



## HOW TO COMPLETE THE SINGLE ADMINISTRATIVE DOCUMENT (SAD)

### EXPORTS

The Single Administrative Document (SAD) is the declaration used for all Customs clearance regimes including; imports, exports, bonded warehouse, etc.

The following functional note provides registered users of the ASYCUDA World (AW) system with the information necessary for the completion of an 'Export' SAD.

Export SADs declarations include:

- Direct Permanent Exports
- Temporary Exportations
- Re-Exportations

This document provides an outline of the purpose of each field within an export SAD. Each field (or Box) is described in sequence with information on whether the content is:

- 'Mandatory' (i.e. it must be input or is automatically generated by the system),
- 'Optional' (i.e. only to be completed if the specific information is known) or
- 'Prohibited' (i.e. the data is not required or the information is not known).

Some fields require the input of specific reference codes, which represent standard reference information. For the complete list of all reference codes, please refer to the 'How to access the reference tables in any AW E-document' functional note.

| Field No | Field Label        | Action    | Description and / or Use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1        | DECLARATION        | Mandatory | <p>This determines whether the goods declaration is lodged for importation, exportation, warehouse, etc.</p> <p>The declaration 'model' (or regime) number is entered on the SAD form in this field.</p> <p>For all export declarations, the model is "EX" with a specific number identifying which general procedure the export declaration belongs to, e.g. <b>1</b> for "Direct Export", <b>2</b> for "Temporary Export", etc.</p> <p>The field also determines the 1<sup>st</sup> digit of the Procedure Code in Box 37.</p> |
| A        | OFFICE OF LODGMENT | Mandatory | <p>This is the Customs Office Code of the location where the SAD is lodged and processed.</p> <p>The Customs Office where the SAD is lodged may be different from the Customs Office where the goods exit the country (Box 29).</p>                                                                                                                                                                                                                                                                                              |

|               |                   |                                       | <p>Using ASYCUDA, the system will automatically display the Office Name after the code is entered.</p> <p>Using the SAD manually, the declarant must fill both the Office Code and Office Name according to the reference code list.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |        |      |                |              |   |    |            |      |      |   |    |            |      |      |   |    |            |      |      |
|---------------|-------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------|------|----------------|--------------|---|----|------------|------|------|---|----|------------|------|------|---|----|------------|------|------|
| 2             | Exporter          | Mandatory                             | <p>For export declarations the Exporter is the person, company or organization in the Solomon Islands who consigns goods to an overseas purchaser.</p> <p>The declarant must enter the Tax Identification Number (TIN) of the exporter in the code field or insert the appropriate 'mock' code for an 'occasional exporter' (i.e. 9999999).</p> <p>Using ASYCUDA, once the TIN has been entered, the full name and address of the exporter will be automatically displayed on the SAD.</p> <p>If the SAD is completed manually, the declarant must fill in the full name, address and contact details (including an e-mail address (if any) of the exporter.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |        |      |                |              |   |    |            |      |      |   |    |            |      |      |   |    |            |      |      |
| 3             | Pages             | Automatically displayed by the system | <p>This field indicates the total number of pages in the declaration, inclusive of the front page and any continuation (additional) pages, i.e. 2, 3, etc. as required.</p> <p><b>Example:</b></p> <p>If the declaration is composed of 3 pages, ASYCUDA will display, 1   3 on the first page, 2   3 on the second page and 3   3 on the last page.</p> <p>Using ASYCUDA, the system will automatically display this information.</p> <p>Using the SAD manually, the same format should be used.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |        |      |                |              |   |    |            |      |      |   |    |            |      |      |   |    |            |      |      |
| 4             | Load List         | Prohibited                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |        |      |                |              |   |    |            |      |      |   |    |            |      |      |   |    |            |      |      |
|               | Customs Reference | Automatically displayed by the system | <p>Once all the SAD data has been satisfactorily input into ASYCUDA, the system will automatically generate a unique registration number which is composed of a Serial Letter, a number (managed by the Customs Office code) and the registration date.</p> <p>The unique numbers are managed by reference to the <b>Customs office and the year</b></p> <p><b>Example:</b></p> <table border="1"> <thead> <tr> <th>Serial Letter</th> <th>Number</th> <th>Date</th> <th>Customs Office</th> <th>Current Year</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>32</td> <td>09/10/2013</td> <td>GZOS</td> <td>2013</td> </tr> <tr> <td>I</td> <td>33</td> <td>09/10/1203</td> <td>GZOS</td> <td>2013</td> </tr> <tr> <td>I</td> <td>32</td> <td>09/10/2013</td> <td>HIRH</td> <td>2013</td> </tr> </tbody> </table> <p>Using the SAD manually, Customs will provide a unique registration number using the same format as the one provided automatically by the system, at the time of lodgment of the SAD. Customs will manage, at the Customs office level, the registration by entering the details in a lodgment book maintained on an annual basis.</p> | Serial Letter | Number | Date | Customs Office | Current Year | I | 32 | 09/10/2013 | GZOS | 2013 | I | 33 | 09/10/1203 | GZOS | 2013 | I | 32 | 09/10/2013 | HIRH | 2013 |
| Serial Letter | Number            | Date                                  | Customs Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Current Year  |        |      |                |              |   |    |            |      |      |   |    |            |      |      |   |    |            |      |      |
| I             | 32                | 09/10/2013                            | GZOS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2013          |        |      |                |              |   |    |            |      |      |   |    |            |      |      |   |    |            |      |      |
| I             | 33                | 09/10/1203                            | GZOS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2013          |        |      |                |              |   |    |            |      |      |   |    |            |      |      |   |    |            |      |      |
| I             | 32                | 09/10/2013                            | HIRH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2013          |        |      |                |              |   |    |            |      |      |   |    |            |      |      |   |    |            |      |      |
|               | Manifest Reg. No. | Prohibited                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |        |      |                |              |   |    |            |      |      |   |    |            |      |      |   |    |            |      |      |
| 5             | Items             |                                       | <p>This field indicates the total number of items on the SAD. Each SAD can cater for a maximum of 25 items.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |        |      |                |              |   |    |            |      |      |   |    |            |      |      |   |    |            |      |      |

