which shall be accomplished outside the habitual working time, or to allow the employer to face extraordinary increase of work.
- Overtime work hours shall be paid an increase of 25% over the regular amount due for an hour of work performed during the day; and 50% over the regular amount when performed during the night, or when they constitute an extension of the mixed working time entering the night period.

Notice Period

- The notice period is 1 week after 1 month of service or 20 days after 6 months of service.

Severance

- For redundancies the employee will receive 45 days' pay for each year of service.

13th Month

- 13th month pay is not mandatory.



INCOME TAX

- Resident individuals are subject to tax on their worldwide income and non-residents are only taxed on their EG-source income.
- However, Non-resident individuals also are subject to tax on transactions and services carried out in Equatorial Guinea (EG).
- An individual working in EG who is present in the country for more than three months in one calendar year, or more than six months over two years, is considered resident in EG.
- Individuals working in the oil and gas sector in EG are considered residents only where the individual is present in EG for more than three months in a calendar year.
- Absences of less than 30 days are not taken into account when computing the period of residence.
- Income from salaries and wages (including benefits in-kind and cash allowances), pensions, annuities, dividends, interest, royalties, income from self-employment, capital gains, etc. and per diems for attending directors' board meetings are taxable.
- Specific allowances to cover expenses relating to the position are not taxable to the extent the expenses are effectively used for their objective and are not excessive.
- Capital gains accruing to individuals from company mergers are not subject to tax if the new company has its registered office in EG or another Communauté Economique et Monétaire d'Afrique Centrale (CEMAC) state (i.e. Cameroon, Central African Republic, Chad, Congo or Gabon).
- Rates for resident individuals are progressive up to 35%.
- Additionally, benefits-in-kind and cash allowances are taxable at the following rates: housing – 15%; water, electricity, housekeeping and company car – 5%; and food – 20% (imposed on gross salary up to a maximum of XAF150 000 for food only).
- Non-resident individuals are subject to a final withholding tax on their gross income from EG sources generally at 20%

TAXABLE INCOME	RATE
0 – 1 Million	0%
1 000 001 – 3 Million	10%
3 000 001 – 5 Million	15%
5 000 001 – 10 Million	20%
10 000 001 – 15 Million	25%
15 000 001 – 20 Million	30%
Over 20 Million	35%

SOCIAL SECURITY

Social Security

- Employers and employees must contribute monthly to the National Social Security Fund (INSESO) and the Work Protection Fund.
- Employer contributions are 1% of the gross salary to the Work Protection Fund and 21.5% to INSESO.
- The rates for employees are 0.5% of net salary (net after the deduction of tax and INESO contributions) to the Work Protection Fund and 4.5% of gross salary to INSESO.
- The net salary is based on the administrative practice to calculate and pay both contributions based on the gross salaries.

CONTRIBUTION	EMPLOYER	EMPLOYEE
National Social Security Fund	21.5%	4.5%
Worker Protection Fund	1%	0.5%

Immigration

- A person who wants to enter Equatorial Guinea must apply for a temporary visa.
- This visa can be obtained by contacting an Equatorial Guinea Embassy in Belgium, Cameroon, China, Ethiopia, France, Gabon, Morocco, Nigeria, the Russian Federation, Spain or the United States.
- Foreigners who do not have an Equatorial Guinea Embassy in their countries may obtain a temporary visa in any country where an Equatorial Guinea Embassy is located.
- Tunisian and US nationals are not required to obtain visas.
- The labor ministry issues the following five types of work permits:
 - Permit A (PA) is granted to an employee who will work in a single work location for less than six months. It is not renewable.
 - Initial Permit B (IPB) is granted to an individual who will engage in an established profession, working place or activity. It is valid for one year.
 - Permit B Renewed (PBR) is granted to individuals holding IPB at the end of the validity period for IPB. It is valid for two years.
 - Permit C (PC) is granted to individuals holding PBR at the end of the validity period for PBR. It is valid for three years.
 - Permanent Permit (PP) is granted to individuals holding PC at the end of the validity period for PC.
- A company must apply for a work permit before the foreign employee begins work in Equatorial Guinea.
- An application must be filed with the employment office of the city where the employer resides or where the employment contract will be carried out.
- Before applying for a work permit, a person must apply for the authorization of recruitment.

TYPE OF VISA/PERMIT	DOCUMENTATION	VALIDITY	ELIGIBILITY
Permit A (PA)	- Valid passport - Completed application form - Passport size photos - CV - Employment contract - Proof of education qualifications - Other supporting documents	6 months	Permit A (PA) is granted to an employee who will work in a single work location for less than six months.
Initial Permit B (IPB)	- Valid passport - Completed application form - Passport size photos - CV - Employment contract - Proof of education qualifications - Other supporting documents	1 year	Initial Permit B (IPB) is granted to an individual who will engage in an established profession, working place or activity.
Permit B Renewed (PBR)	- Valid passport - Completed application form - Passport size photos - CV - Employment contract - Proof of education qualifications - Other supporting documents	2 years	Permit B Renewed (PBR) is granted to individuals holding IPB at the end of the validity period for IPB.
Permit C (PC)	- Valid passport - Completed application form - Passport size photos - CV - Employment contract - Proof of education qualifications - Other supporting documents	3 years	Permit C (PC) is granted to individuals holding PBR at the end of the validity period for PBR.
Permanent Permit (PP)	- Valid passport - Completed application form - Passport size photos - CV - Employment contract - Proof of education qualifications - Other supporting documents	Indefinite	Permanent Permit (PP) is granted to individuals holding PC at the end of the validity period for PC.

VALUE ADD TAX

Value Added Tax

- VAT is imposed on the supply of goods or services and on imports.
- Companies engaged in business in the oil and gas sector are not subject to VAT in EG.
- The standard VAT rate is 15%.
- A zero rate applies to exports and similar transactions.
- Some products are subject to a reduced rate of 6%, others are exempt and others are assessed to a special duty tax at a rate of 30%.
- Where special duty taxes apply, the transaction will be assessed at 30% rather than the 15% VAT.

VAT	
Special Duty Tax	30%
Standard Rate	15%
Reduced Rate	6%
Zero Rate	0%

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TERMINATION

- Article 83 of the labor law of Equatorial Guinea states that a company can terminate employment contracts due to a reduction in workforce or the end of its contract.
- It also states that the Company may end the contracts of employees due to economic, technological, structural or comparable reasons.
- The notice period is one month after six months of service.
- For redundancies the employee must have 3 months' notice
- For redundancies the employee will receive 45 days' pay for each year of service

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STATUTORY BENEFITS

- These are mandatory benefits as postulated by law
- These include probationary period, annual leave, public holidays, sick leave, maternity leave, overtime pay, notice period, and severance pay
- Statutory benefits also include social security benefits

STATUTORY BENEFITS

- Probationary Period
- Annual Leave
- Public Holidays
- Maternity Leave
- Sick Leave
- Overtime Pay
- Notice Period
- Severance Pay
- Social Security Benefits



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