

<p>VANUATU ASYCUDA PROJECT 2016-2017</p>	 <p>V A N U A T U <b>CUSTOMS &amp; INLAND REVENUE</b> <b>SERVICE DE LA DOUANE ET DES CONTRIBUTIONS INDIRECTES</b></p>
<p><b>CUSTOMS CLEARANCE – TERMS AND REFERENCE</b></p>	
<p><b>Brokers – Submission of SADs</b></p>	
<p><b>Job Summary</b></p>	<p>Capture and submit relevant Single Administrative Documents (SADs) in ASYCUDA.</p> <p>Submission of SADs must be done within 3 days of the arrival of the craft on which the goods are transported. Registered and assessed SADs are legal documents.</p> <p>To meet all Customs criteria's and formalities and to ensure all proper import/export requirements are met.</p> <p>Request for any SAD amendments to Customs.</p> <p>To comply with all Customs regulations, the Client Service Charter and the signed "Relating to the Security and Use of the Customs Computerized System (ASYCUDA)".</p>
<p><b>Location</b></p>	<p>Port Vila Luganville</p>
<p><b>Reference Docs</b></p>	<ul style="list-style-type: none"> <li>• Flowchart Declaration Process – Imports</li> <li>• Flowchart Disputed Imports Process</li> <li>• Flowchart Declaration – Exports</li> <li>• Flowchart Declaration Process – Domestic Excise</li> <li>• Flowchart Declaration Process – Ex-Warehouse</li> <li>• Flowchart SAD Amendment</li> <li>• SOP Imports – External</li> <li>• SOP Exports – External</li> <li>• SOP Ex-Warehouse – External</li> <li>• ASYCUDA "How To" Notes</li> </ul>
<p><b>Procedure</b></p>	<p>The Authorized ASYCUDA User should log into the ASYCUDA World (AW) system using his/her dedicated username and password to conduct any system procedure <b>(S)</b>.</p> <ol style="list-style-type: none"> <li>1. Ensure that all relevant information, including the manifest details associated with the consignment, together with any other required documentation, including certificates, permits, licenses, contracts etc., are available prior to the submitting the SAD for assessment in the AW system. It should be noted that failure to provide all the required documents is not only in breach of the law, but it will result in a delay in the clearance of the goods. <b>(M)</b></li> <li>2. Capture the SAD details, including manifest details and the Valuation Note. <b>(S)</b></li> </ol>

**Importer/Exporter Tax Identification Number**

1. The Customs Broker must ensure that the correct Importer/Exporter TIN (Tax Identification Number) is allocated to the appropriate Importer/Exporter. **(S)**
2. Where an Importer/Exporter appears not to have a TIN, the Customs Broker may apply for a new TIN to the Tax Authorities. **(M)**
3. If the Importer/Exporter is a one-off trader, then the Customs Broker may apply for a Customs Identification Number (CIN) by submitting the relevant application form to the Customs Revenue Unit Manager or Manager North for approval. **(M)**

**Harmonized System (HS) Classification**

1. Declare appropriate HS Classification on Imported/Exported goods as per the description on the Commercial Invoice **(S)**.
2. Whenever specification of any goods description is in doubt, Customs Broker must acquire further detailed identification/specification of the goods for proper classification purposes from the Importer/Exporter **(M)**.
3. Advance Rulings on HS Classification can be applied for with Customs prior to importation. **(M)**

**Permits/Concessions**

- Where the goods are entitled to permits and/or concessions, the Customs Broker should assist the Importer/Exporter to obtain the required authorization from the Authorities concerned. **(M)**

**Attached documents**

- Prior to submission of SAD for assessment, make sure all required documents are attached to the SAD, such as permits, exemptions, sale contracts, commercial invoices, telegraphic transfer receipts, insurance etc. where applicable **(S)**.

**Submission of SAD**

1. Once the data SAD has been completed, 'verify' and, if no errors are detected (or after any errors are corrected) 'validate' the SAD. When validation has been satisfactorily completed AW will automatically generate a unique Customs Reference Number together per office with the date. **(S)**<sup>1</sup>
2. Print one copy of the Assessment Notice. **(S)**
3. If E-payment or Pre-payment facility is available, the SAD will automatically be paid, if it is not selected, and Release Order can be printed. **(S)**

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<sup>1</sup> All taxes will be rounded up or down to the nearest 5vt or 0vt.

	<p><b>Payment of duties, taxes and fees</b></p> <ol style="list-style-type: none"> <li>1. Customs Broker to request correct payment amount from Importer/Exporter equivalent to the amount/figure shown on the Assessment Notice <b>(M)</b><sup>2</sup>.</li> <li>2. Customs Broker must ensure that any cheque payments are made out to the “Vanuatu Government” as the payee <b>(M)</b><sup>3</sup>.</li> <li>3. Present the Assessment Notice and payment to the Customs Cashier at any Customs Office for payment. <b>(M)</b></li> </ol> <p>Note: It is possible to make one remittance of unlimited SAD's (even from different Offices), fees, penalties and/or other payments, using a <b><u>single means of payment</u></b>– either cash or cheque.</p> <p><b>Selected SADs:</b></p> <ol style="list-style-type: none"> <li>1. If the SAD was selected to Yellow or Red lane, wait for further instructions from Customs.</li> <li>2. Once Customs checks are completed, Customs will assess the SAD and payment can be processed by the Cashier. <b>(M)</b></li> <li>3. Once Customs checks are completed, the Customs Selectivity Officer concerned will forward a copy of the Assessment Notice to the Customs Cashier for payment. <b>(M)</b></li> <li>4. If E-payment or Pre-payment facility is available, the SAD will automatically be paid and Release Order can be printed by the Broker. <b>(S)</b></li> </ol> <p><b>Release of goods</b></p> <ol style="list-style-type: none"> <li>1. Once the duties and taxes associated with the SAD have been paid, the Customs Cashier will issue a Release Order.</li> <li>2. Present the Release Order to the cargo handlers to have it authenticated and to release the goods accordingly.</li> </ol> <p><b>SAD Amendment</b></p> <ul style="list-style-type: none"> <li>• Should at any stage after the SAD has been submitted, the Broker identifies an error in the SAD submitted, they can complete an amendment form and email<sup>4</sup> to Customs requesting amendment(s) on the SAD.</li> </ul>
<b>Legend</b>	<p><b>(M)</b> = Manual action  <b>(S)</b> = System action</p>

<sup>2</sup> For security purpose, the maximum authorized cash payment is 50,000vt. Payments can also be automatically done from pre-paid accounts.

<sup>3</sup> Customs will accept bank cheques from Brokers accounts or from authorized Traders only.

<sup>4</sup> [CustomsRevenue@vanuatu.gov.vu](mailto:CustomsRevenue@vanuatu.gov.vu) for Vila SADs, or [CustomsSanto@vanuatu.gov.vu](mailto:CustomsSanto@vanuatu.gov.vu) for Santo SADs.