|    |                                       | Automatically displayed by the system | Using ASYCUDA, the number of items will be displayed automatically.<br><br>Using the SAD manually, the declarant must complete this field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |        |           |      |        |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |      |      |      |   |   |       |      |      |   |   |      |      |      |   |   |      |      |      |
|----|---------------------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|-----------|------|--------|---|---|-------|------|------|---|---|-------|------|------|---|---|-------|------|------|---|---|-------|------|------|---|---|------|------|------|---|---|-------|------|------|---|---|------|------|------|---|---|------|------|------|
| 6  | Nbr Packages                          | Mandatory                             | Using the SAD both manually and electronically, the declarant must state the total number of packages for the whole of the declaration (i.e. the sum of all packages in all the items).<br><br>It should be noted that the number indicated in Box 6 should be equal to the sum of the number of packages indicated in the respective Box 31.<br><br><b>Example:</b><br><br>Of a SAD comprising three items. If item one consists of 10 packages, item two of 34 cartons and item three of 2 boxes, the Field (Box 6) should be filled with 46 (i.e. 10 + 34 + 2).<br><br>For <b>Bulk Cargo</b> , the field must be filled with <b>1</b> .                                                                                                                                                                                                                                                                                                                                                                                                        |        |        |           |      |        |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |      |      |      |   |   |       |      |      |   |   |      |      |      |   |   |      |      |      |
| 7  | Reference Number                      | Automatically input by the system     | This is the sequential number (i.e. the transaction number) for each declarant per Customs site per annum.<br><br>The reference number is composed of # followed by a number and is generated automatically by the ASYCUDA system:<br><br><b>Example:</b><br><br><table border="1"> <thead> <tr> <th></th> <th>Number</th> <th>Declarant</th> <th>Year</th> <th>Office</th> </tr> </thead> <tbody> <tr> <td>#</td> <td>1</td> <td>A0001</td> <td>2013</td> <td>HIRA</td> </tr> <tr> <td>#</td> <td>2</td> <td>A0001</td> <td>2013</td> <td>HIRA</td> </tr> <tr> <td>#</td> <td>1</td> <td>A0001</td> <td>2013</td> <td>GZOS</td> </tr> <tr> <td>#</td> <td>2</td> <td>A0001</td> <td>2013</td> <td>GZOS</td> </tr> <tr> <td>#</td> <td>1</td> <td>B999</td> <td>2013</td> <td>NORO</td> </tr> <tr> <td>#</td> <td>1</td> <td>A0001</td> <td>2014</td> <td>HIRA</td> </tr> <tr> <td>#</td> <td>1</td> <td>B999</td> <td>2014</td> <td>NORS</td> </tr> <tr> <td>#</td> <td>2</td> <td>B999</td> <td>2014</td> <td>NORS</td> </tr> </tbody> </table> |        | Number | Declarant | Year | Office | # | 1 | A0001 | 2013 | HIRA | # | 2 | A0001 | 2013 | HIRA | # | 1 | A0001 | 2013 | GZOS | # | 2 | A0001 | 2013 | GZOS | # | 1 | B999 | 2013 | NORO | # | 1 | A0001 | 2014 | HIRA | # | 1 | B999 | 2014 | NORS | # | 2 | B999 | 2014 | NORS |
|    | Number                                | Declarant                             | Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Office |        |           |      |        |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |      |      |      |   |   |       |      |      |   |   |      |      |      |   |   |      |      |      |
| #  | 1                                     | A0001                                 | 2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | HIRA   |        |           |      |        |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |      |      |      |   |   |       |      |      |   |   |      |      |      |   |   |      |      |      |
| #  | 2                                     | A0001                                 | 2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | HIRA   |        |           |      |        |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |      |      |      |   |   |       |      |      |   |   |      |      |      |   |   |      |      |      |
| #  | 1                                     | A0001                                 | 2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | GZOS   |        |           |      |        |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |      |      |      |   |   |       |      |      |   |   |      |      |      |   |   |      |      |      |
| #  | 2                                     | A0001                                 | 2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | GZOS   |        |           |      |        |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |      |      |      |   |   |       |      |      |   |   |      |      |      |   |   |      |      |      |
| #  | 1                                     | B999                                  | 2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | NORO   |        |           |      |        |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |      |      |      |   |   |       |      |      |   |   |      |      |      |   |   |      |      |      |
| #  | 1                                     | A0001                                 | 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | HIRA   |        |           |      |        |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |      |      |      |   |   |       |      |      |   |   |      |      |      |   |   |      |      |      |
| #  | 1                                     | B999                                  | 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | NORS   |        |           |      |        |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |      |      |      |   |   |       |      |      |   |   |      |      |      |   |   |      |      |      |
| #  | 2                                     | B999                                  | 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | NORS   |        |           |      |        |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |      |      |      |   |   |       |      |      |   |   |      |      |      |   |   |      |      |      |
| 8  | Consignee                             | Mandatory                             | For export declarations the consignee is the person, company or organization outside the Solomon Islands (the overseas importer) to whom the goods are being consigned.<br><br>The declarant must enter the full name, address and contact details, including an e-mail address (if any) of the overseas purchaser of the goods.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |        |           |      |        |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |      |      |      |   |   |       |      |      |   |   |      |      |      |   |   |      |      |      |
| 9  | Occasional consignee/exporter details | Optional                              | This field will be used in the Solomon Islands to provide details of an occasional exporter.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |        |           |      |        |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |      |      |      |   |   |       |      |      |   |   |      |      |      |   |   |      |      |      |
| 10 | Country first dest.                   | Optional                              | This is the country code where the where the goods are first unloaded after transportation from the Solomon Islands.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |        |           |      |        |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |      |      |      |   |   |       |      |      |   |   |      |      |      |   |   |      |      |      |
| 11 | Purchase Cty                          | Prohibited                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |        |           |      |        |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |      |      |      |   |   |       |      |      |   |   |      |      |      |   |   |      |      |      |
|    |                                       |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |        |           |      |        |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |       |      |      |   |   |      |      |      |   |   |       |      |      |   |   |      |      |      |   |   |      |      |      |

