

GLOBAL HIRING GUIDE

Guinea - Bissau





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Table of Contents

01 Basic Country Facts

02 Statutory Labor Requirements

- Probation Period
- Annual Leave
- Public Holidays
- Maternity Leave
- Paternity Leave
- Sick Leave
- Work Hours
- Overtime
- Notice Period
- Severance
- 13th Month

03 Income Tax

04 Social Security

05 Immigration

06 Value Added Tax (VAT)

07 Withholding Tax

- Dividends
- Interest
- Royalties

08 Termination

09 Statutory Benefits

01

BASIC COUNTRY FACTS

- **Full Name**
Republic of Guinea-Bissau
- **Capital**
Bissau
- **Main Languages**
Portuguese
- **Population**
2.061 Million
- **Monetary Unit**
West African CFA Franc
- **Internet Domain**
.gw
- **International Dialing Code**
+245
- **Currency**
West African CFA Franc



02

STATUTORY LABOR REQUIREMENTS

Probation Period

- The probation period will be one month, and may be increased, by written agreement of the parties, up to 6 months when dealing with positions or work posts of high technical complexity or high degree of responsibility.

Annual Leave

- Annual leave is 30 consecutive days, not counting weekly rest periods nor initial or final holidays.

Public Holidays

1. New Year's Day
2. Heroes' Day
3. International Women's Day
4. Labor Day
5. Eid al-Fitr
6. Eid al-Adha
7. Pidjiguiti Day
8. National Day
9. Readjustment Movement Day
10. Christmas Day

Maternity Leave

- Female employees receive 60 days of paid leave.

Paternity Leave

- There is no statutory paternity leave

Sick Leave

- Employees receive at least 5 paid days of sick leave

Work Hours

- Standard workday is 8 hours

Overtime

- Evening overtime is paid at 25%, while weekend overtime is paid at 50%

Notice Period

- Employers terminate the employment contract, by unilateral decision, and must communicate it, unequivocally, with 2 months' notice.
- The notice, however, will be 1 month for workers with less than 3 years of service in the company.
- If the worker does not fulfill (totally or partially) the notice period, they must pay to the employer, as compensation, the value of the remuneration corresponding to the missing period of notice.

Severance

- Each employee dismissed for economic reasons is entitled to severance pay.
- Severance pay equals one month of remuneration for each year of service.
- If the employer so requests, and demonstrates necessary, the SEPCE may authorize that the amount of the indemnity referred to in the previous paragraph, due to workers with more than five years of seniority, be paid in equal and successive monthly installments, up to one year after the date of authorization of dismissal, plus the value of bank interest for active operations.

13th Month

- 13th month pay is not mandatory

03

INCOME TAX

- Corporate income tax in Guinea-Bissau is imposed at a standard rate of 25%

CORPORATE INCOME TAX	
Rate (%)	25%

04

SOCIAL SECURITY

- Employers in Guinea-Bissau are obliged to submit monthly social security contributions of 14% of their employees monthly gross salaries to the Guinea-Bissau National Institute of Social Providence (INSS)

CONTRIBUTION	EMPLOYER	EMPLOYEE
National Institute Of Social Providence (INSS)	14%	8%

05

IMMIGRATION

Immigration

- Foreign nationals who plan to travel to Guinea-Bissau will need to obtain a visa, and visa categories in the country include:
 - Short-stay visas, which are valid for a maximum of 90 days
 - Long-stay visas for extended stays
- Most foreign nationals who travel to Guinea-Bissau for work will need to obtain a long-stay visa.
- Foreign nationals can generally expect the need to provide the following documents if they wish to obtain a visa and travel to Guinea-Bissau:
 - A valid passport with at least one blank page for an entry stamp
 - Recent passport photos
 - Biometric data, including fingerprints
 - Proof of vaccination against yellow fever
 - Payment of the visa fee



TYPE OF VISA/PERMIT	DOCUMENTATION	VALIDITY	ELIGIBILITY
<p>Tourist Visa</p>	<ul style="list-style-type: none"> • A valid passport with at least one blank page for an entry stamp • Recent passport photos • Biometric data, including fingerprints • Proof of vaccination against yellow fever • Payment of the visa fee 	<p>3 months</p>	<ul style="list-style-type: none"> • Foreigners who intend to visit Guinea Bissau for short term purposes must apply for a tourist visa
<p>Long-stay Visa</p>	<ul style="list-style-type: none"> • A valid passport with at least one blank page for an entry stamp • Recent passport photos • Biometric data, including fingerprints • Proof of vaccination against yellow fever • Payment of the visa fee • Employment contract • CV 	<p>1 Year</p>	<ul style="list-style-type: none"> • Foreign nationals who wish to stay in Guinea Bissau for more than 3 months to work must apply for a long stay visa

06

VALUE ADDED TAX

Value Added Tax

- The Value Added Tax (VAT) is levied at a standard rate of 15%.
- Exports are zero rated

VAT	
Standard Rate	15%
Zero Rate	0%

07

WITHHOLDING TAX

Withholding Tax

Dividends

- Dividends are subject to 30% WHT

Interest

- Interest payments are subject to 15% WHT

Royalties

- Royalties are subject to 0% WHT

WHT	
Dividends	30%
Interest	15%
Royalties	0%

08

TERMINATION

- There is no notice period for a dismissal
- Severance pay after a year's service is 13 days
- Severance pay after 5 years of service is 21.7 days and after 10 years of service is around 43 days

09

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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