



# THE COMMONWEALTH ASSOCIATION OF TAX ADMINISTRATORS

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(ANNEX 1)

## USEFUL INFORMATION FOR CONFERENCE PARTICIPANTS

Useful additional information on Cameroon such as entry requirements, travelling to Yaoundé, getting around and much more is placed below for the benefit of members.

### 1- Language

The two official languages in Cameroon are English and French, but a multitude of more than **200 ethnic languages** are also in circulation.

### 2- Air Transport

The Conference Organising Committee is negotiating for some privileged rates with the Cameroon Airlines (CAMAIR). Participants can get in touch with the Organising Committee for more information.

### 3-Yaounde within easy reach

Getting to Cameroon is really quite easy. There are frequent airline services from major European capitals and many African countries. At least once a day, there is a six-hour flight over 5000km to Europe. The major airline companies that serve Cameroon include:

- Cameroon Airlines: daily departure from Paris and from Cameroon
- Air France : daily departure from Paris and from Cameroon
- SN Brussels: 4 flights from Brussels every week
- SWISSAIR : 3 flights from Zurich every week

Other airlines include: Kenya Airways, Air Gabon, Air Ivoire, Afriqiyah Airways Cameroon, Bellview Airlines Ltd, Virgin Nigeria, Ethiopian Airways, Royal Air Maroc

The points of entry into Cameroon are the Nsimalen International Airport in Yaoundé, the Douala International Airport and the Garoua International Airport. However, the organising committee strongly recommends that all participants should book their flights for the Yaoundé Nsimalen International Airport. The journey from this airport to the city centre is covered in 30 minutes while the journey of 245 Km from Douala is covered in 3 hours.

#### **4-From Nsimalen International Airport to the city centre**

The conference Organising Committee shall provide transportation to delegates from Nsimalen International Airport of Yaoundé to the different hotels in the city centre.

#### **5-Getting around in Yaoundé**

The organising committee shall provide transportation to delegates from the various hotels to the conference venue and back throughout the duration of the conference and for the different tours.

However, for conference participants wishing to discover Yaoundé, getting around is easy. There are different types of taxis with varied fares for movement in town. A taxi drop within town costs 200 CFA F (0.30 €) during the day and 250 Cfa F (0.38 €) at night (several passengers share the same vehicle). The cost of hiring a taxi within town is open to bargain though the normal rate is 2 500 CfaF (3.8 €) per hour during the day and 3 000 CfaF (4.6 €) per hour at night. The blue buses of Yaounde City Transport offer an extensive service network covering almost the entire city at a cost of 150 CfaF (0.23 €) per drop.

#### **6- Visa**

A visa is compulsory to enter Cameroon. CATA delegates can obtain this visa from the Cameroon High Commission in their country by presenting the following documents:

- A valid passport
- A return air ticket
- An international (yellow fever) vaccination card
- 2 full-face passport photographs
- A hotel reservation
- A completed and signed visa application form

However, for member countries in which Cameroon's diplomatic mission is not established, visas shall be issued at the port of entry into the country.

#### **7- Airport Stamp**

There is an airport stamp for departure from Cameroon to be paid by all airport users both for international flights and for local flights. The amount is 10 000 CFA F (15.50 €) for international flights and 500 CFA F (0.8 €) for local flights.

#### **8 - Health**

A vaccination against Yellow Fever is compulsory (the international Health Certificate is required at the airport). Immunisation against malaria is highly recommended and it is preferable to drink mineral water.

Yaoundé has first-class health structures. However there shall be a medical stand at the conference venue with stand-by nurses for first aid attention when required.

## **9 - Letter of invitation**

The organizing committee will be pleased to send a letter of invitation to any individual requesting one. It should be understood that an invitation is intended to help potential participants raise travel funds or obtain a visa. It is not a commitment on the part of the CATA to provide any financial support.

## **10 - Money**

### ***\* Currency***

The currency in Cameroon is the *Communauté Financière Africaine franc* (CFA F) (1 € = 655.957 CFA F). The same currency is used by the other countries of the Economic Community of Central African States and in the Economic Community of West African States. The commonly accepted currencies include the Euro and US dollar.

### ***\* Banks and money exchange***

Foreign currencies are easily exchanged to CFA F in authorised exchange agencies, banks, big hotels and some travel agencies in Yaoundé city centre or at the Yaoundé Nsimalen International Airport.

Facilities for cashing traveller's cheques in Cameroon are available at banks (opening hours 7.30 am - 3.30 pm), exchange agencies and at most hotels. Banks are closed on Saturdays and Sundays. Cash dispensers/Automatic Teller Machines are also available at most banks and operate 24/24. Many international banks have branches in Yaoundé. Please find out from your bank before travelling.

## **11-Tipping**

Service is included in prices and tipping is not mandatory in Cameroon.

## **12 - Practical matters**

### ***\* Electrical current***

The electrical current in Cameroon is 220V. Plugs and sockets are the same as in Europe. Adapters are widely available in departmental stores. In case your equipment requires different voltage, an electrical transformer will be needed.

### ***\* Weather***

Nature's gift to Cameroon is its two seasons, each providing unforgettable experiences. The climate of Yaoundé is relatively cool, the air is fresh and clean. The month of November is generally sunny and humid. Temperatures range between 25°C and 30°C with the lowest temperatures experienced during the nights. Conference participants are therefore advised to carry some warm clothing.

### ***\* Time zone***

The time in Cameroon is 1 hour ahead of Greenwich Mean Time (GMT).

**\* *Telephone area code***

When you dial into Cameroon, the international code is 237, then dial the area code and subscriber number (for example: +237 22 22 18 14).

**\* *Shopping***

There are numerous departmental stores, shops and boutiques in Yaoundé. Most shops are open Monday -Saturday from 9 am to 6 pm.

**\* *Insurance***

The conference organisers cannot accept liability for loss of, or damage to, property belonging to conference participants (or accompanying persons), either during or as a result of the conference and/or tour. Please check the validity of your own travel insurance.

**\* *Taking of Pictures***

Taking of pictures is free throughout Cameroon, except for those of presidential palaces, airports, military zones and installations, security and defence personnel and aspects likely to undermine the country's customs and good reputation. Taking of pictures inside national parks is subject to the payment of a fee per camera. It is advised to get people's consent before you photograph or film them.

**13- Catering**

Major hotel complexes and restaurants in town have international cuisine as well as excellent Cameroonian dishes prepared with a variety of products: fish, game and fruits, etc.

**14- Hospitality**

Hospitality Plus: When visitors arrive in Cameroon they are not left to themselves because according to local custom, the visitor is a full-fledged member of the Cameroon family. A pleasant welcome is a golden rule in this hospitable country.

**15- CATA 2008 Website**

Please watch out for the CATA 2008 website in the days to come.