|    |                   |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----|-------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12 | Value Details     | Automatically displayed by the system | <p>This field displays the total amount of additional charges and deductions (not included in the invoice) in the national currency, which are required for the calculation of the Customs value of the goods.</p> <p>Using the ASYCUDA, the Value Details will be automatically displayed by the system.</p> <p>If the SAD is used manually, the declarant must enter the amount of “other charges”.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 13 | C.A.P.            | Prohibited                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 14 | Declarant         | Mandatory                             | <p>The declarant is the person, company or organization authorised by SICED to declare and clear export goods to Customs.</p> <p>For regular exporters who declare and clear their own goods, their TIN, together with their full name and address must be entered.</p> <p>In some circumstances the declarant will be a Customs Agent, who is authorised by the exporter to clear goods on their behalf. In this case the authorised Customs Agent must enter his/her TIN, together with their full name and address.</p> <p>For occasional exporter’s declaring their own goods, the designated mock code must be entered (i.e. 9999999)</p> <p>When a TIN is entered using the ASYCUDA system, the full name and address of the Declarant will be automatically displayed.</p> <p>If the SAD is completed manually, the Declarant must insert his own name and address.</p> |
| 15 | Country of export | Automatically displayed by the system | <p>Using the ASYCUDA system, the name of the country of export will be automatically displayed when the Country of Export Code (see below) is entered.</p> <p>If the SAD is used manually, the declarant must enter “Solomon Islands” in this field.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 15 | C.E. Code         | <p>Mandatory</p> <p>Prohibited</p>    | <p>The ‘Country of Export’ field has two (2) parts:</p> <p>Part 1 – At export, the Country of Export is the Solomon Islands (SB).</p> <p>Part 2</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 16 | Country of Origin | Automatically displayed by the system | <p>Provided each item has the same Country of Origin (Box 34), the country name will be displayed automatically by the system in Box 16.</p> <p>If different Countries of Origin are indicated at the item level (Box 34), the system will display “MANY” in Field 16.</p> <p>The same rules will apply if the SAD is used manually.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 17 | C.D. Code         | Automatically displayed by the system | <p>The country of destination is the country to which a consignment will be delivered to the final consignee.</p> <p>The country of destination field has two (2) parts:</p> <p>Part 1 - The country code (not the name of the country) to which the goods are being imported.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|    |                                                                    |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----|--------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                    | Prohibited                                  | Using the SAD manually, the declarant should type the appropriate country code in this field.<br><br>Part 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 17 | Country of Destination                                             | Automatically displayed by the system       | Using ASYCUDA, the name of the country of destination is displayed automatically by the system.<br><br>If the SAD is used manually, the declarant should type in the name of the country of destination.                                                                                                                                                                                                                                                                                                                                                                                     |
| 18 | Identity and nationality of means of transport at departure        | Mandatory<br><br>Mandatory                  | This field has two (2) parts:<br><br>Part 1 - should be completed with the identification of the means of transport which carry the shipment from the place of departure <ul style="list-style-type: none"> <li>• For sea cargo, the vessel name and voyage number should be inserted</li> <li>• For air cargo, the aircraft registration and flight number should be inserted</li> </ul> Part 2 - the nationality indicates the country code in which the means of transport is registered.                                                                                                 |
| 19 | Ctr.                                                               | Optional                                    | This field indicates whether the goods being declared have been transported within a container. It does not refer to the quantity of containers.<br><br>In those cases where the field is ticked, the Tab 'Container' will become available at the bottom of the SAD into which the appropriate details should be inserted.<br><br>If the SAD is used manually and goods are containerized, the declarant should prepare a container page using the same format and data that is reflected in the ASYCUDA World system.                                                                      |
