Tax Incentives

STEP-BY-STEP

Secretaria de
Desenvolvimento Econômico, Ciência, Tecnologia e Inovação

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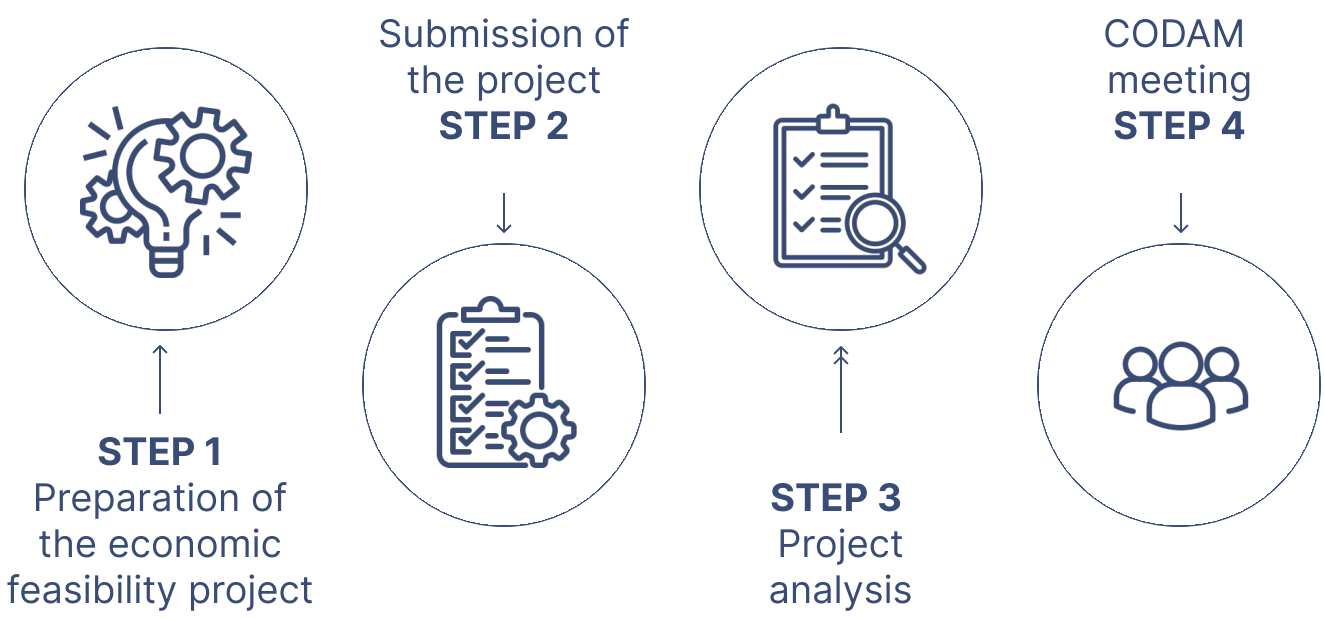
Hello Investor,

In order to facilitate the submission process of your Economic Feasibility Project for the utilization of state tax incentives, the Secretariat of Economic Development, Science, Technology and Innovation (SEDECTI) has prepared a simple step-by-step guide that will direct you through the path your project takes until the final stage.

STATE TAX INCENTIVES **STEP-BY-STEP**



STEP 1 - Preparation of the Economic Feasibility Project

At this stage, the investor must prepare an economic feasibility study and submit it to SEDECTI through an economist registered with the Regional Council of Economics of Amazonas (CORECON-AM) or an economic consultancy affiliated with CORECON-AM.

Please refer to the list of registered consultancies on the CORECON-AM website via the following link:
Economic Consultancies.

Note: There are three types of projects: implementation, diversification, and update.

Required Documents for Project Submission:

1. **Balance Sheet** or **Statement of Account** (from inception to the most recent fiscal year) → Required for diversification and project updates.
2. **State Taxpayer Registration** (CCA/SEFAZ).
3. **Certificate from the Federal Revenue Service** and **INSS**.
4. **Regularity Certificate** from **FGTS** and **SEFAZ**.
5. **Proof of Non-Option for Simples Nacional** (Simplified Tax Regime).
6. **Proof of Payment of Product Processing Fee**.
7. **Royalty Contract**.
8. **Articles of Association** or **Bylaws**, including any amendments.
9. **Description of Inputs**s, including their origin, price, and percentage of total.
10. **IPAAM License**.
11. **Industrial Project Update Spreadsheet** (to be completed according to the template available on the SEDECTI website).
12. **Interministerial Ordinance of the PPB** (Basic Productive Process) relating to the products.
13. **Legal Power of Attorney**.
14. **CORECON Registration** of the Project.
15. **CNPJ** (National Register of Legal Entities) / **RF** (Federal Revenue) Registration.

