

<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>Post Operator Officers – Processing of postal goods</b></p>	
<p><b>Job Summary</b></p>	<p>Assist Customs in clearance of postal goods.</p> <p>Assist Customs to identify timed-up postal consignments.</p> <p>Return undelivered parcels after the due dates.</p> <p>To comply with all Customs regulations, the Client Service Charter and the signed MOU with Vanuatu Post Limited.</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 Parcel Post Process</li> </ul>
<p><b>Procedure</b></p>	<p><b>Parcel processing</b></p> <ol style="list-style-type: none"> <li>1. Submits copy of Waybill to Customs requesting release of Postal Bag.</li> <li>2. Receives “Post Bag Release Approval” (PBRA) from Customs.</li> <li>3. Provide PBRA to Cargo Handler to take custody of the Postal Bag.</li> <li>4. Transfer Postal Bag to Mail Center.</li> <li>5. Contact Customs if they fail to turn up for parcel sorting.</li> <li>6. Open Postal Bag in the presence of Customs.</li> <li>7. Provide Customs access and facility (including x-ray machine) to Customs to conduct the sorting and inspection of postal parcels.</li> <li>8. Receive cleared parcels from Customs Officer for delivery.</li> <li>9. Provide the list of parcels for Customs formal Clearance to Customs at the Post Office.</li> <li>10. Transfer the selected parcels to Customs at the Post Office along with the list of parcels for Customs formal Clearance.</li> <li>11. Inform the Receivers of the parcels accordingly.</li> </ol> <p><b>Timed-up parcels</b></p> <ol style="list-style-type: none"> <li>1. After 21 days, Customs will inform Post Operator of timed-up parcels that have not been picked.</li> <li>2. Organize for the return of “Return to the Sender if undelivered” parcels.</li> </ol>
<p><b>Legend</b></p>	<p>All the above tasks done outside the ASYCUDA system.</p>