| 20 | Delivery terms                                                     | Mandatory<br><br>Optional<br><br>Prohibited | These are the international commercial terms agreed upon between the seller and the buyer for the delivery of the merchandise to the buyer. The Terms of Delivery in international trade are laid down in the international standard known as INCOTERMS.<br><br>The field has three (3) parts:<br><br>Part 1 – The Terms of Delivery Code describes the terms of delivery specified in the sales contract between the buyer and the seller of the declared goods, as FOB.<br><br>Part 2 - Terms of Delivery Place, is the place where the terms are relevant (Ex: FOB Vanuatu.<br><br>Part 3 |
| 21 | Identity and nationality of means of transport crossing the border | Prohibited                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 22 | Currency & total amount invoiced                                   |                                             | The field has two (2) parts:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|    |                             |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----|-----------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                             | Mandatory                             | Part 1 – Should be completed with the Currency code in which the goods are invoiced                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|    |                             | Mandatory                             | Part 2 – Represents the total amount in foreign currency (unconverted), as stated on the invoice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 23 | Exch. rate                  | Automatically displayed by the system | <p>This is the official exchange rate for the foreign currency for which the goods in this SAD were paid for in Solomon Dollars. The rate of exchange used is the rate in force on the day the SAD is registered.</p> <p>Using ASYCUDA, the exchange rate will be automatically displayed when the total invoice amount is entered.</p> <p>Using the SAD manually, the declarant must enter the exchange rate, which is available in each Customs office as a public notice.</p> <p>The official exchange rates are updated every month and are valid for the following month.</p> |
| 24 | Nature of transac.          | Optional                              | <p>The ‘Nature of the Transaction’ provides an indication for Customs of the type of contract under which the goods are being supplied, such as sale, exchange, gift, loan, hire, return, etc.</p> <p>This field has two (2) parts:</p> <p>Part 1: A general description of the transaction. As an example: loans for which a charge is made</p> <p>Part 2: Details of the transaction. As an example: leasing</p>                                                                                                                                                                 |
| 25 | Mode of transport at border | Mandatory                             | <p>The box indicates the mode of transport used for the carriage of the goods across the border.</p> <p>As an example, for goods departing by plane from Henderson International Airport you should insert the number 4 (Air transport) in Box 25. If the goods were previously put on a truck in Honiara to be taken to the Henderson International Airport you should insert the number 3 (Road Transport) in Box 26.</p>                                                                                                                                                        |
| 26 | Inland mode transport       | Prohibited                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 27 | Place of loading            | Mandatory                             | <p>This field represents the name of the seaport, airport, freight terminal or other place at which the goods are loaded onto the means of transport used for their carriage.</p> <p>The field is composed of the Country Code (i.e. SB for the Solomon Islands) followed by the City Code (e.g. HIR)</p>                                                                                                                                                                                                                                                                          |
| 28 | Financial and banking data  | Optional                              | <p>The field, which is in five (5) parts, is concerned with the financing arrangements - including the banking information and terms of payment through which the payment of the goods has been made.</p> <p>It corresponds to the financial agreement between the buyer and the seller.</p> <p>Part 1 – Solomon Islands Bank code – each bank’s TIN will be used as the bank code.</p>                                                                                                                                                                                            |

