

How to process a SAD entitled to Exemptions

Summary instructions for Brokers

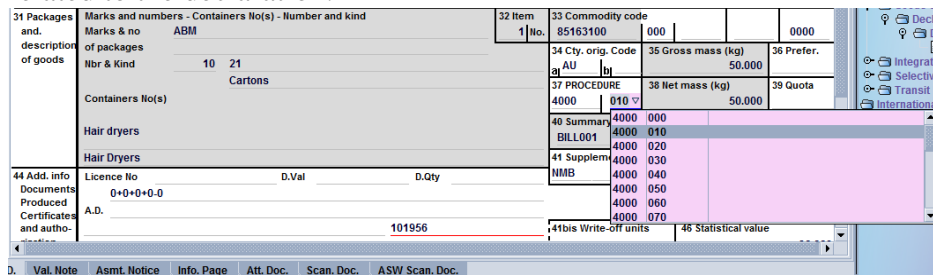
The following summary instructions seek to assist Brokers in processing Single Administrative Documents (SADs) entitled to Exemptions in the ASYCUDA World (AW) system.

Note:

- i. Please refer to the relevant Flowcharts, Standard Operating Procedures and the Terms of Reference for guidance on the specific clearance process of concerned.
- ii. Users are encouraged to take note on the system messages and instructions to complete the procedure.
- iii. To access any reference table, press the F3 key.
- iv. To know the name of a field or button, place the mouse over it to see its name.

Process:

1. Exemptions are captured in the second box of field 37 called the 'National customs procedure code'. Click on the drop down menu to select the appropriate exemption related to the declaration.



31 Packages and description of goods	Marks and numbers - Containers No(s) - Number and kind Marks & no ABM Nbr & Kind 10 21 Cartons Containers No(s)	32 Item No.	33 Commodity code 85163100	000	0000	34 Cty. orig. Code AU	35 Gross mass (kg) 50.000	36 Prefer.	37 PROCEDURE 4000	38 Net mass (kg) 50.000	39 Quota	40 Summary 4000 000 BILL001 4000 010 4000 020 41 Supplem NMB 4000 040 4000 050 4000 060 4000 070	44 Add. info Documents Produced Certificates and autho- Licence No 0+0+0+0.0 D.Val D.Qty A.D. 101956	45bis Write-off units	46 Statistical value
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2. After inserting the exemption, the system will request for a scanned document. Attach the scanned copy of the exemption approval letter.

■ End