

<p>VANUATU ASYCUDA PROJECT 2016-2017</p>	 <p>V A N U A T U CUSTOMS & INLAND REVENUE SERVICE DE LA DOUANE ET DES CONTRIBUTIONS INDIRECTES</p>
<p>CUSTOMS CLEARANCE – STANDARD OPERATING PROCEDURES</p>	
<p>Consolidated Cargo Transfer</p>	
<p>For External users</p>	
<p>Purpose</p>	<p>To validate consolidated bills, in ASYCUDA, that are under their responsibility.</p> <p>To ensure the accuracy of the information provided, thereby assuring the collection of the subsequent collection of the revenue due and conformation of clearance requirements, in accordance with the relevant laws and regulations.</p> <p>To ensure the accountability of all consolidated goods that have been relocated to their licensed Customs Controlled Area (CCA).</p>
<p>Scope</p>	<p>This procedure applies to Freight Forwarders in the submission of consolidated bills and the accountability of the goods under these bills.</p>
<p>Location</p>	<p>Port Vila Luganville</p>
<p>Process Owner</p>	<p>Manager Customs Border Manager North</p>
<p>Legislation</p>	<p>Customs Act, Sections 51-60, 70-72, 73-91, 102-106, 134, 211-213 Customs Regulations, 17-20, 23, 24-30, 34-35, 45 Import Duties Act Excise Tax Act Other Government Import Regulations</p>
<p>Flowcharts</p>	<p>Manifest Process Consolidated Cargo Process Manifest Amendment Process Processing of Cargo List Cargo Management</p>
<p>Minimum Documents Required</p>	<p>Consolidated Bills Cargo List Cargo Pass Outturn Report</p>

Procedure	Person Responsible	Freight Forwarders.	Section Responsible	Customs Border, Santo Customs
	<ol style="list-style-type: none"> 1. Store consolidated bills in ASYCUDA. 2. Email Cargo List to Customs. 3. Request "Cargo Pass" from Customs. 4. Correct Cargo List if requested by Customs. 5. Receive Cargo List response from Customs via email. 6. Action the Customs decisions as per the Cargo List, by: <ol style="list-style-type: none"> i. Informing a Broker to process SAD; or ii. Arranging for consignment(s) concerned to be inspected by Customs; or iii. Release consignment to the Receiver. 7. Print acknowledged "Cargo Pass" from ASYCUDA. 8. Submit "Cargo Pass" to Cargo Handler to take custody of its consolidated cargo and deposit the goods at its licensed Customs Control Area (CCA). 9. Conduct tallying of consolidated cargo at CCA. 10. Contact Carrier or higher-level Freight Forwarder to make changes to the corresponding master bill if the totals of the consolidated bills do not match master bill. 11. Validate consolidated bills. 12. Email Outturn report to Customs. 13. Inform Customs of any timed-up consignments at their CCA. 			
Monitoring	Person Responsible	Customs Officer in-charge.	Section Responsible	Customs Border, Santo Customs.
	<ol style="list-style-type: none"> 1. Customs Officer responsible will run system reports on all timed-up cargo and un-cleared goods and will take necessary action. 2. Customs will be gather information for the purpose of intelligence and risk management. 			
Corrective Actions	<ol style="list-style-type: none"> 1. If Freight Forwarder submits incorrect information on its consolidated bill, Customs will make amendments accordingly after consultation with the Freight Forwarder. 2. Customs may take action against the Freight Forwarder for frequent errors/omissions either on consolidated bills, Cargo List or Outturn Report. 3. If any discrepancies are found during inspection of the consignment or of the Customs Controlled Area, Customs will take necessary action according to the law. 			

VERIFICATION AND RECORD KEEPING

Date Written	: 28 th Oct 2016	By:	AW NPT
Date Endorsed	: 3 rd Nov 2016	By:	CRMC
Date Authorized	: 4 th Nov 2016	By:	Chairman CRMC
Date for Revision:	25 th Sept 2023	By:	Border Management and VeSW NPT