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|    |                                   | Optional<br><br>Automatically displayed by the system<br><br>Prohibited<br><br>Optional      | <p>Part 2 - Terms of payment – i.e. the arrangement between the importer and exporter for the payment of the goods. It is not linked to the payment of the duties and taxes.</p> <p>Part 3 (Bank name) – Using ASYCUDA, the name of the bank will be displayed automatically when the bank code is entered.</p> <p>If the SAD is used manually, the declarant must fill-in this field with the name of the bank</p> <p>Part 4</p> <p>Part 5 (Bank file Number) – The bank file reference number should be inserted. It can be the account number, the TT reference, etc. If the bank is outside the Solomon Islands, the name of the bank should be manually input.</p>                                                                                             |
| 29 | Office of exit                    | Mandatory                                                                                    | <p>This field should be completed by entering the code for the Customs Office at which the goods exit the Solomon Islands</p> <p>It should be noted that the Customs office of exit may be different from the office of lodgment of the SAD in Field A (i.e. the OFFICE OF LODGEMENT).</p> <p>By using the ASYCUDA system, the following controls will apply:</p> <ul style="list-style-type: none"> <li>- Office of Exit will be compatible with the “Mode of Transport at border” in Field 25, and the</li> <li>- Office of Exit must be declared as the Border Customs office</li> </ul> <p>If the SAD is completed manually, the declarant must verify the mode of transport which is appropriate to the Office of Exit and the type of the Customs office.</p> |
| 30 | Location of goods                 | Optional / Mandatory                                                                         | <p>This field provides an indication of the place where the goods are temporarily located and available for examination prior to export. This may be the exporters’ premises, temporary storage facility, open area at port, etc.</p> <p>The field is not used for indicating the Customs Warehouse in which the goods were placed on importation.</p> <p>The location of goods must be input if the SAD deals with a direct exportation (1000, etc...).</p> <p>If the SAD relates to a non-direct exportation (e.g. exit from warehouse, re-exportation, etc...), the location of goods should remain empty.</p>                                                                                                                                                   |
| 31 | Packages and description of goods | Prohibited<br><br>Mandatory<br><br><br><br><br><br><br>Automatically displayed by the system | <p>The field has six (6) parts;</p> <p>Parts 1 &amp; 2</p> <p>Parts 3 &amp; 4 – Represent the number and type of packages for the item. The code for the type of packages must be entered, such as CT for Cartons, etc.</p> <p>When goods are exported using two different package types, it will be necessary for two items to be created on the SAD (i.e. if the goods are of the same HS classification but have different package types).</p> <p>Part 5 (Goods Description as per Tariff) - the description of the goods - as per the HS Tariff - will be automatically displayed on the first two lines of the field if ASYCYDA system is used (restricted to 88 characters maximum).</p>                                                                      |