STEP 2 - Submission of the Economic Feasibility Project

The economic feasibility project must be submitted through the Incentive Platform.

Submission deadlines for projects are determined based on the schedule of each meeting of the Amazonas Development Council (CODAM), which takes place every two months.

For more information: Investor Information - SEDECTI.

STEP 3 - Analysis of the Economic Feasibility Project

The project will be reviewed by our technical team. If the project and documentation are found to be in order, a favorable opinion for granting the incentives will be issued and forwarded to the Amazonas Development Council (CODAM). If there are any errors or outstanding issues, the project will be returned for correction.

At this stage, the registration details will also be verified.

STEP 4 - CODAM meeting

In accordance with Decree No. 14,168 of August 8, 1991, the Amazonas Development Council (CODAM) is a collegiate body linked to the office of the Governor of the State. CODAM advises the Chief Executive on matters related to economic and social development and formulates the state's policy on fiscal and non-fiscal incentives. The council is responsible for the approval and endorsement of projects.

Note: If a project is of significant interest to the state, it may be approved ad referendum, allowing it to proceed without waiting for the CODAM meeting.

The meetings are held every two months, and the dates are predetermined according to the **CODAM meeting schedule**.

STEP 5 - Signing of the Concession Decree

The next step involves the signing of the concession decree by the Governor of the State. The decree will be published within 7 days.

STEP 6 - Registration in the CEIPIM system and request for the Technical Report

The Companies Registry of the Industrial Hub of Manaus (CEIPIM) is the SEDECTI system where all companies benefiting from state fiscal incentives within the Manaus Industrial Hub are registered. This registry is essential for advancing the process, as it is populated with information from the Technical Inspection Report.

The Technical Inspection Report will assess whether the project aligns with the production process and will include a document analysis. The following documents are required:

1. **Request for Application**
2. **Expedient Fee** – R$2.50 per application and R$16.00 per report (code 3573)
3. **Copy of Tax Incentive Decrees** related to the Product
4. **Copy of the Current Technical Inspection Report** (if applicable for renewal)
5. **Clearance Certificates** for debts from SEFAZ, FGTS, and Federal Contributions
6. **Power of Attorney** (if applicable)
7. **Copy of the Balance Sheet** or **Financial Statement** for the current fiscal year
8. **SEFAZ CCA** (State Tax Registration Card)
9. **Updated CAGED** (Employee Registry)
10. **Operation License** – IPAAM
11. **Proof of Social Benefits**: food, health, transportation, leisure, education, and, if applicable, proof of daycare (contracts or invoices) for companies with more than 100 employees.

The Technical Report should be requested through the virtual protocol.

For more information, please visit: protocolovirtual.amazonas.

STEP 7 - On-Site Inspection and Approval

Technicians from the Secretariat will visit the company to verify the production process. If the production process aligns with the contract, they will issue their approval. However, if discrepancies are identified compared to the information presented, it will be necessary to prepare an update project.

STEP 8 - Utilization of State Tax Incentives

For further information, please consult: Investor Information - SEDECTI.

SERAFIM FERNANDES CORRÊA
Secretary of State for Economic Development, Science, Technology, and Innovation
GUSTAVO ADOLFO IGREJAS FILGUEIRAS
Executive Secretary of Economic Development

Technical Team:

BRUNA CURCIO DE PASCHOAL
GABRIEL PEREIRA BEZERRA
LUIZ MATEUS DOS SANTOS COSTA
MARCELLY LOHANA SILVA DE SOUZA
SIDNEI NUNES MAGALHÃES
Department of Investment Attraction and Foreign Trade

ANDERSON BARROSO GRIMM
Head of the Department of Fiscal Incentives Control

MARCELLY LOHANA SILVA DE SOUZA
Graphic Design Project

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