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|    |                 | Mandatory                                                                         | <p>If the SAD is completed manually, the declarant must enter the description of the imported goods in conformity with the tariff</p> <p>Part 6 (Commercial Description) - Must be completed with the commercial description as indicated on the invoice.</p> <p>Although the field is restricted to a maximum of 44 characters, the additional information page can be used for more information of the commercial description, if this becomes necessary.</p> |
| 32 | Item            | Automatically displayed by the system                                             | This is the consecutive item number for the declaration, i.e. Item 1, Item 2, Item 3, etc.                                                                                                                                                                                                                                                                                                                                                                      |
| 33 | Commodity code  | <p>Mandatory</p> <p>Mandatory</p> <p>Optional</p> <p>Optional</p> <p>Optional</p> | <p>This box requires the insertion of the commodity code of the item, in conformity with the Solomon Islands 2012 HS Tariff</p> <p>Part 1 HS Tariff (8 digits)</p> <p>Part 2 National precision (2 digits)</p> <p>Part 3 Additional precision (4 digits)</p> <p>Part 4 Additional precision (4 digits)</p> <p>Part 5 Additional precision (4 digits): used for Valuation database management</p>                                                                |
| 34 | Cty. orig       | <p>Mandatory</p> <p>Prohibited</p>                                                | <p>This is the country where the goods are produced.</p> <p>The Country of Origin has two (2) parts:</p> <p>Part 1 – The Country Code where the goods being declared were originally produced</p> <p>Part 2</p>                                                                                                                                                                                                                                                 |
| 35 | Gross mass (kg) | Mandatory                                                                         | <p>This field is to be completed by the insertion of the weight of the goods including packaging but excluding the carrier's equipment such as containers, crates, pallets, etc. It should be expressed in kilograms.</p> <p>It should also be noted that this is the gross mass (gross weight) of the goods, not the units of the item.</p>                                                                                                                    |
| 36 | Prefer.         | Prohibited                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 37 | Procedure       | <p>Mandatory</p> <p>Mandatory</p>                                                 | <p>This field has two (2) parts:</p> <p>Part 1 - is to be filled with the Customs Procedure Code (CPC) used to identify the regime under which goods are being exported, e.g. procedure 1000 represents outright exportation; 3071 re-exportation after warehousing; etc.</p> <p>Part 2 – is an Additional Procedure Code which must be used either to define the common regime or any special exemption allowed.</p>                                           |
| 38 | Net mass (kg)   | Mandatory                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|    |                                                                         |                                                                                                                                                                                                     | This field is to be filled-in with the net mass, expressed in kilograms, for the goods declared (without any packaging).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 39 | Quota                                                                   | Optional                                                                                                                                                                                            | This field is for reference to any quotas that may be applicable to the goods and the consignor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 40 | Bill Ref No. /<br>Previous SAD<br><br>S/L                               | Mandatory                                                                                                                                                                                           | If the SAD relates to a non-direct exportation (e.g exit from warehouse, re-exportation, etc...), the system will automatically display the reference of the previous SAD.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 41 | Supplementary units                                                     | Mandatory                                                                                                                                                                                           | This field is to be completed when the HS requires the item to be classified in some other unit of measurement such as liters, number, dozen, etc. Only the quantity should be input, as the unit is automatically displayed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 44 | Add. Info<br>Documents<br>produced<br>Certificates and<br>authorisation | Optional<br><br>Automatically displayed by the system<br><br>Automatically displayed by the system<br><br>Automatically displayed by the system<br><br>Prohibited<br><br>Optional<br><br>Prohibited | <p>This field is to be used for any additional information that may be required including the production of certificates, authorizations, licenses, etc</p> <p>The field has four (4) parts:</p> <p>Part 1 - License No - Deducted Value (DV) - Deducted Quantity (DQ)<br/>The license No field should be used to request a Goods Tax Exemption</p> <p>Part 2 - This field displays the additional charges and deductions (not included in the invoice) in the national currency that is relevant to the calculation of the Customs value of the goods per item.</p> <p>Part 3 – A.D: the codes of any additional documents, certificates or authorizations, etc., which are required for the clearance of particular goods such as quarantine, health, etc.</p> <p>Using the ASYCUDA system, the codes will be added automatically according to what is entered into the system (e.g. PHY for phytosanitary certificate).</p> <p>Any other documents which are attached directly by the importer will not be displayed in Box. 44 but will be visible from the “Attached Document” page.</p> <p>Part 4 (Previous document reference) – is completed when a product is warehoused and subsequently released under a different HS Code. Using the function “Change product”, the action will be recorded in part 4 of Box 44 with the format: TIN and HS Tariff number of the Previous Product and with the quantity to be discharged</p> <p>Part 5</p> <p>Part 6 - Free Text field to enter any other additional information.</p> <p>Part 7</p> |
| 45 | Adjustment                                                              | Mandatory                                                                                                                                                                                           | <p>Adjustment is the Ratio/Factor, which must be applied to the Customs value. By default, the adjustment is 1.</p> <p>The declarant is not required to change this value.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 46 | Statistical Value                                                       | Automatically displayed by the system                                                                                                                                                               | This field represents the Value for Customs in the national currency calculated with the item invoice value plus additional charges and minus any deductions, multiplied by the adjustment rate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| 47 | Calculation of taxes        | Automatically displayed by the system                                                             | <p>This field comprises the various elements associated with the calculation of taxes, as outlined below:</p> <p><u>Type</u></p> <p>Represents the ‘Type’ of duties/taxes applicable under the Solomon Islands Law such as Import Duties, Export Duties, Excise Duties, GT, etc.</p> <p><u>Tax Base</u></p> <p>The Tax Base is the Statistical value on which the amount of duty or taxes due to Customs is based on for calculation/computation purposes.</p> <p>For taxes calculated on quantity and not on value, the Tax Base will be the quantity expressed in proper unit (from Field no. 41).</p> <p><u>Rate</u></p> <p>This represents the duty and tax rates applicable - based on the HS tariff code (HS) - for any particular item.</p> <p><u>Amount</u></p> <p>This shows the total amount of duties and taxes calculated for the item based on the duty/tax rates</p> <p><u>MP (Mode of Payment)</u></p> <p>This indicates if the tax is payable (1), guaranteed (0) or calculated for information purposes only (3)</p> |
| 48 | Deferred Payment            | Optional                                                                                          | <p>If a deferred payment scheme is used, the field must be completed by entering the ASYCUDA credit or pre-payment account number.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 49 | Identification of Warehouse | <p>Mandatory (in case of suspense procedures)</p> <p>Prohibited (if not a suspense procedure)</p> | <p>This field relates to a SAD subject to a ‘suspense procedure’. If the Customs procedure is not a suspense procedure this field is not required.</p> <p>This field has two (2) parts:</p> <p>Part 1 – Is the code used for the identification of the warehouse from which the goods are re-exported.</p> <p>Part 2 – The duration, expressed in the number of days during which the goods are allowed to remain in the suspense regime.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| B  | Accounting Details          | Automatically displayed by the system                                                             | <p>This field is used for those elements which are associated with the accounting details such as the mode of payment, the assessment number, the receipt number and guarantee, as outlined below:</p> <p><u>Mode of Payment</u></p> <p>Is the method of payment used for the payment of the duties and taxes.</p> <p>If Box 48 is empty, the system will automatically display “CASH” to indicate this as the mode of payment.</p> <p>If Box 48 is not empty, the system will automatically display “ACCOUNT/PAYMENT” to indicate this is a credit or pre-payment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|    |                                        |            | <p><u>Assessment Number /</u></p> <p>This is the number assigned to a declaration after an assessment has been completed. When the SAD is modified after assessment a version number is displayed after the /sign</p> <p><u>Receipt Number</u></p> <p>Is the number assigned to the declaration after receipt of payment.</p> <p><u>Guarantee</u></p> <p>Is the total amount of any guarantee associated with the declaration</p> <p><u>Total fees</u></p> <p>Represents any additional charges added to a particular declaration such as the declaration acceptance Fee.</p> <p><u>Total declaration</u></p> <p>Is the total amount of all duties, taxes and fees which are payable for the declaration.</p> |
| 54 | Place and date                         | Mandatory  | This mandatory field requires the insertion of the Name, Date and Signature of the Declarant / Representative making the declaration.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 50 | Principal                              | Prohibited |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 51 | Intended office of transit and country |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 52 | Guarantee not valid for                |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 53 | Office of destination and country      |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| C  | Office of Destination                  |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| D  | Control by Office of Destination       |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |